



# Wangaratta Baseball/Softball Sports Club Inc.

Registration No.: A0056508Y

<b>A GUIDE TO RESPONDING TO AND REPORTING CHILD SAFE CONCERNS</b>		Approval Date:	18.03.2024
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<b>Purpose of Document:</b>	Guide those people working or volunteering at Wangaratta Baseball/Softball Sporting Club Inc as to how to respond appropriately to child safe concerns when they arise, as well as report matters when necessary.
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• Read and understand</li> <li>• Encourage others to read and understand</li> <li>• Make available and circulate to members and volunteers</li> </ul>
<b>Contents:</b>	<b>Documents</b> <ol style="list-style-type: none"> <li>1. A Guide to Responding to and Reporting Child Safe Concerns</li> <li>2. Confidential Record of Child Safe Concern</li> <li>3. Victorian Mandatory Reporting of Child Abuse Summary</li> </ol>
<b>Other relevant resources</b>	<ul style="list-style-type: none"> <li>• <a href="#">CCYP   The 11 Child Safe Standards</a></li> <li>• Child Safe Policy</li> <li>• Child Safe Standards – Code of Conduct for Dealing with Children and Young People</li> <li>• Form – Confidential Record of Child Safe Concern]</li> </ul>



# Child Safe Standards

## A GUIDE TO RESPONDING TO AND REPORTING CHILD SAFE CONCERNS

<b>Who <u>can</u> report?</b>	Anyone! We all have an obligation to report breaches of our Child Safe Policy of Code of Conduct for Dealing with Children	
<b>What to report and to whom?</b>	<b>If immediate threat of harm to others</b>	<b>Someone must CALL 000 (Police) as soon as possible (if it is safe to do so)</b>
<b>Generally, what to do regarding Child Safety Concerns</b>	<b>Always ensure that conversations occur discretely with the appropriate people &amp; maintain confidentiality</b>	<ul style="list-style-type: none"> <li>Take reasonable steps to protect Children &amp; Young People (CYP) and others at risk.</li> <li>Tell an appropriate senior person or nominated Child Safety Officer of the Wangaratta Baseball/Softball Sports Club Inc</li> <li>The appropriate senior person or Child Safety Officer gathers relevant information (e.g. who, what, when, where, how, why &amp; what next?) [and must inform Baseball Victoria</li> <li>If any concerns/conflicts of interest, contact Baseball Victoria (if involving children) direct by phone or email.</li> </ul>
<b>What <u>must</u> be reported and to whom – 3 categories of mandatory reporting:</b>	<b>Reasonable belief of Child Sexual Abuse, Child Abuse, Neglect or Reportable Conduct</b> <b>*Refer also to the Victorian Mandatory Reporting of Child Abuse Summary on pages 12-13 of this summary resource.</b>	<ol style="list-style-type: none"> <li>Report matters to police where you have a reasonable belief<sup>^</sup> (see notes below) that <b>sexual abuse of a child under 16 years+ (see notes)</b>, by an adult, has occurred or is likely to occur.</li> <li>If you are a mandatory reporter* (see notes) under the <i>Children, Youth and Families Act 205</i> (Vic), report matters where you have a reasonable belief<sup>^</sup> that a CYP has suffered, or is likely to suffer, significant harm from physical or sexual abuse and their parent/guardian has not protected, or is unlikely to protect the child from harm of that type <u>to the Department of Family, Fairness &amp; Housing(DFFH)</u>.</li> <li>The Commission for Children and Young People (CCYP) manages the reportable conduct scheme which may require reporting from the head of your organisation. If “<b>Reportable Conduct</b>”<sup>***</sup> (see note below) occurs on camps or overnight stays conducted by your sport, the head of your organisation must report the event to <b>CCYP within 3 business days of occurring</b>.</li> </ol> <ul style="list-style-type: none"> <li>For these matters, the Senior Person/Nominated Officer <u>must refer the matter to Baseball Victoria</u></li> <li><b>This is particularly important where the wellbeing, physical and/or mental health of any child in our Wangaratta Baseball Softball Sports Club Inc is at risk.</b></li> <li>IF IN DOUBT ABOUT REPORTING OBLIGATIONS, CALL THE COMMISSION FOR CHILDREN AND YOUNG PEOPLE TO CHECK.</li> </ul>
<b>What you are <u>advised</u> to report to DFFH and CCYP (if outside the above mandatory reporting categories)</b>	<b>If “reasonable belief” or suspicion of actual or likely abuse of a child under 18 years that has caused, or has the potential to cause significant harm</b>	<ul style="list-style-type: none"> <li>Take reasonable steps to protect Children &amp; Young People (CYP) and others at risk.</li> <li>Confidentially, tell an appropriate Senior Person in Child Safety Officer or <u>call DFFH or CCYP</u> if the matter is urgent.</li> <li>The Senior Person or Child Safety Officer gathers relevant information (e.g. who, what, when, where, how, why &amp; what next?) Baseball Victoria.</li> <li>If any concerns/conflicts of interest, contact Baseball Victoria direct by phone or email.</li> </ul>
<b>What details should be provided when reporting?</b>	<b>Who?</b>	Who was involved? Were there witnesses? Provide names, ages (if children) and contact details if known
	<b>What?</b>	What happened?
	<b>When?</b>	When did the conduct and/or behaviour occur?
	<b>Where?</b>	Where did the conduct and/or behaviour occur?



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<b>**Ask for consent to provide contact details to appropriate organisations &amp; record of their concerns to appropriate people, particularly for children</b>  <b>What must you and/or the person to whom you report the matter to do?</b>  <b>What happens next for matters involving significant harm to children or serious criminal conduct?</b>	How?	How did the conduct and/or behaviour breach the Code of Conduct for Dealing with Children How was damage or impact to yourself/others caused?
	Why?	Why are you concerned?
	What next?	What is it that you and/or the person(s) affected want to happen next? What does the child want (if talking to their parent)? Note – Don't promise that what they want will definitely happen.
	Other questions/ areas to address	<ul style="list-style-type: none"> <li>Who else (if anyone) have you spoken to?</li> <li>Reinforce obligations of confidentiality.</li> </ul>
		<ul style="list-style-type: none"> <li>Ensure that you are in a position to talk privately – take notes if possible and retain securely.</li> <li>Take concerns seriously &amp; remember – innocent until proven guilty.</li> <li>Be calm, listen to and be supportive of any child or young person involved.</li> <li>Offer support to other persons as appropriate.</li> <li>Inform those affected that other people may need to be told to deal with the issue.</li> <li>Pass on the information received to the appropriate organisation(s).</li> <li>Contact authorities (Police, DFFH or CCYP) as appropriate (see: "What <u>must</u> be reported and to whom?" - above).</li> <li>Record details of the issue in the <b>Confidential Record of Child Safe Concern Form</b></li> </ul>
		<ul style="list-style-type: none"> <li>Next steps will always depend on the nature and seriousness of the concern(s).</li> <li>Wangaratta Baseball Softball Sports Club Inc may provide guidance on how to manage the matter which may involve: <ul style="list-style-type: none"> <li>Gathering more information</li> <li>Reporting the matter to DFFH, CCYP or police, depending on the nature of what is uncovered through gathering the facts.</li> <li>Reporting the matter to Baseball Victoria, who may provide guidance in managing the issue.</li> <li>Delegating the matter to another organisation as appropriate (eg, school, council, employer, facility, etc).</li> <li>Ensuring that the person complained about has received the allegations and has an opportunity to respond to those. This is called "natural justice".</li> <li>Discussing options for support for those involved.</li> <li>Resolving through informal conversation/mediation and/or education.</li> <li>After further internal investigation, determining that no further action is necessary.</li> <li>Taking provisional action (i.e. suspension) if necessary.</li> <li>If more formal action is necessary, following our complaints process under the Model Rules</li> </ul> </li> </ul>

^ "Reasonable belief" – a reasonable person in the same position would have formed the same belief on the same grounds.

\* **Mandatory Reporters** under the *Children, Youth and Families Act 205* (Vic) are:

- registered medical practitioners
- nurses
- midwives
- registered teachers and early childhood teachers
- school principals
- school counsellors
- police officers
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers
- youth justice workers
- registered psychologists
- people in religious ministry.



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**\*\* “Reportable Conduct” includes any one or more of the following in situations in which the conduct occurs on overnight camps or stays:**

Sexual offence committed against a child	Sexual misconduct committed against a child
Sexual offence committed with a child	Sexual misconduct committed with a child
Sexual offence committed in the presence of a child	Sexual misconduct committed in the presence of a child
Physical violence committed against a child	Behaviour that causes significant emotional or psychological harm to a child
Physical violence committed with a child	Significant neglect of a child
Physical violence committed in the presence of a child	

**+ Sexual Abuse of persons under 16 years** – whilst “kids” or “Children and Young People” are in all other circumstances defined as under 18 years of age in Victoria, this age is different because the legal age of consent to sexual behaviour in Victoria is 16 years of age. “Child sexual assault” in Victoria is therefore a crime against children under the age of 16 years of age and must be reported to POLICE, even if it is not a situation of “immediate danger” or a “life threatening situation”.



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## Child Safe Standards

### CONFIDENTIAL RECORD OF CHILD SAFE CONCERN

<b>Complainant Name:</b> (if other than Child)			
<b>Age:</b> "Adult" if over 18		<b>Date Complaint Received:</b>	/ /
<b>Wangaratta Baseball Softball Sports Club Inc:</b>			
<b>Date notified:</b>			
<b>Anonymity?:</b>	<b>Does complainant/child wish to remain anonymous? (Circle)</b> YES NO		

Child's Details				
<b>Full Name:</b>				
<b>Address:</b>				
<b>Date of Birth:</b>		<b>Sex:</b>		<b>Age at time of alleged offence:</b>
<b>Wangaratta Baseball Softball Sports Club Inc:</b>				
<b>Parent/Guardian Name:</b>				
<b>Parent/Guardian Address:</b>				
<b>Parent/Guardian Telephone No.</b>				
<b>Person's reason for complaint/concern (e.g. observation, injury, disclosure)</b>				
<b>Location of alleged incident(s):</b>				



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Name of Person Complained About				
Full Name:				
Date of Birth:		Sex:		Age at time of alleged offence:
Wangaratta Baseball Softball Sports Club Inc:				
Role/Status (in sport)	<div> <div>Administrator (volunteer)</div> <div><input type="radio"/></div> <div>Parent</div> </div> <div> <div>Athlete</div> <div><input type="radio"/></div> <div>Spectator</div> </div> <div> <div>Coach/Assistant Coach</div> <div><input type="radio"/></div> <div>Support Personnel</div> </div> <div> <div>Employee</div> <div><input type="radio"/></div> <div>Official</div> </div> <div> <div>Other</div> <div></div> </div>			
<b>Alleged Breach(es) of Code of Conduct for Dealing with Children &amp; Young People</b> [Detail sections of Framework that you believe that the behaviour/conduct/incident(s) may have breached, with particular reference to the Code of Conduct for dealing with Children or Young People – or equivalent]				
<b>Outcome the complainant is seeking:</b>				

Witnesses (if more than 3 witnesses attach details to this form)	
Name (1):	
Contact details:	
Consent to provide details to others?:	YES / NO
Name (2):	
Contact details:	
Consent to provide details to others?:	YES / NO
Name (3):	
Contact details:	
Consent to provide details to others?:	YES / NO



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Other notes?		
Interim action (if any) taken (to ensure Child's safety and/or to support needs of person complained about)		
Police Contacted	Name of Officer & Station:	
	When:	
	Advice provided:	
Government agency contacted	Who:	
	When:	
	Advice provided:	
Government agency contacted (if more than one)	Who:	
	When:	
	Advice provided:	
Baseball Victoria Personnel contacted	Who:	
	When:	
Police and/or Government agency investigation: <b>ADVICE AND/OR FINDING</b>		



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<b>Other reporting?</b>		
(eg, Board, peak State or National Body in your sport, etc)		
<b>Internal investigation (if any): PROGRESS/FINDING</b>		
<b>Action taken</b>		
<b>Completed by:</b>	<b>Name:</b>	
	<b>Position in Organisation:</b>	
	<b>Signature:</b>	<div>Date:</div>
<b>Signed by:</b>	Complainant (if not a Child)	

*This record and any notes must be kept in a confidential place and provided to the relevant authorities (Police and Government) should they require them. This record must be kept for a minimum of seven (7) years.*





## **Victorian Mandatory Reporting of Child Abuse Summary**

The following information provides further clarification around the requirements relating to when individuals are required to report identified or suspected child abuse.

### **1. Immediate Danger or Life Threatening Situation involving a Child or Young Person**

Report the matter immediately to police - call 000.

### **2. Failure to Disclose Offence**

In Victoria, ALL adults who have a reasonable belief that **child sexual abuse of a child under 16 years**, by an adult, has occurred or is likely to occur **MUST** report that belief to police.

### **3. Reportable Conduct**

In addition to the Standards, under the Victorian Reportable Conduct Scheme, if an incident occurs on overnight stays or camps, or you are a person who is required to report, under the Reportable Conduct Scheme, the following acts/behaviour, or reasonable beliefs or suspicions of acts/behaviours or likely acts/behaviours **MUST** be reported to the Commission for Children and Young People (**CCYP**) within three business days:

Sexual offence committed against a child  
Sexual offence committed with a child  
Sexual offence committed in the presence of a child  
Physical violence committed against a child  
Physical violence committed with a child  
Physical violence committed in the presence of a child

Sexual misconduct committed against a child  
Sexual misconduct committed with a child  
Sexual misconduct committed in the presence of a child  
Behaviour that causes significant emotional or psychological harm to a child  
Significant neglect of a child

### **4. Mandatory Reporters**

Mandatory Reporters **MUST** report to the Department of Family, Fairness & Housing (**DFFH**), child physical and sexual abuse (actual or likely) where the child's parents have not protected or are unlikely to protect them. See <https://providers.DFFH.vic.gov.au/mandatory-reporting> to check who is mandated to report in Victoria.

### **5. Moral Obligation to Report**

In Victorian sport, even if you are not a mandatory reporter, nor required to report under the Reportable Conduct Scheme to report a concern about a Child or Young Person (eg, some of the above acts/behaviours or reasonable beliefs or suspicions of the behaviour listed above have not occurred on an overnight camp or stay), you can and are advised to report matters to



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DFFH and CCYP that you reasonably believe or suspect did cause or are likely to cause significant harm to a child under the age of 18 years.

### 6. Definitions – “Reasonable Belief” and “Significant Harm”

A “**reasonable belief**” is “a belief that a reasonable person in the same position would have formed the same belief on the same grounds”.

“**Significant**” harm or neglect is “more than trivial or insignificant, but need not be as high as serious and need not have a lasting permanent effect”.

### How to make a report to child safety authorities

#### Is there a helpline mandated reporters can contact to discuss a possible report prior to making one?

Child protection intake staff are experienced practitioners skilled in receiving reports and discussing with reporters their concerns about a child. The legislation requires mandatory reporters to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

#### Who can I consult?

As a mandated reporter, the legislation requires you to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

Also, any person in Victoria is entitled to make a report to DFFH or CCYP if they believe a child is in need of protection from actual or likely significant harm AND that they have not or are unlikely to be protected by their parents/guardians – you don't need to be a mandatory reporter. Child protection staff are experienced practitioners skilled in receiving reports and discussing concerns about a child with reporters.

#### How do I make a report?

In Victoria, reports to child protection must be made to a protective intervener, or other appropriately delegated officer. Reports cannot be made via the DFFH website or email, as staff who monitor the department's website are not delegated officers. Almost all reports are made to child protection by phone.

To make a report, you should contact the child protection intake service covering the local government area (LGA) where the child normally resides.

Telephone numbers to make a report to DFFH during business hours (8.45am -5.00pm), Monday to Friday, are listed below.

North Division intake: 1300 664 977

South Division intake: 1300 655 795

East Division intake: 1300 360 391

West Division intake - metropolitan: 1300 664 977

West Division intake - rural and regional: 1800 075 599



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If you are not sure which number to call, check the following website for details on the LGAs covered by each intake service at [Child protection contacts](https://services.DFFH.vic.gov.au/child-protection-contacts) <<https://services.DFFH.vic.gov.au/child-protection-contacts>>

### **For immediate help for a child:**

To report concerns that are life threatening, you should contact Victoria Police: **000**

To report a matter to CCYP under the Reportable Conduct Scheme: **13 12 78**

To report concerns about the immediate safety of a child outside of normal business hours, you should contact the After Hours Child Protection Emergency Service on **13 12 78**.