



Ping Pong-A-Thon Child Safety Procedure

This Procedure applies to all Ping-Pong-A-Thon director, staff and volunteers, whether they work face-to-face, online or remotely with children. It should be read in accordance with the Child Safety Policy and Code of Conduct. The Administration Manager will be accountable for monitoring compliance with this Procedure.

Given that all States differ in regard to the reporting obligations, you must use the State-based procedure applicable to where you are located:

1. Victoria; and
2. Queensland;

Victoria

Step 1

Any person that believes a child is in immediate risk of abuse should telephone 000.

Any person (aged 18 or over) that forms a belief, on reasonable grounds, that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), **must** make a report to the police as soon as practicable.

Any person that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police or the Department of Health and Human Services (**DHHS**). Ping-Pong-A-Thon encourages all persons with concerns to raise this directly with their supervisor or the General Manager.

Any person may disclose a reportable allegation to the Commission for Children and Young People (**Commission**).

The individual Ping-Pong-A-Thon employee or volunteer, should discuss these observations and concerns with their supervisor or the General Manager, who can assist the person to make the report to DHHS, the police and/or the Commission as required. However the individual is not required to consult with Ping-Pong-A-Thon, or gain the support of Ping-Pong-A-Thon, prior to making a report.

The General Manager should be notified of any reportable allegation against an employee or volunteer as soon as practicable so that they can comply with the reportable conduct scheme.

NB: If the General Manager becomes aware of a reportable allegation against an employee or volunteer the General Manager must notify the Commission in writing within 3 business days of becoming aware of the reportable allegation.

Step 2:

It may be that, following the previous step, a person decides to make a report to DHHS, the police and/or the Commission with the support of Administration Manager.

Making a report:

Ring DHHS at the Box Hill office on (03) 9843 6000 (9:00am to 5:00pm) or 13 12 78 (after hours). Ask for Child Protection.

AND/OR

Ring the police on 000.

AND/OR

Ring the Commission on (03) 8601 5281 or email the Commission at childsafestandards@ccyp.vic.gov.au.

Information for making a report:

- name, age and address of the child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Ask that Ping-Pong-A-Thon be informed of each step of the Procedure.

If the complainant alleges that a crime has been committed by an employee, director or volunteer, that person will be stood aside immediately. Furthermore, if the General Manager becomes aware of a reportable allegation, he/she will notify the Commission within 3 business days of becoming aware of the reportable allegation.

The General Manager (or the Chair of the Board if the allegation involves the General Manager) will conduct an independent investigation into the allegation to the extent that it will not interfere with investigations by DHHS, the Commission or the police, and will co-operate with the authorities as required. If the allegation is considered a reportable allegation, the General Manager will notify the Commission of who is going to conduct the investigation.

Where an allegation has been made, Ping-Pong-A-Thon will make, secure, and retain records of the allegation of child abuse and Ping-Pong-A-Thon's response to it.

	Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.
<u>Step 3</u>	If the child is agreeable to be interviewed by DHHS, the Commission and/or the police, General Manager should offer to be present at the interview to give support to the child.
<u>Step 4</u>	Following a report, DHHS, the police and/or the Commission may need to contact the General Manager about the notification. It would be a matter of courtesy to inform the General Manager that a report has been made, or is about to be made.
<u>Step 5</u>	<p>Following a report, it is important to protect confidentiality and the interests of the child and family at all times.</p> <p>Special comments:</p> <p>DHHS will only interview the child if he/she is agreeable;</p> <p>the family will not be contacted until it is believed there is a case and the child is at risk;</p> <p>if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;</p> <p>the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the General Manager and any other person who may become aware that a notification is to be, or has been, given;</p> <p>throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and</p> <p>following the making of a report, any investigation that takes place by that external authority (i.e. DHHS, the police or the Commission) is the responsibility of that authority.</p>

Queensland

<u>Step 1</u>	<p>Any person that believes a child is in immediate risk of abuse should telephone 000.</p> <p>Any person that reasonably suspects a child may be in need of protection or an unborn child may be in need of protection after he or she is born, may make a report to the Department of Communities, Child Safety and Disability Services (DCCSDS).</p> <p>Any person that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), may disclose that information to the police.</p> <p>The individual an employee, director or volunteer of Ping-Pong-A-Thon, should discuss these observations and concerns with their supervisor or the General Manager, who can assist the person to make the report to DCCSDS and/or the police as required. However the individual is not required to consult with Ping-Pong-A-Thon, or gain the support of Ping-Pong-A-Thon, prior to making a report.</p> <p>The General Manager should be notified of any child abuse allegation against an employee, director or volunteer as soon as practicable.</p>
<u>Step 2:</u>	<p>It may be that, following the previous step, a person decides to make a report to DCCSDS and/or the police with the support of General Manager.</p> <p>Making a report:</p> <p>Ring DCCSDS on the Child Safety After Hours Service Centre on 13 14 78 (24 hours 7 days)</p> <p>AND/OR</p> <p>Ring the police on 000.</p> <p>Information for making a report:</p> <ul style="list-style-type: none"> • name, age and address of the child; • the reason for suspecting that the behaviour or injury is a result of abuse; • an assessment of the immediate danger to the child; • a description of the injury or behaviour observed; • the current whereabouts of the child; • any other information about the family; and • any specific cultural details, e.g. English speaking, disability, etc. <p>Ask that Ping-Pong-A-Thon be informed of each step of the Procedure.</p>

	<p>If the complainant alleges that a crime has been committed by an employee, director or volunteer that person will be stood aside immediately.</p> <p>The General Manager (or the Chair of the Board if the allegation involves the General Manager) will conduct an independent investigation into the allegation to the extent that it will not interfere with investigations by DCCSDS or the police, and will co-operate with the authorities as required.</p> <p>Where an allegation has been the made, Ping-Pong-A-Thon will make, secure, and retain records of the allegation of child abuse and Ping-Pong-A-Thon's response to it.</p> <p>Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.</p>
<u>Step 3</u>	If the child is agreeable to be interviewed by DCCSDS and/or the police, General Manager should offer to be present at the interview to give support to the child.
<u>Step 4</u>	Following a report, DCCSDS and/or the police may need to contact the General Manager about the notification. It would be a matter of courtesy to inform the General Manager that a report has been made, or is about to be made.
<u>Step 5</u>	<p>Following a report, it is important to protect confidentiality and the interests of the child and family at all times.</p> <p>Special comments:</p> <ul style="list-style-type: none"> • DCCSDS will only interview the child if he/she is agreeable; • the family will not be contacted until it is believed there is a case and the child is at risk; • if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken; • the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by the General Manager and any other person who may become aware that a notification is to be, or has been, given; • throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and <p>following the making of a report, any investigation that takes place by that external authority (i.e. DCCSDS or the police) is the responsibility of that authority.</p>

Please take any procedures necessary to ensure the safety of vulnerable people during all Ping Pong-A-Thon activities. Please familiarise yourself with the [Child Protection Procedure](#) document, in the unfortunate event that an incident may occur.

Contact a PPAT team member as soon as is practical following an incident taking place.

** Note: The information contained in this document may be specific to Australian events, however unless otherwise stated these policies generally stand for all staff, volunteers, organisers and participants involved with PPAT globally.*