



# Child Safe Reporting Policy

Title	Content
<b>Introduction</b>	<p>To help keep children safe, we must create, maintain and improve our child safe reporting practices to ensure they remain effective. Everyone involved with Royal South Street Society must:</p> <ul style="list-style-type: none"><li>- Know what to report, who to report it to and how to report it.</li><li>- Report any concerns about the safety or welfare of a child or young person immediately.</li><li>- Feel confident that concerns and allegations will be dealt with honestly and fairly.</li><li>- Feel confident in reporting unacceptable behaviour around children and young people.</li><li>- Ensure the safety and wellbeing of the child is paramount when an allegation is made.</li></ul>
<b>Definitions of harm and abuse (what to report)</b>	<p><b>Psychological abuse</b></p> <p>Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.</p> <p><b>Physical abuse</b></p> <p>Includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.</p> <p><b>Sexual abuse</b></p> <p>Include the sexual touching of a child, grooming, and production, disruption or possession of child abuse material (often in the form of photography).</p> <p><b>Grooming</b></p> <p>The process where a person manipulates a child or group of children, and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of trust so they can then later sexually abuse the child.</p> <p><b>Misconduct</b></p> <p>Inappropriate behaviour that may not be as severe as abuse, although could indicate that abuse is occurring and could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.</p> <p><b>Lack of appropriate care</b></p> <p>Includes not providing adequate and proper supervision, nourishment, clothing, shelter, education, and medical care.</p>

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<b>Types of complaints (what to report)</b>	<p>All complaints should be reported. This includes:</p> <ul style="list-style-type: none"> <li>- Criminal conduct</li> <li>- Risk of significant harm</li> <li>- Disclosures of abuse</li> <li>- Unacceptable behaviour around children and young people that breaches the Royal South Street Society Child Safe Code of Conduct</li> <li>- Suspicion of harm or abuse to a child or young person</li> <li>- Reportable conduct</li> </ul>
<b>Making a complaint (who can report)</b>	<p>Everyone involved with Royal South Street Society has the right to make a genuine complaint without concern for having done so. This includes, children and young people, staff members, volunteers, competitors, visiting teachers and patrons. Reporting abuse is mandatory and encouraged- it is never obstructed or prevented.</p>
<b>Reporting obligations (who to report to)</b>	<p>Reporting of child abuse is the responsibility of everyone. Any concern for a child's immediate safety should be reported to 000</p> <p>Alleged child abuse should be reported to the most senior member of Royal South Street on site at the time of the allegation. This starts with:</p> <p>Chair of the Board</p> <p>Deputy Chair of the Board</p> <p>Royal South Street Office staff member</p> <p>Board members</p> <p>Discipline Chairs</p> <p>Discipline committee members</p> <p>Volunteer</p> <p>All reports of child abuse are to be reported to the Child Safety Officer (Royal South Street Board Chair) or when unavailable, the Deputy Child Safety Officer (Royal South Street Board Deputy Chair).</p> <p>Child Safety Officer Contact:</p> <p>If in doubt, please contact the Royal South Street office on 03 5332 1054</p>

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<b>Risk management strategies (how to report)</b>	<p>To ensure the immediate and ongoing safety of the child:</p> <ul style="list-style-type: none"> <li>- Establish the welfare and safety of the child and take steps to ensure the child is removed from the risk.</li> <li>- Reassure them and remain calm.</li> <li>- Listen carefully without interrupting.</li> <li>- Don't ask questions or any additional questions once you've established there is a genuine concern (so as to not compromise any investigations).</li> <li>- Support them, reassuring the child that they have done the right this, that you believe them and that the abuse is not their fault.</li> <li>- Explain what will happen, including timeframes to the best of your ability.</li> <li>- Don't make any promises you cannot keep.</li> <li>- Don't confront the alleged perpetrator.</li> <li>- Seek guidance if you are unsure about what to do.</li> </ul> <p>It is the child safety officer's 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.</p>
<b>Procedural fairness, including privacy and confidentiality (how to report)</b>	<p>Any allegations of abuse will be treated in a fair, transparent and timely manner. Any staff member, member, volunteer or stakeholder will be immediately removed from and stood down from their involvement with Royal South Street pending investigation from legal authorities.</p> <p>The privacy of the reporter, child or young person and the alleged perpetrator is to remain confidential and accessed only by those within Royal South Street involved in the investigation as well as relevant authorities. In addition, all documents relating to any alleged abuse are to be maintained securely by those involved in the investigation.</p>
<b>Complaint process (how to report)</b>	<p>Once a complaint has been received by anyone in relation to staff, members, volunteers, competitors, patrons or stakeholders:</p> <ul style="list-style-type: none"> <li>- Steps must be taken by the most senior Royal South Street member in the venue to ensure the child has been removed from immediate harm.</li> <li>- The most senior Royal South Street member will then contact police and follow advice provided. This may include having the perpetrator removed from the venue.</li> <li>- A written report is to be completed following the template available. If this member has difficulties in doing so, they may contact the Royal South Street office staff for assistance (understanding that Royal South Street is a volunteer based not for profit organisation and the most senior member may be a volunteer).</li> <li>- Ongoing support is to be provided to the child or young person.</li> <li>- An investigation is to be conducted by the board to ensure the safety of the child and the removal of the perpetrator pending legal investigation.</li> <li>- Action to be taken by the board and implemented by everyone involved with Royal South Street to ensure any known and convicted perpetrator is not permitted to engage with Royal South Street Society.</li> <li>- Review of the incident and the Royal South Street Society Child Safe Policy to be conducted (including if not due for review).</li> </ul>

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<b>Legislation</b>	<ul style="list-style-type: none"> <li>- Child Wellbeing and Safety Act 2005</li> </ul>
<b>How we publicise our Child Safe Reporting Policy</b>  Include a communications plan	<p>The Royal South Street Society's Child Safety Policy is to be distributed in the following manner:</p> <ul style="list-style-type: none"> <li>- Displayed within the Royal South Street Office</li> <li>- Emailed to all Royal South Street members and volunteers</li> <li>- To be included on the Royal South Street Society website</li> <li>- To have links to this website included in all Royal South Street Society associated social media avenues including those managed by individual disciplines.</li> </ul>
<b>Review date</b>  Set a date to review and update this policy	<p>The Child Safety Reporting Policy for Royal South Street is to be reviewed in no less than 24 months.</p> <p>Review of the Child Safety Reporting Policy is the responsibility of the Royal South Street Society Board of Directors.</p>