

## RESPONDING TO ALLEGATIONS AND DISCLOSURES

# Receiving the allegation

#### Observations, Suspicions, complaints

#### **EXAMPLES:**

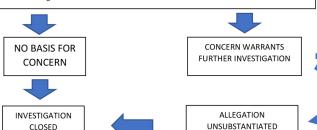
- Beach of policies and procedures or code of conduct
- Third party makes contact with member of the club and informs inappropriate behaviour.
- Concerns about practice or behaviour.
- Child exhibits concerning behaviour/indicators of abuse.
- Adult exhibits concerning behaviour towards child.



#### CHILD PROTECTION OFFICER

#### What the child protection officer does.

- · Ensures immediate safety of the child.
- Gathers all relevant information and records in writing.
- Explains the limitations and requirements of confidentiality to the person reporting.
- Reassures the person making the complaint and treats seriously.
- Where necessary distance the alleged perpetrator and child.
- · Information documented and stored safely.
- · Gives information on reporting procedure and what will happen next.
- Recommendation summary presented as to whether concerns warrants further investigation.



### **DISCIPLINARY PROCEDURES**

## Possible outcomes:

- Verbal warning ongoing monitoring and follow up.
- Written warning ongoing monitoring and follow up.
- Dismissal report to relevant statutory authority.
- Outcome communicated to relevant parties.

#### CHILD ABUSE DISCLOSURE

#### What to do:

- · Take the child's disclosure seriously.
- Reassure/validate the child.
- Ensure immediate safety.
- Explain limitations in respect of confidentiality.
- Give information on what will happen next.



## REPORT IMMEDIATELY TO CHILD PROTECTION OFFICER.

## What the child protection officer does.

- Ensures immediate safety of the child.
- Engage in an appropriate and safe manner with the child to have a discussion regarding suspicious or inappropriate behaviour.
- Advises child's parent/s or care giver/s if they are not the alleged perpetrator.
- · Determines who will notify the police and or child protection authority.
- Information documented and stored safely.
- Where appropriate gives information on reporting procedure and what will happen next.
- Provides ongoing support to the family, or child where appropriate.



## INTERNAL INVESTIGATION

## What happens:

- Investigation undertaken.
- Seek legal/industrial advice as required.
- Possible suspension from duties.
- Person advised verbally and in writing.
- Keep the family informed of the process.
- If investigation deems appropriate, refer to statutory authority.

#### MTTER IS REPORTED TO RELEVANT STATUTORY AUTHORITY

#### What happer

- Report to one or more of the following: Police, DHHS, Gymnastics Victoria, Gymnastics Australia.
- Internal response developed.
- Parents and child advised.
- Relevant staff advised.
- Follow up schedule.
- Ongoing support provided.

## **IMPORTANT**

If you are concerned that a child is in immediate danger or their life is at risk at anytime during this process, please call the Victorian police on 000 immediately.