

PROCESS FOR RESPONDING TO ALLEGATIONS AND DISCLOSURES

RECEIVING THE ALLEGATION

OBSERVATIONS, SUSPICIONS, COMPLAINTS

EXAMPLES:

- Breach of WGC policies, procedures or code of conduct
- When a third party makes contact with a member of the club and informs WGC of inappropriate/suspicious behaviour
- Concerns about a particular practice or behaviour
- Child exhibits concerning behaviour / indicators of abuse
- Adult exhibits concerning behaviour towards child/ren

CHILD ABUSE DISCLOSURE

WHAT TO DO:

- Take the child's disclosure seriously
- Reassure / validate the child
- Ensure immediate safety of child/ren
- Explain the limitations in respect to confidentiality
- Give information on what will happen next

CHILD WELLBEING MANAGER OR CHILD PROTECTION & WELLBEING OFFICER TO ASSESS RISK

WHAT THE CHILD WELLBEING MANAGER OR CHILD PROTECTION & WELLBEING OFFICER DOES:

- Ensures immediate safety of child/ren
- Gathers all relevant information and records in writing
- Explains limitations and requirements of confidentiality to person reporting
- Reassures person making complaint and treats seriously
- Where necessary, distance the alleged perpetrator and child
- Information documented and stored confidentially
- Gives information on reporting procedure and what will happen next
- Recommendation summary presented to WGC Director and/or WGC President who then decides or endorses a decision as to whether a concern warrants further investigation

REPORT IMMEDIATELY TO CHILD WELLBEING MANAGER OR CHILD PROTECTION & WELLBEING OFFICER

WHAT THE CHILD WELLBEING MANAGER OR CHILD PROTECTION & WELLBEING OFFICER DOES:

- Ensures immediate safety of child/ren
- Engage in an appropriate safe manner with the child to have a discussion regarding suspicious or inappropriate behaviour
- Advises child's parent/s or caregiver/s if they are not the alleged perpetrator
- Determines who will notify the police and/or child protection authority
- Information documented and stored confidentially
- Where appropriate, gives information on reporting procedure and what will happen next
- Provides ongoing support to family or child/ren where appropriate

NO BASIS FOR CONCERN

CONCERN WARRANTS FURTHER INVESTIGATION

INTERNAL INVESTIGATION COMMENCES

MATTER IS REPORTED TO THE RELEVANT STATUTORY AUTHORITY

INVESTIGATION CLOSED

ALLEGATION UNSUBSTANTIATED

WHAT HAPPENS:

- Investigation undertaken
- Seek legal / industrial advice as required
- Possible suspension from duty or duties altered
- Person advised verbally and in writing
- Keep the family informed of progress
- If investigation deems appropriate, refer to appropriate statutory authority

WHAT HAPPENS:

- Report to one or more of the below:
 - Police
 - Department of Health & Human Services
 - Gymnastics Victoria
 - Gymnastics Australia
- Internal response developed
- Parents and child advised
- Relevant staff / volunteer advised
- Follow up scheduled
- Ongoing support provided

IMPORTANT



If you are concerned that a child is in immediate danger or their life is at risk at any time during this process, please call the Victorian Police on 000 immediately.



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DISCIPLINARY PROCEDURES OCCUR FOR SUBSTANTIATED ALLEGATIONS

POSSIBLE OUTCOMES:

- Verbal warning - ongoing monitoring and follow up
- Written warning - ongoing monitoring and follow up
- Dismissal - report to relevant statutory authority
- Outcome communicated to relevant parties