



Child Safe Standards - REPORTING PROCESS

Red Hill Football Netball Club

Child Safe Reporting Process

Who Can Report?	Parent Child Volunteer Coach
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?	Face-to-face verbal report, letter, email, telephone call, meeting
Who To?	<ul style="list-style-type: none">• Child Safety Officer: <i>Football – Jim Baird, Women’s Football – Natasha Adams, Netball – Lisa Galvin</i>
What Happens Next?	The Child Safety Officer will: <ul style="list-style-type: none">• Offer support to the person who makes a report and to the accused individual• Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.• Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
Outcome	<ul style="list-style-type: none">• Investigation - Internal or external depending on the nature of the complaint;• Outcome decided;• Relevant staff, volunteers, parents and child notified of outcome of investigation;• Policies & procedures updated where necessary.

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*This document was developed utilising and adapting content from:
The Commission for Children and Young People (2015), A guide for creating a child safe organisation*