



Responding to Reports of Child Abuse or Neglect

Detailed Advice to Assist Member Protection Information Officers

Concerns about child abuse and/or neglect reported about a Parent, Coach or Club Member

- Member Protection Information Officer to email reporter with 24 hours of receiving email to confirm receipt of information
- Member Protection Information Officer to provide reporter with details for the Department of Communities (Department of Communities Central Intake Team 1800 273 889, Crisis Care After Hours Service 9223 1111) and/or Police (131 444) and encourage them to self report concerns
- Member Protection Information Officer to notify reporter that the Club will undertake relevant action as outlined within the Report of Child Abuse and or Neglect policy

Does the information reported indicate child abuse and/or neglect?

- Member Protection Information Officer refer to Department of Communities 'Recognising Signs of Abuse or Neglect'

<https://www.dcp.wa.gov.au/ChildProtection/Documents/HowDoIRecogniseWhenAChildIsAtRiskOfAbuseOrNeglect.pdf>

If 'No':

- Member Protection Information Officer to email Club President to confirm that a report of child abuse and/or neglect has been received and rationale on why no further action is required to be undertaken
- Member Protection Information Officer to place copy of email in the Member Protection Information Officer electronic files for a minimum of the duration of the child's membership at South Lake Dolphins Swimming Club, plus 6 years
- No further action required to be undertaken by Member Protection Information Officer

If 'Yes':

- Member Protection Information Officer to email Club President to confirm that a report of child abuse and/or neglect has been received and information received is being reported to the Department of Communities and/or the Police
- Member Protection Information Officer to email information received to the Department of Communities and/or the Police

<https://www.dcp.wa.gov.au/ChildProtection/Pages/Ifyouareconcernedaboutachild.aspx>

<https://www.police.wa.gov.au/?Your-Safety/Child-Abuse/How-to-report-child-abuse>

- Member Protection Information Officer to place copy of the relevant emails/reports in the Member Protection Information Officer electronic files for a minimum of the duration of the child's membership at South Lake Dolphins Swimming Club, plus 6 years

Do concerns represent a risk to other SLD swimmers?

- Member Protection Information Officer to consult with Department of Communities and/or Police to seek input around if concerns indicate a risk to other SLD swimmers

If 'No':

- Member Protection Information Officer to place a copy of write-up of consultation in the Member Protection Information Officer electronic files for a minimum of the duration of the child's membership at South Lake Dolphins Swimming Club, plus 6 years
- No further action required to be undertaken by Member Protection Information Officer

If 'Yes':

- Member Protection Information Officer to consult with Club President and where appropriate the Department of Communities and/or the Police to determine what further action(s) may need to be undertaken by the Club to ensure the safety of all SLD swimmers
- Member Protection Information Officer to monitor the implementing of such action(s)

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- Member Protection Information Officer to place a copy of the consult in the Member Protection Information Officer electronic files for a minimum of the duration of the child's membership at South Lake Dolphins Swimming Club, plus 6 years

Commissioner for Children and Young People resources for Child Safe Organisations:

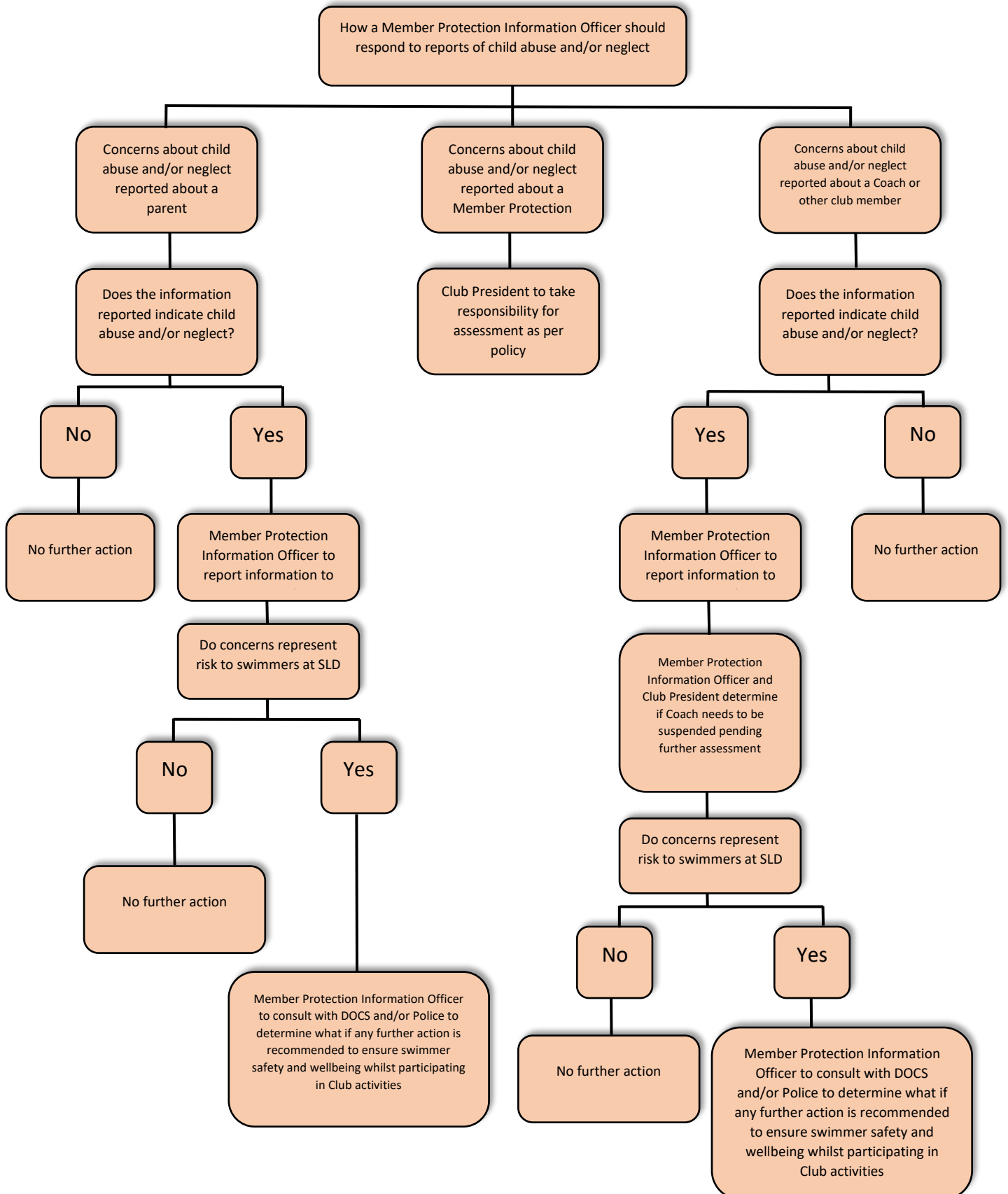
<https://www.ccyp.wa.gov.au/our-work/resources/child-safe-organisations/>

Next review and update for all committee members and coaches: January 2022



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Decision-making Flowchart for Member Protection Information Officers



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