



## **VICTORIAN KOOKABURRAS BASEBALL TOURS Inc**

Association No: A0061855A

Email: [victoriankookaburrasbaseball@gmail.com](mailto:victoriankookaburrasbaseball@gmail.com)

PO Box 886

Macleod VIC 3085

# **Victorian Kookaburras Baseball Tours Inc Child Safety Reporting Process**

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### **Purpose**

This policy was written to demonstrate the strong commitment of the volunteer committee, officials and coaches, host families and authorised persons engaged by Victorian Kookaburras Baseball Tours Inc (**Victorian Kookaburras**) to child safety and to provide an outline of the policies and practices the Victorian Kookaburras has developed to keep everyone safe from any harm, including abuse.

### **Who Can Report?**

**Parent      Child      Volunteer      Staff**

### **What to Report?**

Any child safety concerns, including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation of any abuse
- Breach of Code of Conduct
- Environmental safety issues.

### **When to Report?**

**Call 000 if a child is in immediate danger**

All incidents should be reported that day

### **How?**

Face-to-face verbal report, letter, email, telephone call, meeting

Email: [victoriankookaburrasbaseball@gmail.com](mailto:victoriankookaburrasbaseball@gmail.com)

Phone: +61 0418 559144

Mail: PO Box 886, Macleod VIC 3085

Template: [Victorian Kookaburras Child Safety Incident Template](#)

Or a Member of the Victorian Kookaburras Committee.

### **Who To?**

- Victorian Kookaburras Child Safety Officer:  
Myles Foreman  
+61 0418 559144
- Victorian Kookaburras Member Protection Information Officer:  
Alan Sutherland  
+ 61 0488 001 658
- Baseball Australia / Baseball Victorian Member Protection Officer:

As a Baseball Australia Sanctioned Tour, the Baseball Australia National Member Protection Policy is used as the basis of dealing with complaints and as such a complaint can also be made directly to the Baseball Victoria or Baseball Australia Member Protection Officer.

The National Member Protection Policy can be found in the resources section of the Baseball Australia website.

**What Happens Next?**

The CSO, MPIO, or Committee Member will:

- Offer support to the person who makes a report and to the accused individual (this may be a separate volunteer)
- Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)

**Outcome**

- Investigation - Internal or external depending on the nature of the complaint;
- Outcome decided;
- Relevant staff, volunteers, parents and child notified of outcome of investigation;
- Policies & procedures updated where necessary.

**Reviewing this policy**

This Child Safe Code of Conduct is reviewed every 12 months in conjunction with those covered by this code of conduct.

*Reviewed and Endorsed by the Victorian Kookaburras Committee.  
1 September 2019*

*Next Review Due  
1 September 2020*