



CLUB POLICY

#2 CHILD SAFETY

VERSION: 4
ENDORSED: JANUARY 2026
REVIEW CYCLE: ANNUAL
NEXT REVIEW: JANUARY 2027

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

Child Safety Incident Reporting

A Child Safety Concern

(Made by a Parent, Child or Volunteer)

- * Disclosure of abuse or harm
- * Allegation, suspicion or observation
- * Breach of Code of Conduct
- * Environmental Safety Issues

Concern Communication

This concern is communicated to the Child Safety Officer by face to face, verbal report, letter, email, phone call or meeting.

Abuse Allegations

If there is reasonable grounds to believe a child is in need of protection from abuse the CSO is to **NOTIFY THE POLICE IMMEDIATELY**. CSO must also present a detailed report to BFNC President and/or Netball Coordinator.

Police Matter

This now becomes a police matter and BFNC and members are to assist as required.

DO

- ✓ Actively listen to the Child or Young Person Emotional or Physiological Abuse, Physical Abuse or Neglect;
- ✓ Reassure the Child or Young Person that they have done the correct thing by reporting
- ✓ Respect the Child or Young Person may only reveal some details
- ✓ Let the Child or Young Person use their own words in their own time - be patient
- ✓ Ask open ended questions
- ✓ Explain to the Child or Young Person that other people may need to be told

DO NOT

- ✗ Ask leading questions
- ✗ Make your own judgement or assessment
- ✗ Press for detail, a minimal account will suffice
- ✗ Make promises you cannot keep
- ✗ Make your own enquiries/ investigations in relation to the allegations made
- ✗ Share information with others
*Excl. Police, Child Protection, AFL ISD, Manager

Non Abuse Child Safety Concern

The CSO, Netball Coordinator & BFNC President will:

- * Offer support to the child, the parents, the reporter & the accused
- * Initiate internal processes to ensure the safety of the child. Clarify the breach of policy & nature of the report and commence disciplinary process (if required)
- * Decide in accordance with legal requirements & duty of care whether the matter should/must be reported to the police or child protection & make a report as soon as possible.

Outcome

Notify all relevant parties of the outcome, update policies if required. Implement re-education of all volunteers if required. CSO to keep detailed record of incident.

WHAT TO REPORT

- * Observed abuse harm or neglect - (Emotional, Physical, Sexual)
- * Potential abuse, harm or neglect - (Emotional, Physical, Sexual)
- * Any suspicion of abuse, harm or neglect - (Emotional, Physical, Sexual)
- * Breaches of the AFL Victoria Child Safety Standards Policy and/or Code of Conduct

IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF ABUSE PHONE 000

INCIDENT DETAILS	
Date of Incident:	
Time of Incident:	
Location of Incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

PLEASE CATEGORISE THE INCIDENT:	YES/NO
Physical Violence	
Sexual Offence	
Serious Emotional or Psychological Abuse	
Serious Neglect	
Minor Neglect	
Unacceptable Behaviour (physical)	
Unacceptable Behaviour (emotional/psychological)	
Inappropriate Behaviour	

PLEASE DESCRIBE THE INCIDENT:	
When did it take place?	
Who was involved?	
If you were present, what did you see?	

PLEASE DESCRIBE THE INCIDENT:	
If you were not present, what was reported to you?	
Other information:	

DOES THE INCIDENT INVOLVE DISCRIMINATION BASED ON ANY OF THE FOLLOWING?	YES/NO
Race?	
Gender?	
Sexual Orientation?	
Religious or Cultural Beliefs?	
Other? (Please State) _____	

FOR B.F.N.C USE	
Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident Reference Number:	

Does the Incident Report wish to remain anonymous? <i>(Please highlight)</i>	YES	NO
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HAS THE INCIDENT BEEN REPORTED:	
Child Protection: D.H.S	
Police:	
Another third party (specify):	

CHILD SAFETY OFFICER
BROOKE CURRELL - 0408 177 894 - secretarybfnc@live.com