



PDF CHILD PROTECTION STEPS

Step 1. Clarify basic details of the allegation

- Listen and be supportive.
- Reassure the child that what has occurred is not their fault:
 - be honest and explain that other people may need to be told in order to stop what is happening
 - avoid suggestive or leading questions – ask the child “What happened?” and “Then what happened?”
- If another person makes the complaint ask the person to:
 - explain their reasons for suspecting abuse (observation, injury or other)
 - provide the names and contact details of all people involved, including witnesses.

Step 2. Report allegations of a serious or criminal nature

- Report any incident of a serious or a criminal nature to the police or child protection authority **immediately**.
- If the child’s parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

Step 3. Protect the child

- Take action to ensure the child’s/children’s safety (e.g. move the alleged offender to a non-child related position, supervise the alleged offender or remove/suspend them from their duties while the matter is being investigated).
- Make sure the individual accused of the offence is not victimised. If they’re stood down make it clear that this does not mean the person is guilty and that a proper investigation will be undertaken before decisions are made.

Step 4. Further clarify and investigate allegation

- The police or child protection agency may undertake an investigation. They may also request that the state sporting organisation undertake their own investigation (this should be done by an independent person with appropriate investigative expertise).
- The club should provide information and assist with the investigation as appropriate.
- Individuals/clubs should not try to investigate the incident themselves.

Step 5. Undertake disciplinary action

- Implement any disciplinary action recommended by the police, child protection authority or state sporting organisation. The action should be immediate.
- Check with the relevant state government authority to see if you need to forward a report (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).

Step 6. Record all information

- Appropriate record-keeping is very important in these matters.
- Requirements vary across Australia so make sure you're familiar with the requirements in your state/territory.

Step 7. Review and evaluate

- Once the issue has been resolved, review and evaluate your club's processes and procedures. Could the matter have been handled more sensitively? Efficiently? Quickly? Use this information to update your club's policies and guidelines.