

The Child Safety Reporting Process

Entrust Women Inc.

Who can report?

- Parent
- Child
- Attendee
- Entrust Women Committee Member
- Volunteer
- Venue staff

What to report?

- Disclosure of abuse or harm
- Allegation or suspicion
- Breach of Code of Conduct
- Environmental safety issues

How?

- Face to face verbal report
- Other – letter, email, telephone call, meeting.

Who to?

- Entrust Women (entrustwomen@outlook.com)

What happens next?

Entrust Women will:

- offer support to the child, the parents, the person who reports and the accused person
- following an allegation of abuse, an Entrust Women Committee Member will investigate the complaint and prepare a report and will consult with the Appointed Person who is independent of the alleged incident
- ensure the details of those reporting the complaint will be kept private and confidential. Only relevant or appropriate will be informed. Information should not be shared otherwise
- decide, in accordance with legal requirements and duty of care, whether the matter should be reported to the police, Child Protection or Commission for Children and Young People and make report as soon as possible, if required
- automatically suspend the accused person from work or other duties within the organisation, if they are under an investigation (internal or by the police) for committing sexual abuse
- automatically terminate the accused person's involvement with the organisation if they are found to be guilty of sexual abuse (either through internal investigation or by a court)
- inform the Insurance Provider of any allegations of abuse.

Outcome

Once the outcome of the investigation of a reported case is decided;

- 1) The relevant volunteer, parents and child will be notified of the outcome of the investigation
- 2) The policies and procedures of Entrust Women will be updated where necessary.

Special Information

In the case that the allegation involves the Chair of Entrust Women, this matter must be referred directly to the Deputy Chair of Entrust Women.

In the case of emergency

Contact 000 – if a child is in immediate danger.

Child Protection Authorities

Victoria Department of Health and Human Services

Tel. 131 278 (after hours emergency)

www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse