

Please Note: Defence personnel are the primary audience for this guide. *Links to internal documents* will not work when being accessed from www.defenceyouth.gov.au

GUIDE TO REPORTING YOUTH PROTECTION EVENTS/INCIDENTS IN SENTINEL

INTRODUCTION

1.1 Workplace bullying and harassment is a Workplace Health and Safety (WHS) hazard and can be a notifiable incident to Comcare. Bullying and harassment events/incidents should be entered into Sentinel as a WHS event (refer to [WHS Hazards – Bullying and Harassment](#)). Sentinel and the Safety Trend Analysis Reporting Solution (STARS) tool are configured to protect the involved parties through restricted access to bullying and harassment event reports.

1.2 Defence requires a WHS event report to be entered in Sentinel for all youth protection events/incidents (Class A to Class D). This ensures effective reporting, investigation and closed-loop management of youth protection events/incidents, and supports analysis of youth protection event/incident data. Pending tailored enhancement of Sentinel, the functionality used to report bullying and harassment events/incidents in Sentinel is to be used for reporting youth protection events/incidents.

1.3 This guide provides instruction on how to report youth protection events/incidents in Sentinel and should be read in conjunction with [YOUTHPOLMAN Part 1 Section 3 Chapter 3 Youth Protection Complaint and Event/Incident Management](#).

INITIAL REPORTING IN SENTINEL

1.4 **Step 1 –Create a New WHS Event:** From the Defence Kiosk within Sentinel, select “New Event” (Figure 1).

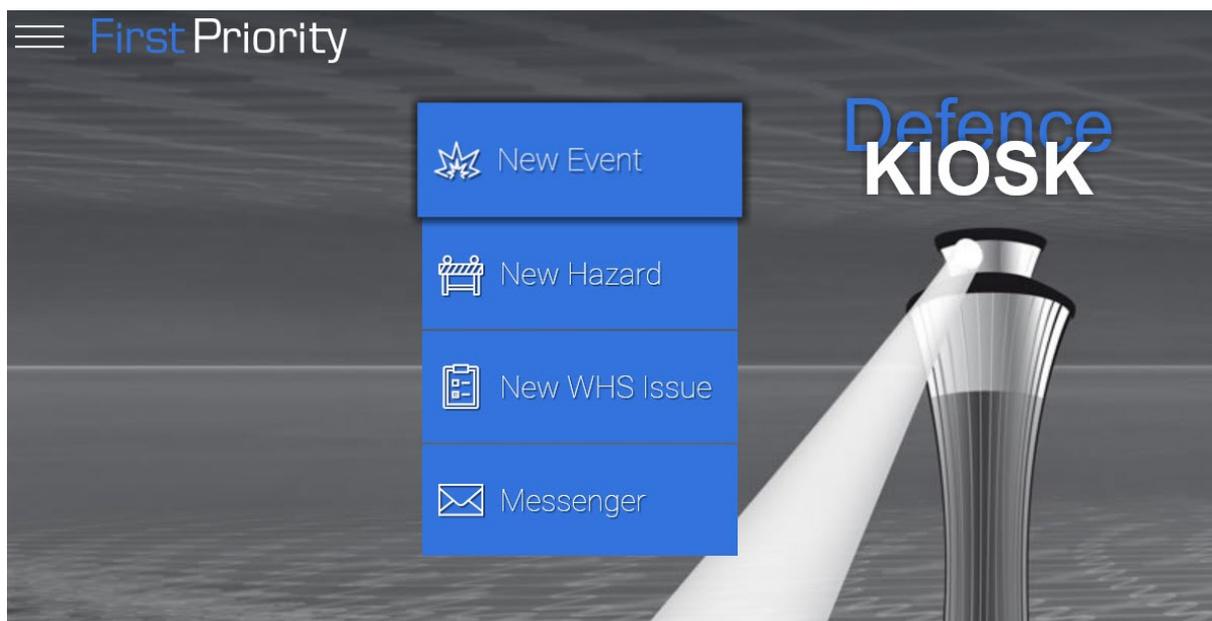


Figure 1 – Select New Event

1.5 **Step 2 – Select Event Type.** If you have Aviation Safety Reporting (ASR) access, you will see the screen in Figure 2. Select “No” for “Is this an Aviation Safety Report?” and “Yes” for “Is this a WHS Event?”. If you don’t have ASR access, go to Step 3.

Figure 2 – Select Event Type

1.6 **Step 3 – Complete WHS Assessment.** The WHS assessment comprises five questions (Figure 3)

Figure 3 – WHS Assessment

- Answer the first, third and fourth question as applicable to the event/incident (refer [Reporting a WHS Event](#)).
- For events/incidents that **did not** occur in the Defence environment (workplace), select “Yes” to “Did the Event occur whilst deployed on a declared Defence Operation”.

- For **all** youth protection events/incidents, including a youth protection policy breach, select “Yes” to “Did the event involve workplace bullying/harassment?”
- Figure 4 shows a typical selection for a youth protection event/incident that occurred in the Defence environment, and Figure 5 shows a typical selection for a youth protection event/incident that didn't occur in the Defence environment, but vary the responses as appropriate to the event/incident.

WHS Assessment

Select Event Type WHS Assessment Event Details People

If you require assistance please refer to the [Sentinel Help](#).

Did the Event occur whilst on duty doing Defence work? Yes ✓ No

Did the Event occur whilst deployed on a declared Defence operation?
(An ADF member posted, assigned or attached for duty to: a UN force, a foreign/multinational force; or the ADF outside Australia on declared warlike and non-warlike operations) Yes No ✓

Was the involved person a visitor to Defence Property?
(This includes live-in accommodation) Yes No ✓

Did the Event occur during ADF Sport Association organised sports?
(If this is an ADF Sporting Association activity choose Australian Command & Staff College ADF Sport Management (177377) as the Business Unit; otherwise select the Unit conducting the activity.) Yes No ✓

Did the Event involve workplace bullying/harassment? Yes ✓ No

Figure 4 – Typical WHS Assessment – Defence Environment

WHS Assessment

Select Event Type WHS Assessment Event Details People

If you require assistance please refer to the [Sentinel Help](#).

Did the Event occur whilst on duty doing Defence work? Yes No ✓

Did the Event occur whilst deployed on a declared Defence operation?
(An ADF member posted, assigned or attached for duty to: a UN force, a foreign/multinational force; or the ADF outside Australia on declared warlike and non-warlike operations) Yes ✓ No

Was the involved person a visitor to Defence Property?
(This includes live-in accommodation) Yes No ✓

Did the Event occur during ADF Sport Association organised sports?
(If this is an ADF Sporting Association activity choose Australian Command & Staff College ADF Sport Management (177377) as the Business Unit; otherwise select the Unit conducting the activity.) Yes No ✓

Did the Event involve workplace bullying/harassment? Yes ✓ No

Figure 5 – Typical WHS Assessment – Non-Defence Environment

1.7 **Step 4 – Enter Event Details.** To allow ready identification that the event report relates to youth protection, enter the following in the “What Happened?” field (figure 6):

- Line 1: “*Youth Protection Event/Incident – Class* [insert A to D as applicable]”.
- Line 2: “*Level 1/Level 2*” codification keywords (refer annex A).
- Line 3: “[*Defence Context*] or [*Community/Family/Domestic Context*]” as applicable (refer annex B).
- Line 4: Enter a de-identified free-text description of what happened. Use terms such as U18F (under-18 female) trainee, O18M (over 18 male) instructor when referring to involved people.
- Complete other mandatory Event Detail fields (figure 6).

The screenshot shows a web form titled "Event Details" with a progress bar at the top. The progress bar has four steps: "Select Event Type" (checked), "WHS Assessment" (checked), "Event Details" (active), and "People". Below the progress bar, there is a help message: "If you require assistance please refer to the [Sentinel Help](#)." The main form fields are:

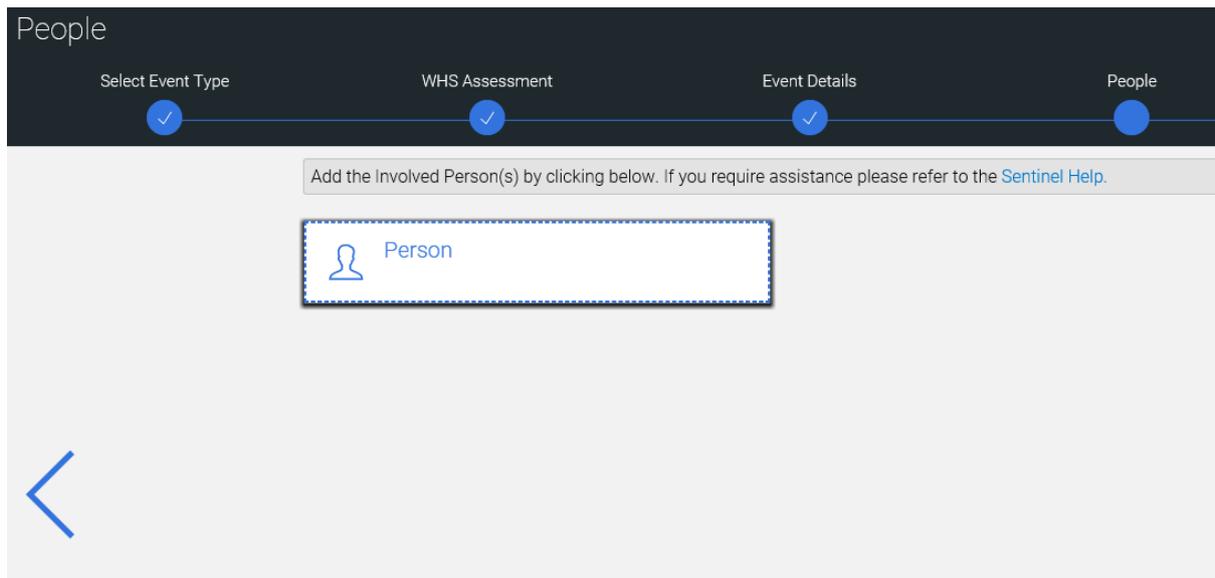
- What Happened? ***: Youth Protection Event/Incident - Class A
Sexual Misconduct/Sexual Abuse
Defence Context
Describe what happened without using personal details
- When? ***: 21-May-2020 12:23 (AEST)
- Where? ***: Brindabella Park ACT (G)
- Describe the specific location ***: Third Floor Office
- Event Business Unit ***: Default BU DEF

There is also a note: "You should select the Business Unit that was in control of the activity at the time of the Event."

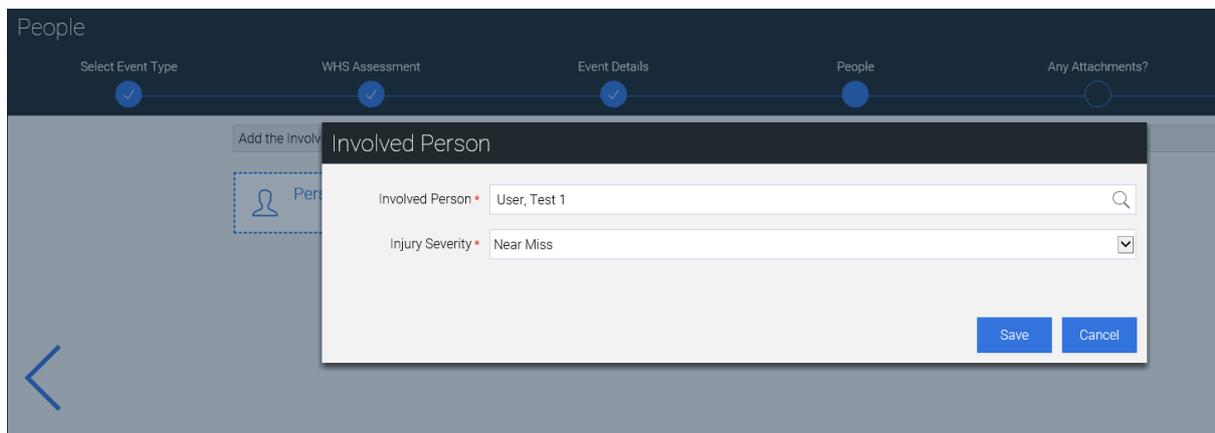
Figure 6 – Enter Event Details

1.8 **Step 5 – Enter People.** Enter the details of involved persons.

- Select “Person” (figure 7).

**Figure 7 – Select Person**

- In the “Involved Person” field, enter the name of the person who was the victim of the misconduct (figure 8). If the event/incident relates to a policy breach where there was no victim enter the name of the person responsible for the breach, **otherwise do not enter the details of the respondent(s)**.
- For “Injury Severity”, select “Near Miss” if no injury was sustained or the event/incident was a policy breach, or “Minor Injury”, “Serious Injury or Illness” or “Fatality” as applicable (refer [Reporting a WHS Event](#)).

**Figure 8 – Enter Involved Person Details**

- If there was more than one victim, add another “Person” and enter their details (figure 9). Note that only one “Visitor” (ie a person who doesn’t have a PMKeyS number) can be entered during the Initial Reporting phase. This is a known problem with Sentinel that will be fixed in the next Sentinel update (expected Dec 20). However, multiple “Visitors” can be entered during the “Supervisor Review” Phase.

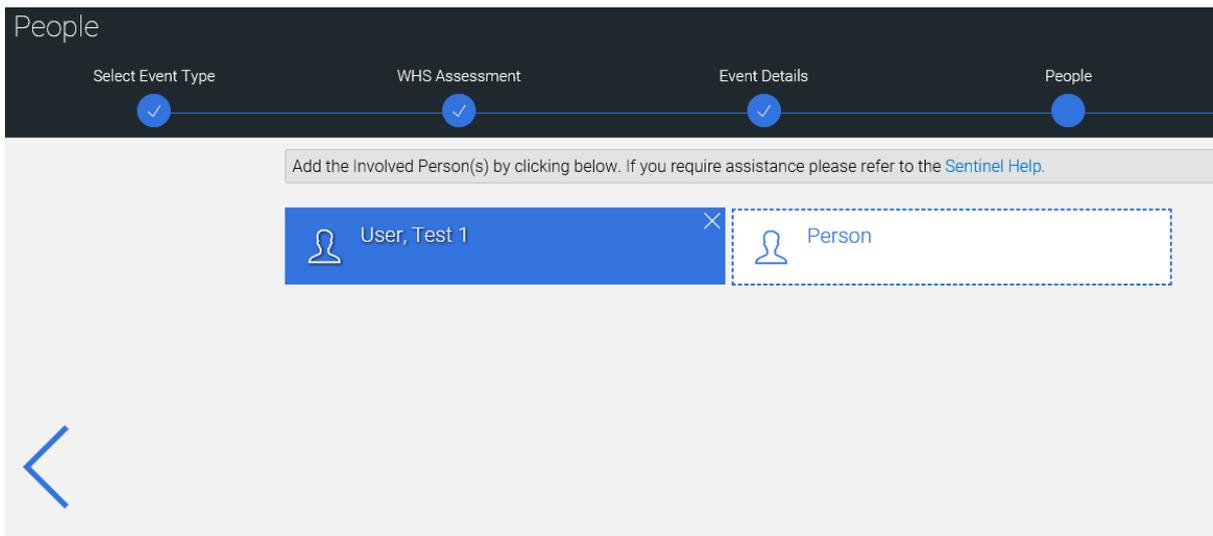


Figure 9 – Add Another Person

1.9 **Step 6 – Upload Attachments.** Upload relevant documents (figure 10).

- Download and complete the [Youth Protection Supplementary Information Form \(SIF\)](#). Select “File/Photo” (figure 10) and browse to attach the SIF (figure 11). The SIF should be updated and uploaded during the course of the WHS event investigation as appropriate.
- Attach any other relevant documents if applicable.
- This step may be completed under Supervisor Review (refer paragraph 1.17) and/or during the investigation phase.

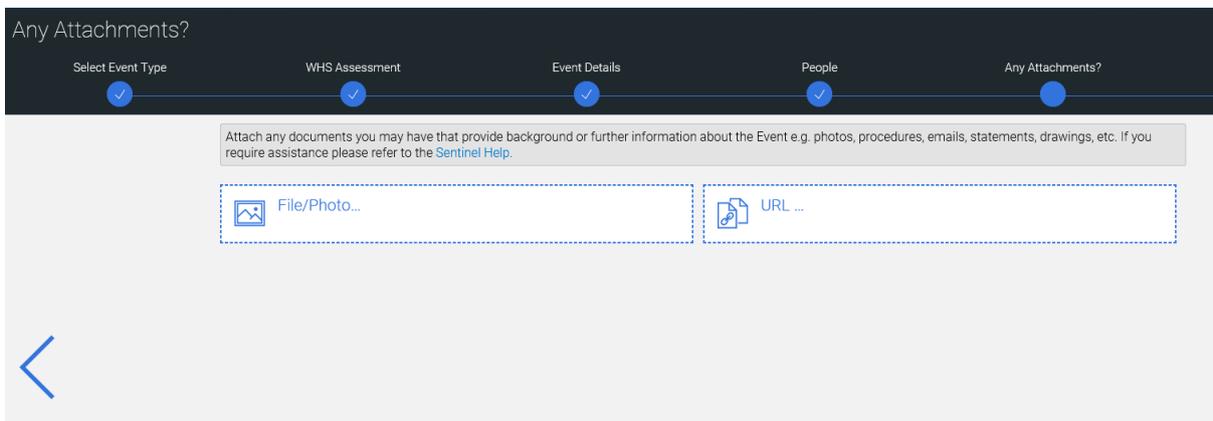


Figure 10 – Upload Attachments

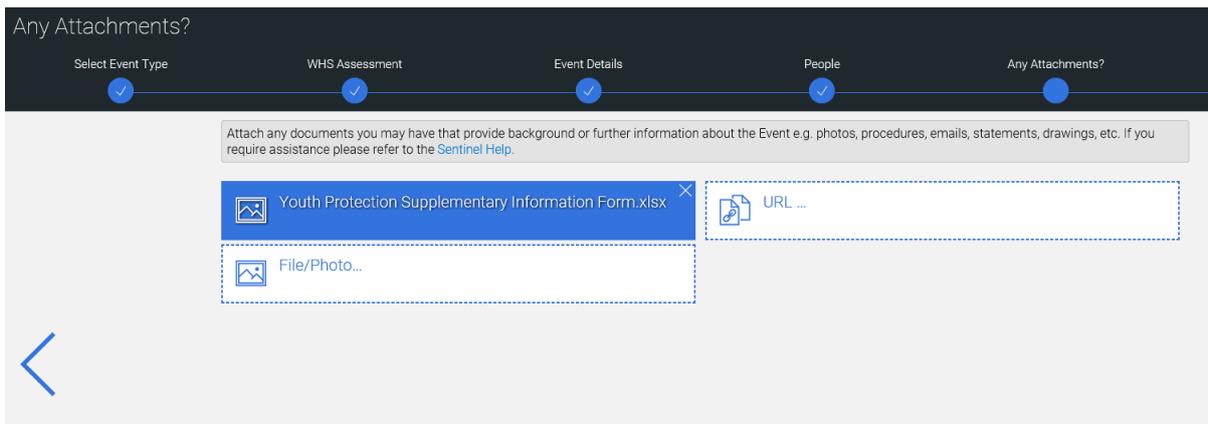


Figure 11 – Attach Youth Protection SIF

1.10 **Step 7 - Submit Report Information.** Identify the workplace supervisor and hazard source, and submit the Event report.

- In the “Workplace Supervisor” field, enter the name of the person responsible for initial management of the event/incident, which may be the same person who is submitting the report (figure 12).

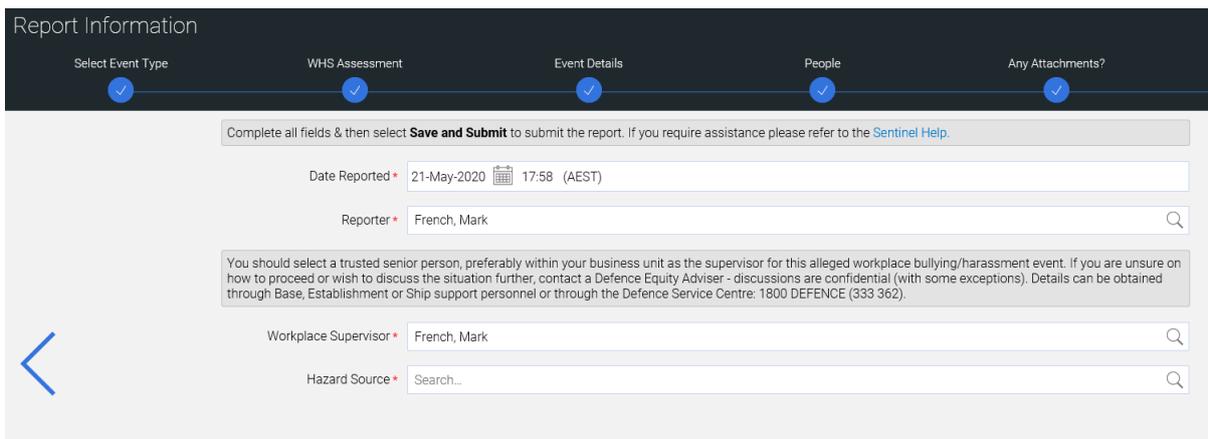


Figure 12 – Enter Workplace Supervisor

- **Note that the following step is important to ensure data consistency until Sentinel is enhanced to include youth protection specific hazard sources.**
- In the “Hazard Source” field, type or select “Psychosocial” from the drop-down menu and select “OK” (figure 13).

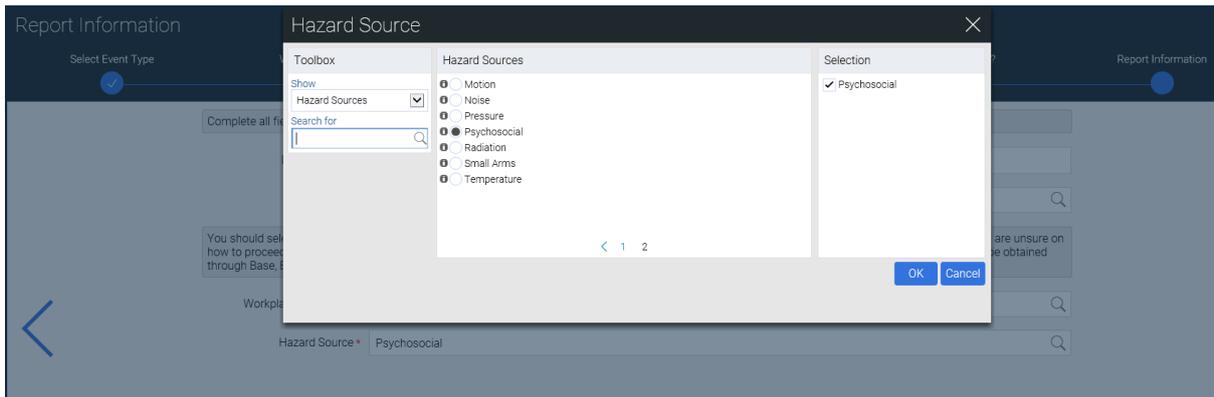


Figure 13 – Select Psychosocial

- Select “Save and Submit” to submit the report to the nominated supervisor (figure 14 and 15).

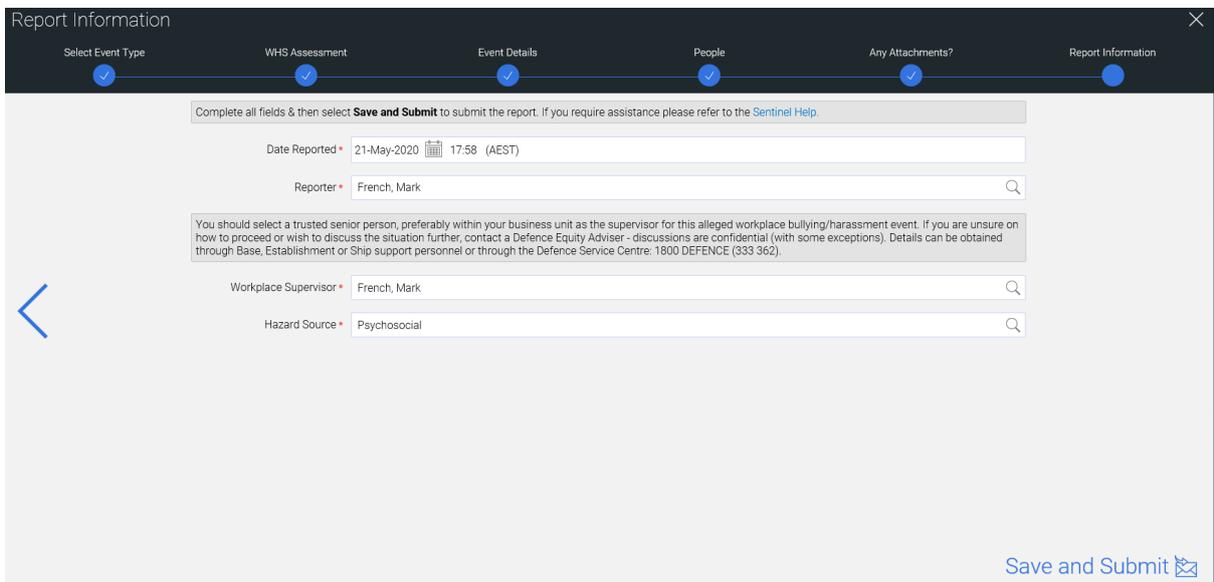


Figure 14 – Select Submit and Save

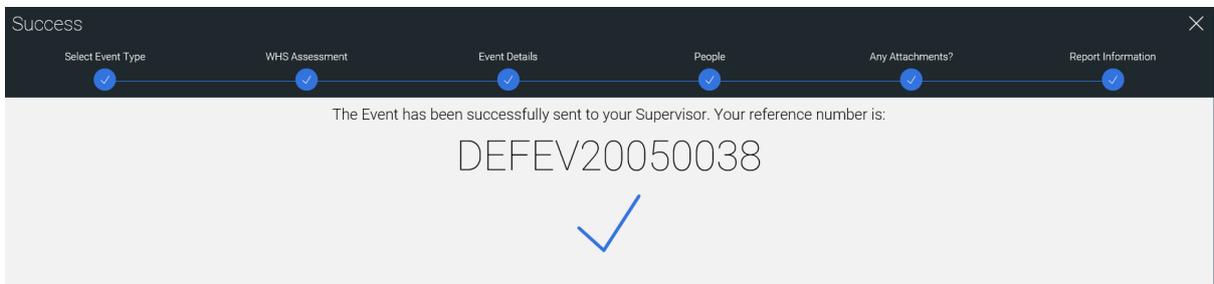


Figure 15 – Event Report Successfully Submitted

SUPERVISOR REVIEW

1.11 As the nominated supervisor for the event/incident, complete the tasks using the right hand checklist in the event report (figure 16).

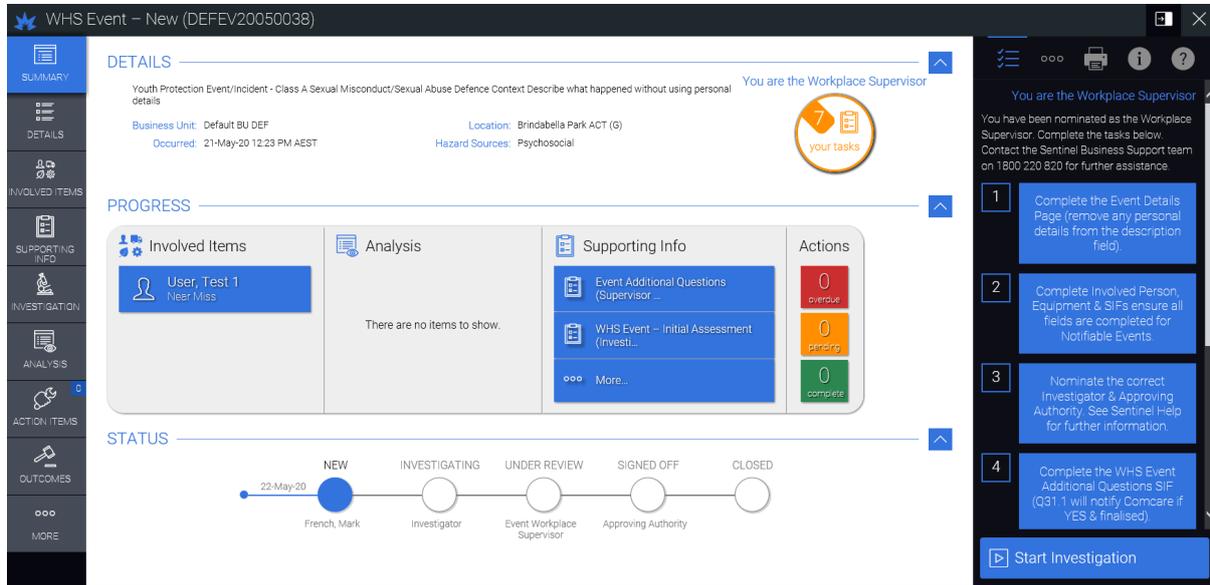


Figure 16 – Event Status “New” and Supervisor Checklist

1.12 **Task 1 – Complete Event Details.** Select Task 1 from the right hand checklist to display the “Details” page (figure 17).

- Review and update the “Description” of the event as appropriate, ensuring that any personal details have been entered they are removed. Enter the details of any “Immediate Action Taken”. Confirm that all other details are correct (figure 17).

WHS Event – New (DEFEV20050038)

DETAILS

Description * Youth Protection Event/Incident - Class A
Sexual Misconduct/Sexual Abuse
Defence Context
Describe what happened without using personal details

Immediate Action Taken Define immediate actions taken

Event Type * WHS Event [reclassify](#)

Occurred * 21-May-2020 12:23 (AEST)

Reported * 22-May-2020 10:24 (AEST)

Reported By * French, Mark

Workplace Supervisor French, Mark

Business Unit * Default BU DEF

Location * Brindabella Park ACT (G)

CATEGORISATION

Keywords Search...

Figure 17 – Event Details

- Under “Categorisation” in the “Keywords” field, type or select “WHS Strategy” (figure 18). **Note that this is an interim requirement until Sentinel is enhanced to include youth protection specific keywords.**

WHS Event – New (DEFEV20050038)

Workplace Supervisor French, Mark

Business Unit * Default BU DEF

Location * Brindabella Park ACT (G)

CATEGORISATION

Keywords WHS Strategy Search...

Hazard Source * Psychosocial

Functional Activity Administrative Duties

ADDITIONAL DETAILS

Prosecution - Legal History

in Confidence

Bypass Event Review

Secured

Historical (No Event Review)

Reference Number * Reference Type

+

Figure 18 – Complete Categorisation

- Confirm that the “Hazard Source” is “Psychosocial” and enter “Functional Activity” if applicable (figure 18).
- “Save” page and check Task 1 as complete.

1.13 **Task 2 – Complete Involved Persons.** Select Task 2 from the right hand checklist to display the “Involved Items” page (figure 19).



Figure 19 – Involved Person Details

- Confirm that only the name of the victim(s) and/or person responsible for a policy breach have been entered. The name of other respondent(s) must not be entered.
- Select a person (figure 19) to display the involved person’s details (figure 20).

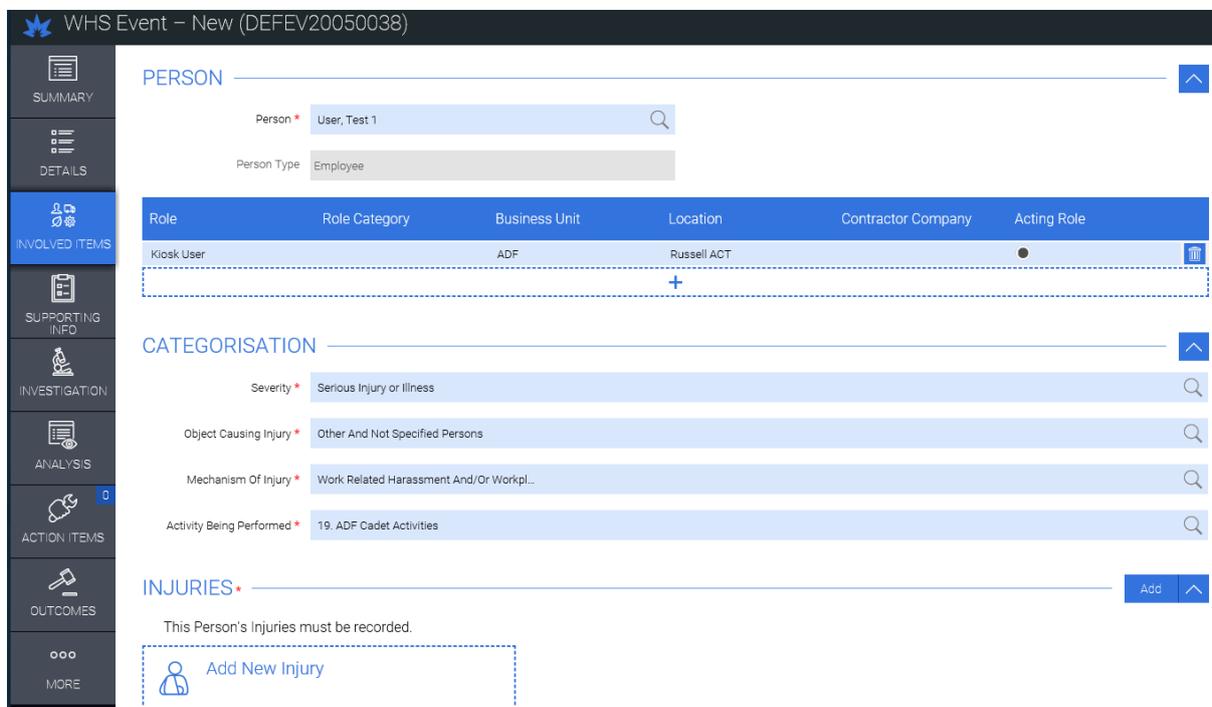


Figure 20 – Involved Person Details

- **Note that the following steps are important to ensure data consistency until Sentinel is enhanced to include youth protection specific keywords.**
- Under Categorisation, confirm “Severity” as “Near Miss” (for no injury or a policy breach), “Minor Injury”, “Serious Injury or Illness” or “Fatality” (refer [Injury Severity Definitions](#)) as applicable.
- In “Object Causing Injury” field, type “Other and Not Specified Persons”.
- In “Mechanism of Injury” field, type or select under “Mental Stress”:
 - “Work Related Harassment and/or Workplace Bullying” for Defence environment events/incidents
 - “Other Harassment” for non-Defence environment events/incidents
- In “Activity Being Performed” field, type or select:
 - For ADF Cadets, select from “19. ADF Cadet Activities” list
 - For all other contexts, select the appropriate activity
- For an event/incident that resulted in a “Minor Injury”, “Serious Injury or Illness” or “Fatality” to an involved person, under “Injuries” select “Add New Injury” (figure 20) to display “Involved Person Injury Details” (figure 21).
- In “Part of Body” field, type or select the injured body part as applicable or under “Non-Physical” select “Psychological System in General”
- In “Nature of Injury” field, select applicable “Injury” or “Illness” (typically under “Mental Disorders”).
- Select “Save”.

The screenshot shows a web form titled "Involved Person Injury Details". At the top right, there are help and close icons. The form contains several input fields:

- Symptom Onset ***: Three radio button options: "At the same Date and Time as the Event" (selected), "At a Date and Time after the Event", and "Not Applicable".
- Symptom Onset Date**: A date and time input field with the format "DD-MMM-YYYY hh:mm (AEST)".
- Part of Body ***: A searchable dropdown menu containing "Psychological System In General".
- Nature of Injury ***: A searchable dropdown menu containing "Short Term Shock From Exposure To Dist...".
- Recurring Symptom**: A checkbox that is currently unchecked.
- Notes**: A large, empty text area for entering additional information.
- Buttons**: "Save" and "Cancel" buttons are located at the bottom right of the form.

Figure 21 – Involved Person Injury Details

- For an event/incident that resulted in a “Minor Injury”, “Serious Injury or Illness” or “Fatality” to an involved person, under “Supporting Information” select “Injury Additional Questions” (figure 22).
- Answer questions as appropriate to the event/incident. “Save” and “Finalise” page.

- Select “Save” and “Return”.
- Confirm above details for all involved people. Note that if there was more than one victim who was a “Visitor” (ie, a person who doesn’t have a PMKeyS number), the Supervisor will need to enter their details as multiple “Visitors” cannot currently be entered during the Initial Reporting phase (refer paragraph 1.8).
- Check Task 2 as complete.

WHS Event – New (DEFEV20050038)

CATEGORISATION

Severity * Serious Injury or Illness

Object Causing Injury * Other And Not Specified Persons

Mechanism Of Injury * Work Related Harassment And/Or Workpl...

Activity Being Performed * 19. ADF Cadet Activities

INJURIES

Psychological System In General
Post Traumatic Stress Disorder (PTSD)

REMOVE

TREATMENTS

There are no items to show.

DAYS LOST

There are no items to show.

SUPPORTING INFORMATION

Serious Injury or Illness Additional Q... *
Finalised

Figure 22 – Injury Supporting Information/Additional Questions

- Answer questions as appropriate to the event/incident. “Save” and “Finalise” page.
- Select “Save” and “Return”.
- Confirm above details for all people who were the victim of the misconduct.
- Check Task 2 as complete.

1.14 Task 3 – Nominate Investigator and Appointing Authority. Select Task 3 from the right hand checklist to display the “Investigation” page (figure 23).

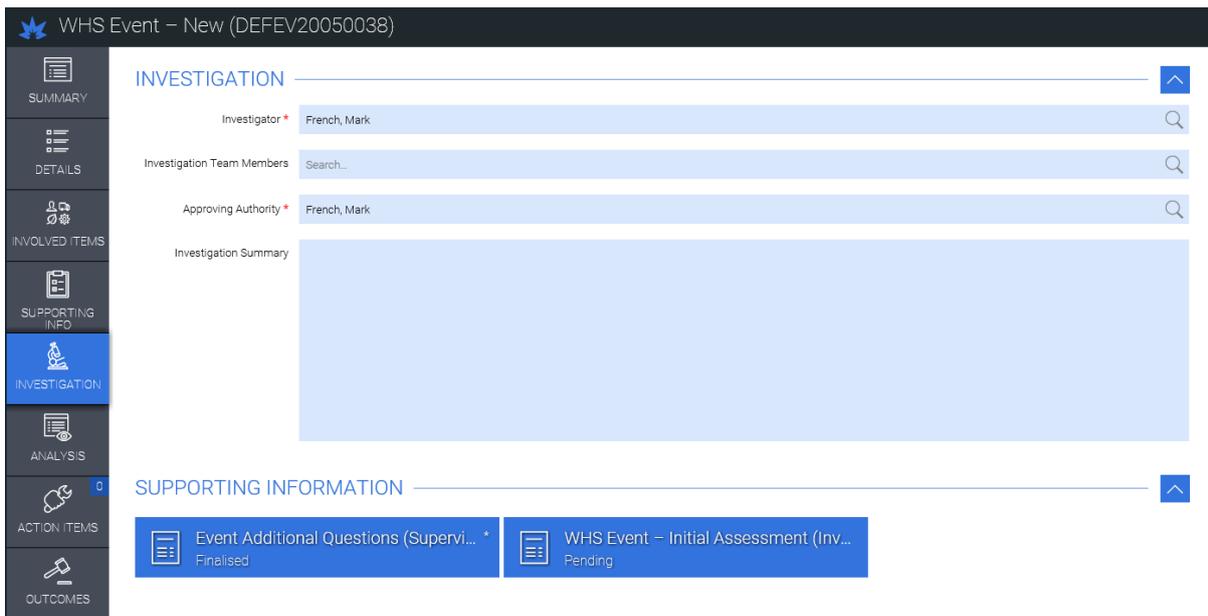


Figure 23 – Investigator and Approving Authority Details

- Enter the name of the Investigator and Appointing Authority (refer [YOUTHPOLMAN Part 1 Section 3 Chapter 4 Youth Protection WHS Investigation](#)).
- Select “Save” and check Task 3 as complete.

1.15 Task 4 - Complete WHS Event Additional Questions SIF. Select Task 4 from the right hand checklist to display the “Supporting Information” page (figure 24).

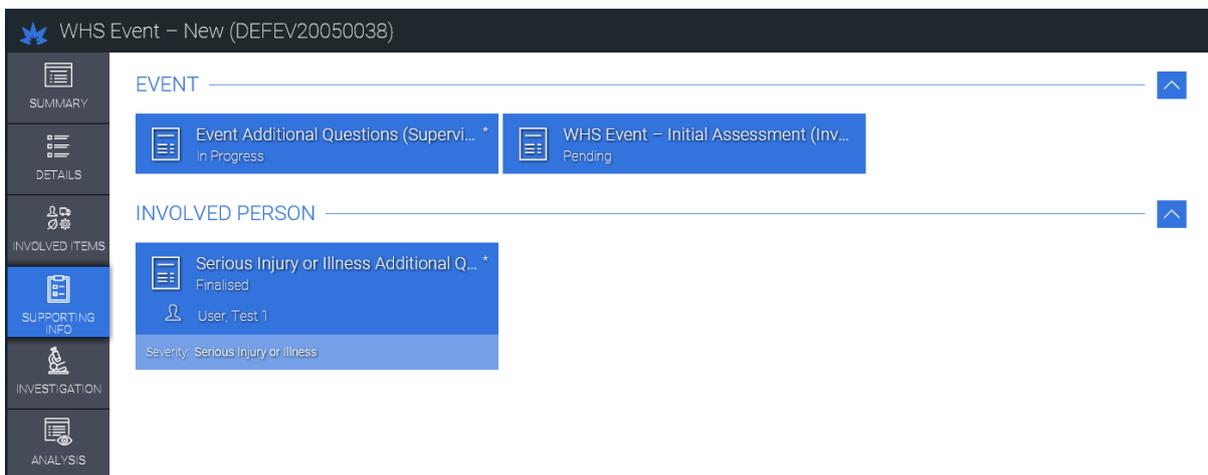


Figure 24 – Event Supporting Information

- Under “Event” select “Event Additional Questions (Supervisor to Complete)” to display the “Event Additional Questions” page. For a Defence environment event/incident, questions relating to Comcare should be displayed (figure 25). For a non-Defence environment event/incident, questions relating to Comcare should not be displayed (figure 26).

Event Additional Questions (Supervisor to Complete)

INITIAL ASSESSMENT

5.1 Did the Event occur whilst on duty doing Defence Work* NO YES

5.2 Was the Involved Person a visitor to Defence Property* NO YES

5.3 Does the Event involve workplace bullying/harassment?* NO YES

5.4 Did the Event occur during ADF organised sports?* NO YES

22.1 Did the Event occur whilst on a declared Defence Operation?* NO YES

EVENT DID NOT OCCUR ON DECLARED DEFENCE OPERATION

The following fields are to be completed:
Notification to Comcare is required immediately after becoming aware that a notifiable Event arising from the business or undertaking has occurred.
Notification in the first instance should be by phone - 1300366979

Select this link for HELP on [Sentinel Help - Previous Notification to Comcare](#)

31.1 Did the Event involve a person who suffered a Fatality, Serious Injury or Illness or was it a Dangerous Incident as defined in the WHS Act 2011?* NO YES

33.1 Has this Event been notified to Comcare previously, by telephone or writing?* NO YES

If you answered Yes to this question a notification will be sent to Comcare once this form is finalised.
See [Sentinel Help](#) for definitions.

Figure 25 – Event Additional Questions – Defence Environment

Event Additional Questions (Supervisor to Complete)

EVENT DETAILS - ADDITIONAL QUESTIONS

50.1 Indoor or Outdoor Location? INDOOR OUTDOOR

50.2 Provide the specific location of where the Event occurred? (eg Gymnasium, Desk, BP 35-5-001, Officer's Mess)

50.3 What, if any, plant, vehicles, equipment, substances or things were involved in the incident?*

If no other things were involved please enter N/A

Figure 26 – Event Additional Questions – Non-Defence Environment

- Confirm “Initial Assessment” details are correct (refer paragraph 1.6). **Ensure that “Yes” is selected to the question “Did the Event occur whilst on a declared Defence Operation?” for Non-Defence Environment event/incidents to prevent incorrect notification to Comcare.**
- Answer the Comcare related questions (figure 25) and “Events Details – Additional Questions” (figure 26) as applicable.

- For youth protection events/incidents where a Defence Incident Report (DIR) or Army Incident Management System (AIMS) Report has been submitted, under “Describing the Event – Additional Questions”, select “Yes” to “Has another type of report been created or raised in addition to this WHS Event that is related to the Event?” (figure 27).

Figure 27 – Describing the Event Additional Questions

- For an AIMS report, click in the “Select the report raised” field and type or select “AIMS (Army Incident Management System)”.
- For a DIR, click in the “Specify if other” field and enter “Defence Incident Report”.
- Enter the DIR or AIMS number in the “Reference/Work Order Number” field and any “Comments” as appropriate.
- Add additional reports and answer other additional questions as appropriate.
- “Save” and “Finalise” page.
- Check Task 4 as complete.

1.16 **Task 5 – Add Action Items.** Select Task 5 from the right hand checklist to display the “Action Items” page (figure 28).

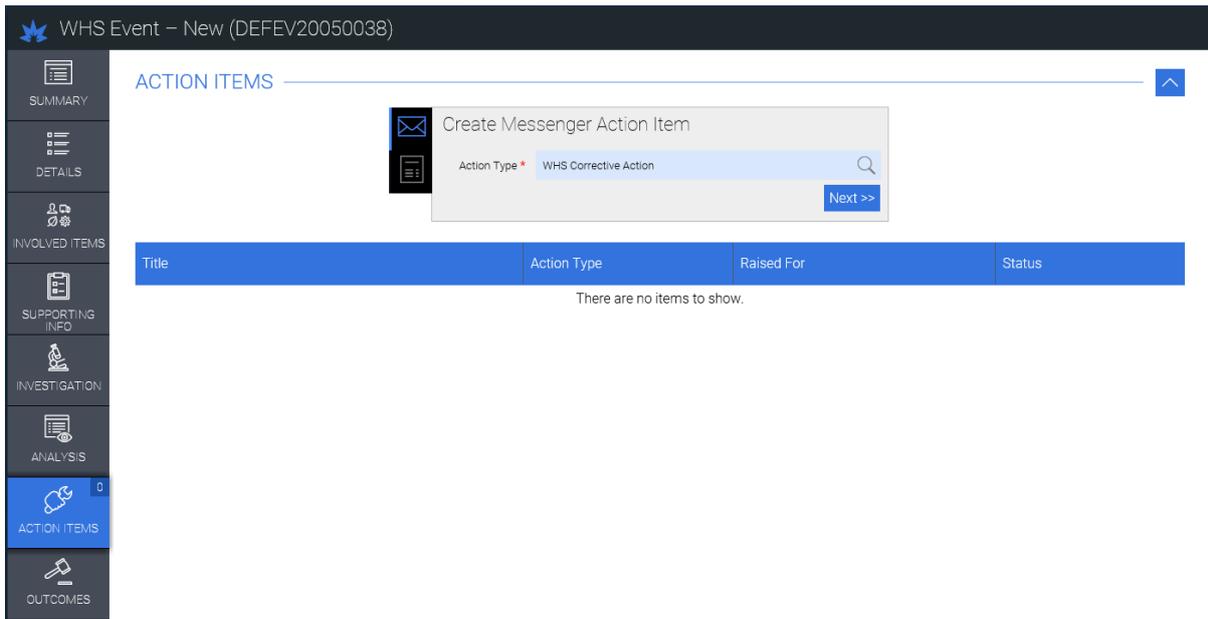


Figure 28 – Action Items

- If appropriate at this stage of the process, enter details of action item(s) and select “Send”.
- Check Task 5 as complete.

1.17 **Task 6 – Review and/or Add Attachments.** Select Task 6 from the right hand checklist to display the “Attachments” page (figure 29).

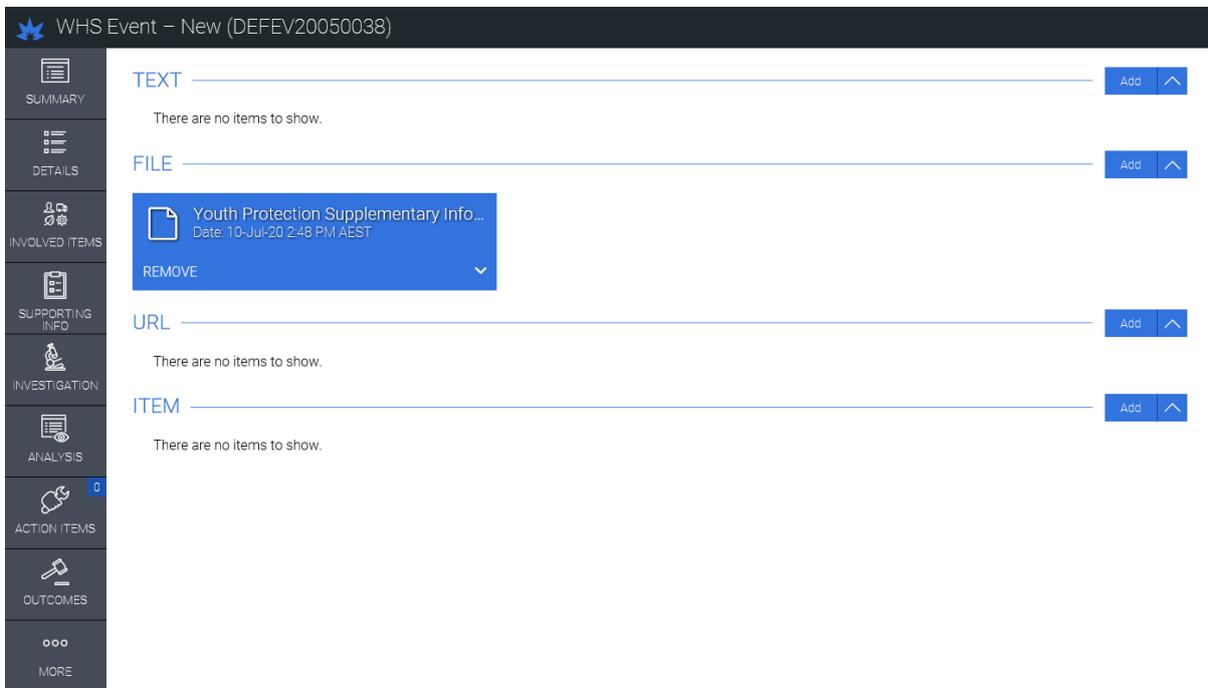


Figure 29 – Attachments

- If not completed during Initial Reporting (refer paragraph 1.9), download, complete and add the [Youth Protection Supplementary Information Form \(SIF\)](#).
- If completed during Initial Reporting, review, update and upload the revised SIF as appropriate. Out of date SIFs can be deleted by selecting “Remove” and an updated SIF can be attached by selecting ‘Add’.
- The SIF should be updated and uploaded during the course of the WHS event investigation as appropriate.
- Attach any other relevant documents if applicable.
- Check Task 6 as complete.

1.18 **Task 7 – Start Investigation.** Confirm that all tasks are complete, check Task 7 as complete and select “Start Investigation”.

INVESTIGATION

1.19 The investigator should complete the investigation in accordance with Service/Group WHS event investigation requirements and complete the WHS event report by following the right hand checklist in the WHS event report (figure 30).

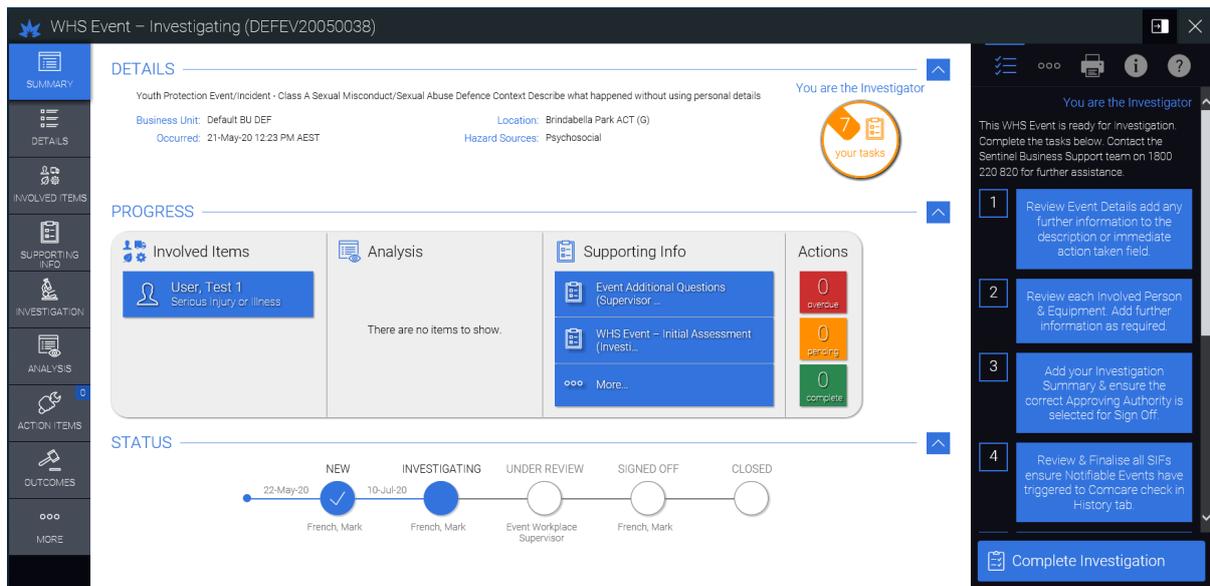


Figure 30 – Event Status “Investigating” and Investigator Checklist

**YOUTH PROTECTION EVENT/INCIDENT
CODIFICATION KEYWORDS**

Level 1	Level 2
Sexual Misconduct	Sexual Abuse ¹
	Sexual Harassment
	Sex/Gender Discrimination
	Inappropriate Sexual Remark
	Other Sexual Misconduct
Other Misconduct	Physical Abuse
	Physical Harassment
	Inappropriate Non-sexual Physical Contact
	Emotional Abuse
	Emotional Harassment
	Inappropriate Non-sexual Remark
	Neglect
	Exposure to Family/Domestic Violence
	Discrimination (Non-sexual)
	Prohibited Substance
	Alcohol Offence
	Alcohol Indiscretion
	Youth Safety Policy Breach
Other Misconduct	

¹ Sexual Abuse is inclusive of Sexual Assault and Non-Assaultive Sexual Offences, as defined by the Australian and New Zealand Society of Criminology (ANZSOC)

YOUTH PROTECTION EVENT/INCIDENT CONTEXTUALISATION

Definition

The **Defence Environment** includes any Defence workplace, premise or facility, or any other location/environment where Defence arrange, undertake or supervise an activity.

Defence Context

if answer “Yes” to **ANY** of the following:

- Did the alleged abuse/unacceptable behaviour occur within the Defence environment?
- Is the victim an ADF or Defence APS youth?
- Is the alleged respondent an ADF or Defence APS member, or contractor/volunteer/visitor[#] to Defence?

[#] includes a participant in a Defence Youth Program, including ADF Cadets and Defence Work Experience Program

Community or Family/Domestic Context

if answer “Yes” to **ALL** of the following:

- Did the alleged abuse/unacceptable behaviour occur outside the Defence environment?
- Is the victim a civilian (non-ADF or APS member)?
- Is the alleged respondent a member of the community with no association to Defence?