



Time2Train Child Safe Abuse Reporting Policy

Complaints and Reporting Procedures of Time2Train for alleged, suspected or observed breaches of the Time2Train Child Safe Policies and Time2Train Code of Conduct.

APPROVED MARCH 2024

CHILD SAFE ABUSE REPORTING POLICY

COMPLAINTS AND REPORTING PROCEDURE

PURPOSE

The purpose of this Child Safe Abuse Reporting Policy ('policy') is to provide clear guidance on Time2Train's reporting procedure for alleged, suspected or observed breaches of the Time2Train's Child Safe Policy, Time2Train's Code of Conduct and related procedures.

SCOPE

This Policy applies to all people who may work with children and young people at any time under Time2Train including:

- Management Team
- Sub-Contractors
- Volunteers
- Any other individual who may deal with children and young people under a Time2Train Programme or event .

REPORTING PROCEDURE

WHO CAN MAKE A REPORT?

Any person (including Time2train subcontractors or volunteers, parents or legal guardians and children) who has concerns about the safety of any child involved with Time2Train should promptly report their concerns or lodge a complaint.

Any Time2Train subcontractors or volunteers who witnesses an incident of non-acceptable behaviour towards a child (including by another child), is obliged to report the incident to the Time2Train's CEO, Jeremy Samson as a matter of urgency. In addition to reporting the incident the subcontractor or volunteer should ensure that the child is safe from any further possible incidents.

WHAT CONCERNS SHOULD BE REPORTED?

Any of the following incidents should be reported:

- alleged, suspected or observed incidents of abuse or harm;
- breach of the Time2Train Child Safe Policy, Child Safety Code of Conduct or any other Child Safety policies and procedures; or
- health and safety issues (e.g. unsafe housing or bedrooms, children left unattended or being neglected before or after a session).

Refer to Attachment A for descriptions of the different types of Child Abuse and Attachment B for information on how to recognise signs of potential abuse or neglect.

Call the police on 000 if you have immediate concerns for a child's safety and report the incident to Time2Train CEO, Jeremy Samson via email time2train@live.com.au or call and SMS on 0427 527 224.

WHO SHOULD COMPLAINTS BE REPORTED TO?

The Time2Train CEO, Jeremy Samson is the first point of contact to provide advice and support to children, parents/legal guardians and subcontractors regarding the safety and wellbeing of children engaging with Time2Train.

All complaints regarding non-compliance with the Child Safety Policy and Code of Conduct should be submitted to the CEO, Jeremy Samson via the following communication method (whichever the complainant feels most comfortable):

- Email : time2train@live.com.au
- Phone: 0427 527 224
- Face to face
- Website: <https://www.time2trainaspergers.com/>

If a child or adult alleges any criminal activity has occurred, such as physical or sexual abuse, the police will be informed promptly to ensure they can manage immediate risks and investigate.

HOW WILL TIME2TRAIN HANDLE A COMPLAINT FROM A CHILD OR YOUNG PERSON?

It is important that children or people know who to talk to if they need to raise an issue and that they feel comfortable and supported in doing so. A Time2Train subcontractor or volunteer that receives a complaint from a child will:

- (a) Let the child talk about their concerns in their own time and words, giving the child full attention, time and space to raise their issues;
- (b) Be a supportive and reassuring listener;
- (c) Tell the child that raising their concerns was the right thing to do and let them know in plain language the process by which their concerns will be addressed and acted upon;
- (d) Record the nature of the complaint in the child's own words;
- (e) Contact the child's parents/legal guardian if appropriate (not if the abuse claim relates to the child's parents/legal guardian or an immediate family member).

HOW WILL COMPLAINTS BE HANDLED BY TIME2TRAIN?

Time2Train is committed to being responsive to concerns raised by subcontractors, volunteers, children or young people and parents/legal guardians, and seeks to resolve issues to the satisfaction of all parties.

If Time2Train becomes aware of or has been alerted to a risk of child abuse within our sessions, it will act to reduce or remove the risk and protect the child as a first priority.

Upon receiving a complaint, the CEO, Jeremy Samson will make a preliminary assessment of the severity of the child safety breach and promptly contact Victoria Police if it is alleged any criminal activity has occurred, such as physical or sexual abuse of a child.

In all other circumstances, the following Investigation process will be followed:

- (a) The Time2Train CEO, Jeremy Samson, within 24 hours of receiving notification of the reported child safety breach,
 - i. review the nature and circumstances of the incident;
 - ii. provide the opportunity for the person complained against to reply to the complaint;
 - iii. confirm if a breach of the Child Safety Policy has occurred;
 - iv. determine corrective actions to address the specific incident as well as potential for recurrence of the breach; and
 - v. report the outcome of the investigation within 5 business days.
- (b) The child and parents/legal guardian (if appropriate) will be informed of the steps Time2Train is taking to address the complaint. Time2Train may also provide support to the child by referring and assisting the child and/or parents to access other appropriate services.
- (c) If a complaint has been made about the actions of another child, the CEO, Jeremy Samson will inform that child's parents/legal guardian of the complaint and that an investigation is being undertaken.
- (d) If the complaint is made about a Time2Train subcontractor or volunteer which may involve reportable conduct, the CEO, Jeremy Samson will notify the Commission for Children and Young People (CCYP) about the allegations of child abuse and child related misconduct made against the subcontractor or volunteer within **3 business days** of when the reported allegation has been made.

Refer to Attachment C for information about reportable conduct.

OUTCOME

Any investigation finding that child abuse or neglect is likely to have occurred will be referred to an appropriate authority for further investigation and action pursuant to the law.

In the event that a Time2Train subcontractor or volunteer is found to have breached the Child Safety Policy, or the Code of Conduct or other related Policies or Procedures, sanctions as per set out in the Code of Conduct will apply which include enhanced supervision, suspension or termination from Time 2 Train (depending on the severity of the breach).

Where the complaint was made against a person who is not a Time2train subcontractor or volunteer, the child's or young person's parents or legal guardian will be advised of the investigation outcome, and they may choose whether to take any further action.

RESOLUTION

Where a child safety breach by a Time2Train subcontractor or volunteer has been found to have occurred, but the matter is not deemed serious enough to refer to an external authority, the CEO, Jeremy Samson shall determine whether the subcontractor or volunteer should be subject to disciplinary action.

To ensure procedural fairness, any Time2Train subcontractor or volunteer involved in a complaint about non-compliance with child safety policies and code of conduct is entitled to be represented by a person of their choice.

All complaints about non-compliance with Time 2 Train child safe policies and code of conduct shall be documented, including record of action taken, any investigation conducted, and any reports made to statutory or external bodies. These records remain confidential in accordance with security and privacy requirements unless otherwise requested to be released by law.

The safety of the child and young person at risk of harm is Time2Train's primary concern, with due consideration of confidentiality and fairness against any person whom a complaint is made against.

Any learnings from child safety incidents or investigations will be applied to improve Time2Train's policies, procedures and practices to ensure that Time2Train continues to provide the safest environment possible for children.

ATTACHMENT A

PHYSICAL VIOLENCE

Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts and paddles).

SEXUAL OFFENCES

Sexual offences occur when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour. Grooming refers to a person over 18 years communicating (including online or via mobile) with a child or with a person who supervises or has authority for a child with the intention to create a situation that enables them to abuse a child.

SEXUAL MISCONDUCT

‘Sexual misconduct’ captures a broader range of inappropriate behaviours of a sexual nature that are not necessarily criminal.

Examples of sexual misconduct include:

- developing an intimate relationship with a child, for example, through regular contact with the child without the knowledge or approval of the organisation’s management;
- inappropriately discussing sex and sexuality with a child; and
- other overtly sexual acts that could lead an organisation to take disciplinary or other action

SERIOUS EMOTIONAL OR PSYCHOLOGICAL ABUSE

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

SERIOUS NEGLECT

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child’s health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is

exposed to extremely dangerous or life threatening situations. There are a number of different types of neglect including supervisory, physical, educational and emotional neglect.

Examples of each type of neglect and guidance to help organisations identify significant neglect are available on the CCYP website:

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

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

ATTACHMENT B

RECOGNISING THE SIGNS OF CHILD ABUSE

Type of Abuse	Possible Indicators	
	Physical	Behavioural
Physical violence	<ul style="list-style-type: none"> Unexplained bruises Burns and/or fractured bones 	<ul style="list-style-type: none"> Showing wariness or distrust of adults Wearing long sleeved clothes on hot days (to hide bruising or other injury) Fear of specific people Unexplained absences Academic problems
Sexual offences	<ul style="list-style-type: none"> Presence of sexually transmitted diseases Pregnancy Vaginal or anal bleeding or discharge 	<ul style="list-style-type: none"> Displaying sexual behaviour or knowledge that is unusual for the child's age Difficulty sleeping Being withdrawn Complaining of headaches or stomach pains Fear of specific people Showing wariness or distrust of adults Displaying aggressive behaviour
Emotional or psychological abuse	<ul style="list-style-type: none"> Delays in emotional, mental, or even physical development Physical signs of self-harming 	<ul style="list-style-type: none"> Exhibiting low self-esteem Exhibiting high anxiety Displaying aggressive or demanding behaviour Being withdrawn, passive and/or tearful Self-harming
Serious neglect	<ul style="list-style-type: none"> Frequent hunger Malnutrition Poor hygiene Inappropriate clothing 	<ul style="list-style-type: none"> Stealing food Staying at school outside of school hours Aggressive behaviour Misusing alcohol or drugs Academic issues

Source: <https://www.vic.gov.au/child-protection-early-childhood-protect/identify-signs-child-abuse>

ATTACHMENT C

WHAT IS REPORTABLE CONDUCT?

There are five types of 'reportable conduct' listed in the Child Wellbeing and Safety Act 2005:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

EXCEPTIONS

An allegation will not be reportable if:

- the subcontractor or volunteer has taken reasonable steps to protect a child from immediate harm;
- the subcontractor or volunteer has responsibility for discipline and has taken lawful and reasonable disciplinary action, such as sending a child to sit in 'time out' for a period of time, in line with Time2Train Child Safe policy; or
- the subcontractor or volunteer is an appropriately qualified worker or volunteer who has given medical treatment in good faith, such as a senior first aid officer administering first aid.

Further information is also available on the Commission for Children and Young People's website at:

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

The CCYP website resource material contains detailed information sheets, including information about types of reportable conduct, reporting obligations and investigation process:

<https://ccyp.vic.gov.au/child-safety/resources/reportable-conduct-scheme-information-sheets/>