



CHILD SAFE REPORTING PROCESS

Who can report:	Parent/ Guardian – Child – Volunteer – Staff
What to report:	Any child safety concerns, including: <ul style="list-style-type: none"> • Disclosure of abuse or harm; • Allegation, suspicion or observation of any abuse; • Breach of Code of Conduct; • Environmental safety issues.
When to report:	Call 000 if a child is in immediate danger All incidents should be reported that day.
How to report:	Face-to-face verbal report, written report by letter or email, telephone conversation to a committee member. <i>Please refer to the current committee list. Committee subject to change at each Annual General Meeting.</i>
Who to report to:	As of July 2019: Club President: Club Secretary: VSC President: Aaron Meakins – 0408 539 694 VSC Secretary: Lynne Jenkins – 0416 238 575 VSC/ _____ Committee (please refer to current committee list)
What happens next:	The Committee member will: <ul style="list-style-type: none"> • Offer support to the person who makes a report and to the accused individual (this may be a separate volunteer or member) • Decide, in accordance with the legal requirements and duty of care, whether the matter should/ must be reports to the police or Child Protection and make report as soon as possible if required. • Initiate internal process to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required) • Refer to VSC/ _____ Club Child Safety Incident Report Form
Outcome:	<ul style="list-style-type: none"> • Investigation – Internal or External depending on the nature of the complaint; • Outcome decided; • Relevant member, volunteers, parents and child notified of outcome of investigation; • Policies & Procedures updated where necessary.