

Child Safety Reporting & Response Procedure

If a child is in immediate danger

Call 000 immediately.

Take reasonable steps to protect the child from further harm.

If a child tells you something

LISTEN – Stay calm and let the child speak in their own words.

TAKE IT SERIOUSLY – Don't blame, criticise or dismiss them.

DON'T INVESTIGATE – Don't ask unnecessary or leading questions.

DON'T PROMISE SECRECY – Explain that you may need to tell someone who can help keep them safe.

MAKE THEM SAFE – Take reasonable immediate steps to protect them.

REPORT IT – Contact one of the club contacts below or an appropriate authority.

Club contacts

Child Safety Contacts:

- James Morrish – 0447 458 906
- Jannine Prasad – 0434 289 794

Member Protection Information Officer (MPIO):

- Scott Brady – 0409 072 688

A concern can also be reported to the Club President or another Committee member. A serious concern does not need to wait for a committee meeting.

What should be reported?

- suspected or disclosed abuse or grooming;
- inappropriate physical or sexual behaviour;
- bullying, harassment, racism or discrimination;
- inappropriate electronic or social-media communication;
- serious breaches of the Child Safety Code of Conduct; or
- other behaviour that makes a child feel unsafe.

You do not need proof before raising a genuine concern.

Responding to a report

The person receiving the report will:

1. check the child's immediate safety;
2. record what was reported and any immediate action taken;
3. refer the matter to an appropriate authority or Tennis Australia where required;
4. preserve relevant information and records; and
5. keep the matter appropriately confidential.

Club volunteers must not investigate serious allegations of child abuse themselves.

PROTECT > RECORD > REPORT > COOPERATE

External contacts

Emergency – Victoria Police: 000

Police Assistance Line: 131 444

Tennis Australia Integrity Team: 1800 117 233

Email: integrity@tennis.com.au

Record the child's own words where possible and record facts rather than assumptions. Information should only be shared with people who reasonably need to know in order to protect the child or properly respond to the matter.

Anyone may report directly to Tennis Australia, Victoria Police or another relevant authority.