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# Child Safe Standards

**REPORTING PROCESS TEMPLATE**

The following Child Safe Reporting Process template is provided as an example for sporting organisations to use as part of a suite of strategies to meet the Victorian Child Safe Standards and develop a child safe culture within their sport. Consideration should be taken as to how this supports and complements existing organisation policies, processes and by-laws. The items included in this template have been adapted from resources developed by the Commission for Children and Young People. Your organisation should review the template and consider if any additional information is required prior to adoption and implementation. Review of your organisations reporting process by legal professionals is also recommended.

**Further Information:**

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**[Insert Organisation Name]**

**Child Safe Reporting Process**

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| Who Can Report? | Parent Child Volunteer Staff |
| What to Report? | Any child safety concerns, including:   * 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  *(insert details such as email address, telephone number, report template)* |
| Who To? | * Child Safety Officer: *(insert name & details)* * Member Protection Information Officer: *(insert name & details)* * Staff Member: *(insert name & details)* * CEO: *(insert name & details)* |
| What Happens Next? | The CSO, MPIO, Staff Member or CEO will:   * Offer support to the person who makes a report and to the accused individual (this may be a separate staff member) * 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)   *(insert details of relevant policy documents and internal processes)* |
| Outcome | * 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.   *(insert details of relevant policy documents and internal processes)* |

### END OF TEMPLATE

*This resource is supported by the Victorian Government.*

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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*