



Child Safe Reporting Policy

The aim of this policy is to prioritise the safety, welfare and wellbeing of children. Keeping children safe is everyone's responsibility. This document aims to provide clear guidance and instruction on how to respond to an incident.

The first line of contact to discuss or raise a concern is the **Member Protection Information Officer**, who is trained to handle any concerns that relate to child safety and other complaints. Reporting all breaches in child safe policies, code of conduct or child safe practices is encouraged as they will not be tolerated at SSFA.

Responsibilities

Managers and coaches are provided with an annual induction to ensure that all staff and volunteers are aware of their obligations to child safety, as well as know who to report incidents to and encourage people to speak up if they are concerned. Keeping children safe is everyone's responsibility.

Empowering Children and Young People

Visual posters will be made available around the sporting field to alert children and young people or any club member on who to report their concerns to. Each team coach or manager should speak to the children or young people in the team to alert them of the SSFA's child safety reporting process.

Investigation Process

The MPIO will conduct a preliminary assessment by making enquiries and determining the risk to the child. When complaints or concerns are being raised regarding child safety concerns, the MPIO may need to take a different course of action in the reporting/investigation process based on the threat or risk to a child's safety. The following flow chart will be used as a guide in this instance (Figure 1).

If an investigation is required, a sub-committee may be formed to gather relevant information. Once a complaint is made, confidentiality by the MPIO and/or the SSFA representatives will be maintained wherever possible. Once information is gathered, an investigation report will be drafted and endorsed by the leadership team. The committee member being accused will have an opportunity to respond to the submission. The final outcome will be advised to the association member and relevant parties. Parents and carers will be consulted at all stages of an investigation.

Figure 1: Flowchart for reporting abuse (Reporting Obligations and Processes, OCG2022)



Outcomes

Not all reports require a full investigation. Some unacceptable behaviour may require a verbal warning or retraining. If the person does not cease their concerning behaviour at the direction of the MPIO or SSFA official, as escalation in disciplinary action may be taken and the person in question may be relieved of their role at the SSFA and prevented from being involved in future.

Maintaining Records

We are required to maintain records of the investigation process including documented reasons for decisions and subsequent actions taken.

Review

This policy will be reviewed annually or after a critical incident by the MPIO and SSFA committee based on feedback from members and any updates in policy.