

Child Safe Reporting Policy

Policy Statement

The Royal South Street Society (RSSS) is committed to ensuring all child safety concerns are identified, reported, managed and responded to promptly, fairly and in accordance with legislative obligations.

This Policy establishes the reporting processes for child safety concerns, including disclosures, allegations, suspicions and incidents involving children and young people. It supports the Child Safety & Wellbeing Policy and Child Safe Code of Conduct.

The safety and wellbeing of children and young people is the primary consideration in all reporting and response processes.

Purpose

The purpose of this Policy is to:

- establish clear child safety reporting procedures;
- ensure all child safety concerns are reported promptly;
- support timely and appropriate responses;
- clarify reporting responsibilities;
- ensure compliance with legislative and organisational requirements.

Scope

This Policy applies to all personnel including:

- Board Directors
- Employees
- Volunteers
- Discipline Chairs
- Committee Members
- Contractors and consultants
- Adjudicators
- Accompanists
- Guest artists and presenters
- Event officials
- Competitors and participants
- Parents, guardians and carers
- Patrons attending RSSS events
- Any person representing or acting on behalf of RSSS.

This Policy applies across all RSSS activities, competitions, events, meetings, performances, online environments and venues operated or managed by RSSS.



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Definitions

Child

A child or young person under the age of 18 years.

Child Safety Concern

Any allegation, disclosure, suspicion, complaint, observation, incident, risk or breach that may impact the safety or wellbeing of a child.

A child safety concern may arise from a disclosure, observation, allegation, suspicion or breach of organisational policy.

Personnel

Includes Board Directors, employees, volunteers, contractors, consultants, adjudicators, committee members and any person acting on behalf of RSSS.

Reportable Child Safety Concerns

This includes:

- disclosures of abuse;
- allegations or suspicions of abuse;
- grooming;
- reportable conduct;
- inappropriate behaviour towards a child;
- breaches of the Child Safe Code of Conduct;
- conduct that may place a child at risk;
- concerns regarding professional boundaries;
- concerns relating to inappropriate electronic or online communication with a child.

Who Can Make a Report

RSSS expects all personnel to report child safety concerns immediately. No person will be discouraged or disadvantaged for making a genuine report.

Reporting Responsibilities

Personnel who become aware of, witness or reasonably suspect a child safety concern must report it immediately.:

- conduct that may place a child or young person at risk;



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- any disclosure of abuse;
- allegations or suspicions of abuse;
- inappropriate behaviour;
- breaches of this Policy or the Child safe Code Of Conduct;
- any child safety concern.

Reporting Pathway

Personnel must report concerns to the Child Safety Officer or, if unavailable, the Executive Officer, Board Chair or delegated senior RSSS representative. Reports involving immediate risk must be made directly to Victoria Police (000).

Reports must be made in accordance with the Child Safety & Wellbeing Policy and applicable legislative reporting obligations.

Responding to a Disclosure

It is the child safety officer or delegated senior RSSS representative role to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of the investigation.

To ensure the immediate and ongoing safety of the child:

- Establish the welfare and safety of the child and take steps to ensure the child is removed from the risk.
- Remain calm and reassure the child that they have done the right thing by speaking up.
- Listen carefully without interrupting.
- Ask only enough questions to establish the immediate safety of the child and whether a report is required. Avoid questioning that could interfere with an investigation.
- Provide appropriate support and reassurance without making promises that cannot be kept.
- Explain, in an age-appropriate manner, what will happen next and who will be involved in responding to the concern.
- Don't confront the alleged perpetrator.
- Seek guidance if you are unsure about what to do.



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Complaint and Incident Process

1. Ensure the immediate safety of the child.
2. Contact emergency services if required.
3. Notify the Child Safety Officer or senior RSSS representative.
4. Record the concern using the Child Safety Incident Report Form.
5. Support the child and cooperate with statutory authorities.
6. Review the incident, implement improvements where required and document any actions taken.

Procedural fairness and confidentiality

RSSS will respond to all child safety concerns promptly, fairly and confidentially. The safety and wellbeing of children will be the primary consideration while ensuring procedural fairness for all parties.

Appropriate interim measures may be implemented to protect children while concerns are assessed or investigated.

Information relating to child safety concerns will only be shared with those who have a legitimate operational or legal need to know or where required by law.

Records will be maintained securely in accordance with the Records Management Policy and Privacy Policy.

Record Keeping

Records relating to child safety concerns must be accurate, factual, secure and retained in accordance with legislative requirements and the RSSS Records Management Policy.

Records will be retained in accordance with legislative requirements and the RSSS Records Management Policy.

Legislative Responsibilities

RSSS will comply with all legislative obligations relating to mandatory reporting obligations, where applicable, Failure to Disclose, Failure to Protect, the Reportable Conduct Scheme and other relevant child safety legislation.



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Continuous Improvement

RSSS will regularly review child safety incidents, reporting practices, policies and lessons learned to strengthen child safe systems and reduce future risks.

Where appropriate, outcomes from reviews will be used to update policies, procedures, training and risk management practices.

Related Policies & Documents

This Policy should be read in conjunction with:

- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Code of Conduct
- Media, Social Media, Photography & Videography Policy
- Complaint Handling Policy
- Volunteer Management Policy
- Privacy Policy
- Recruitment & Selection Policy
- Working with Children Check Procedures
- Conflict of Interest Policy
- Equal Opportunity, Anti-Discrimination, Anti-Harassment and Bullying Policy
- Records Management Policy

Policy Authorisation

Approved by Board of Directors	26/08/2026	Responsible Person	Executive Officer
Version	Version 3 August 2026	Scheduled Review Date	01/08/2028