



Sandringham Soccer Club

Child Protection Procedure – Flowchart

Mission Statement - "To provide all kids a safe, supportive and inclusive environment which develops, promotes and encourages participation in Football."

Step 1 :

Any person that forms a belief, on reasonable grounds, that abuse has been committed against a child (under the age of 18 years) by another person/child, must make a report to the police as soon as practicable. The Club Child Safety Officer can assist to make the report. **Any person** that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police or the Department of Health and Human Services (DHHS). The Club requires all persons with concerns to raise this directly with the Club Child Safety Officer.

Key contact details are below:

- Victoria police on 000 for emergencies.
- If it is not an emergency, ring the Victoria Sexual Offences and Child Abuse Investigation Team on (03) 8690 4056.
- DHHS on 1300 664 977 or 131278(AH). Ask for Child Protection.
- Club Child Safety Officer: Sam Jones 0423 118 948

Information for making a report:

- name, age and address of child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family and any specific cultural details, e.g. English speaking, disability, etc.

Step 2: Investigation

The agency reported to will commence an investigation and the Club Child Safety Officer will support them in the process. All interviews to take place at the Club to be in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized. If the complainant alleges that a crime has been committed by a committee member, employee, volunteer or contractor, that person will be stood aside immediately.

The Club Child Safety Officer should conduct (or appoint another person to conduct) an independent investigation into the allegation to the extent that it will not interfere with investigations by DHHS or the police, and will co-operate with the authorities as required. Where an allegation has been made, the Club will make, secure, and retain records of the allegation of child abuse and all reports. Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

Step 3: Interview

If the child is agreeable to be interviewed by DHHS or the police, the Club Child Safety Officer should offer to be present at the interview to give support to the child. The child may also like their parent or other support person in attendance.

Step 4:

Following a report, DHHS or the police may need to contact the Club about the outcome or progress. The Club Child Safety Officer will advise FFV of such matters so that we can update our records in relation to the individual.

Step 5: Review

Following a report, it is important to both protect confidentiality and the interests of the child and family at all times, as well as natural justice for the process. It is also important that the Committee of Management of the Club is briefed (without names) on what has occurred and what key learnings and changes (if any) are required. These changes will be implemented at the club if relevant.

