



Kids' Own Publishing

Child Safe Reporting Policy, Procedures and Obligations

If you believe a child is in immediate danger, or there is any ongoing risk to a child or children, call 000.

Kids' Own Publishing staff, artists, volunteers, contractors and associates must immediately report any suspected child abuse or misconduct involving children.

If a staff member, artist, volunteer or contractor becomes aware of an incident or allegation of abuse, the first responsibility is to ensure that the child or children are safe and the risks of further abuse or harm are mitigated.

Staff, artists, volunteers and contractors must immediately report any concerns they have for the safety or wellbeing of a child to the Kids' Own Publishing Director, Project Manager or Employment Coordinator.

Reports will be handled professionally, confidentially (to the extent possible) and as quickly as possible and will meet state-specific legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

All reports of child abuse will be treated as serious, whether they are made by an adult or a child.

Where an allegation is made against Kids' Own Publishing personnel, Kids' Own Publishing must make a report to the Commissioner for Children and Young People (CCYP).

If you make a report of suspected physical or sexual abuse of a child to the Director, Associate Director or Employment Coordinator, unless you reasonably believe they have reported your suspicion to Victoria Police, you have a legal obligation to also make your own report to Victoria Police.

Reporting Process

Who can report?

Child or young person; Parent, guardians, community members; Staff, artists, volunteers, contractors and associates of Kids' Own Publishing.

What to report?

- Allegations, suspicions, disclosures or observations of child abuse, harm or exploitation;
- Concerns that the action or behaviour of staff, artists, volunteers, contractors or associates of Kids' Own Publishing may harm or put a child at risk of harm;
- Suspected or confirmed breaches of the Child Safety Policy and/or Code of Conduct by staff, artists, volunteers, contractors or associates of Kids' Own Publishing; or
- Information received of criminal investigations or proceedings against staff, artists, volunteers, contractors or associates of Kids' Own Publishing relating to child exploitation or abuse.

How to report?

A choice of face-to-face verbal report, letter, email, telephone call, meeting.

When to report?

As soon as practically possible, within 24 hours.

Who to report to?

Kids' Own Publishing Director, Associate Director or Employment Coordinator.

If you have reported suspected physical or sexual abuse of a child to the Director, Associate Director or Employment Coordinator, unless you reasonably believe they have reported it to Victoria Police, you must also report it to Victoria Police.

If you believe a child is in immediate danger, or there is any ongoing risk to a child or children, call 000.

What will happen?

- Director, Associate Director or Employment Coordinator will report suspected physical or sexual abuse of a child or other criminal conduct to Victoria Police immediately
- Director, Associate Director or Employment Coordinator will report to the CCYP under the reportable conduct scheme
- Director, Associate Director or Employment Coordinator will report to the Department of Health and Human Services, Child Protection and other government departments or regulators as appropriate
- Director, Associate Director or Employment Coordinator will inform the Board within 24 hours of any serious report made to them under this policy
- All parties' safety and support needs must be assessed and responded to – child/young person, parents/guardians, the person who reports, person against whom the report is made and other staff, artists, volunteers, contractors and associates

- Internal processes will be initiated to ensure the safety of all children including the alleged victim, clarify the nature of the complaint and commence disciplinary process and investigation (if required)

Possible outcomes

- Report to Police
- Report to CCYP, Department of Health and Human Services, Child Protection
- Internal and/or criminal investigation
- Suspension pending investigation
- Meetings to discuss breach and opportunity for person to provide their account/understanding of the situation
- Further education on the Kids' Own Publishing Child Safe Policy and Code of Conduct
- Formal warning and monitoring
- Dismissal
- Report made to community-based child protection committee or similar
- Referral made to local support/counselling organisation or service
- All parties' safety and support needs must be assessed and responded to –child/young person, parent/guardian, the person who reports, person against whom the report is made and other staff, artists, volunteers, contractors and associates.

Child Safety Reporting Obligations

The Director, Associate Director or Employment Coordinator must be made aware of and immediately report to Victoria Police any suspected child abuse or misconduct involving children. For example, reportable conduct would include sexual misconduct or offences, grooming, 'sexting', inappropriate physical contact with a child or other conduct that crosses professional boundaries concerning children.

Where an allegation is made against Kids' Own Publishing staff, artists, volunteers or contractors, Kids' Own Publishing must also make a report to the Commissioner for Children and Young People (CCYP).

This means staff, volunteers, artists, contractors, and associates must immediately report to the Director, Associate Director or Employment Coordinator any suspicion of child abuse or misconduct involving children.

If you make a report of suspected physical or sexual abuse of a child to the Director or Project Manager, unless you reasonably believe they have reported your suspicion to Victoria Police, you have a legal obligation to also make your own report to Victoria Police.

If you believe a child is in immediate danger, or there is any ongoing risk to a child or children, call 000.

The Child Safety Reporting Process must be followed when reporting a concern for the safety or wellbeing of a child or a breach of the Child Safe Policy and/or Code of Conduct.

Kids' Own Publishing will treat all concerns raised seriously and ensure that all parties are treated fairly in accordance with the principles of natural justice.

Where required an internal investigation will be conducted in regards to a report that has been made. In most cases the investigation will be conducted by the Director and supported by the Associate Director and Employment Coordinator of Kids' Own Publishing. External reporting in compliance with legal obligations, and co-operation with official investigations, take priority over internal investigations.

Children and young people, parents/guardians and community members involved in Kids' Own Publishing projects or activities should be informed on how to raise a concern about their safety or wellbeing or that of another child. Such concerns can be raised verbally or in written form.

Staff, artists, volunteers and contractors must inform the Director, Associate Director or Employment Coordinator if they believe they or a member of their family may be at risk of harm for making or being a part of making a child safety report.



Child safety reporting process

If you believe a child is in immediate danger, or there is any ongoing risk to a child or children, call 000.

