



# Child Safe Reporting Policy

## Purpose of the policy

This policy sets out our organisation's policy on child safe reporting and complaint handling.

Everyone in our organisation must:

- know **what** to report, **who** to report to and **how** to report
- report any concerns about the safety or welfare of a child or young person immediately
- ensure the safety and wellbeing of the child is paramount when responding to a disclosure or allegation about a child being harmed or at risk.

Our reporting practices will be reviewed and updated to make sure they remain effective and comply with legislation.

## Definitions of harm and abuse

### General definitions

#### **Psychological abuse (also known as emotional abuse)**

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

#### **Physical abuse**

This includes behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.

#### **Sexual abuse**

This includes the sexual touching or sexual assault of a child, grooming, and production, distribution or possession of child abuse material.

#### **Grooming**

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

#### **Misconduct**

This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

#### **Lack of appropriate care**

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

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## Reportable conduct definitions

Children's Guardian Act 2019 defines reportable conduct as:

- a sexual offence
- sexual misconduct
- ill-treatment of a child
- neglect of a child
- an assault against a child
- an offence under s 43B (failure to protect) or s 316A (failure to report) of the Crimes Act 1900
- behaviour that causes significant emotional or psychological harm to a child.

The definitions of harm and abuse listed below are based on those in part 4, section 20 of the *Children's Guardian Act 2019*.

### Sexual offence

A sexual offence is an offence of a sexual nature under a law of QLD another state/territory, or the Commonwealth committed against, with or in the presence of a child, such as:

- sexual touching of a child
- a child grooming offence
- production, dissemination or possession of child abuse material.

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of a sexual offence.

### Sexual misconduct

Sexual misconduct of a child means any conduct with, towards or in the presence of a child that is sexual in nature (but is not a sexual offence). The following are examples of sexual misconduct:

- descriptions of sexual acts without a legitimate reason to provide the descriptions
- sexual comments, conversations or communications
- comments to a child that express a desire to act in a sexual manner towards the child, or another child.

### Ill-treatment

Ill treatment of a child means conduct towards a child that is:

- unreasonable, and
- seriously inappropriate, improper, inhumane or cruel.

Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child; a pattern of hostile or degrading comments or behaviour towards a child; and using inappropriate forms of behaviour management towards a child.

### Neglect

Neglect of a child means a significant failure to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for the child that causes or is likely to cause harm to the child, by:

- a person with parental responsibility for the child
- an authorised carer or an employee if the child is in the employee's care.

Neglect can be an ongoing situation of repeated failure by a caregiver to meet a child's physical or psychological needs, or a single significant incident where a caregiver fails to fulfil a duty or obligation, resulting in actual harm to a child or where there is the potential for significant harm to a child.

Examples of neglect include failing to protect a child from abuse or exposing a child to a harmful environment.

## Assault

An assault can occur when a person intentionally or recklessly:

- applies physical force against a child without lawful justification or excuse - such as hitting, striking, kicking, punching or dragging a child, or
- causes a child to apprehend the immediate and unlawful use of physical force against them, such as threatening to physically harm a child through words and/or gestures.

## Behaviour that causes emotional or psychological harm to a child

Behaviour that causes significant psychological or emotional harm is conduct that is intentional or reckless (without reasonable excuse), obviously or very clearly unreasonable and which results in significant emotional harm or trauma to a child.

For a reportable allegation involving psychological harm, the following elements must be present:

- an obviously or very clearly unreasonable or serious act or series of acts that the employee knew or ought to have known was unacceptable, and
- evidence of psychological harm to the child that is more than transient, including displaying patterns of 'out of character behaviour', regression in behaviour, distress, anxiety, physical symptoms or self-harm, and
- an alleged causal link between the employee's conduct and the significant emotional or psychological harm to the child.

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## Unacceptable behaviours under our Code of Conduct

Our Child Safe Code of Conduct provides a list of unacceptable behaviours around children and young people that breach our Child Safe Code of Conduct.

## Making an internal complaint/report

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### Who must make an internal report

Everyone engaged to work or volunteer in Australian Allsports Evolution must make an internal report about any child abuse or misconduct concerns they either observe or are told about.

The person making the internal report will not be penalised. A failure to report, or preventing another person from reporting, will be considered misconduct.

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### How to make an internal report

#### Internal reporting by employees, contractors and volunteers

Reporting breaches of our Child Safe Code of Conduct

**All breaches and disclosures must be reported to Maria Contoudios in writing through our email at [australianallsportsevolution@gmail.com](mailto:australianallsportsevolution@gmail.com).**

Internal reporting by children and young people or their families or advocates, and other members of the community

Child safeguarding officer(s) in our organisation

Any breaches and/or disclosures can be reported to our Director in writing through our email at [australianallsportsevolution@gmail.com](mailto:australianallsportsevolution@gmail.com).

## How complaints should be handled

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### Overview of the complaint-handling process

Once an allegation or complaint has been made, use this step-by-step process to make sure it is appropriately followed up:

1. steps are taken to identify and address any risks
2. the incident is recorded
3. reporting obligations are met, if necessary
4. an investigation is conducted, keeping everyone involved up to date with what is happening
5. ongoing support is offered to the child or young person as needed
6. the incident is reviewed and our child safe documents are updated, if necessary. This includes reviewing our Risk Management Plan.

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### Risk management on receiving an allegation or disclosure

It is the responsibility of the [Directors/committee members](#) to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

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### Procedural fairness, including privacy and confidentiality

Any allegation of abuse must be treated in a fair, transparent and timely manner.

Workers subject to an allegation will be notified when a disciplinary hearing is to take place and what will occur at the hearing. We follow the obligations defined under the Privacy Act 1988 (Commonwealth).

Any relevant reportable conduct investigations are conducted with the OCG's Reportable Conduct Directorate.

Additionally:

- all information is recorded on our [reporting form for complaints and allegations](#)
- all reporting forms for complaints and allegations are stored securely and only accessed by those in the organisation with responsibility for oversight of the investigation
- information may be exchanged under Chapter 16A of the *Child and Young Persons (Care and Protection) Act 1998*, with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young people
- our organisation maintains the privacy of those involved in accordance with our obligations under the *Privacy and Personal Information Protection Act 1998*
- if an incident is found to be substantiated, likely outcomes or responses will be determined from advice given by relevant authorities (police, child safety commission).

## Relevant legislation

- *Crimes Act 1900*
- *Child and Young Persons (Care and Protection) Act 1998*
- *Children's Guardian Act 2019*
- *Privacy Act 1988 (Commonwealth)*
- *Privacy and Personal Information Protection Act 1998.*
- <https://footballqueensland.com.au/2021/02/08/football-queenslands-no-badge-no-bench-no-ref-room-policy-to-drive-safeguarding-children-measures/>

## How we publicise and support our Child Safe Reporting Policy

To make sure everyone in our organisation is aware of our Child Safe Reporting Policy and their reporting obligations, we:

- create and display important information from our Child Safe Reporting Policy that describes what to report, who to report to and how to report on our website [australianallsportsevolution.com](http://australianallsportsevolution.com) as well as our social media (ie. Facebook, Instagram)
- provide staff with information & training opportunities so they understand processes for complaints and allegations

## Next review date

Directors will review this policy annually and after any critical incidents, to make sure our child safe reporting practices are continually improved and that we keep up to date with relevant legislation and sector requirements.

The next review date is [April 2027](#)

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