



Child Safety Concern Reporting Process

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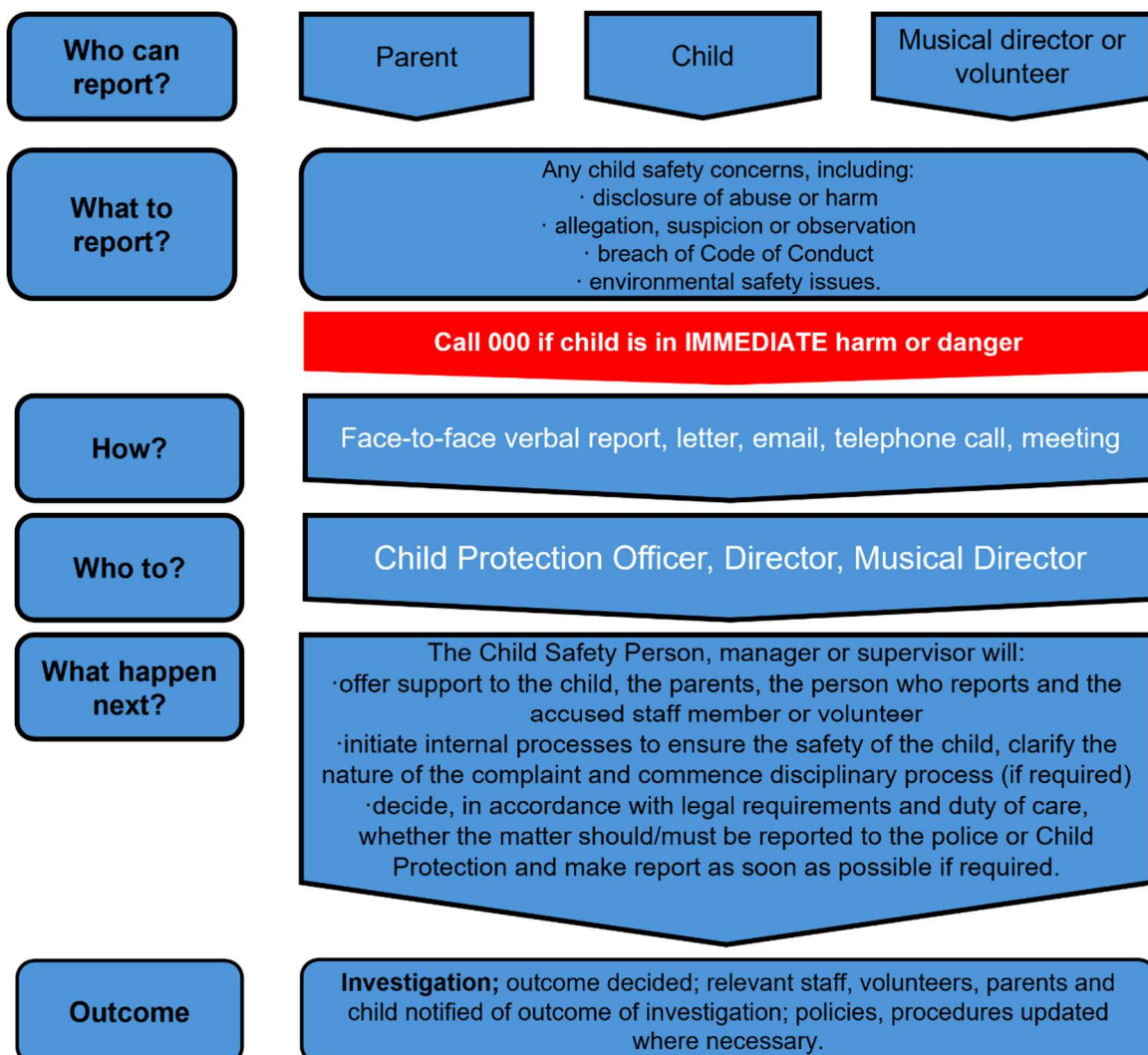
Scope and Reporting Responsibility

Everyone associated with the Skunkworks Community and the Victorian State Youth Brass Band (VSYBB) has an absolute responsibility to report a child safety concern. This mandatory obligation extends across all structural cohorts, including musical directors, administrative staff, operational volunteers, parents, legal guardians, and temporary visitors.

Scope of Reportable Concerns

Personnel are required to immediately submit a formal report for any observed, suspected, or alleged indicator of a child safety risk. Reportable items comprise:

- A direct disclosure from a child or young person regarding their own personal exposure to abuse or harm, or regarding another child.
- A reasonable belief held by an adult stakeholder that child abuse or harm has occurred, is actively occurring, or may occur in the near future.
- The direct observation, underlying suspicion, or explicit third-party allegation of any localised child safety concern.
- Any identified breach of relevant Skunkworks Community policies, organisational protocols, or foundational rules, including the Child Safety and Wellbeing Policy.
- Physical environment safety issues on-site, including immediate or cumulative risks to physical health, facility sanitation, and group hygiene.



Operational Definitions

Child Abuse and Harm

Abuse or harm encompasses severe behavioral violations and failures to protect, which include:

- Sexual abuse, exploitation, or criminal sexual assault.
- Physical violence, targeted aggression, or corporal punishment.
- Grooming a child, establishing inappropriate dependencies, or cultivating boundary violations with the intent to abuse.
- Serious emotional or psychological abuse, systematic bullying, or verbal terrorisation.
- Serious neglect, including the chronic failure to provide basic life essentials, medical oversight, or appropriate supervision.

The Standard of Reasonable Belief

A 'reasonable belief' is legally defined as a set of objective facts or indicators that would cause a prudent individual to form a conclusion. It does not require absolute legal proof or forensic certainty, but it must be grounded in observable signs, behavioral shifts, or contextual evidence extending beyond mere speculation or unfounded rumor.

Physical Environment Safety Issues

Environmental safety parameters include any infrastructural or operational hazards within a child's physical camp or rehearsal environment, including:

- Structural or physical hazards that could lead to preventable trips, slips, or falls.
- Unauthorised or unmonitored exposure to potentially dangerous equipment, materials, or technical apparatus.
- Improper storage, handling, or exposure to hazardous chemical substances.
- Inadequate sanitation or prolonged exposure to environmental conditions that pose a severe risk of cross-infection, disease transmission, or hygiene failure.

Mandatory Step-by-Step Reporting Workflow

The sequential procedure detailed below maps the exact operational loop from the initial detection of a concern through to resolution and audit:

IMMEDIATE EMERGENCY ACTION DIRECTIVE:

If a child is in IMMEDIATE harm, acute danger, or requires urgent medical triage, you must call Emergency Services (000) without a single moment of delay.

Step 1: Submission Pathways (How & Who)

If the child is secure and not in immediate physical danger, the stakeholder must file a report as quickly as possible. Reports can be submitted via a face-to-face verbal report, an official letter, a secure email, a direct telephone call, or an emergency meeting. Reports must be immediately directed to an appointed Child Protection Officer, an organisational Director, or a senior Musical Director.

Step 2: Central Intake & Holistic Care Integration

Upon receiving the disclosure or concern, the Child Safety Person, designated manager, or internal supervisor will instantly initiate protective protocols. The organisation will systematically offer comprehensive wellbeing and mental health support to the child, the parents or legal guardians, the person who initially filed the safety report, and the accused staff member or volunteer (ensuring appropriate administrative care separation).

Step 3: Internal Safety Stabilisation & Evaluation

Management will instantly initiate internal processes to guarantee the ongoing physical and emotional safety of the child. This includes clarifying the complete nature and operational details of the complaint, implementing duty-segregation barriers, and commencing formalised internal disciplinary processes if required by personnel standards.

Step 4: Statutory Escalation Decision

The Child Safety Person and Directors will evaluate the file in strict accordance with statutory requirements and organisational duty of care parameters. They will decide whether the matter meets the legal thresholds to be reported externally. If the incident involves suspected criminal action or severe abuse, they will execute a formal report to Victoria Police or Child Protection authorities as soon as humanly possible.

Step 5: Full Investigation, Notification, and System Audit

A formal investigation will be carried out to its conclusion, and an explicit outcome decided. The relevant staff members, volunteers, parents, and the child will be transparently notified of the final outcome. Following case closure, organisational risk plans, internal compliance policies, and physical procedures will be comprehensively updated to eliminate future vulnerability reoccurrence.

Ancillary Policies & Cross-References

To ensure complete system integration, this reporting architecture functions as a unified protective layout and must be cross-referenced with the following Skunkworks policies:

- Child Safety and Wellbeing Policy
- Child Safe Code of Conduct
- Centralised Complaint Handling Policy
- Volunteer Management Policy
- Grievance Procedure – embedded within the Skunkworks Community Constitution
- Corporate Risk Management Plan
- Child Safe Training Action Plan

Policy Maintenance and Governance

Administration of this Policy:

The Director (Governance and Strategy) maintains primary executive responsibility for the application, deployment, and daily administration of this Policy.

Amendments to this Policy:

Following formal framework approval by the Board, further amendments, subsequent structural revisions, and minor legislative adjustments are delegated to the SW Directors for fast-track approval. This Policy will undergo a mandatory comprehensive governance review every 1 year (annually), unless shifting legislative or statutory amendments dictate a more frequent review cycle.

Document Version Control & Revision Archive

The registry below archives the creation, historical modification paths, and governance approvals of this process document:

Version	Date	Author	Summary of Change / Expansion	Approved By
V1.0	20/07/2025	Dusty Vallance	Creation and initial formal drafting of the Child Safety Concern Reporting Process.	SW Directors
V1.1	26/04/2026	Dusty Vallance	Insertion of formal corporate cover page layout structures.	SW Board
V1.2	22/06/2026	Dusty Vallance	Comprehensive expansion into fully standardised working workflow guidelines manual.	Pending Review