CHILD SAFETY CONCERN REPORTING PROCESS



WHO SHOULD REPORT A CHILD SAFETY CONCERN?

Everyone associated with the Skunkworks Community / Victorian State Youth Brass Band has a responsibility to report a child safety concern, including musical directors, volunteers, parents and visitors.

WHAT CHILD SAFETY CONCERNS SHOULD BE REPORTED?

Report any child safety concern, including:

- Disclosure from a child regarding abuse or harm or a reasonable belief that abuse or harm has occurred or may occur.
- Observation, suspicion or allegation of a child safety concern.
- Breach of relevant Skunkworks Community policies or codes of conduct, including the Child Safety Policy
- Physical environment safety issues, including risk to health and hygiene.

Child Musical director or **Parent** Who can volunteer report? Any child safety concerns, including: What to disclosure of abuse or harm report? · allegation, suspicion or observation breach of Code of Conduct Call 000 if child is in IMMEDIATE harm or danger Face-to-face verbal report, letter, email, telephone call, meeting How? Child Protection Officer, Director, Musical Director Who to? The Child Safety Person, manager or supervisor will: What happen offer support to the child, the parents, the person who reports and the accused staff next? member or volunteer ·initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required) ·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. **Investigation**; outcome decided; relevant staff, volunteers, parents and child **Outcome** notified of outcome of investigation; policies, procedures updated where

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WHAT IS ABUSE OR HARM?

Abuse or harm can include:

- sexual abuse or assault,
- physical violence,
- grooming a child with the intent to abuse,
- serious emotional or psychological abuse, and/or
- serious neglect.

WHAT IS A RESONABLE BELIEF?

A reasonable belief is not the same as having proof but is more than speculation.

WHAT IS A PHYSICAL ENVIRONMENT SAFETY ISSUE?

Environmental safety issues can include:

- hazards in a child's physical environment that could lead to trips or falls,
- exposure to potentially dangerous equipment,
- materials, and
- substances (such as chemicals), or exposure to substances that pose a risk of cross-infection.

Supporting documents - Skunkworks Community child safety and wellbeing system

- The following policies and procedures work together to support child safety and wellbeing across all of our operations:
 - Child Safety and Wellbeing Policy
 - Code of Conduct
 - Complaint policy
 - Volunteer policy
 - Grievance Procedure Skunkworks Community Constitution
 - Risk management plan
 - Child safe training plan

CONTACT

For questions about this policy, please send an email to contacttheskunk@gmail.com.

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