



BATHURST GOLF CLUB LTD

CHILD SAFE REPORTING PROCEDURES

REPORTING AN INCIDENT OR ALLEGATION

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000 (triple zero)

<p>Purpose</p>	<p>This Child Safe Reporting an Allegation Procedure explains how to</p> <ul style="list-style-type: none"> • report any concerns about the safety or welfare of a child or young person immediately • ensure the safety and wellbeing of the child is paramount when an allegation is made • respond if a child is at risk of harm or abuse <p>It also enables you to</p> <ul style="list-style-type: none"> • feel confident in reporting unacceptable behaviour around children and young people • feel confident that concerns and allegations will be dealt with honestly and fairly <p>All members must know what to report, who to report it to and how to report it</p>
<p>Definitions of harm and abuse</p>	<p>Physical abuse</p> <p>The intentional or reckless use of physical force against a child that results in harm to the child’s health, development, or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.</p> <p>Sexual abuse</p> <p>Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence).</p> <p>Psychological abuse</p> <p>Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.</p>

	<p>Emotional abuse</p> <p>Behaviour towards a child that is likely to damage a child’s self-esteem or social competence.</p> <p>Neglect</p> <p>Behaviour by a person responsible for the care of a child (such as a parent, carer or staff member if the child is in their care) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.</p> <p>Ill-treatment</p> <p>Conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel</p> <p>Grooming</p> <p>Is intended to manipulate and control a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them.</p>
What should be reported	<p>All complaints should be reported. This includes:</p> <ul style="list-style-type: none"> • criminal conduct • <u>risk of significant harm (ROSH)</u> • disclosures of abuse • unacceptable behaviour around children and young people that breaches our Child Safe Code of Conduct • suspicion of harm or abuse to a child or young person • reportable conduct.
Who can report	<p>Everyone in our Club has the right to make a genuine complaint and won’t be punished if they do. This includes children and young people, staff members and volunteers. Reporting abuse is mandatory and encouraged. It is never obstructed or prevented</p>
Make a complaint	<p>You can make a complaint by completing the RECORD OF CHILD SAFE ALLEGATION FORM online</p> <p>OR</p> <p>by phone, email or in person to the Child Safe Liaison Officer or the General Manager who will complete the Record of Child Safe Allegation form</p>
Acknowledge the complaint	<p>The General Manager will let the complainant know that their report has been received notifying them of the likely next steps and expected time frames.</p>
Assess the complaint	<p>Consider the following when assessing the allegation</p> <ul style="list-style-type: none"> • Involvement of other organisations • Feasibility of the complainant’s suggestion

	<ul style="list-style-type: none"> • Severity, urgency, and complexity • Health and safety implications • Impact on the individual, the general public and the Club • Potential risk to the safety and wellbeing of a child • Potential to escalate <p>If there is more than one issue raised in the complaint – check if each issue needs to be handled separately</p>
Categories of Allegations	<p>Reports are assessed as being either:</p> <p>A Category 1 Matter: A Category 1 Matter includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inappropriate conduct or behaviour that does not involve or is not related to Sexual Abuse or Criminal matters • Conduct or behaviour that may, at times, be inadvertent or unintentional • Unacceptable conduct or behaviour that is not abuse or illegal. <p>A Category 2 Matter: This is a serious matter that may include localised or lower-level conduct or behaviour and where there is no immediate or material concern regarding the safety and wellbeing of a child. A Category 2 Matter may include, but is not limited to</p> <ul style="list-style-type: none"> • Conduct or behaviour that may be of concern but is not likely to or has not resulted in significant danger or damage to the wellbeing and safety of a Child. • Any report of less serious abuse of child. • Any report of recurring, inappropriate behaviour or conduct that is not a serious or immediate concern or threat to the safety and wellbeing of a child. <p>A Category 3 Matter: This is the most serious type of matter, where there is likely to be the highest risk of or actual damage to the safety and wellbeing of a child. Category 3 Matters include, but are not limited to:</p> <ul style="list-style-type: none"> • Conduct or behaviour that is likely to or has resulted in significant danger or damage to the wellbeing and safety of a child • Any report that involves sexual abuse, a sexual offence, sexual harassment, grooming, or any other criminal behaviour • Any report of serious abuse of a child <p>Any report that is currently being investigated by or has been the subject of a determination or finding of guilt by the Police, government Child Protection agencies, any regulatory or external agency or the courts.</p>
Deciding what action to take	<p>After assessing a complaint, you will need to decide what action to take next.</p> <p><i>If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000 (triple zero)</i></p> <p>For Category 1 and 2 Matters.</p> <ul style="list-style-type: none"> • Advise the complainant of the outcome. Explain reasons for the decision, remedies, and options for review.

- Finalise the Record of Child Safe Allegation Form and keep records about how the allegation was managed, the outcome, recommendations and any actions that need to be followed up.
- Notify Board with a recommendation of disciplinary action, if applicable.

NB In line with the principle of procedural fairness, the Club may be required ultimately to provide the person/people whose behaviour or conduct is of concern, or who have allegedly perpetrated the abuse of a child with reasonable details of matters contained in the report, so they have an opportunity to be heard and/or respond in any disciplinary proceeding.

A failure to respect the confidentiality or privacy obligations in respect of a report or safeguarding matter may be the subject of a disciplinary process in accordance with the applicable regulations, codes, or policies.

For Category 3 Matters.

Contact **NSW Police** on 131 444 for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences, and producing, disseminating, or possessing child abuse material.

Note: It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

Police should be the first point of report contact in case they need to conduct an investigation.

Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm (ROSH) can report to **the Department of Communities and Justice (DCJ)** on 132 111 (this is a 24-hour service).

If a child is at risk of serious harm, report to DCJ using <https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk>

DCJ focus on protecting children and removing them from danger. They include danger children may be in, from their own family.

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<p>Risk management strategies</p>	<p>To ensure the immediate and ongoing safety of the child:</p> <ul style="list-style-type: none"> • establish the welfare and safety of the child and take steps to ensure the child is removed from the risk • reassure them and remain calm • listen carefully without interrupting • don't ask leading questions or any additional questions once you've established there is a genuine concern (so as not to compromise future investigations by NSW Police or DCJ) • support them, reassuring the child that they have done the right thing, that you believe them and that the abuse is not their fault • explain what will happen, including timeframes • don't make promises you can't keep • don't confront the alleged perpetrator • seek guidance if you are unsure about what to do. <p>It is the General Manager/Child Safety Liaison Officer's role to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of the investigation.</p>
<p>Procedural fairness, including privacy and confidentiality</p>	<p>Any allegation of abuse will be treated in a fair, transparent and timely manner. People subject to an allegation will be notified when a disciplinary hearing will take place and what will occur at the hearing. We follow the obligations defined under the <i>Privacy Act 1988</i> (Commonwealth), and relevant reportable conduct investigations are conducted with the OCG's Reportable Conduct Directorate.</p> <p>Additionally:</p> <ul style="list-style-type: none"> • all information is recorded on the Club's reporting form Record of Child Safe Allegation Form • the Record of Child Safe Allegation Form is stored securely and only accessed by those in the Club with responsibility for oversight of the investigation • information may be exchanged under Chapter 16A of the <i>Child and Young Persons (Care and Protection) Act 1998</i>, with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young people • our Club maintains the privacy of those involved in accordance with our obligations under the <i>Privacy and Personal Information Protection Act 1998</i> <p>If an incident or allegation is found to be substantiated, likely outcomes or responses will be determined by the Board or from advice given by relevant authorities (police, DCJ or OCG).</p>
<p>Review of Allegation Process</p>	<p>Once an allegation has been made make sure the following actions have been taken:</p> <ul style="list-style-type: none"> • taking steps to remove child from harm • recording the incident • reporting obligations met, if necessary • conducting the investigation, keeping everyone involved, up to date with its progress

	<ul style="list-style-type: none"> • offering ongoing support to the child as needed • reviewing the incident and updating the organisation's child safe policies, if necessary.
How we publicise our Child Safe Reporting Procedure	<p>To ensure everyone in our Club is aware of our Child Safe Reporting Procedure and their reporting obligations we:</p> <ul style="list-style-type: none"> • hold information sessions and training opportunities so all stakeholders understand our Child Safe policies and procedures • display the Child Safe Policy and Procedures on the Club website • create and promote age-appropriate programs for children and young people that explain what to do if they are concerned.
Legislation	<p>Crimes Act 1900</p> <p>Child and Young Persons (Care and Protection) Act 1998</p> <p>Children's Guardian Act 2019</p> <p>Privacy Act 1988 (Commonwealth)</p> <p>Privacy and Personal Information Protection Act 1998</p>
Related Policies and forms	<p>Child Safe Policy</p> <p>Child Safe Code of Conduct</p> <p>Record of Child Safe Allegations Form</p> <p>Photography and Publicity Consent Policy – to be developed by 31/8/23</p> <p>Privacy Policy to be developed by 31/8/23</p>

Adopted by Bathurst Golf Club Board of Directors at the Bathurst Golf Club Board meeting on 28th August 2023

President: Tony Pryce

General Manager: Brad Constable

Signature 

Signature 

Date: 28/8/2023

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Review

This Procedure will be reviewed annually and after any critical incident. This is to ensure continuous improvement of our child safe practices and that we keep current with relevant legislation and industry standards. Children and young people have an opportunity to provide feedback on the policy and complaint handling.

Last reviewed: August 28, 2023

Next Review date: August 2024

Responsible officer: General Manager