



Beaumont Tennis Club

PROCEDURE FOR REPORTING ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT

Version 1

Approved 25 Sep 2016

Scope

This procedure covers complaints by or on behalf of children participating the Beaumont Tennis Club's activities. It is based on the current "Member-Protection Policy" of The Club and Tennis Australia's Member Protection policy.

Members of the Beaumont Tennis Club's committee have mandatory obligations to report actual or suspected child abuse or neglect.

Procedure

Complaints should be directed to the Club's Member Protection Information Officer, President or Secretary. If none of these people is available, a complaint may be made to another member of the Club's committee. If there is immediate danger, contact the Police immediately on 000.

The person receiving the complaint will keep a record of the complaint and take the lead role in the immediate handling of the complaint. The form below (Confidential Record of Child Abuse Allegation) should be used for this purpose. Subsequent actions should follow the processes described below and appropriate records kept.

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or in a life-threatening situation, contact the Police immediately on 000.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with the Club in a paid capacity or unpaid as a committee member have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Club's Member Protection Information Officer so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The Member Protection Information Officer or other official present will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is a Club employee.
- The Member Protection Information Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The Member Protection Information Officer will consider what support services may be appropriate for the alleged offender.
- The Member Protection Information Officer will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Tennis SA).
- The Club will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Section **Error! Reference source not found.** of our Member-Protection Policy and in the Club's constitution.
- Where required, the Club will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafe Ph: 131 478

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	Date Formal Complaint Received: / /	
Role/status in sport		
Child's name	Age:	
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	
Government agency contacted	Who: When: Advice provided:	
President and/or MPIO contacted	Who: When:	

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Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.