Victorian Churches Football Association

Reporting Process Flowchart

REMEMBER! Always call 000 if a child is in immediate danger

1. **Who might report a matter?**
   - Parent or carer
   - Child or young person
   - Staff member or volunteer
   - Other person (e.g. witness to an incident)
   - Another service provider
2. **What to report?**
   - Any child safety concerns, including:
     - disclosure of abuse or harm
     - allegation, suspicion or observation
     - breach of a Code of Conduct
     - safety issues relating to the physical environment.
3. **How?**
   - Face-to-face
   - Verbal report
   - Email telephone
   - Call
   - Letter meeting
4. **Who to?**
   - Child Safety Officer
     - VCFA General Manager: gm@vcfa.org.au
     - VCFA President: president@vcfa.org.au
   - VCFA Board Executive member *(only if CSO unavailable or has a conflict)*
     - vcfaexec@vcfa.org.au
5. **What happens next?**
   - The Child Safety Officer, or VCFA Board Executive member will:
     - offer support to the child, the parents/carer and the person who reports
     - initiate internal risk management processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
     - decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the Police or Child Protection authority and make report as soon as possible if required
     - wait for clearance from authorities before starting the investigation
     - report to regulators, oversight bodies if allegation is reportable, and working with children check operators where appropriate.

References

- **VCFA Child Safety and Wellbeing Policy**: https://vcfa.org.au/documents
- **VCFA Child Safe Code of Conduct:** https://vcfa.org.au/documents
- **VCFA Volunteer Agreement form:** provided as required
- **VCFA Codes of Conduct:** https://vcfa.org.au/documents
- **VCFA Child Safety Complaint Form:** https://vcfa.org.au/documents
- **VCFA Risk Management Plan:** ***in development***