Child Safety Reporting Process

1. Who Can Report?

Parents/Guardians, Child, Staff members or Volunteers (e.g team manager)

1. What To Report?

Any child safety and wellbeing concerns, including:

* + 1. any form or child abuse, physical abuse, sexual abuse, verbal abuse, bullying, emotional or psychological abuse and neglect;
    2. any disclosures of abuse or harm to a child;
    3. any allegations, suspicions, or observations;
    4. any breaches of our Association and/or Basketball Victoria Codes of Conduct; or
    5. any other safety or wellbeing issues involving children.

**CALL 000 IF A CHILD IS IN IMMEDIATE DANGER**

1. How to Report?

Email Child Safety Officer childsafety@sunburybasketball.com.au or phone the Association office 9744 4762

1. Who To Report To?

Sunbury Basketball Child Safety and Wellbeing Officer or the General Manager:

[childsafety@sunburybasketball.com](mailto:childsafety@sunburybasketball.com)

[gm@sunburybasketball.com.au](mailto:gm@sunburybasketball.com.au)

1. What Happens Next?

The Child Safety and Wellbeing Officer will:

* + 1. offer support to the child, the parents, the person who reports, and all the staff members or volunteers involved;
    2. initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required);
    3. decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection, and if required make report as soon as possible.

1. Outcome

As appropriate, all relevant staff, volunteers, parents, and children will be notified of the outcome of any investigation. The process may lead to updates being made to related Association policies and procedures.