



Child Safe Reporting Process

Who Can Report?	Parent Child Volunteer Staff
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?	<ul style="list-style-type: none">• Electronic form (main method) https://www.cognitofrms.com/SouthernPeninsulaBasketballAssociation/complaintform• Face-to-face• Verbal report• Letter – PO Box 122, Dromana, Vic• Email – childsafesthpen.com.au• Telephone call – 03 5981 0347• Meeting.
Who To?	<ul style="list-style-type: none">• General Manager: <i>Ben White</i>• President: <i>Damian Paul</i>• Competitions Manager: <i>Jenna McCormick</i>• Director of Coaching: <i>Matt Brasser</i>• Community Engagement Officer: <i>Peter Caspersz</i>
What Happens Next?	We will: <ul style="list-style-type: none">• 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)• Follow step as outlined in the SPBA Member Protection Policy and Child Safe Policy• Liaise with Basketball Victoria to provide advice regarding the situation.



Dromana 5981 0347
Rosebud 5981 1770



Dromana Basketball Stadium
Old White Hill Road, Dromana
Hillview Stadium
Boneo Road, Rosebud



www.sthpen.com.au
PO Box 122 Dromana, 3936



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.

This resource is supported by the Victorian Government.

*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*



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