



## St Joseph's Football & Netball Club (SJFNC) Safeguarding Children and Young People REPORTING PROCEDURES

**PURPOSE:** This sets out the procedure that all St Joseph's people must follow to in relation to identifying, reporting, and responding to any concerns about, or incidents of, Child Abuse or other inappropriate behaviour towards Children or Young People in our club. It is connected to our policy commitments and codes.

### 1. IMMEDIATE HARM or DANGER

Overriding these procedures, if you believe a Child or Young Person is at imminent risk of harm or in immediate danger, you are required to report directly to Police - CALL '000'.

### 2. WHAT IS TO BE REPORTED

If you think something isn't right, report it. Any behaviours observed or suspected in relation to any Child or Young Person involved SJFNC activities, programs or services must be reported as per these procedures. These include but are not limited to:

Child abuse, Harm, Neglect, or any other inappropriate behaviour such as Grooming or Bullying to a Child or Young Person (Emotional or Psychological, Physical or Sexual); and any breaches of the Policy or Code of Conduct.

### 3. MINIMUM REQUIREMENTS WHEN RESPONDING TO DISCLOSURES

When a reporting person is receiving a disclosure of Child Abuse from a Child or Young Person.

#### **DO LISTEN, REASSURE AND RESPECT**

Actively listen to the Child or Young Person.

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.

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 in their own time

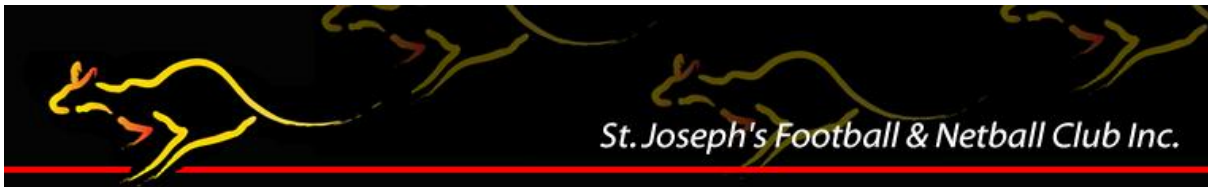
Make promises you cannot keep

Make your own enquiries/investigations in relation to the allegations made

Share information with others \*Excl. Police, Child Protection, AFL ISD, Mana

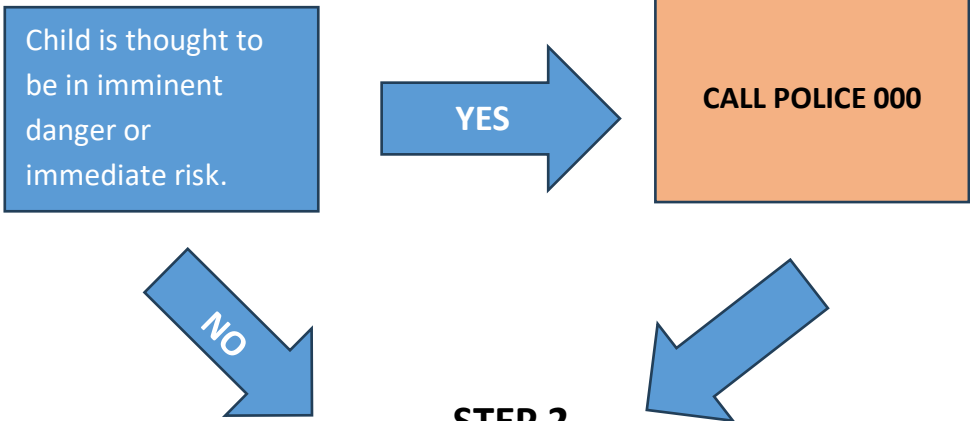
Distribute the numbers below for further support:

- **Lifeline:** 24 Hours Australia Wide | Phone: 13 11 14 | Web: [www.lifeline.org.au](http://www.lifeline.org.au)
- **Beyond Blue:** 24 Hours Australia Wide | Phone: 1300 224 636 | Web: [www.beyondblue.org.au](http://www.beyondblue.org.au)
- **Kids Helpline:** 24 Hours Australia Wide | Phone: 1800 55 1800 | Web: [www.kidshelpline.com.au](http://www.kidshelpline.com.au)
- **Headspace:** 9am – 1am AEST Everyday | Phone: 1800 650 890 | Web: [www.headspace.org.au](http://www.headspace.org.au)

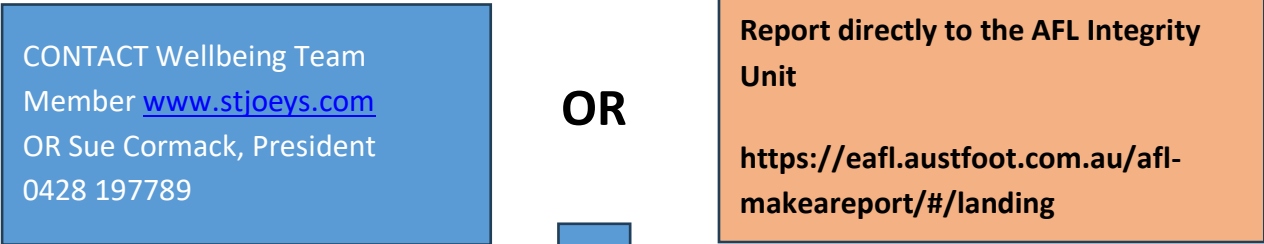


# HOW TO REPORT AN INCIDENT, CONCERN OR SUSPICION

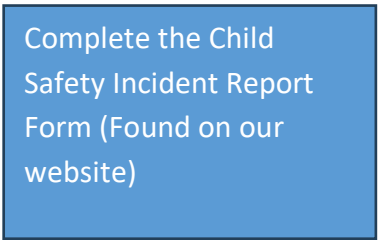
## STEP 1



## STEP 2



## STEP 3



## STEP 4

