

Reporting Policy - Child Safety Concerns

Responsibilities

This policy applies to all Pony Club Australia staff and personnel including paid employees, volunteers, Board Directors, committee members, administrators, coaches and members.

Guidelines

Child Safety Concerns include;

- Disclosures of actual harm, abuse or exploitation of a child;
- The potential risk of harm, abuse or exploitation of a child;
- Breaches of the Member Protection policy or Child Safety Code of Conduct by staff, members or volunteers

A person must report a child protection concern if they form a reasonable belief that it is occurring or is at risk of occurring.

A person does not have to prove that the abuse/breach of the Child Safety Code of Conduct is happening, and is not responsible for investigating child abuse.

Reporting

Mandatory Reporting

Legislation varies between states however at this stage most Pony Club volunteers are not classified as Mandatory Reporters. A Mandatory Reporter is required by law to report to the relevant Government Department when they have reasonable grounds to suspect that a child, or class of children, is at risk of significant harm from abuse or neglect.

Mandatory Reporting applies to all people in Victoria who have a reasonable belief that a sexual offence has been committed against a Child or Young Person. This must be immediately reported to the Police.

Reporting to Pony Club Australia

All staff and associated personnel including paid employees, volunteers, Board Directors, committee members, administrators, coaches and members, have an obligation to report suspicions of “risk of significant harm”, to the Chief Executive Officer, Executive Officer or equivalent in your state.

If you are concerned about an immediate risk to a child’s safety, call 000 as soon as possible.

Any person that makes a report in good faith in accordance with their reporting obligations (either mandatory or discretionary) will be supported by Pony Club Australia.

Reporting method

A person can make a report in writing or by telephone. If the report is made by telephone, the responsible person will complete the written report using information provided.

The report form is attached to this policy.

Privacy and confidentiality

It is imperative to maintain the privacy and confidentiality of any person involved in a child protection matter including the child, family and anyone involved in an investigation.

When responding to allegations against staff, Pony Club Australia also has a responsibility to ensure its staff are treated fairly and the rights of each individual are respected during an investigation and any applicable disciplinary process.

The reporter's identity will be kept confidential unless the person who made the report has given consent for their identity to be provided.

Pony Club Australia will keep a register of any allegations regarding inappropriate conduct.

Reference	Date approved	Date Last amended	Date of next review	Status
	17 February 2018	New in 2018	April 2019	Endorsed by: PCA CEO Approved by: PCA Board

Attachment : CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

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"/> Rider <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 three witnesses, attach details to this form)	Name 1: Contact details: Name 2: Contact details: Name 3: Contact details:	
Interim Action taken (if any)		
Police contacted	Who: When: Advice provided:	

Child protection agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: Date:
Complainant's signature (if not a child)	

This record and any notes must be kept in a confidential and safe place. If required, they should be provided to the police and/or the relevant child protection agency.