

# PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

## AUSSIE GEMS DANCE, GYMNASTICS & CHEERLEADING— PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or 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 within a paid or unpaid capacity at Aussie Gems Dance, Gymnastics & Cheerleading 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.

<b>Do</b>	<b>Don't</b>
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 Aussie Gems Dance, Gymnastics & Cheerleading Owners so that they can manage the situation.

### **Step 3: Protect the child and manage the situation**

The Aussie Gems Dance, Gymnastics & Cheerleading Owners 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 an employee of Aussie Gems Cheerleading and Gymnastics.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners will consider what services may be most appropriate to support the child and his or her parent/s.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners will consider what support services may be appropriate for the alleged offender.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners 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 Aussie Gems Dance, Gymnastics & Cheerleading Owners and/or Gymnastics NSW).

Aussie Gems Dance, Gymnastics & Cheerleading Owners 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 our Member Protection Policy.

Where required we 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

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111

#### ATTACHMENT 4: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION (EXAMPLE)

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.

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.

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	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel 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:
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.