

PROCESSES FOR RESPONDING TO AND REPORTING CHILD ABUSE AT THE NORTH BALWYN TENNIS CLUB

APPROVED Mon 26th March 2018

WHAT IS CHILD ABUSE?

Physical abuse is when a person injures a child or subjects them to physically aggressive acts.

Emotional or psychological abuse is when a person rejects or threatens a child and is often part of a pattern rather than an isolated incident

Sexual Abuse is when a person involves a child in an activity of sexual nature including both contact and non contact behavior

Neglect: this is the persistent failure or deliberate denial of providing a child with basic necessities of life.

Note: children cannot stop abuse, but adults can.

REPORTING A CHILD PROTECTION CONCERN:

WHO CAN REPORT A CONCERN? A Parent, Child or Club Member or Volunteer in the course of activities at the NBTC Club can report a concern if they form a belief on reasonable grounds that a child is in need of protection. Those who report such concerns are both encouraged by the Club and will be supported by the Club.

WHAT CONCERNS SHOULD BE REPORTED?

Any disclosure by a child of abuse or harm or exploitation

Risk of exploitation:

Inappropriate or special relationships developing between adult members and children

Feelings of discomfort about interactions between adult members, volunteers and a child.

Inadequate child supervision

Breaches of the Clubs Code of Conduct, particularly if they are persistent.

Inappropriate on court or sideline behavior by players or spectators.

Suspicious or belief that children are at risk of harm. Includes observations concerning changes in behavior of the child or if there are physical signs of abuse.

Physical environment that may pose a risk including health and hygiene issues.

Concerns can be reported via face to face meeting, email, letter or telephone call

TO WHOM ARE CONCERNS REPORTED?

Incidents of a serious nature or a criminal nature must be reported immediately to the Police (dial 000) or Department of Health and Human Services Child Protection. (Note the obligation to disclose applies to all adults in Victoria. Sexual grooming is a criminal offence).

Other concerns or allegations must be reported to the Club's "Child Safety Person or one of the Club's Head Coaches/ Junior Conveners or Club President.

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Contact details of these responsible persons are listed on the Child Safety Noticeboard inside the clubhouse and on the Club's website.

LISTEN AND CLARIFY DETAILS OF ANY ALLEGATION

If a child is reporting

Listen, stay calm and be supportive (show belief).

Make sure you are clear about what the child has told you (record it in their words)

Reassure the child what has occurred is not their fault

Let them know that you will act on this information

Explain that other people may need to be told in order to stop what is happening.

If another person makes a voluntary complaint, ask the person to explain their reasons for suspecting abuse.

Promptly and accurately record the discussion in writing, recording names and contact details of all involved, including witnesses.

Advise them that you will report and act on this information

WHAT HAPPENS NEXT is PROTECTION

The Child Safety Person or Head Coach will ..

- Offer support to the child, the parents, the person who reports the abuse.
- Initiate internal processes to ensure the safety of the child and clarify the nature of the complaint.

NOTE: The safety of the child must be the primary consideration, with due regard for confidentiality and fairness to the accused.

- 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 a report as soon as possible to the Child Protection and Disciplinary Sub Committee.
- Ensure that accurate and secure records of the complaint and subsequent investigation are maintained.

INVESTIGATION AND OUTCOMES

For issues not reported to external agencies, the Child Protection Person will initiate internal processes through the Child protection and Disciplinary Sub Committee for investigation and commence disciplinary processes (if required).

Once an outcome is decided, relevant parents, members and the child involved are notified. Based on the outcomes, relevant procedures are to be reviewed and updated where necessary.

WHAT IS THE CHILD SAFETY PERSON?

This person is appointed by the General Committee as the first point of contact at the Club for any enquiries, concerns of inappropriate behavior, or complaints of child abuse.

Refer to the Child Safety Notice Board for information on the current Child Safety Person (CSP) and their contact details.

This CSP will ensure any concerns or complaints are appropriately reported, escalated and investigated.

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The CSP will ensure protection and confidentiality is maintained during any investigation and will provide feedback on outcomes

The CSP will receive appropriate training including using the “Member Protection Information Officer” training online module provided by The Australian Sports Commission “Play by the Rules” Program.

MESSAGE TO OUR YOUNG PEOPLE RE ABUSE:

It is not OK for someone to hurt your feelings or body

It is OK for you to say NO to an adult if they ask you to do something that makes you feel unsafe or uncomfortable.

If you feel unsafe or uncomfortable or if you have been hurt; it is always OK to tell your parent, the appointed Child Safety Person or Head Coaches. They will listen to you and act to help you. The notice board has contact information.

This process was approved by the General Committee. This Process will be reviewed annually and updated if experience indicates improvements are required.
