



## Child Safe Reporting Policy

### The Intent of the Reporting Policy

This reporting policy supports *Red Dragon Taekwondo Pty Ltd.*'s Child Safeguarding Policy and Practices. This Policy and its procedures are designed to ensure that allegations of Prohibited Conduct are managed through an effective, consistent, and timely process, which is fair and transparent. Additionally, this Policy identifies who to go to lodge a complaint or report alleged or known child abuse.

### The types of complaints to report include:

- a. Any act or behaviour that breaches the Red Dragon Taekwondo Pty Ltd.'s Child Safe Code of Conduct
- b. Any act or behaviour that breaches the Australian Taekwondo Child Safeguarding Policy <https://austkd.com.au/wp-content/uploads/2024/02/Australian-Taekwondo-NIF-Safeguarding-Children-and-Young-People-Policy-2023.pdf>
- c. Any act or behaviour that is reasonably considered to be unlawful or criminal.

All complaints should be reported. This includes:

- urgent concerns for a child's health or life.
- criminal conduct such as sexual assault, physical assault, grooming offences, and producing, disseminating, or possessing child abuse material.
- unacceptable behaviour around children and young people that breaches Red Dragon Taekwondo Pty Ltd.'s Child Safe Code of Conduct.
- disclosures of harm or abuse.
- risk of significant harm (ROSH), which can be reported to the Child Protection Helpline on 132 111.

### Who can make a complaint or report?

Everyone at *Red Dragon Pty Ltd.* has the right to make a complaint and adults have a legal responsibility to report criminal conduct. This includes children and young people, paid staff, and volunteers. Reporting is encouraged -it is never obstructed or prevented.

### Reporting Obligations (who to report to)

1. Child Safe Guardian- Sabrina Walsh
  - a. Sabrina Walsh- [s.walsh2@outlook.com](mailto:s.walsh2@outlook.com); 0477500266
2. Red Dragon Taekwondo Pty Ltd. Employee- Master John, Master Chris, Master Adam, or Master Christopher
  - a. Master John- [masterjohn@reddragontkd.net](mailto:masterjohn@reddragontkd.net); 0419165416
  - b. Master Chris- [ck0581@yahoo.com.au](mailto:ck0581@yahoo.com.au); 0409969323
  - c. Master Adam- [masteradam@reddragontkd.net](mailto:masteradam@reddragontkd.net); 0435884304
  - d. Master Christopher- [masterchris@reddragontkd.net](mailto:masterchris@reddragontkd.net); 0447333359
3. NSW Police
4. Child Protection Hotline- 13 21 11

Contact NSW Police on 131 444 for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences, and producing, disseminating, or possessing child abuse material. If it's an emergency call 000.

*Note: It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.*

## Risk Management Strategies

- a. In person – discreetly request a private chat with any of the individuals listed above. Red Dragon Taekwondo Pty Ltd can provide a private and confidential space for reports to be made.
- b. Email any of the individuals listed above to request a confidential conversation.
- c. Message or call any of the individuals listed above for a private phone conversation.

To ensure the immediate and ongoing safety of the child:

- reassure them and remain calm.
- listen carefully without interrupting.
- support them, reassuring the child that they have done the right thing, that you believe them and that the abuse is not their fault.
- explain what will happen, including timeframes.
- establish the welfare and safety of the child and take steps to ensure the child is removed from the risk.
- don't make promises you can't keep.
- don't confront the alleged perpetrator.
- seek guidance if you are unsure about what to do.

It is the Child Safe Guardian's role to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of the investigation.

## Procedural Fairness

1. Red Dragon Taekwondo Pty Ltd will convene a Disciplinary Action review meeting to discuss the report.
2. This meeting will take place in a private and confidential space. It will not be held on training evenings.
3. Minutes of the meeting will be password-protected and saved on a secure network drive and only accessed by those responsible for overseeing the complaint process.
4. Red Dragon Taekwondo Pty Ltd will review the complaint/report and follow the Report process outlined below.
5. Red Dragon Taekwondo Pty Ltd will maintain the privacy of those involved in accordance with our obligations under the Privacy Act 1988 (Commonwealth) and the Privacy and Personal Information Protection Act 1998.

## Legislation

- Crimes Act 1900
- Child and Young Person (Care and Protection) Act 2019
- Children's Guardian Act 2019
- Privacy Act 1988 (commonwealth)
- Privacy and Personal Information Protection Act 1998

## Review Date

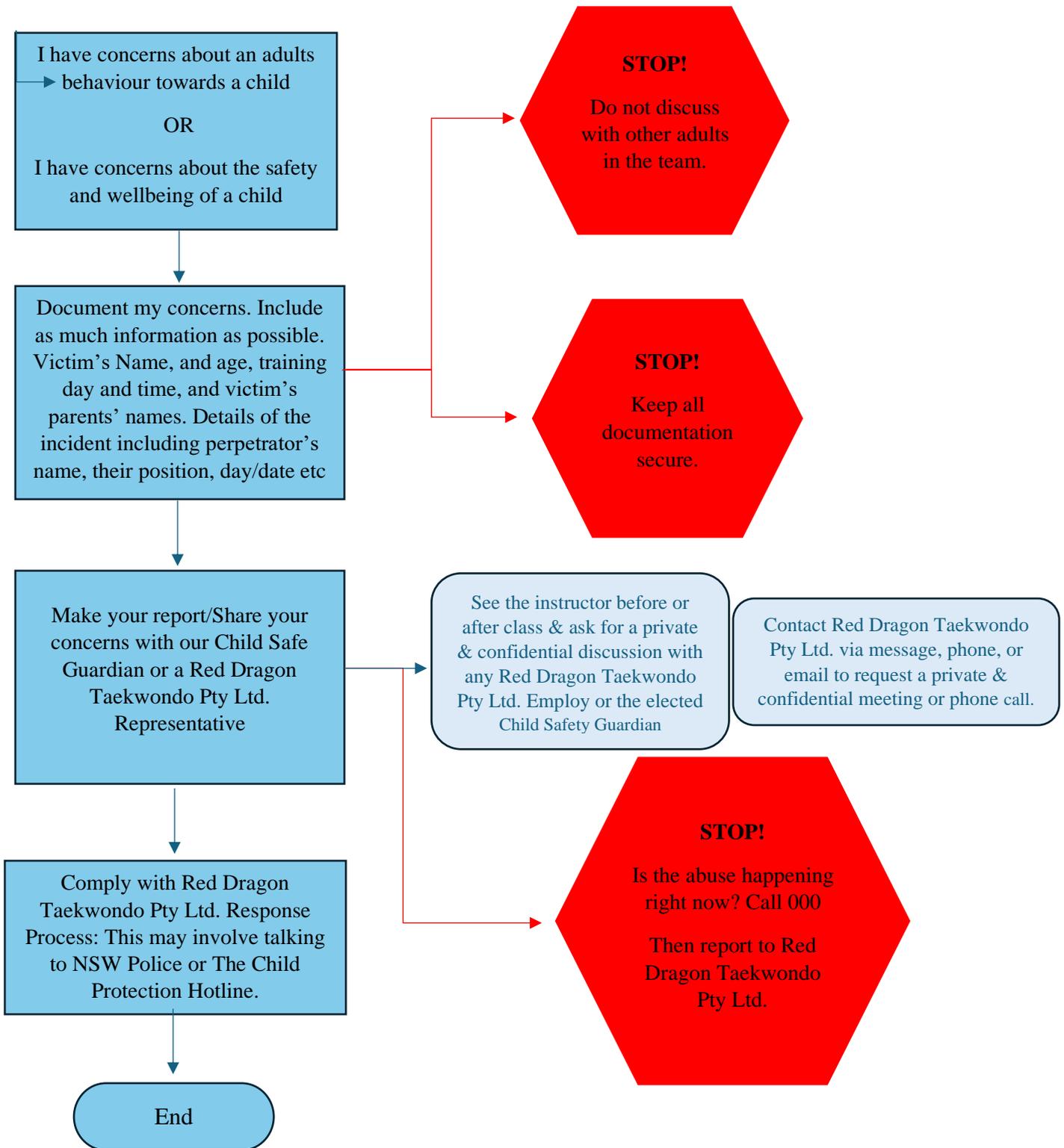
This policy will be reviewed annually and after any critical incidents, to ensure continuous improvement of our child-safe practices and that we keep up to date with relevant legislation and industry requirements.

The next review date is 22 January 2025.

Our Child Safe Guardian is responsible for the review.

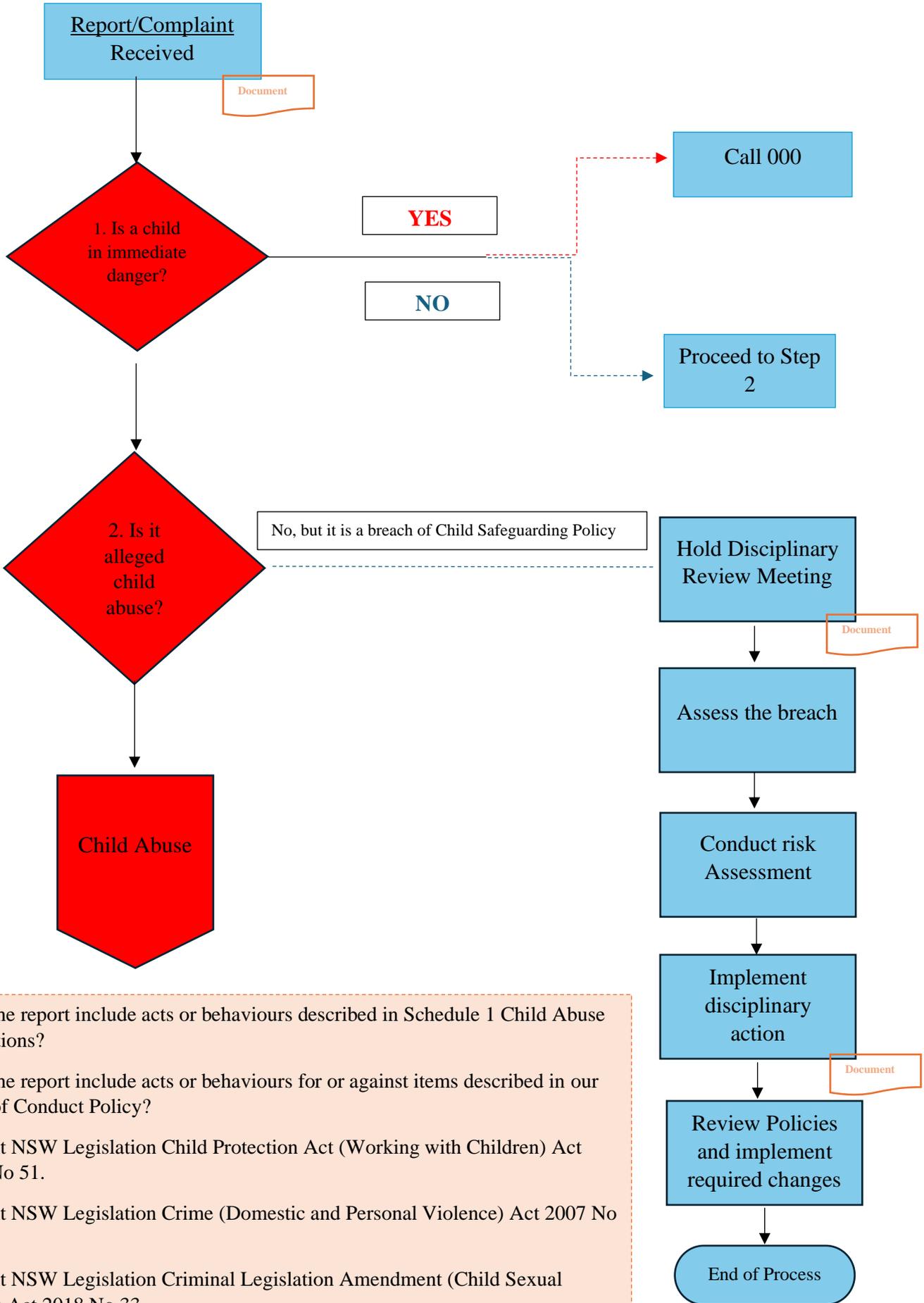
Children and young people have an opportunity to provide feedback on the policy and complaint handling.

## Reporting Concerns/Suspected Child Abuse Process



Reporting can be confronting and scary. It is important Reporters and Witness to child abuse care for themselves. There are a number of support services available on page 4.

# Red Dragon Taekwondo Pty Ltd.'s Response Process



Does the report include acts or behaviours described in Schedule 1 Child Abuse Definitions?

Does the report include acts or behaviours for or against items described in our Code of Conduct Policy?

Consult NSW Legislation Child Protection Act (Working with Children) Act 2012 No 51.

Consult NSW Legislation Crime (Domestic and Personal Violence) Act 2007 No 80

Consult NSW Legislation Criminal Legislation Amendment (Child Sexual Abuse) Act 2018 No 33

**Red Dragon Taekwondo Pty Ltd. Response Process Continued...**

