

AGTV Child Safety Reporting Policy and Procedures

Purpose

The AGTV Child Safe Reporting Policy and Procedures outlines the way the Committee will deal with disclosures, suspected, witnessed or reports of child abuse or harm.

Scope

This policy applies specifically to members, support staff, volunteers, students, third-party service providers and others involved in the delivery of services to children or young people, including those involved in the AGTV BJR Student Exchange program.

Policy

The AGTV is a child safe organisation and acts to prioritise the best interests and safety of children and young people. The AGTV has zero tolerance of child abuse, harm and racism.

All 18+ members, support staff and volunteers involved with services we provide to children or young people must have current Working With Children clearance, and must be aware of and follow our AGTV policies and procedures and legal obligations related to child safety.

We will meet all privacy and employment law obligations.

We will ensure children and young people involved in our services know how to make a complaint, including students involved in the AGTV BJR student exchange program.

We will listen to children and young people and take all complaints or disclosures seriously.

The Committee will take action promptly to respond to a disclosure, report or witness of child abuse or harm under our AGTV policies and obligations under the Reportable Conduct Scheme of the Commission for Children and Young People; and cooperate with law enforcement in all matters. Reportable conduct includes:

- Sexual offence committed against a child
- Sexual offence committed with a child
- Sexual offence committed in the presence of a child
- Sexual misconduct committed against a child
- Sexual misconduct committed with a child
- Sexual misconduct committed in the presence of a child
- Physical violence committed against a child
- Physical violence committed with a child
- Physical violence committed in the presence of a child
- Behaviour that causes significant emotional or psychological harm to a child
- Significant neglect of a child.

Sexual misconduct includes:

- Behaviour, physical contact, speech or other communications of a sexual nature, for example 'sexting'
- Inappropriate touching or physical contact
- Grooming behaviour, and
- Voyeurism

All instances, reports or suspicions of sexual offences and misconduct will be reported including those suspected of or perpetrated by children or young people.

We will respond with four critical actions:

- Responding to an emergency
- Reporting to authorities/ referring to services
- Contacting parents or carers
- Providing ongoing support to the child or young person as appropriate

We will evaluate our policies and procedures in response to incidents, complaints or changes to our legal obligations in these matters.

Child Safety Reporting and Response Procedures

Responding to an emergency in Victoria

If the child or young person is in **immediate danger** of abuse or harm the person witnessing or receiving the report **must call Victoria Police on triple zero 000**.

The alleged victim must be separated from others involved and supported which may include administering first aid or calling for an ambulance.

Responding to an emergency in Germany

If the child or young person is in **immediate danger** of abuse or harm the person witnessing or receiving the report **must call the Police on 110**.

The alleged victim must be separated from others involved and supported which may include administering first aid or calling for an ambulance.

Responding and reporting to authorities / referring to services in Victoria

All instances of **suspected sexual abuse including grooming** must be reported to Victoria Police.

If a child or young person is in need of protection from child abuse or is at risk of being harmed or has been harmed, then a report must be made to **DFFH Child Protection Services on 13 12 78**.

Anyone who suspects or receives a disclosure or report about child abuse or harm related to an AGTV service (including the AGTV BJR Exchange) must inform the person in charge of the event or service and/or the President or Vice-Presidents as soon as possible to trigger a Level 3 critical incident response: complaints@agtv.vic.edu.au or by phone.

The Committee is legally required to **notify the Commission for Children and Young People within three days** of the President or Vice-Presidents becoming aware of a reportable allegation of allegations of reportable conduct against a child or young person by a member, support staff or volunteer in our association, including those involved in the AGTV BJR student exchange. The President or one of the Vice-Presidents must provide detailed information about the allegations and proposed response **within 30 calendar days** after becoming aware.

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

Anyone who believes that a child is not a subject of abuse but still holds significant concerns for their wellbeing must still act which may including making a referral or seeking advice from

- The Orange Door in circumstances where the family is open to receiving support <https://www.vic.gov.au/about-the-orange-door>

- DHHS Child Protection: <https://services.dffh.vic.gov.au/child-protection-contacts>
- Victoria Police 000 or local police station

The President or Vice-Presidents must also be informed if related to an AGTV event or service. The incident will be entered in the Critical Incident register along with actions taken. Email:

- complaints@agtv.vic.edu.au

AGTV BJR exchange program

In matters involving those involved in the AGTV BJR Exchange program will be reported, discussed with BJR personnel in Bavaria and recorded appropriately.

The Committee and BJR personnel **must immediately report any incident or allegation involving actual or alleged sexual or physical abuse** of an exchange students whether or not the law requires reporting and **will cooperate with law enforcement** in both countries on all matters.

The AGTV Coordinator of the AGTV BJR Exchange will inform the President as Principal Executive Officer as soon as practicable of any incident, report or suspicion of child abuse or harm to trigger a critical incident response.

In addition to reporting obligations under the Reportable Conduct Scheme, **the President** as Principal Executive Officer **must report to the VRQA as soon as practicable** an incident of a student becoming a victim of a crime, or facing arrest or criminal charges.

Families and exchange students will have information in the orientation handbook about reporting incidents and support resources in addition to those provided by the AGTV and BJR.

Help line for sexual abuse or suspected abuse in Germany: **0800 22 55 530**

- <https://www.hilfe-portal-missbrauch.de/hilfe-telefon>

Helpline for persons affected by sexual violence and their families in German free of charge and anonymous: **0800 30 50 750**

Help Info for those affected by crime incl. sexual, physical and psychological harm:

- https://www.hilfe-info.de/Webs/hilfeinfo/EN/Home/home_node.html

Bavarian Police protection and prevention of child abuse (in German):

- <https://www.polizei.bayern.de/schuetzen-und-vorbeugen/kriminalitaet/sexueller-missbrauch/index.html>

Further responses and recordkeeping

The person in charge of an event or service must ensure the President or Vice-Presidents are informed as soon practicable: complaints@agtv.vic.edu.au or by phone, which will be known to the person in charge of the event or service. The report will be recorded in the Critical Incident Register along with actions taken.

All instances and reports and or reported suspicions in Australia or Germany must be recorded in the Critical Incident Register and any actions taken must be recorded and kept for at least 2 years after each incident or as long as required for any legal purpose.

Contacting Parent/s or Carer/s

The President or Vice-President must consult with Victoria Police or DHHS Child Protection of Victoria Police to determine what information may be shared with parents/carers. They may advise:

- not to contact them
- to contact them and provide agreed information (as soon as possible, preferably on the same day of the incident, disclosure or suspicion)
- how to communicate with all relevant parties with consideration for their safety

In the case of an incident related to the AGTV BJR exchange, the AGTV and BJR have an obligation to keep all families informed of matters relating to the safety of their children and will only withhold information on advice from Victoria Police or DHHS in Victoria or the police in Germany.

The BJR personnel in Germany will manage contact and support of student and families in Germany, with the support of Victorian Group Leaders as appropriate, and in ongoing liaison with the AGTV Coordinator in Australia.

Providing ongoing support where appropriate

The President and Vice-Presidents must ensure any child or young person impacted by abuse is supported if the abuse or harm is related to an AGTV service. Depending on the circumstances, this may involve:

- overseeing a short-term action plan to support the child or young person
- consultation with professionals
- contacting school of the child or young person

and in the case of students on the AGTV BJR exchange-

- as above in liaison with BJR personnel to support the student/s and their families
- arranging for the safe return of the student to their home country
- arranging for someone to accompany the student on their return journey

Evaluating policies and procedures

After each incident or report or change to legal obligation, the Committee will review this and related policies and procedures to assess if any updates need to be made to reduce the risk of abuse or harm of children or young people.

If there are no incidents or reports, this policy will be reviewed annually.

Resources and related policies and registers

Child Safety

Commission for Children and Young People (CCYP)

- <https://ccyp.vic.gov.au/>

CCYP Reportable Conduct Scheme

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

Help Info for those affected by crime incl. sexual, physical and psychological harm in Germany:

- https://www.hilfe-info.de/Webs/hilfeinfo/EN/Home/home_node.html

Policies

- AGTV Child Safety and Wellbeing Policy
- AGTV Critical Incident Policy

- AGTV Risk Management Policy
- AGTV Risk Management Plan
- AGTV BJR Risk Management Plan
- AGTV Complaints and Appeals Policy
- AGTV Digital Media Policy
- AGTV BJR Student Digital Use Policy
- AGTV Code of Conduct
- AGTV BJR Student Code of Conduct
- AGTV Privacy Policy
- AGTV Recordkeeping Policy

Registers

- Complaints and Appeals register
- Critical Incidents register
- Conflict of Interest register

Other

- Complaints and Appeals Form

Other References

- <https://providers.dffh.vic.gov.au/mandatory-reporting>
- <https://providers.dffh.vic.gov.au/mandatory-reporting-child-protection-victoria-generic-factsheet>
- <https://services.dffh.vic.gov.au/child-protection-contacts>
- <https://www2.education.vic.gov.au/pal/protecting-children/policy>
- <https://www.vic.gov.au/about-the-orange-door>
- <https://www.schools.vic.gov.au/report-child-abuse-schools>
- <https://www2.education.vic.gov.au/pal/protecting-children/resources>
- <https://www.vic.gov.au/child-safe-standards-training-material>