



Newport Ladies Lacrosse Club

Child Safe Reporting Process

Who Can Report?

Parent Child Volunteer Staff

What to Report?

Any child safety concerns, including:

- 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?

We encourage anyone to report any concerns in a way that they are most comfortable with. This can include face-to-face verbal report, letter, email, telephone call, meeting or another suitable method.

Who To?

- Child Safety Officer: *Jade Jackson 0402 423 657*
- Club Secretary: *Karen Burns 0421 992 532*
- Club President: *Hayley Sofarnos 0414 011 109*

What Happens Next?

The Child Safety Officer or authorised person will:

- Offer support to the person who makes a report and to the accused individual (this may be a separate person)
- 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)

Outcome

- Investigation - Internal or external depending on the nature of the complaint;
 - Outcome decided;
 - Relevant members, volunteers, parents and child notified of outcome of investigation;
 - Policies & procedures updated where necessary.
-