



PRESTONS NETBALL CLUB

Safe Reporting Policy

Purpose of this Policy

This policy sets out Prestons Netball Club's reporting and complaint handling processes relating to child safety. It explains what must be reported, who to report to, and how to report concerns about the safety and wellbeing of children and young people. The safety of the child is always our priority. All reports, disclosures or allegations must be taken seriously, responded to promptly, and managed in a way that is child-focused and trauma-informed.

Everyone involved in Prestons Netball Club must:

- Know what to report and how to report concerns.
- Immediately report any concerns regarding child safety or welfare.
- Ensure the safety and wellbeing of children remains paramount at all times.

Definitions of Harm and Abuse

- Psychological abuse – includes bullying, intimidation, threats, shaming, isolation and exposure to domestic violence.
- Physical abuse – includes hitting, pushing, slapping, kicking or any physical harm.
- Sexual abuse – includes sexual touching, grooming or involvement with child abuse material.
- Grooming – manipulating a child or trusted adults to build access for abuse.
- Misconduct – inappropriate conduct such as exposing children to inappropriate content or conversations.
- Lack of appropriate care – failure to provide supervision, safety or necessary support.

Unacceptable Behaviours

Unacceptable behaviours are listed in the Prestons Netball Club Child Safe Code of Conduct. These include behaviours that place children at risk or breach club expectations.

Types of Complaints to Report

- Criminal conduct
- Disclosures or reports of abuse
- Risk of Significant Harm (ROSH)
- Reportable allegations where relevant
- Breaches of our Child Safe Code of Conduct

Making an External Report

It may be a criminal offence not to report a child abuse offence. Reports may be made to:

NSW Police – for criminal matters

Department of Communities and Justice – 132 111

Office of the Children’s Guardian – where applicable

Internal Reporting

Everyone working or volunteering with Prestons Netball Club must report concerns internally. Reports should be made to the Club President or Child Safety Officer. Failure to report will be considered misconduct.

Complaint Handling Process

- Immediate steps taken to ensure child safety.
- Incident recorded using the club’s reporting form.
- Relevant reporting obligations completed.
- Investigation commenced where appropriate.
- Ongoing support provided to the child and family.
- Review of incident and policies where needed.

Risk Management on receiving an allegation or disclosure

It is the responsibility of the Club President or Child Safety Officer to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

Procedural Fairness & Confidentiality

All complaints will be handled fairly, respectfully and confidentially. Information will only be shared with those who need to know. Records will be stored securely and privacy obligations maintained.

Relevant Legislation

- Crimes Act 1900
- Children and Young Persons (Care and Protection) Act 1998
- Children's Guardian Act 2019
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998

How we publicise and support our Child Safe Reporting Policy

To make sure everyone in our organisation is aware of our Child Safe Reporting Policy and their reporting obligations, we:

- hold information sessions about our child safe documents and how they apply to our volunteers
- create and display important information from our Child Safe Reporting Policy that describes what to report, who to report to and how to report, including fact sheets, brochures and posters on our website and social media pages
- share links to the Office of the Children's Guardian's [Reporting Processes and Obligations](#) handbook
- create and promote age- and ability-appropriate communications for children that explain what to do if they feel sad, angry or concerned.

Next review date

The Club President or Child Safety Officer, will review this policy annually and after any critical incidents, to make sure our child safe reporting practices are continually improved and that we keep up to date with relevant legislation and sector requirements.

The next review date is 30th December 2026