

<b>POLICY</b>	<b>Governance</b>
TITLE:	Safeguarding Children & Young People
AREA:	Governance
RESPONSIBILITY:	Chief Executive Officer
DRAFTED BY:	Chief Executive Officer
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APPROVED BY:	Paddle Australia
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This policy has been adopted by all the governing bodies that make up the sport of Paddling regarding the safeguarding of children and young people in our sport.

Each of Paddle Australia, Paddle Victoria, Paddle New South Wales, Paddle Queensland, Paddle Tasmania, Paddle Western Australia, and Paddle South Australia endorses the 'Paddle Australia's Policy for Safeguarding Children and Young People' as a Paddle Australia Policy.

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## 1. INTRODUCTION

Our sport has as its Vision “a united paddling community”.

To achieve this vision, Paddle Australia and each of the State Paddle Associations, being Paddle Victoria, Paddle New South Wales, Paddle Queensland, Paddle Tasmania, Paddle Western Australia, and Paddle South Australia (*the State Paddle Associations*) and our Affiliated Clubs are committed to ensuring the safety and wellbeing of Children and Young People participating in our sport from community paddling through to pathway programs and Paddle Australia programs and services.

‘Paddle Australia’s Policy for Safeguarding Children and Young People’ aims to ensure that Paddle Australia and the State Paddle Associations (*collectively Paddle Australia*) provide a safe and nurturing environment for all Children and Young People.

As custodians responsible for paddling’s future, we are committed to ensuring others enjoy the rewards of life-long involvement and for this reason seek to ensure that Affiliated Clubs also provide a safe environment for Children and Young People.

We cannot be united without including and safeguarding the youth of the Australian paddling community.

## 2. PURPOSE

‘Paddle Australia’s Policy for Safeguarding Children and Young People’ aims to ensure that Paddle creates a safe, fair and inclusive environment for all Children and Young People associated with our sport.

This Policy has been endorsed by the board of directors of Paddle Australia and each of the State Paddle Associations.

## 3. SCOPE

This Policy applies to:

- a) Paddle Australia;
- b) Clubs;
- c) Paddle Australia Personnel; and
- d) Paddle Representatives.

Paddle Australia is committed to ensuring that safeguarding Children and Young People is central to its development of our sport and requires that all Clubs adopt and implement this ‘Paddle Australia’s Policy for Safeguarding Children and Young People’. Paddle Australia requires that organisations associated with Paddle Australia that work or interact with Children and Young People in our sport adopt and implement child safe practices consistent with this policy.

This Policy for Safeguarding of Children and Young People acknowledges that each State has in place child protection laws that are required to be adhered to by Paddle Australia and Affiliated Clubs and that some of these child protection laws vary between the States and Territories.

In addition to ensuring compliance with this Policy, Paddle Australia will ensure compliance with these child protection laws as they apply in the applicable jurisdiction in addition to the requirements of this Policy.

Paddle Australia will assist Affiliated Clubs in ensuring that they comply with their obligations under child protection laws as they apply in the applicable jurisdiction.

## **4. PADDLE AUSTRALIA'S COMMITMENT TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Paddle Australia recognises the important role that Children and Young People play within our sport and the special care and attention that they need in order to feel safe.

Delivering a child safe framework across our sport is achieved through supporting Children and Young People, their parents and guardians and by Paddle Australia and each of our Affiliated Clubs striving to be a child safe organisation.

### **4.1 PADDLE AUSTRALIA'S COMMITMENT TO CHILDREN AND YOUNG PEOPLE**

As part of our commitment to Children and Young People, Paddle Australia and the Affiliated Clubs seek to:

- a) provide a safe and supportive environment for Children and Young People, in which they are appropriately supervised;
- b) ensure that the experiences of Children and Young People are free from any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming;
- c) ensure that no Child or Young Person is neglected;
- d) empower Children and Young People to act and respond to behaviour that is not acceptable or inappropriate;
- e) publicise and make available the Codes of Behaviour that underpin our sport;
- f) make information available on who Children and Young People can approach if they feel unsafe or they become aware of or are concerned about any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming;
- g) establish a reporting framework that allows Children and Young People and others to report any incident affecting the safety and wellbeing of Children and Young People; and
- h) provide support services to any Child or Young Person and their families who might be affected by any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming whilst participating in our sport.

### **4.2 PADDLE AUSTRALIA'S COMMITMENT TO PARENTS AND GUARDIANS**

Paddle Australia and the Affiliated Clubs are committed to supporting parents and guardians in protecting and safeguarding Children and Young People.

Paddle Australia and the Affiliated Clubs seek to:

- a) communicate with parents and guardians of Children and Young People regarding the expectations of our sport in ensuring a safe environment for Children and Young People; and
- b) publicise and share information with parents and guardians about safeguarding Children and Young People and where they can go to for assistance if they require further information, advice or would like to make a complaint under this Policy.

#### 4.3 PADDLE AUSTRALIA'S COMMITMENT TO BEING A CHILD SAFE ORGANISATION

In order to become child safe organisations, Paddle Australia and the Affiliated Clubs seek to:

- a) ensure that Paddle Australia Personnel adhere to Paddle Australia's Looking After Our Kids Code of Behaviour – Paddle Australia Personnel;
- b) ensure that Paddle Representatives adhere to Paddle Australia's Looking After Our Kids Code of Behaviour – Clubs;
- c) use best practice in the recruitment and screening checks for Paddle Australia personnel and Paddle Representatives;
- d) induct Paddle Australia Personnel and Paddle Representatives appropriately for their relevant position, recognising their role in safeguarding Children and Young People and to provide ongoing learning and development opportunities related to child safety;
- e) take steps to ensure that Paddle Australia Personnel and Paddle Representatives do not engage in Child Abuse, Bullying, Harassment, or other inappropriate conduct such as Grooming or exploit Children or Young People involved in our sport;
- f) take steps to ensure that Children and Young People are appropriately supervised and are not neglected;
- g) educate Paddle Australia Personnel and Paddle Representatives as to the Codes of Behaviour that underpin our sport;
- h) ensure that all Paddle Australia Personnel and Paddle Representatives report any concerns, complaints or any allegations of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming; and
- i) ensure that all Paddle Australia Personnel and Paddle Representatives are provided with the appropriate support following any incidents or complaints raised under this Policy.

Paddle Australia will take steps to support Clubs to assist them in delivering these objectives.

#### 5. PADDLE AUSTRALIA'S EXPECTATIONS FOR THE SAFETY AND WELLBEING OF CHILDREN AND YOUNG PEOPLE

Paddle Australia requires that all Paddle Australia Personnel and Paddle Representatives:

- a) not engage in any conduct that may adversely impact on the safety and wellbeing of Children and Young People. Such conduct includes (but is not limited to):

- i. sexual abuse of Children or Young People;
  - ii. physical abuse of Children or Young People;
  - iii. verbal abuse or bullying Children or Young People;
  - iv. engaging in the Grooming of Children or Young People;
  - v. neglect of any Child or Young Person;
  - vi. taking photographs of Children or Young People without the written consent of their parent or guardian and/or the distribution of those photographs without the written consent of their parent or guardian, other than in connection with our sport and which are consented to under the terms of registration;
  - vii. accessing, downloading, storing or distributing any form of child pornography; and
  - viii. any other Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming (whether psychological or physical) to a Child or Young Person.
- b) take all reasonable steps to understand the indicators, risk factors and impact of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming on Children and Young People in order to appropriately respond to allegations and complaints made under this Policy;
  - c) take all reasonable steps to understand the rights of Children and Young People in order to make informed decisions about how to interact with Children and Young People;
  - d) take all reasonable steps to understand and recognise additional vulnerabilities of Children and Young People;
  - e) are respectful of Children and Young People and their views, facilitating opportunities for Children and Young People to influence decision making processes and be given the opportunity to provide feedback;
  - f) protect the privacy of Children and Young People and their families in accordance with the Paddle Australia Privacy Policy, save for the extent to which an organisation within Paddle Australia may be required to disclose information to the Police or Government Departments (**Annexure D** to this Policy) concerning the safety and wellbeing of a Child or Young Person;
  - g) act on any concerns raised by Children, Young People and/or their parents and guardians in a confidential, timely and appropriate manner and in accordance with this Policy;
  - h) intervene to identify and prevent Child Abuse, Bullying, Harassment, Neglect or other inappropriate conduct such as Grooming from occurring and take action to protect Children or Young People;
  - i) adhere to any processes concerning the care and safeguarding of Children and Young People;
  - j) understand the laws and reporting requirements in the jurisdictions in which they are operating for Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming and seek advice from Paddle Australia (details set out at **Annexure D**)

as to appropriate action required;

- k) in consultation with Paddle Australia, cooperate with Police and Government Departments (**Annexure D** to this Policy) in respect of any investigation brought in respect of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming within Paddle Australia and Affiliated Clubs which may include answering questions, making a statement or giving evidence at an external hearing; and
- l) support Children, Young People and their families as directed by Paddle Australia in the event that a Child or Young Person is abused whilst participating in a Paddle Australia Program or Service. This may include the need to attend debriefing sessions with the relevant authorities.

## 6. PADDLE AUSTRALIA SCREENING

Paddle Australia is committed to taking appropriate steps in the recruitment of Paddle Australia Personnel to ensure that individuals engaged by Paddle Australia do not pose a risk to Children and Young People and will undertake the steps outlined in **Annexure A** to ensure the safety and wellbeing of Children and Young People.

Affiliated Clubs should, as far as reasonably practicable, adopt these steps in the recruitment and appointment of Paddle Representatives.

The procedures set out in **Annexure A** must be adhered to by Paddle Australia for applicants and appointees for positions or roles within Paddle Australia where the Paddle Australia Personnel:

- a) will or will likely travel with Children and Young People;
- b) will or will be likely to have contact or interact with Children and Young People; and/or
- c) require a Working with Children Check (or equivalent) by law.

In addition to the procedures set out in **Annexure A**, Paddle Australia must at all times comply with State legislation regarding Working with Children Checks (or equivalent) and any other legislation relevant to the protection of children. Where there is inconsistency between this Policy and the State legislation, the State legislation will prevail to the extent of higher obligations under State legislation.

## 7. RESPONSIBILITIES WITHIN PADDLE AUSTRALIA

Every Paddle Australia Personnel and Paddle Representative has a responsibility to ensure the safety and wellbeing of Children and Young People. In order to deliver Paddle Australia's Policy for Safeguarding Children and Young People, Paddle Australia, Affiliated Clubs, Paddle Australia Personnel and Paddle Representatives must ensure that they understand their responsibilities in respect of this Policy:

### 7.1 PADDLE AUSTRALIA

- Establish, distribute and promote Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Ensure visibility of **Paddle Australia's Commitment to Safeguarding Children and Young People**

- Ensure that all Paddle Australia Personnel engaged or appointed by Paddle Australia are aware of Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People, including the confidentiality requirements in dealing with any allegations
- Review Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People at least annually or as required by law to ensure best practice is consistently achieved
- Conduct awareness training and guidance to State Paddle Associations regularly
- Ensure that induction of new Paddle Australia Personnel includes training and education on Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Promote the rights of Children and Young People, and engage with Children and Young People
- Ensure open dialogue between Paddle Australia and Affiliated Clubs to ensure visibility of issues and support relating to the safety and wellbeing of Children and Young People
- Support State Paddle Associations and Affiliated Clubs through any instance or allegation of Child Abuse
- Report any instances or allegations of Child Abuse to the relevant authorities

## 7.2 STATE PADDLE ASSOCIATIONS

- Ensure that all Paddle Australia Personnel within the State Paddle Associations are aware of Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Distribute and promote Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Ensure visibility of **Paddle Australia's Commitment to Safeguarding Children and Young People**
- Participate in awareness training and guidance from Paddle Australia regularly
- Strive to ensure that Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People are implemented by Affiliated Clubs
- Ensure that induction of new Paddle Australia Personnel at the State Paddle Association includes training and education on Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Promote the rights of Children and Young People, and engage with Children and Young People
- Ensure open dialogue between Paddle Australia, the State Paddle Associations and Affiliated Clubs to ensure visibility of issues and support relating to the safety and wellbeing of Children and Young People
- Provide support to the Affiliated Clubs



- Report any instances or allegations of Child Abuse to the relevant authorities as well as Paddle Australia

### 7.3 AFFILIATED CLUBS

- Strive to ensure that all Paddle Representatives understand and are aware the Paddle Australia policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People
- Implement any Codes of Behaviour, including any procedures of the Clubs, relating to the safety and wellbeing of Children and Young People
- Appoint a Nominated Supervisor or Person in Authority, as the Club's representative to be responsible for implementing any Codes of Behaviour or Club procedures
- Ensure visibility of **Paddle Australia's Commitment to Safeguarding Children and Young People**
- Promote the rights of Children and Young People and engage with Children and Young People
- Report any instances or allegations of Child Abuse to the relevant authorities as well as the State Paddle Association and Paddle Australia

## 8. PADDLE AUSTRALIA CODES OF BEHAVIOUR

Paddle Australia Personnel and Paddle Representatives must at all times act in accordance with Paddle Australia's Looking After our Kids Code of Behaviour – Personnel and Paddle Australia's Code of Behaviour – Clubs, respectively, found at:

[www.paddleaustralia.com.au/safeguarding](http://www.paddleaustralia.com.au/safeguarding).

## 9. PROCEDURE FOR HANDLING COMPLAINTS AND ALLEGATIONS OF CHILD ABUSE

**If you believe a Child or Young Person is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

Paddle Australia will treat any complaint or allegation of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming promptly, seriously and with a high degree of sensitivity and confidentiality.

Paddle Australia Personnel and Paddle Representatives are required to report any concerns to the appropriate authorities, following the steps outlined below. Mandatory reporting obligations differ between State and Territories and it is therefore important that the relevant Government Agency set out in **Annexure D** is contacted.

Under this Policy, a complaint or allegation may be made about any behaviour, conduct, situation, decision or event that relates to:

- a) a Child or Young Person;
- b) an organisation forming Paddle Australia or an Affiliated Association or Club;

- c) an incident/s, irrespective of severity of the incident or incidents;
- d) the wellbeing and safety of Children or Young People;
- e) a breach of this Policy, including the Codes of Behaviour in so far as the Codes of Behaviour relate to Children and Young People;
- f) Paddle Australia Personnel or a Paddle Representative,

where that behaviour, conduct, situation, decision or event imposes a reasonable belief or suspicion that a Child or Young Person is at risk of harm of Child Abuse, Bullying, Harassment, Neglect or other inappropriate conduct such as Grooming.

### 9.1 STEP 1: RECEIVING THE COMPLAINT

If a Child or Young Person or any other person raises with Paddle Australia Personnel or a Paddle Representative a complaint of Child Abuse, Bullying, Harassment, Grooming or neglect that relates to them or to another child, the Paddle Australia Personnel or Paddle Representative must listen, be supportive and follow these procedures.

Do	Don't
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 their 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.

### 9.2 STEP 2: REPORT THE COMPLAINT

1. Children and Young People are asked to speak to a trusted person within Paddle Australia or the Affiliated Club where a behaviour, situation or event makes a Child or Young Person feel unsafe, threatened or uncomfortable. Any person who receives a complaint from a Child or Young Person must report the complaint in accordance with this Policy.
2. Paddle Australia Personnel, a Paddle Representative or any other person who:
  - a) receives a complaint or hears an allegation concerning Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person;
  - b) suspects Child Abuse, Bullying, Harassment, Grooming or Neglect that relates to a Child or Young Person; or

- c) witnesses Child Abuse, Bullying, Harassment, Grooming or Neglect that relates to a Child or Young Person,

whilst participating in a Paddle Australia or Club program or service must without delay notify the Police, relevant Government Agency and at least one of the persons identified in the table below as applicable to the Paddle Australia Personnel or Paddle Representative and inform the Child and Young Person or any complainant that the notification will take place:

Paddle Australia Personnel	Paddle Representative
<p>Paddle Australia Personnel:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer, Executive Officer or Line Manager (as the case may be);</li> <li>• Paddle Australia’s Athlete Wellbeing and Engagement Manager, if the complaint relates to a member of the Paddle Australia Slalom or Sprint High Performance programs only;</li> <li>• Paddle Australia’s Chief Operating Officer;</li> <li>• State Paddle Association Nominated Supervisor or Person in Authority; or</li> <li>• Member Protection Information Officer</li> </ul>	<p>The Affiliated Club:</p> <ul style="list-style-type: none"> <li>• President;</li> <li>• Child Safe Officer (if appointed);</li> <li>• Club Nominated Supervisor or Person in Authority; or</li> <li>• Member Protection Information Officer (if appointed)</li> </ul>

3. With the support of the Paddle Australia MPIO or State Paddle Association MPIO (as applicable), notify the Police and relevant Government Agency (as required) where the matter has not already been reported to Police or the relevant Government Agency.

If the complaint has already been reported to Police and/or Government Agency, the Paddle Australia MPIO and State Paddle Association MPIO (if applicable) will liaise with the Police and/or Government Agency as to the progress of any investigation. In respect of matters involving Paddle Representatives, the State Paddle Association will provide assistance as required by the Club.

**9.3 STEP 3: PROTECT THE CHILD AND MANAGE THE SITUATION**

1. The persons identified in item 2 of Step 2 will:
  - a) designate the Key Liaison Officer for the matter (likely but not necessarily the relevant MPIO) who shall be responsible for the liaison between the relevant parties and compiling of initial information;
  - b) designate a State Paddle Association representative (as the case requires);

- c) assess the immediate risks to Children and Young People (if any);
  - d) take interim steps as required to ensure the safety and wellbeing of Children and Young People, including any Child or Young Person directly impacted by the alleged behaviour, conduct, situation, decision or event relating to a Paddle Australia Personnel or Paddle Representative in line with item 2 below and direction and advice of the Police and/or Government Agency; and
  - a) establish next steps, making general enquiries with relevant individuals and determining the level of investigation required of the matter.
2. Where an allegation or complaint is made in respect of a **Paddle Australia Personnel** or **Paddle Representative** and there is a risk to the safety and wellbeing of Children and Young People whilst general enquiries are being made and/or any investigation is on foot, including any Police and/or Government Agency investigation, without limitation, Paddle Australia or Club may, **in consultation with the advice of the Police and/or Government Agency:**
- a) temporarily redeploy the Paddle Australia Personnel or Paddle Representative to a position where there is no contact with Children and Young People;
  - b) restrict the duties the Paddle Australia Personnel or Paddle Representative to ensure that there is no contact with Children and Young People;
  - c) suspend the Paddle Australia Personnel or Paddle Representative, pending investigation;
  - d) terminate the Paddle Australia Personnel or Paddle Personnel, following investigation and substantiation of an allegation and/or complaint; or
  - e) take other action as determined reasonable by Paddle Australia or the Affiliated Club in the circumstances.
3. Paddle Australia will consider what support services may be most appropriate to assist and support any Child or Young Person involved in an allegation or complaint, and their family.
4. Paddle Australia will consider what support services may be appropriate for any Paddle Australia Personnel or Paddle Representative involved in an allegation or complaint.
5. Paddle Australia and the Affiliated Club (as the case may be) will seek to put in place measures to protect any Child or Young Person, Paddle Australia Personnel or Paddle Representative from possible victimisation.

#### 9.4 STEP 4: TAKE INTERNAL ACTION

1. Paddle Australia recognises that further to making general enquiries, a number of investigations may be undertaken to examine allegations or complaint that are made against a Paddle Australia Personnel or Paddle Representative including:
  - a) a criminal investigation (conducted by the Police);

- b) a child protection investigation (conducted by the relevant Government Child Protection Agency);
  - c) where an allegation or complaint relates to a Paddle Australia Personnel, disciplinary action (including termination) in accordance with the relevant Paddle Australia Policy and/or Grievance Procedures; and
  - d) where an allegation or complaint relates to a Paddle Representative, investigation and resolution under the Paddle Australia Member Protection Policy.
2. The Confidential Record of Child Abuse Allegation (**Annexure E** to this Policy), must be completed by the designated Key Liaison Officer, nominated in item 1 of Step 3 and filed with Paddle Australia's CEO or MPIO.

The Confidential Record of Child Abuse Allegation must remain confidential and not be shared more broadly than the Key Liaison Officer, the designated State Paddle Association representative and Paddle Australia's General Counsel (or their delegate), unless disclosure is required by law.

## 10. DEFINITIONS

For the purpose of this Policy and unless the context otherwise requires (or if State legislation differs in definition requiring a higher standard):

**Abuse** means Physical Abuse, Emotional and/or Psychological Abuse, Sexual Abuse, and abuse of power that causes, is causing or is likely to cause harm to a person's safety, wellbeing or development, whether directly or as a result of indirect actions such as the viewing of material by a person.

**Athlete Support Personnel** means any official, coach, trainer, team manager, selector, team official, doctor, physiotherapist, dietitian, fitness or other health related advisor or any other person employed by, contracted to, representing or otherwise affiliated to Paddle Australia or any State Paddle Association or any other person employed by, contracted to, representing or otherwise affiliated to a Team or squad that is chosen to represent Paddle Australia or a State Paddle Association in any Competition.

**Bullying** means the ongoing misuse of power in relationships through repeated verbal, physical, social and/or psychological behaviour causing physical and/or psychological harm to an individual. Bullying can involve an individual or a group of individuals using their power over another individual, Child or Young Person. Bullying includes behaviour that is in person or online (cyber bullying).

**Child Abuse** means the mistreatment of a Child or Young Person that harms, is harming or is likely to harm or endanger the Child or Young Person's physical and/or emotional health, safety, development or wellbeing and includes Emotional and/or Psychological abuse, Bullying, Grooming, Sexual Exploitation, Neglect and/or Harassment.

**Children and Young People (Child and Young Person)** means a person under the age of 18 that participates or is involved in any program or services delivered by Paddle Australia or an Affiliated Association or Club.

**Clubs** means:

- a) any paddle association or club that is formally affiliated with Paddle Australia;
- b) any association or club that receives funding from Paddle Australia.

**Codes of Behaviour** means:

- a) Paddle Australia Looking After our Kids Code of Behaviour – Paddle Australia Personnel and/or Paddle Australia Looking After Our Kids Code of Behaviour – MAs and Clubs;
- b) Any Code of Behaviour implemented by Paddle Australia relating to standards of behaviour for Parents; Administrators and Volunteers; Coaches; or Technical Officials.

**Competition** means any Paddle competition or event organised by Paddle Australia or a Club and includes any other competitions or events under the jurisdiction or auspices or with the consent or approval of Paddle Australia or any State Paddle Association.

**Emotional and/or Psychological Abuse** means any act involving confinement, isolation, verbal assault, humiliation, intimidation or other treatment that may diminish the sense of identity, dignity and self-worth of an individual. Such abuse may include repeated rejection or threats to an individual.

**Employee** means a person employed by Paddle Australia or a State Paddle Association under an Employment Contract, including permanent, fixed-term and casual employees.

**Grooming** is a term used to describe what happens when a perpetrator builds a relationship with a Child or Young Person with a view to abusing that Child or Young Person at some stage. Grooming does not necessarily involve any sexual activity or discussion of sexual activity – for example, it may only involve establishing a relationship with the Child or Young Person, parent or carer (eg giving special attention, providing favours or giving gifts) for the purpose of facilitating sexual activity at a later date. Grooming can take place in any setting where a relationship can be formed, including without limitation training, at a match, in social settings, text messages, social media, online chatrooms or any other means of communication.

**Harm** means any detrimental effect on the child's physical, psychological, emotional wellbeing or safety caused by physical, psychological or emotional abuse, neglect or sexual abuse. Harm can be caused by a single act, omission or circumstance or can be ongoing.

**Harassment** means any behaviour that offends, humiliates or intimidates another person in situations in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated. It may be based on race or gender, related to disability, sex, religion or any other specific grounds and can take many forms such as oral, written or physical behaviour. A person can feel distressed regardless of whether the conduct is deliberate or unintentional.

**Issue Date** means the date on which this Policy becomes effective and binding on Paddle Australia, Clubs, and Paddle Australia Personnel.

**Neglect** means the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

**Official** means any technical official appointed to officiate in a Competition.

**Paddle Australia Personnel** means:

- c) directors and officers of Paddle Australia or the State Paddle Associations;

- d) Employees of, including technical officials appointed by, Paddle Australia or the State Paddle Associations;
- e) contractors and consultants engaged by Paddle Australia or the State Paddle Associations under a Contractor Agreement, Consultancy Agreement or other Agreement to this effect;
- f) Athlete Support Personnel;
- g) board and/or committee members of Paddle Australia or the State Paddle Associations; and
- h) volunteers of Paddle Australia or State Paddle Associations.

**Paddle Australia** means Paddle Australia and all State Paddle Associations as follows, Paddle Victoria, Paddle New South Wales, Paddle Queensland, Paddle Tasmania, Paddle Western Australia, and Paddle South Australia.

**Paddle Representative** means:

- a) directors, committee members and officers of a Club;
- b) employees, consultants or contractors of a Club;
- c) volunteers of a Club;
- d) coaches (including assistant coaches), who:
  - i. hold a Paddle Australia Accreditation unless the coach falls within the definition of Paddle Australia Personnel;
  - ii. are appointed and/or engaged by a Club;
  - iii. have an agreement (whether or not in writing) with a Club to coach in a facility managed by a State Paddle Association; or
  - iv. have an agreement (whether or not in writing) with a Club to coach in a facility owned or managed by the Club;
- e) selectors and other officials, who:
  - i. hold a Paddle Australia Accreditation unless the official falls within the definition of Paddle Australia Personnel; or
  - ii. officiate at Clubs;
- f) team support staff; and
- g) parents/guardians holding a specific role within the Club (including regular officials).

**Physical Abuse** means any behaviour where a person subjects a person to deliberate physically aggressive acts. The person subjecting the abuse may inflict an injury intentionally or inadvertently as a result of physical punishment or aggressive treatment of a person. It involves behaviour such as hitting, slapping, shaking, throwing, punching, biting, kicking or striking a person with an object.

**Representative** means any Paddler who is selected in any team or training squad that is chosen to represent Paddle Australia or any State Paddle Association.

**Sexual Abuse** means behaviour when an adult or person in authority involves a Child or Young Person in sexual activity or exposes them to matter or communications of a sexual nature. Behaviours may include making sexual comments to a Child or Young Person, engaging the Child or Young Person in sexual conversations online or in person, kissing, touching a Child or Young Person's genitals or other inappropriate touching of a Child or Young Person, oral sex or intercourse with a Child or Young Person, encouraging the Child or Young Person to view pornographic materials (whether that be online, magazines, videos) or engaging a Child or Young Person in sexual conversations (whether online or other forms of communication).

**Sexual Exploitation** means behaviour where a Child or Young Person is forced or involved in sexual activities that are unlawfully recorded, recorded without the consent of an individual, or used to produce pornography.

**Sexual Harassment** means unwanted, unwelcome or invited behaviour of a sexual nature, which could make a person feel humiliated, intimidated or offended. It can include unwanted physical contact, verbal remarks, jokes, sharing of inappropriate pornographic or offensive material either in person, online, through social media or other modes of communication.

**Sexual Misconduct** means any of Sexual Offence or Sexual Harassment.

**Sexual Offence** means any criminal offence involving sexual activity or indecency. Sexual offence carries a different meaning in each jurisdiction and can include rape, indecent assault, sexual assault, incest, sexual penetration, indecent act or sexual relationship with a child under the age of 16, sexual offences against people with impaired capacity, publishing or possessing Child and Young Person pornography and indecent articles, promoting or engaging in acts of Child or Young Person prostitution, soliciting acts of sexual penetration or indecent acts.

**State Paddle Associations** means Paddle Victoria, Paddle New South Wales, Paddle Queensland, Paddle Tasmania, Paddle Western Australia, and Paddle South Australia.



## ANNEXURE A: BACKGROUND & SCREENING PROCESSES

### A1. ADVERTISEMENTS

Paddle Australia will include the following wording in advertisements for all Paddle Australia Personnel positions that require contact with Children and Young People:

*'At the [S/PA]), we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Paddle Australia, and we also offer a flexible work environment for employees. We measure ourselves on our behaviours.'*

Paddle Australia will include, and recommends that Affiliated Clubs include, the following wording in advertisements for all Paddle Representative positions that require contact with Children and Young People:

*'We require all applicants to undergo background checks and screening prior to or during any appointments.'*

*Paddle Australia's Commitment Statement to Safeguarding Children and Young People can be found at <https://paddle.org.au/about-us/documents-policies-and-bylaws/>.'*

### A2. PADDLE AUSTRALIA'S COMMITMENT STATEMENT TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Paddle Australia's Commitment Statement to Safeguarding Children and Young People (set out at Item 4 of this Policy) must be attached to position descriptions of roles with Paddle Australia that require contact with Children and Young People.

Paddle Australia recommends that Affiliated Clubs attach the Commitment Statement to Safeguarding Children and Young People to position descriptions of roles that require contact with Children and Young People.

### A3. INTERVIEW REQUIREMENTS FOR ROLES REQUIRING CONTACT WITH CHILDREN AND YOUNG PEOPLE

As a minimum, one face to face or video link interview is required where an applicant is applying for a role that requires contact or interaction with Children and Young People. The following details must be addressed during the interview process:

- a) Paddle Australia's Commitment Statement to Safeguarding Children and Young People;
- b) the applicant's general awareness and understanding of child protection issues and ensuring the safety and wellbeing of Children and Young People;
- c) the applicant's beliefs and values in relation to the safety and wellbeing of Children and Young People;
- d) scenario responses to difficult situations involving Children and Young People;
- e) any disciplinary action taken or allegations of inappropriate or unprofessional conduct made against the applicant by a previous employer in relation to inappropriate or unprofessional conduct;

- f) any criminal offences or charges against the applicant; and
- g) any potential concerns regarding the applicant's resume or work history, gaps in history, frequent changes in employment, inability to nominate precise dates for previous roles.

#### A4. PROOF OF IDENTITY AND QUALIFICATIONS

All successful applicants are required to provide proof of their identity (Paddle Australia's preferred form of proof of identity is a valid passport) and qualifications relevant to the advertised role and evidence of their suitability to work with Children and Young People upon being offered the role.

Should the applicant not be able to provide any proof of identity, qualifications and/or evidence of suitability to work with Children or Young People, Paddle Australia may determine an alternate means of establishing this information in its absolute discretion or may withdraw or delay any engagement with the applicant.

#### A5. BACKGROUND AND SCREENING REQUIREMENTS

Paddle Australia, including Clubs, must comply with relevant Working with Children Check (or equivalent) requirements and other legislative requirements in their relevant jurisdiction. Where a Paddle Australia organisation or Club has stipulated additional requirements in respect of either a Working With Children Check or background or screening requirements, these must be complied with by any Applicant.

Various other background checks will be undertaken by Paddle Australia from time to time and may include, but are not limited to:

- a) National Criminal History Record Check;
- b) signed Member Protection Declaration;
- c) reference check (Paddle Australia's preference is that each referee is a professional referee who has worked with the Applicant in the last 5 years ideally in a supervisory capacity and that at least one question be asked in relation to working with children ((eg. is there any reason that you can think of why this person would not be suitable for working with children?));
- d) past employment and engagements;
- e) education and training; and/or
- f) immigration checks.

Paddle Australia recommends that Clubs undertake background checks of its volunteers and applicants for positions in line with this approach.

#### A6. WORKING WITH CHILDREN CHECKS

All States and Territories have different requirements for checks for individuals that work with Children and Young People (for example, Working with Children Checks and Blue Cards). Compliance with these legislative requirements by Paddle Australia and the Affiliated Clubs is mandatory.

Paddle Australia assesses each Paddle Australia Personnel role to determine whether a Working with Children Check is required and in which jurisdiction (unless an exemption applies which cannot be overridden by Paddle Australia). Applicants must ensure that they hold the applicable Working with Children Checks in accordance with law and if required ensure the Working with Children check is linked to the appropriate Paddle Australia organisation.

Subject to the paragraph below, as far as reasonably practicable, Working with Children Checks will be satisfied prior to commencement of any engagement within Paddle Australia, however if this is not possible and Working with Children Checks are still being obtained by the applicant, such engagement must be contingent upon the applicant obtaining such Working with Children Check.

Appropriate supervision measures will be imposed until evidence of a satisfactory completion of a Working with Children Check (or equivalent) is provided by the applicant. However, in some jurisdictions the relevant legislation requires that a Working with Children Check be obtained ***before*** commencing work. In such jurisdictions, the applicant must not commence work (even with supervision measures) until ***after*** the requirement to obtain a Working with Children Check is satisfied.

Paddle Australia organisations and the Affiliated Clubs must not employ a person or allow a person to volunteer within their organisation if the person is prohibited from working with children under State or Territory legislation.

Clubs must also ensure that they comply with relevant legislation.

A Paddle Australia organisation may terminate an Employee's Contract of Employment in the event that the Employee becomes ineligible to work with children under the relevant State legislation. The termination process must be in accordance with the relevant Paddle Australia policy.

**Annexure B** to this Policy sets out each of the relevant Regulatory Bodies responsible for Working with Children Checks (or equivalent).

## A7. NATIONAL CRIMINAL HISTORY RECORD CHECK

A Paddle Australia organisation or a Club may require a National Criminal History Record Check (or Volunteer National Police Certificate, as applicable in a State or Territory), in addition to a Working with Children Check for some roles.

National Criminal History Record Checks will be satisfied prior to commencement of any engagement within Paddle Australia or a Club as far as reasonably practicable and as required. If this is not possible and the National Criminal History Record Checks are still being obtained by the applicant, such engagement must be contingent upon the Applicant obtaining a National Criminal History Record Check that satisfies the Paddle Australia organisation's or the Club's requirements for the role.

Appropriate supervision measures will be imposed until evidence of the satisfactory completion of the National Criminal History Record Check is provided by the applicant and the relevant Paddle Australia organisation or the Club has considered the applicant's suitability for the role.

Where a National Criminal History Record Check is obtained, the check must be assessed by the Paddle Australia organisation or the Club and an appointment must not be made if

there is anything in the National Criminal History Record Check which raises concern as to the applicant's suitability for the role or working with children.

## A8. MEMBER PROTECTION DECLARATION

The requirement to complete a signed Member Protection Declaration is independent of any Working with Children Check requirement.

Clubs at their absolute discretion, may request signed Member Protection Declarations from participants registered to the Club or any other person associated with the Club (examples include adult participants who are participating in competitions or events where there are junior participants) from time to time.

If a Paddle Representative, participant registered to a Club or any other person associated with the Club refuses to provide a signed Member Protection Declaration, the Club should consider imposing appropriate supervision measures until the Member Protection Declaration is signed.

Subject to the Club's Constitution or Rules of Incorporation, the Club may also refuse entry to a Paddle facility or suspend a person's membership if they refuse to sign a Member Protection Declaration. The Club should seek legal advice prior to taking such action.

## A9. RECORDS

Employee Working with Children Checks will be recorded on individual employee files as well as in a central confidential register maintained by the relevant Paddle Australia organisation.

Clubs must record Working with Children Checks and other records through the Paddle Australia online membership platform or its secretarial files as required by the relevant legislative requirements.

Such records should include:

- a) records of all Paddle Australia Personnel, including any background checks set out above at paragraph [A5](#).
- b) register of Working with Children Checks and National Criminal History Records Check for all Paddle Australia Personnel for whom checks have been obtained. As a minimum, the following information should be recorded on the register:
  - i. Full Name of Paddle Australia Personnel
  - ii. Date of Birth
  - iii. Working with Children Check (or equivalent) reference number
  - iv. Start date
  - v. Verification date
  - vi. Verification outcome
  - vii. Expiry date
  - viii. Paid or volunteer status

Paddle Australia may, to the extent permitted by law, request that individual employment or engagement records, including but not limited to, Working with Children Check registers and/or National Criminal History Record Check registers for Paddle Australia Personnel, be shared across Paddle Australia for the purpose of resolving recruitment or screening issues, protecting Children and Young People and/or resolving complaints brought under this Policy. Such files will be confidential and may be held electronically using software from third party vendors.

All applicants applying for a role within Paddle Australia and Paddle Australia Personnel consent to Paddle Australia sharing their personal information as set out above.

In addition to the above requirements, Affiliated Clubs should maintain records of the Member Protection Declarations (including a hard copy of signed Member Protection Declarations) in accordance with ordinary business practice and these records should be kept confidential. Paddle Australia may request copies of Member Protection Declarations from time to time in its absolute discretion, including but not limited to the purpose of conducting an investigation or responding to a complaint or allegation under this Policy.

## ANNEXURE B: WORKING WITH CHILDREN CHECK AUTHORITIES

### **Australian Capital Territory**

Office of Regulatory Services

Website: [www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp) Phone: 02 6207 3000

### **New South Wales**

Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) Phone: 02 9286 7276

### **Northern Territory**

Northern Territory Screening Authority Website: [www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au) Phone: 1800 SAFE NT (1800 723 368)

### **Queensland**

Queensland Government Blue Card Services Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)  
Phone: 1800 113 611

### **South Australia**

Department of Human Services – DHS Screening Unit Website:

[www.screening.dcsi.sa.gov.au/home](http://www.screening.dcsi.sa.gov.au/home)

Phone: 1300 321 592

National Police Check: [www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check](http://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check)

### **Tasmania**

Department of Justice

Website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children) Phone: 1300 13 55 13

### **Victoria**

Department of Justice

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) Phone: 1300 652 879

### **Western Australia**

Department of Communities - Working with Children Screening Unit Website:

[www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

Phone: 1800 883 979 (country) (08) 6217 8100 (metro)

Volunteer National Police Certificates: <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates>

**ANNEXURE C: MEMBER PROTECTION DECLARATION**

Our Organisation (as defined below) has a duty of care to all those associated with our Organisation. It is a requirement of our Organisation that we verify the background of Paddle Representatives associated with our Organisation, including coaches, officials, coordinators, committee members and other volunteers.

I, ..... (name) of  
 .....

..... (address) born ...../...../.....  
 sincerely declare:

1. I have read and understood Paddle Australia’s Member Protection Policy, Paddle Australia’s Policy for Safeguarding Children and Young People and Paddle Australia’s Looking After Our Kids.
2. I understand my responsibilities in relation to ensuring and promoting the safety of Children and Young People.
3. I do not have any criminal charge pending before the courts.
4. I do not have any criminal convictions or findings of guilt for a Sexual Offence, offences related to Children and Young People or acts of violence.
5. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming, Sexual Misconduct, Sexual Offence or acts of violence.
6. To my knowledge, there is no other matter that Paddle Australia or the Affiliated Clubs may consider to constitute a risk to its Paddle Australia Personnel, Paddle Representatives, Children and Young People or reputation of Paddle Australia or the Affiliated Clubs by engaging me.
7. I will notify the CEO, EO or President, as the case may be, of the Organisation/s engaging me immediately upon becoming aware that any matter set out above has changed.

Declared in the State/Territory of .....

on ...../...../.....(date) Signature: .....

Organisation: ..... (Paddle Australia, State Paddle Association – specify for example NSW, or Club – specify for example Adelaide Canoe Club)

**Parent/Guardian Consent (in respect of a person under the age of 18 years)**

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: ..... Signature: .....

Date: .....

## ANNEXURE D: CONTACT DETAILS FOR ADVICE OR TO REPORT AN ALLEGATION OF CHILD ABUSE

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 <a href="http://www.afp.gov.au">www.afp.gov.au</a>	Office for Children, Youth and Family Services <a href="http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect">http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect</a> Ph: 1300 556 729
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
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 <a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Department of Children and Families <a href="http://www.childrenandfamilies.nt.gov.au">www.childrenandfamilies.nt.gov.au</a> Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Education and Child Development <a href="https://www.education.sa.gov.au/supporting-students/child-protection/reporting-child-abuse">https://www.education.sa.gov.au/supporting-students/child-protection/reporting-child-abuse</a> Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>	Department of Health and Human Services <a href="http://www.dhhs.tas.gov.au/children">www.dhhs.tas.gov.au/children</a> Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	Department of Human Services <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a>	Department of Communities – Child Protection and Family Support <a href="https://www.communities.wa.gov.au/services/child-protection-and-family-support/">https://www.communities.wa.gov.au/services/child-protection-and-family-support/</a> Ph: (08) 9222 2555 or 1800 622 258



<p><b>Matters relating to Paddle Representatives or Affiliated Clubs</b></p>	<p>The Executive Officer or Member Protection Information Officer at the relevant State Paddling Association</p>
<p><b>Matters relating to Paddle Australia Personnel or Paddle Australia</b></p>	<p>Paddle Australia MPIO (<a href="mailto:mpio@paddle.org.au">mpio@paddle.org.au</a>) and/or the State Paddle Association MPIO (if applicable)</p> <p>Chief Executive/Executive Officer in the relevant Paddle Australia organisation.</p>

## ANNEXURE E: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Any matter must be immediately reported to Police and the relevant Government Agency. Always ensure the procedures outlined in this Policy have been followed and advice has been sought from Paddle Australia, the Police and/or relevant Government Agency.

<b>Complainant's Name</b> (if other than the child, if compliant wishes to remain anonymous, please note)			
<b>Date complaint received</b>		<b>Complaint received by</b> (PA, State Paddle Association or Affiliated Club)	
<b>Police contacted</b> (if required)	Who: When: Contact:		
<b>Government agency contacted</b> (if required)	Who: When: Advice provided:		
<b>Child's name</b> (use alias if Child's identity needs to be protected and detail that this is the case)		<b>Age:</b>	
<b>Child's address</b> (if known and if can be disclosed in line any protection requirements)			
<b>Person's reason for suspecting abuse</b> (e.g. observation, injury, disclosure)			

<b>Name of person complained about</b>	
<b>Role/status in sport</b>	
<b>Paddle Australia Program or Service</b>	
<b>Affiliated Club</b>	
<b>Paddle Representative notified</b> (Item 8, Step 2)	Representative: Date of Notification:  Representative: Date of Notification:  Representative: Date of Notification:
<b>Paddle Association Personnel notified</b> (Item 8, Step 2)	Representative: Date of Notification:  Representative: Date of Notification:  Representative: Date of Notification:
<b>Witnesses</b> (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details:  Name (3): Contact details:
<b>Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)</b>	
<b>Summary of enquiries made</b>	
<b>Other reporting</b> (ASC, CEO, Board as applicable depending on program or service)	Who: When:
<b>Police and/or government agency investigation</b>	Finding:
<b>Internal investigation</b> (if any)	Finding:

<b>Action taken</b>	
<b>Completed by</b>	Name: Position: Signature: Date:

This record and any other documentation (including notes) must be kept in a confidential and safe place and provided to the relevant authorities (Police and government agencies) should they require them.