



Flowchart: Child safety reporting process

Who can report?	Parent	Child	Club member or volunteer (e.g. committee member, coach, team manager)
What to report?	Any child safety concerns, including: <ul style="list-style-type: none">▪ disclosure of abuse or harm▪ allegation, suspicion or observation▪ breach of the Code of Conduct▪ environmental safety concerns		
	Call 000 if a child is in immediate danger		
How?	Face-to-face verbal report, letter, email, telephone call, meeting		
Who to?	Child Safety Person (the Vice President), any Club Committee member, coach, team manager		
What happens next?	Child Safety Person (the Vice President), any Club Committee member, coach, team manager will: <ul style="list-style-type: none">▪ offer support to the child, the parents, the person who reports and the accused person▪ initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)▪ decide, in accordance with legal requirements and duty of care, whether the matter should/ must be reported to the police or Child Protection and make report as soon as possible, if required.		
Outcome	Investigation; outcomes decided; relevant Club Committee members, coach, team manager, volunteers, parent and child notified of outcome of investigation; policies and/ or procedures updated, where necessary.		

For further information and context, refer to the Greenvale Basketball Club Child Safe Policy <https://greenvalegrizzlies.files.wordpress.com/2017/06/child-safe-policy-2017.pdf>