

CHILD ABUSE REPORTING PROCEDURE



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Owner Executive Manager

Policy reference National Child Protection Policy, Scouts Australia, 2016; Scouts Victoria Child Protection Policy 2016

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If anyone is in immediate danger, always contact 000 immediately.

Introduction

Scouts Victoria is a Child Safe organisation. We are inclusive of all, regardless of their gender, sexuality, race, religion, or abilities, and we do not tolerate any form of harm, abuse or neglect. This is our policy, and we expect all of our members to live by this.

What do I do if...?

If, in Scouting:

- a young person confides in you that they are being abused,
- you suspect that a young person has been/ is being abused,
- a concern is raised by anyone,
- or a complaint is made about or against you or any other adult,

you are required to report it.

Child abuse is an act – whether a once-off or regular occurrence – that harms or endangers the health or wellbeing of a child.

This includes:

- **physical abuse** (hitting, tripping etc. on purpose);
- **emotional or psychological abuse** (humiliating, demeaning etc.);
- **sexual abuse** (using a child for sexual gratification);
- **neglect** (not providing a child with basic needs);
- **grooming** (developing a relationship with a child in hope of future sexual activities);
- **exposure to domestic violence** (witnessing or experiencing violence

between family members);

- or **cultural, racial, or religious abuse** (behaviour showing contempt or hatred towards a child on the base of their culture, race or religion). You can find more information on our Child Safe Scouting webpage.

Abuse (including sexual abuse) committed within Scouting

The reporting procedures on this fact sheet should be followed if **any** of the following points are true:

- A youth member (aged 17 or under) of Scouting is believed to be the victim
- A member of Scouting (any age) is believed to be the perpetrator
- The incident(s) are believed to have taken place on Scouting property
- The incident(s) are believed to have taken place at Scouting events or activities

Sexual abuse committed outside of Scouting

If you become aware of a sexual offence committed within Victoria, by someone aged over 18, and against someone aged under 16, but **none** of the points listed above are true, you are (with few exceptions) required by law to report it. You can contact the Child Protection Crisis Line on 13 12 78, or your local police station. Google 'Failure to Disclose Victoria' for more information.

Reporting procedures

Before you start: if you need to take a moment to organise your thoughts and read this factsheet thoroughly, do so.



SCOUTS VICTORIA

152 Forster Rd, Mount Waverley 3149 Tel 03 8543 9800 Fax 03 8543 9899 Email reception@scoutsvictoria.com.au
 Web www.scoutsvictoria.com.au ChildSafe Email childsafes@scoutsvictoria.com.au ChildSafe Phone 1800 870 772

<p>If...</p> <ul style="list-style-type: none"> • a young person tells you that they are being abused, but they are not in immediate danger, ...start at step 1 and continue to step 8. 	<p>If...</p> <ul style="list-style-type: none"> • you are concerned about a young person's safety and wellbeing, • someone makes or raises a concern, complaint or allegation about you or another adult, • or due to a concern about a young person's immediate safety, you have already called 000 ...start at step 4 and continue to step 8.
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1. Move to a safe environment for the young person, in sight but out of hearing of others. Help them to feel safe.
2. Listen to what they say without interruption, reassure them that you believe them, do not question what they say, and do not give your own opinion. Avoid leading questions.
3. Tell the young person that you need to tell other people what you have just been told so that they can be helped. Do not make promises that you cannot keep.

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4. Ensure everyone, especially the young person/ people concerned, is safe, at least for the time being.
5. Immediately take careful notes detailing the conversation, or what you heard, witnessed, or saw, accurately. Do not speak to the young person's parents or guardians, or anyone else, about the conversation before completing step 6 below, except if necessary to prevent anyone from being put in immediate further danger.
6. Immediately ring the Scouts Victoria Child Safe Line on 1800 870 772 and inform us of the incident. Depending on the type of incident, they may be the one to inform the young person's parents. A report may need to be made to Victoria Police or other authorities – the person who answers the phone will discuss this with you.
7. Complete a Child Protection Report Form (see below) and send it within 24 hours to [childsafescoutsvictoria.com.au](mailto:childsafescoutsvictoria.com.au).
8. Make sure that Scouting activities cannot pose any further risks to any young people.

The *Internal Child Protection Report Form* (Form CP1) must be used to report any concerns or allegations of child abuse. You can find this form at [www.scoutsvictoria.com.au/child-safe](http://www.scoutsvictoria.com.au/child-safe). If there were any physical injuries, these must also be recorded using the normal incident reporting procedure.. If necessary, additional privacy restrictions can be applied to that report after its completion.

#### Important points to remember

Any adult in Scouting has the right to report concerns or suspicions about another member in confidence and free from harassment.

It is **not** your responsibility to investigate the allegation and you must not do so. It **must** be reported to the Executive Manager in order for appropriate actions to be taken.

Do not share details on any incident with others, including the media, except those listed in the plan above or after being told to do so by our Incident Line.

If you are in any doubt about what to do, please ring the Incident Line on 03 8543 9877 (24 hours) or use our incident reporting email. For non-urgent queries, or general Scouting enquiries, use the details at the bottom of this factsheet.