

# Triathlon Victoria

## Child Safety Reporting Process

### WHO CAN REPORT?

CHILD/ PARENT/  
GUARDIAN

STAFF MEMBER/  
VOLUNTEER

CLUB MEMBER/  
COACH

### WHAT TO REPORT?

- Any abuse or harm allegation, suspicion or observation
- Any breach of TV's Child Safety Code of Conduct
- Any breach of TV's Commitment to Child Safety
- Any child safety issue or concern

**CALL 000 IF A CHILD IS IN IMMEDIATE DANGER**

### HOW?

Face-to-face verbal report, letter, e-mail, telephone call, meeting

### WHO TO?

Nominated Club Child Safety Officer  
and/ or the Executive Director, TV

### WHAT HAPPENS NEXT?

#### The Child Safety Officers will:

- Offer support to the child, the parents, the person who reports and the alleged person including staff member or volunteer
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence assessment process
- Decide in accordance with legal requirements and TV's Child Safety Policy, whether the matter should/must be reported to the Police or Child Protection and make a report as soon as possible.

### OUTCOME

Investigation, disciplinary process, outcome decided, relevant staff, volunteers, parents and child notified of outcome of investigation, policies, procedures updated where necessary.