



8.5. 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 <http://www.playbytherules.net.au/>

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Holland Park Hawks FC 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 about what is happening	Do not discuss the details with any person other than those detailed in the procedures
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

STEP 2: REPORT THE ALLEGATION

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 the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the MPIO of Holland Park Hawks FC so that he or she can manage the situation.

STEP 3: PROTECT THE CHILD AND MANAGE THE SITUATION

The MPIO 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 an employee of Holland Park Hawks FC.

The MPIO will consider what services may be most appropriate to support the child and his or her parent/s.

The MPIO will consider what support services may be appropriate for the alleged offender.

The MPIO will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip

STEP 4: TAKE INTERNAL ACTION

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- A criminal investigation (conducted by the police).
- A child protection investigation (conducted by the relevant child protection agency).
- A disciplinary or misconduct inquiry/investigation (conducted by Holland Park Hawks FC).

Holland Park Hawks FC will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

If disciplinary action is undertaken, we will follow the procedures set out in our Member Protection Policy.

Where required we will provide the relevant government agency with a report of any disciplinary action we take.

CONTACT DETAILS FOR ADVICE OR TO REPORT AN ALLEGATION OF CHILD ABUSE

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