

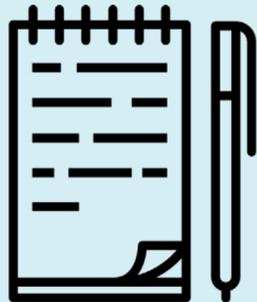


A  
**CHILD SAFE**  
SPORT

# SAFEGUARDING

CHILDREN AND YOUNG PEOPLE

## REPORTING PROCEDURE



EQUESTRIAN VICTORIA EDUCATION & PATHWAYS  
December 2022



# 1 PURPOSE

This Safeguarding Children and Young People Reporting Procedure sets out the procedure that Equestrian Victoria members must follow to meet their responsibilities in relation to identifying, reporting, and responding to any concerns about, or incidents of, Child Abuse or other inappropriate behaviour towards Children or Young People in our sport.

## 2

### **Immediate response**

If a Child or Young Person is at imminent risk of harm, or in any immediate danger, All Equestrian Victoria members are required to report directly to the police, overriding any protocols in this procedure. Call '000'.

## 3

### **What is to be reported?**

Any suspected or observed Prohibited Conduct outlined below, in relation to any Child or Young Person involved in Equestrian Victoria activities, clinics or services, must be reported.

### **Prohibited Conduct**

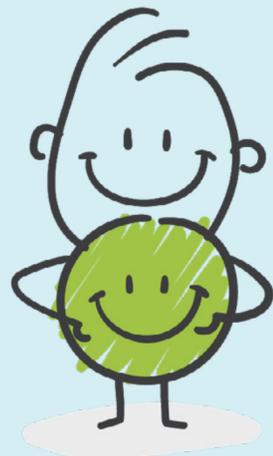
- Child Abuse
- Grooming
- Misconduct with a Child
- Requesting secret communication
- Supplying alcohol or drugs
- Breaching any of the Child Safe Practices and Recruiting Screening Requirements

# MINIMUM REQUIREMENTS when responding to disclosure of Child Abuse

## Receiving an Allegation from a CHILD

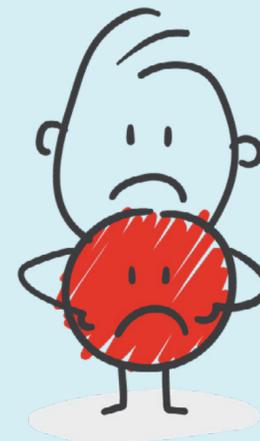
If a Child raises an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

### DO



- Be a listener not an investigator. Listen to the allegation or disclosure supportively, without dispute.
- Let the child use their own words to explain what has occurred (encourage the child to talk using their language).
- Make sure you are clear about what the child has told you.
- Reassure the child that what has occurred is not his or her fault and that they are doing the right thing (“you are not in trouble” or “if I look or sound upset it is because I want you to feel safe”).
- Try and discretely separate the child making the complaint from the other children and listen to them carefully.
- Explain to the Child or Young Person that you may need to tell other people.
- Explain that other people may need to be told in order to stop what is happening.
- Report all allegations or concern to the nominated person as described in this Policy.

### DON'T



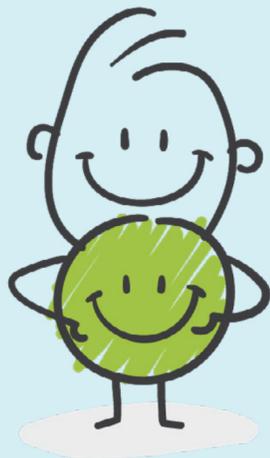
- Do not express shock, panic, disbelief or judgement. Remain calm.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Do not challenge or undermine the child. Do not ask suggestive or leading questions.
- Do not seek detailed information, ask leading questions or offer an opinion. Ask just enough to act protectively, such as, “Can you tell me more about that?” or just nod or say, “yes” to acknowledge you are hearing the child.
- Make your own enquiries/investigations in relation to the allegations made.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not discuss the details with any person other than those detailed in these procedures.

# HOW TO MAKE REPORTS and your obligations

## Receiving an Allegation from an ADULT

If an adult says their child or another child has been abused or raises a concern regarding child abuse, it is important that you listen, stay calm and be supportive and ask about the wellbeing of the child.

### DO



- Disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character or otherwise, of any person involved or under investigation.
- Provide reassurance that the organisation handling the allegation will take immediate action in response to the allegation
- Advise the adult that you will record the discussion in writing to capture all details
- Allow the adult to talk through the incident in their own words and clarify the basic details.
- Explain that the information may need to be repeated to authorities or others in order to stop what is happening.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Do report all allegations or concerns to the nominated person as described in this Policy

### DON'T



- Do not assess the validity of such allegations or concerns
- Do not leave them with any doubt as to whether the complaint will be responded to
- Do not make promises, except that you will do your best to keep the child safe.
- Do not leave the adult in a distressed state. Do not ask suggestive or leading questions
- Do not contact the alleged offender.
- Do not discuss the details with any person other than those detailed in these procedures.

# HOW TO MAKE REPORTS AND OBLIGATIONS

Equestrian Victoria People must report Child Abuse or other inappropriate behavior in relation to a Child or Young Person that they are informed of, observe or suspect. A summary of Equestrian Australia's Reporting Process that all Equestrian Victoria members must follow is set out below.

National Integrity  
Complaints Manager

(02) 8762 7777 or  
integrity@equestrian.org.au

## You must ACT.

As a person involved in Equestrian you play a crucial role in protecting Children.

You must follow the four actions set out below when responding to any Child Abuse allegations.

## Action 1 - Responding

If a Child is at risk of immediate harm you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

IF THERE IS NO IMMEDIATE HARM  
GO TO ACTION 2

## Action 2 - Reporting

If you suspect, on reasonable grounds that a Child is, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant State/Territory child protection agency.

If the alleged Child Abuse is occurring in a Relevant Organisation, it must be documented on the Report Form found on the SIA website.

You must also report internally to the National Integrity Complaints Officer, who then needs to report to the National Integrity Manager, CEO and Board.

## Action 3 - Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e. police, child protection department or Relevant Organisation representative). This could include advice:

1. Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse; or
2. To contact the parents/guardians and provide agreed information as soon as possible.

## Action 4 - Support

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and/or disclosures, while avoiding seeking detailed information or asking leading questions.
- This information needs to be well documented and shared with the National Integrity Complaints Officer.
- Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

# REPORTING TIMELINES

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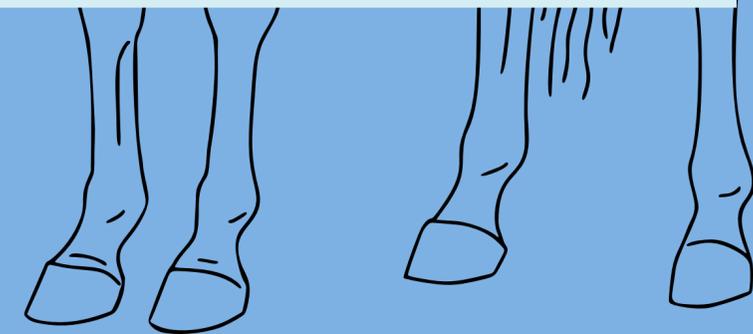


**Reports and notifications must be made as soon as practicable and no later than before ending that person's shift or session of work.**

## **Who Investigates the Report?**

Complying with legislative and policy requirements, Equestrian Australia is bound to ensure that one (1) or more of the following entities will investigate the report or disclosure;

- State or Federal Law Enforcement Agency (i.e. Police) \*Where Required
- Child Protections Services or State equivalent \*Where Required
- Sport Integrity Australia



# W E A R E E Q U E S T R I A N V I C T O R I A

