



**Australian
Taekwondo**

National Procedures

Child Safe Guidelines and Reporting

Australian Taekwondo Ltd

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CHILD SAFE GUIDELINES AND REPORTING PROCEDURE

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Procedure Statement

COMMITMENT

Australian Taekwondo (AT) is committed to ensuring the safety and wellbeing of all children and young people who are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish a child safe culture and practices.

We take seriously our responsibility to do our utmost to keep children and young people free from abuse and neglect and protect victims of abuse if we become aware.

OBJECTIVE

To provide clear guidelines for our people to follow to fulfil our commitment to provide an environment where children and people are safe and to ensure that we meet our legal obligations.

SCOPE

These guidelines apply to all persons which is defined as the AT Board, Executive, employees and contractors, as well as volunteers and AT Team Members, including officials and coaches, and those who participate in AT events and programs. It sets out the principles and overarching requirements to ensure we do our utmost to keep children and young people free from abuse and neglect and protect victims of abuse if we become aware.

Our commitment to children and young people means we are inclusive of those from a range of different backgrounds. This includes, but is not limited to, Aboriginal and Torres Strait Islander children and young people, children and young people with a disability, LGBTI children and young people and children and young people from culturally and linguistically diverse backgrounds.

CONSEQUENCES

Failure to observe these guidelines and reporting requirements is considered misconduct, and AT will take appropriate disciplinary action. In addition to any internal disciplinary proceedings, we will report to Police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that where possible and when not placing a child or young person in immediate harm, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

RESPONSIBILITIES

Position	Responsibility
CEO / Senior Management Team	<ul style="list-style-type: none"> Implement policy and procedures across the organisation Ensure personnel have access to and understand the policy and related procedures Ensure all managers/supervisors have access to support and advice to understand and implement procedures
Legal / People & Culture	<ul style="list-style-type: none"> Review and update this document and supporting resources in consultation with relevant stakeholders Provide training and advice in the application of procedures
Managers / Supervisors	<ul style="list-style-type: none"> Ensure procedure is followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> Compliance with procedure.

We require certain standards of behaviour of all persons involved in our organisation and our programs.

Behaviour expected include the requirement to:

- To display respect and courtesy towards everyone involved and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our programs.
- To report any behaviour which is in breach of this code to help prevent the abuse of children and young people.

GUIDELINES

Working With Children Check

All persons participating in a supervisory capacity of children and young people engaged in taekwondo, shall hold a current Working With Children card or equivalent. Where a person is not the holder of such a card, they shall complete the Statutory Declaration of Criminal Record Form (see Appendix 1), and forward it to the management person of the team or event, four weeks prior to the event taking place.

Sexual Misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people. Engaging in sexual behaviour while participating in our sport is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'Contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution.
- 'Non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Positive Guidance and Discipline

We strive to ensure that children and young people participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when AT Members may be required to use appropriate techniques and behaviour management strategies to ensure:

- An effective and positive environment.
- The safety and/or wellbeing of children, young people or AT Members participating in the sport.

We require AT Members to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person

needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are AT Members to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to Professional Boundaries

AT Members should not, of their own volition or at the request of a participant or other AT Member, act outside the confines of their duties (as specified in their position description) when involved in our sport. This includes but is not limited to:

- The provision of unauthorised transportation.
- Engaging in activities with children or young people who are members of taekwondo outside of authorised taekwondo programs and/or events.
- Providing any form of support to a child or young person or their family, unrelated to taekwondo.
- Seeking contact with children or young people outside of taekwondo.
- Accepting an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in taekwondo authorised programs and/or events – or at the request of their family.

If any AT Members become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the sporting environment, they should undertake any or all of the following at the earliest opportunity:

- Refer the matter to an appropriate support agency.
- Refer the child or young person to an appropriate support agency.
- Contact the child or young person's parent or guardian.
- Seek advice from AT management.

Use of Language and Tone of Voice

Language and tone of voice used in the presence of children and young people should:

- Provide clear direction, boost their confidence, encourage or affirm them.
- Not be harmful to children – in this respect, avoid language that is:
 - Discriminatory, racist or sexist;
 - Derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat';
 - Intended to threaten or frighten.;
 - Profane or sexual.

Supervision

When AT Members are responsible for supervising children and young people engaged in taekwondo, they should ensure that the children and young people:

- Engage positively with taekwondo.
- Behave appropriately toward one another in a respectful way.
- Are in a safe environment and are protected from external threats.

AT Members are required to avoid one-to-one unsupervised situations with children and young people who are involved in taekwondo activities, and (where possible) to conduct all activities and/or discussions with children and young people in view of other people.

Use of Electronic or Online Communication

Wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our sport, such as advising that a scheduled event is cancelled.
- Limit the personal or social content in such communications to what is required to convey the taekwondo-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents.
- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging unless authorised by AT Management – in which case communication is to be directly associated with taekwondo-related messages.

AT Members are required to ensure appropriate monitoring of children and young people when they use AT's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Giving Gifts

An AT Manager is to authorise any gifts to children or young people involved in our sport, or to their families, including rewards, prizes, treats, or second-hand equipment.

Photographs of Children and Young People

Under these guidelines:

- Children and young people who are involved in Australian Taekwondo sanctioned activities are to be photographed while involved in our sport only if:
 - An AT manager has granted prior and specific approval;
 - The context is directly related to participation in our sport;
 - The child is appropriately dressed and posed;
 - The image is taken in the presence of other personnel;
 - Parental consent has been obtained.
- Clubs who photograph their own members at Australian Taekwondo, State or club events are required to follow the above guidelines.

- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without AT Management knowledge and approval.
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - If in hard-copy form, in a locked drawer or cabinet;
 - If in electronic form, in a 'password protected' folder;
 - Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.
- Images are not to be exhibited on AT's or an AT Member's website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

Physical Contact with Children and Young People

Any physical contact with children and young people must be appropriate to the delivery of our sport and based on the needs of the child or young person (such as to assist with the completion of a skill or comfort a distressed young person) rather than on the needs of the AT Member.

Under no circumstances should an AT Member have contact with children or young people participating in our sport that:

- Involves touching:
 - of genitals;
 - of buttocks;
 - of the breast area;
 - that is other than as part of delivering medical or allied health services.
- Would appear to a reasonable observer to have a sexual connotation.
- Is intended to cause pain or distress to the child or young person – for example corporal punishment.
- Is overly physical (for example, wrestling, horseplay, tickling or other roughhousing).
- Is unnecessary (for example, assisting with toileting when a child does not require assistance).
- Is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - Physical restraint should be a last resort;
 - The level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others; and
 - The incident must be reported to management as soon as possible.

AT Members are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate (for example, acts of physical aggression), as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, AT Members and any other participants.

Overnight Stays and Sleeping Arrangements

During AT sanctioned training camps or other events requiring overnight stays, these are to occur only with the authorisation of an AT Manager and the consent of the parents/guardians of the children or young people involved. Such consent requires prior written approval. Examples of prior written approval could include electronic messaging formats such as email.

Practices and behaviour by AT Members during an overnight stay must be consistent with the practices and behaviours expected during delivery of our sport at all other times. Standards of conduct that must be observed during AT sanctioned events where there is an overnight stay include:

- Providing children and young people with privacy when bathing and dressing.
- Observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity.
- Not allowing children or young people to be exposed to pornographic, nudity, violent or drug taking material, for example, through movies, television, the Internet or magazines.
- Not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends.
- Not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed or room as a child or young person.
- The right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay.
- Parents expecting that their children can, if they wish, make contact.

It is recommended that AT members and stakeholders follow this approach during all club and state specific trips.

Change Room Requirements

The following guidelines are recommended to supervise children and young people in change rooms while balancing that requirement with a child or young person's right to privacy. In addition:

- Avoid one-to-one situations with a child or young person in a change room area.
- AT Members are not permitted to use the change room area to, for example undress while children and young people are present.
- AT Members need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy.
- Female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

Use of, Possession or Supply of Alcohol or Drugs

While on duty, AT Members must not:

- Use, possess or be under the influence of an illegal drug.
- Use or be under the influence of alcohol.

- Be incapacitated by any other legal drug such as prescription or over-the-counter drugs.
- Supply alcohol or drugs (including tobacco) to children and young people participating in our sport.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children or young people that you are responsible for. Refer to AT's Anti-Doping Policy (Pol.003 V1.0).

Transporting Children and Young People

Children and young people are to be transported only in circumstances that are directly related to the delivery of our programs.

When representing AT, children are to be transported only with prior authorisation from an AT Manager and consent from the child's parent/guardian. Such approval needs to be in writing. Examples of prior written approval could include electronic messaging formats such as email.

Gaining approval involves providing information about the proposed journey, including:

- The form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat.
- The reason for the journey.
- The route to be followed, including any stops or side trips.
- details of anyone who will be present during the journey other than our personnel who are involved in delivering our sport.

During non-Australian Taekwondo events (club etc) it is recommended the above approach be taken.

REPORTING AND RESPONDING TO CHILD ABUSE REPORTS AND ALLEGATIONS

Requirements

All persons are required to report any instance (witnessed, suspected or alleged) of serious abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect) immediately, or if that is not possible, no later than before ending that person's shift or session of work with our organisation.

If a child or young person is at imminent risk of harm or in immediate danger, all persons are required to report the situation directly to the relevant state or territory police. Refer to Appendix 3 for contact details.

In considering any reports made, individuals will need to consider the unique needs of a child including, for example, whether the child is Aboriginal or Torres Strait Islander, has a disability and/or has a culturally and linguistically diverse background.

Reporting of Concerns or Allegations regarding Abuse or Neglect by Family or Other External Sources.

AT requires all staff, volunteers and team members to report any instance of child abuse or neglect that has resulted in, or is likely to result in, significant harm to a child or young person as follows:

During Domestic Events and Activities:

Report to either:

- The relevant state or territory Police and/or relevant child protection authority; or
- The AT CEO who will ensure that the incident is reported to the relevant state or territory police or relevant child protection authority.

Relevant contact details for the above authorities or AT contacts can be found in Appendix 3.

During International Events and Activities:

Report to the relevant Team Manager, or Head Coach if not available, who will ensure that the incident is reported to the relevant jurisdiction's police or relevant child protection authority.

Relevant contact details for the jurisdiction will be provided and available to Team management specific to each event or activity.

All persons shall also inform the AT CEO of any report they make to those authorities, to enable AT to best provide support to the child or young person, their family and our staff and volunteers, where appropriate.

All persons retain the right to report directly to relevant authorities, such as Police or child protection, any concerns they may have in relation to the safety and welfare of a child or young person, regardless of whether they have also reported that matter internally.

In taking a report of concern, or of an incident, from others within our organisation our staff and volunteers are:

- Not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the nominated person or persons within our organisation as described in this guideline (the validity of an allegation will then be assessed in the manner described in this guideline); and to
- 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.

In situations where a child or young person is making an allegation, our staff and volunteers are required to:

- Listen to the allegation or disclosure supportively, without dispute;
- Clarify the basic details, without seeking detailed information or asking suggestive or leading questions, using our organisation's 'Child Abuse Incident Form';
- Record on the Child Abuse Incident Form what was said (where possible, noting the exact words used by the person making the allegation);
- Date and sign the record;

- Explain to the child (if present) that other people may need to be told, in order to stop what is happening;
- Provide reassurance that our organisation will take immediate action in response to the allegation; and
- Report the matter as per organisational policy requirements (as stated earlier).

Additional Requirements - where concerns or allegations of abuse or neglect involve any of our staff, volunteers or team members.

All staff, volunteers and team members must report, immediately, any breach of the Code of Behaviour arising from an action by an employee or volunteer within our organisation. This report must go to the AT CEO.

In response to any instance of a 'serious' breach which relates to abuse or neglect ('serious' being cases in which the abuse or neglect has resulted in, or is likely to result in, significant harm to a child or young person), the AT CEO may arrange for an independent investigation.

Where a 'serious' allegation has been made against a staff member, team member or volunteer the CEO will:

- Complete a 'Child Abuse Incident Form' to ensure all relevant details are documented;
- Cooperate with the Police and other authorities and assist in their investigation of the allegation;
- Take any action necessary to safeguard the child or young person (or other children or young people in our care) from additional harm through options such as:
 - redeploying that staff member, volunteer or team member to a position where they do not work with children;
 - additional supervision of that staff member;
 - removing/suspending that staff member from duty until the validity of the allegations is determined.
- Assist in addressing the support needs of those impacted by the allegation including considerations of cultural safety for:
 - the child and their family (this includes any specific support needs for those from an Aboriginal and Torres Strait Islander; Culturally and Linguistically Diverse; or person with a disability background);
 - the person against whom the complaint is made by, for example, offering professional counselling;
 - other staff and volunteers impacted by the allegations.
- Make clear to all other staff, volunteers and team members who are aware of the allegation that:
 - the allegation does not mean the person is guilty, and that the allegation will be properly investigated and will include the right to 'procedural fairness';
 - they are not to discuss the matter with any person, except as directed by police, child protection authorities and/or the AT CEO and only in direct relation to investigation of the allegation.

All instances, allegations, disclosures or reasonable concerns of abuse or neglect of a child or young person arising from an action by an employee or volunteer within our organisation will be investigated and will be the subject of a critical incident review, ensuring confidentiality for those involved.

No staff member, volunteer or team member who makes a report on reasonable grounds shall be threatened, intimidated or caused damage, loss or disadvantage because they have reported or propose to report suspected abuse or neglect.

Confidentiality and Privacy

AT maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

Documentation

As part of our policy for responding to reports or allegations of child abuse, we have developed a Child Abuse Incident Form (refer Appendix 2), which is to be used by any of our people to document any allegation, disclosure, incident or concern regarding child abuse. In situations where our staff and volunteers become aware of abuse whether through observation of potential indicators, such as bruises or cuts, or by directly observing potentially abusive behaviour towards a child or young person, they are required to use our Child Abuse Incident Form to record their observations and concerns as accurately as possible.

The AT Chief Executive Officer will oversee the creation of a file to contain the completed Child Abuse Incident Form and any other documentation relating to the allegation and subsequent action.

To prevent access by unauthorised persons, our organisation stores any documentation associated with an allegation of abuse or neglect of a child or young person by having:

- Hard-copy documentation stored in a locked filing cabinet (or similar).
- Electronic documentation stored in a password-protected folder (or similar).

We maintain and regularly monitor records of child abuse reports as part of our Incident Management processes to ensure that they are responded to effectively in accordance with our policies and that requirements for reporting to external authorities are complied with.

MONITORING AND REVIEW

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, these include but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the AT Board and/or the AT Chief Executive Officer.

RELATED DOCUMENTS

- Play By the Rules, (<https://www.playbytherules.net.au>)
- Child Safe Sport Policy (Pol.034)
- Member Protection Policy (Pol.005)
- Statutory Declaration of Criminal Record Form (Appendix 1)
- Child Protection Incident Reporting Form (Appendix 2)
- Procedure for Handling Allegations of Child Abuse (Appendix 3)

Appendix 1 - Statutory Declaration of Criminal Record Form (over 18 years)

Australian Taekwondo has a duty of care to all those associated with them and to the individuals in the organisation to whom their Member Protection Policy applies. As a requirement of the Member Protection Policy, I acknowledge and agree that Australian Taekwondo must enquire into my background given I have undertaken, or will undertake, regular, unsupervised contact with Children or Young People.

I (name)

of

.....

.....(address)

born/...../..... sincerely declare:

Y N

1. I do not have any criminal charge pending before the courts.

2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to Children or Young People or acts of violence or narcotics.

3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.

4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.

5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.

6. To my knowledge there is no other matter that may be considered as constituting a risk to any Australian Taekwondo members, employees, volunteers, athletes or reputation by engaging me.

7. I will notify the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

8. I have lived overseas in the past 10 years for more than 12 months.

Declared in the state/territory

of.....

on/...../.....(date)

Signature

Appendix 2 - Child Protection Incident Report Sheet

[This form must be used to record details of a Child Protection Incident or Allegation]

Child / Participant Name (Client):			
Program:			
Date of incident:		Site where incident occurred:	
Person making Report:		Role & Relationship to Child:	
Type of incident (tick all that apply):			
<input type="checkbox"/>	Suspicion or allegation of abuse or neglect of client	<input type="checkbox"/>	Serious breach of client confidentiality
<input type="checkbox"/>	Suspicion of potential harm to a client	<input type="checkbox"/>	Serious breach of duty of care
<input type="checkbox"/>	Potential abuse by or criminal matters involving an employee	<input type="checkbox"/>	A complaint
<input type="checkbox"/>	An episode of severe challenging behaviour	<input type="checkbox"/>	A complaint involving legal proceedings
<input type="checkbox"/>	Potential harm to an employee resulting from harassment/bullying	<input type="checkbox"/>	A serious incident as defined in the Incident Management policy

Details Of The Child / Young Person Affected By The Incident

[A Separate Child Abuse Incident Report Form should be completed for each child]

Full name			
Date of birth		Gender	
Any communication or medical requirements			
Parent / guardian name			
Parent / guardian contact/s phone	(Home) (Mobile)	(Work)	
Parent / guardian address			
Any known parent / guardian communication requirement			

Details Of Other Persons Involved

Alleged Perpetrator(s) Details:	
Name – if known.	
Connection with the child – if known	
Any other relevant factors:	
Were there any other witnesses to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide their details below:	
Full name	
Involvement as witness	
Contact phone number	
Full name	
Involvement as witness	
Contact phone number	

Details of Incident

(Please describe the incident including alleged perpetrator/s behaviour, sighted injury or other indicators of abuse, conversations with the child or young person)

--

Action Undertaken (if any):

To ensure the safety of child/participant:	
To address the support needs of the child/participant and their family:	
To address the support needs of the alleged perpetrator:	
To address the support needs of other staff and volunteers involved:	

Incident Response

Please tick who of the following have been informed of this incident:	
Externally	Police <input type="checkbox"/> Child Protection <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> Family / Carer <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Internally	Australian Taekwondo Manager (please specify): <i>Please note that an Australian Taekwondo Manager must be informed</i>

Police

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

Child Protection

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

Parent / Guardian

Has the parent been informed of the incident: Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If appropriate) has the reporter been informed the authorities being notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide relevant details of conversations:	<i>E.g. (information provided, reactions, concerns and admissions)</i>
If no, please explain why:	

Please provide details of which Australian Taekwondo employee(s) or relevant volunteer(s) has been informed of the incident?

Full name:	
Position / title:	
Date and time informed:	
Full name	
Position / title:	
Date and time informed:	

Additional Comments:

Acknowledgement of Form Completion

I have completed this form to the best of my knowledge and ability			
Name		Position	
Signed		Date	

Australian Taekwondo Manager

I have checked that all sections of this form are complete			
Name		Position	
Signed		Date	

Privacy Disclaimer:

Australian Taekwondo acknowledges and respects the privacy of all its staff, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001) and Australian Taekwondo's Member Protection Policy.

Appendix 3 - Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different States and Territories are available at www.playbytherules.net.au.

Australian Taekwondo will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity. All people working with Australian Taekwondo in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive The Allegation

If a child or young person raises with you 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	Don't
Make sure you are clear about what the child has told you.	Do not challenge or undermine the child.
Reassure the child that what has occurred is not his or her fault.	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report The Allegation

- (a) Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both. Contact details can be found [here](#).
- (b) Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported
- (c) If the allegation involves a person associated with Australian Taekwondo (e.g. an employee, volunteer, member etc.) then you should also report the allegation to the Chief Executive Officer of Australian Taekwondo so that they can manage the situation.

Step 3: Protect The Child And Manage The Situation

- (a) The Chief Executive Officer of Australian Taekwondo will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with Australian Taekwondo.
- (b) The Chief Executive Officer of Australian Taekwondo will consider what services may be most appropriate to support the child and his or her parent(s)/guardian(s).
- (c) The Chief Executive Officer of Australian Taekwondo will consider what support services may be appropriate for the alleged offender.
- (d) The Chief Executive Officer of Australian Taekwondo will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take Internal Action

- (a) Up to three different investigations could be undertaken to examine allegations that are made against a person to whom the Member Protection Policy applies, including:
 - (i) a criminal investigation (conducted by the police);
 - (ii) a child protection investigation (conducted by the relevant child protection agency); and/or
 - (iii) a disciplinary or misconduct inquiry/investigation (conducted by Australian Taekwondo).
- (b) Regardless of the findings of the police and/or child protection agency investigations, Australian Taekwondo will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be stood down pending the outcome of an investigation, be banned or face any other disciplinary action.
- (c) The Chief Executive Officer of Australian Taekwondo will consider all information relevant to the matter, including any findings made by the police, the child protection authority and/or court, and then set out a finding, recommending actions and the rationale for those actions.
- (d) If disciplinary action is recommended, Australian Taekwondo will follow the procedures set out in Clause 9 of its Member Protection Policy.
- (e) Australian Taekwondo will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

Contact details for advice or to report an allegation of child abuse

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639

<p>Witnesses (if more than 3 witnesses, attach details to this form)</p>	<p>Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:</p>
<p>Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)</p>	
<p>Police contacted</p>	<p>Who: When: Advice provided:</p>
<p>Government agency contacted</p>	<p>Who: When: Advice provided:</p>
<p>CEO contacted</p>	<p>Who: When:</p>
<p>Police and/or government agency investigation</p>	<p>Finding:</p>
<p>Internal investigation (if any)</p>	<p>Finding:</p>

Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.

Document Management

Version	Date	Change	Authorised
1.0	8 May 20	Original	CEO