



Reporting child abuse allegations Procedure

Frankston Rovers Junior Football Club

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Step 1: Receive the allegation

Step 2: Report the allegation

Step 3: Protect the child and manage the situation

Step 4: Take internal action

Step 5: Debrief

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

If there is immediate safety or danger, immediately call the Police '000'. Any allegations of serious or criminal abuse **requires urgent action** call 000 Non-urgent police assistance Ph: (03) 9247 6666

For ALL Reports of Child Abuse: Contact Child Safety Officer on childsafety@frankstonrovers.com.au and complete [ComplaintForm \(austfoot.com.au\)](http://austfoot.com.au)

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the *President* of the Child Safety Officer so that he or she can manage the situation. Using the Attachment 2: confidential record of child abuse allegation

Step 3: Protect the child and manage the situation

- The *Child Safety Officer* will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded.
- The *Child Safety Officer* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *Child Safety Officer* will consider what support services may be appropriate for the alleged offender.
- The *Child Safety Officer, President and Vice President* will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 1. a criminal investigation (conducted by the police)
 2. a child protection investigation (conducted by the relevant child protection agency)
 3. a disciplinary or misconduct inquiry/investigation (conducted by *the President, Vice President and Child Safety Officer*)

Individuals/clubs should not try to investigate the incident themselves

- The police or child protection agency may undertake an investigation.
- The club will provide information and assist with the police investigation as appropriate.

A disciplinary or misconduct inquiry/investigation will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

- If disciplinary action is undertaken, we will follow the procedures set out in our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.



Contact details for advice or to report an allegation of child abuse

Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278 AFL Complete ComplaintForm (austfoot.com.au)
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Step 5: Debrief

For support of all our club community offer Additional confidential Support services to the club community when needed:

- ❖ Lifeline: 24 Hours 13 11 14 | Web: www.lifeline.org.au
- ❖ 13YARN: 24 Hours: 13 92 76 | Web: www.13yarn.org.au
- ❖ Beyond Blue: 24 Hours 1300 224 636 | Web: www.beyondblue.org.au
- ❖ 1800 RESPECT: 24 Hours 1800 737 732 | Web: www.1800respect.org.au
- ❖ Kids Helpline: 24 Hours: 1800 55 1800 | Web: www.kidshelpline.com.au
- ❖ Headspace: 9am – 1am 1800 650 890 | Web: www.headspace.org.au
- ❖ QLife: 3pm to midnight 1800 184 527 | Web: www.qlife.org.au
- ❖ Crimestoppers: 24 hours 1800 333 000 | Web: www.crimestoppers.com.au

Regular Committee Agenda Item will identify and open discussion for continuous improvement for risk management from incidents from being repeated and help identify the following:

- Have we done what we can? To protect the integrity and confidentiality of those involved.
- What worked and what needed improvement in the response
- Any further actions required.
- Child Safeguarding Officer Update What is the risk? How can we mitigate it? Are we comfortable with it? Policy changes? Education?

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President:	Sign:	Name: Aaron Gale	
Vice-President:	Sign:	Name: Natasha Degrassi	



CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the online form, relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Spectator <input checked="" type="checkbox"/> Support Personnel <input type="checkbox"/> Other	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	



Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.