

## **CHILD SAFE STANDARD 5: Processes for responding to and reporting suspected child abuse.**

**This means RDA Centres have clear procedures for responding to and reporting child safety concerns or child abuse.**

- The RDA Victoria procedures for raising concerns and complaints are clear and can be understood by children as well as adults.
- Children know who to talk to if they are worried and are encouraged to report unsafe behaviours.
- People within the RDA Centre and RDA Victoria are aware of their duty of care and legal responsibilities and know what to do to respond appropriately.
- Concerns and complaints are acted upon in an appropriate and timely manner.

### **Practical things Centres can do:**

- Ensure Committee, coaches, volunteers and visitors are aware of reporting procedure for suspected child abuse and complaints.
- Ensure children and families/carers/support staff are aware of the process and know how to use it.
- Ensure all personnel (volunteer and paid) know how to identify and respond to suspected child abuse.
- Ensure a Child Safe Friendly Face person is at every session and their details with photo are on the notice board in clear view of all attendees.

***NOTE: Victorian law requires mandatory reporting by any adult who has a reasonable belief that an instance of child sexual abuse has occurred. Information on how to report child abuse can be found here: <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection>***

### **Resources**

RDA Victoria Reporting Procedure for suspected child abuse

<https://www.rdav.asn.au/app/uploads/2021/10/RDAV-Reportable-Conduct-Policy-Procedure.pdf>

Child Safe Officer – Steps to Achieve the “CSO Badge”

<https://www.rdav.asn.au/app/uploads/2021/10/STEPS-TO-ACHIEVE-CHILD-SAFE-BADGE.pdf>

RDA Victoria Child Safe Friendly Face poster for Centre display

[https://www.rdav.asn.au/app/uploads/2021/10/Your-Child-Safe-Person-is-\\_\\_\\_\\_\\_-RDA-Centres.pdf](https://www.rdav.asn.au/app/uploads/2021/10/Your-Child-Safe-Person-is-_____-RDA-Centres.pdf)

RDA Victoria Reporting Procedure poster for Centre display

<https://www.rdav.asn.au/app/uploads/2021/10/Child-Safety-Officer-Poster-for-editing.pdf>

Commission of Children and Young People Standard 5

<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/standard-5-responding-and-reporting/>

Reportable Conduct Scheme

<https://ccyp.vic.gov.au/reportable-conduct-scheme/>