



**ALEXANDRA & DISTRICT DOG OBEDIENCE CLUB INC  
(ADDOC)**

**CHILD SAFE ENVIRONMENT STATEMENT**

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## **ADDOC's Child Safe Environment Statement.**

### **Policy Title**

### **Public Statement of Commitment to Child Safety**

#### **Policy:**

We are committed to providing a child and youth safe environment for any young person attending our Club. Several measures will be put in place to ensure this:

- Zero tolerance for child abuse (Appendix A for definitions).
- A Working With Children Check for our volunteer Instructors.
- Commitment to act in children's best interests and keep them safe.
- Actively work to empower children.
- Commitment to the cultural safety of Aboriginal children.
- Commitment to the cultural safety of culturally and/or linguistically diverse children.
- Commitment to the safety of children with a disability.

We require that any child who is abused or anyone that reasonably suspects that a child has been or is being abused by someone within our Club, to report it immediately to the police or relevant government agency and the club's nominated contact.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimized for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to notify the relevant government department.

#### **Policy Objective & Rationale:**

The purpose of these procedures is to provide guidelines to effectively manage a child safe environment within our Club.

#### **Responsibilities:**

It is the responsibility of the person or persons carrying out the task to ensure that the correct procedures are employed (See Appendix A for Reporting Processes). The overall responsibility rests with the Management Committee of the Club.

#### **Impacted Parties:**

This policy is applied to the following:

- Individuals sitting on committees and sub committees;
- Instructors;
- Members, including life members;
- Parents, Guardians, spectators and invitees to the full extent that it is possible.

This policy document will remain active with annual reviews undertaken to ensure its relevance.

\_\_\_\_\_ President

\_\_\_\_\_ Date

\_\_\_\_\_ Review Date

# APPENDIX A

## Reporting and Responding to Allegations of Child Abuse.

### Alexandra & District Dog Obedience Club is committed to:

- providing a supportive environment for children, personnel or families who report allegations of abuse or child safety concerns
- ensuring that Committee members and Instructors know how to report abuse allegations, and feel comfortable doing so
- having clear policies and procedures for notifying authorities, including the police, of suspected child abuse that comply with all legal requirements.

### Definitions of Child Abuse:

- A full list of definitions can be found at [Child Protection Practice Manual: <www.dhs.vic.gov.au/cpmanual/practice-context/child-protection-program-overview/1008-abuse-and-harm-legal-and-practice-definitions>](http://www.dhs.vic.gov.au/cpmanual/practice-context/child-protection-program-overview/1008-abuse-and-harm-legal-and-practice-definitions)

### Child Abuse includes:

- Any act committed against a child involving – a sexual offence or the offence of grooming.
- The infliction, on a child, of – Physical violence or Serious emotional or psychological harm.
- Serious neglect of a child.

### What to do when a disclosure is made:

There is not one set of rules to follow when a child or young person tells you that harm has occurred to them, or another person discloses an incident of harm to a child or young person. However the following actions may be of assistance:

- **Don't panic** – you may be the first person to whom the disclosure is made. Your reaction may determine whether the person making the disclosure trusts you with the information.
- **Find a private place to talk** – privacy may help the person making the disclosure feel more comfortable and less concerned about telling you what they have to say.
- **Listen** – when presented with a disclosure of harm, don't say "I won't tell", and don't promise to keep secrets. You should reassure the person they have done the right thing in telling and explain the you need to tell someone else who can help them and finally reassure them you will only tell someone who will make them safe.
- **Believe the person** – it is not up to you to judge whether a child, young person or anyone else is telling the truth – always act on the basis that what you have been told is the truth.
- **Don't ask leading questions** – these are questions that tend to suggest an answer.

The person receiving the complaint should obtain and clarify basic details (if possible) such as:

- Child's name, age and address.
- Dates
- Times
- Location
- Who was present

Include a detailed description of:

- Exactly what was said, using "I said", "they said" statements
- Any questions you asked

- Any comments you made, and
- Your actions following the disclosure

If you are taking notes as the disclosure is occurring, explain why you are doing this and why it is important i.e. to ensure an accurate record for any subsequent investigation. If the disclosure is being made by a child or your person, remember to explain this to them in a way that is appropriate for their age and understanding.

Any reports or documents of harm must be kept confidential and secure.

**Reporting a Child Safety Concern or Complaint:**

- ADDOC has clear expectations for Committee members and Instructors in making a report about a child or young person who may be in need of protection.
- Immediate actions should include:
  - Notifying the police, by calling 000.
  - Reporting their concerns to the DHHS Child Protection or another appropriate agency. [Department of Health and Human Services website www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse](http://www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse)
  - Notifying the President or a member of the Club Committee of Management.
  - Complete the ADDOC Incident Report Form

# APPENDIX B: ADDOC Incident Report Form.

## Incident Report Form

Date of Writing Report: \_\_\_\_\_

Name of child: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) the incident occurred: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location where the incident occurred:  
\_\_\_\_\_

Description of the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of the events prior to incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate action taken:  
If no action taken – reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person to whom the report was submitted: (*Print*) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIXC: ADDOC Committee Members & Instructors who have a current Working With Children Check.

Barbara Tanner: ADDOC President.

Name on Card: Barbara E Tanner  
Card No: 0402960A-01  
Exp: 05-05-2020

Bronwyn McFadyen: ADDOC Vice-President.

Name on Card:  
Card No:  
Exp:

Debbie Callaway: ADDOC Secretary.

Name on Card: Deborah Callaway  
Card No: 1295998A-01  
Exp: 19-03-2023

Jeanne Roberts: ADDOC Committee Member; Obedience Co-ordinator.

Name on Card: Jeanne K. Roberts  
Card No: 0318314A-01  
Exp: 24-02-2020

Julee Hosking: ADDOC Committee Member; Media & Public Relations.

Name on Card: Julee Hosking  
Card No: 0317830A-01  
Exp: 25-02-2020

Jamie Laherty-Hunt: ADDOC Committee Member.

Name on Card: Jamie Laherty-Hunt  
Card No: 03792683-02  
Exp: 03-12-2022

Ann Laherty-Hunt: ADDOC Committee Member; Membership Officer.

Name on Card: Ann Laherty-Hunt  
Card No: 03782376-02  
Exp: 29-11-2022

Andy Cowan: ADDOC Committee Member.

Name on Card: Andrew T Cowan  
Card No: 1299704A-01  
Exp: 27-03-2023

Bonnie Clark: ADDOC Committee Member.

Name on Card: Bonnie Peta Clark  
Card No: 0065104A-01  
Exp: 03-02-2019

Pam Poole: ADDOC Obedience Instructor.

Name on Card: Pamela Poole  
Card No: 03203998A-01  
Exp: 05-03-2020

Mary Davies: ADDOC Obedience Instructor.

Name on Card: Mary T Davies

Card No: 0380197A-01

Exp: 10-04-2020

Jess Torrance: ADDOC Obedience Instructor.

Name on Card: Jessica E Torrance

Card No: 0331913A-01

Exp: 11-03-2020

Ann Jelinek: ADDOC Obedience Instructor

Name on Card: Ann Jelinek

Card No: 1305749A-01

Exp: 26-03-2023