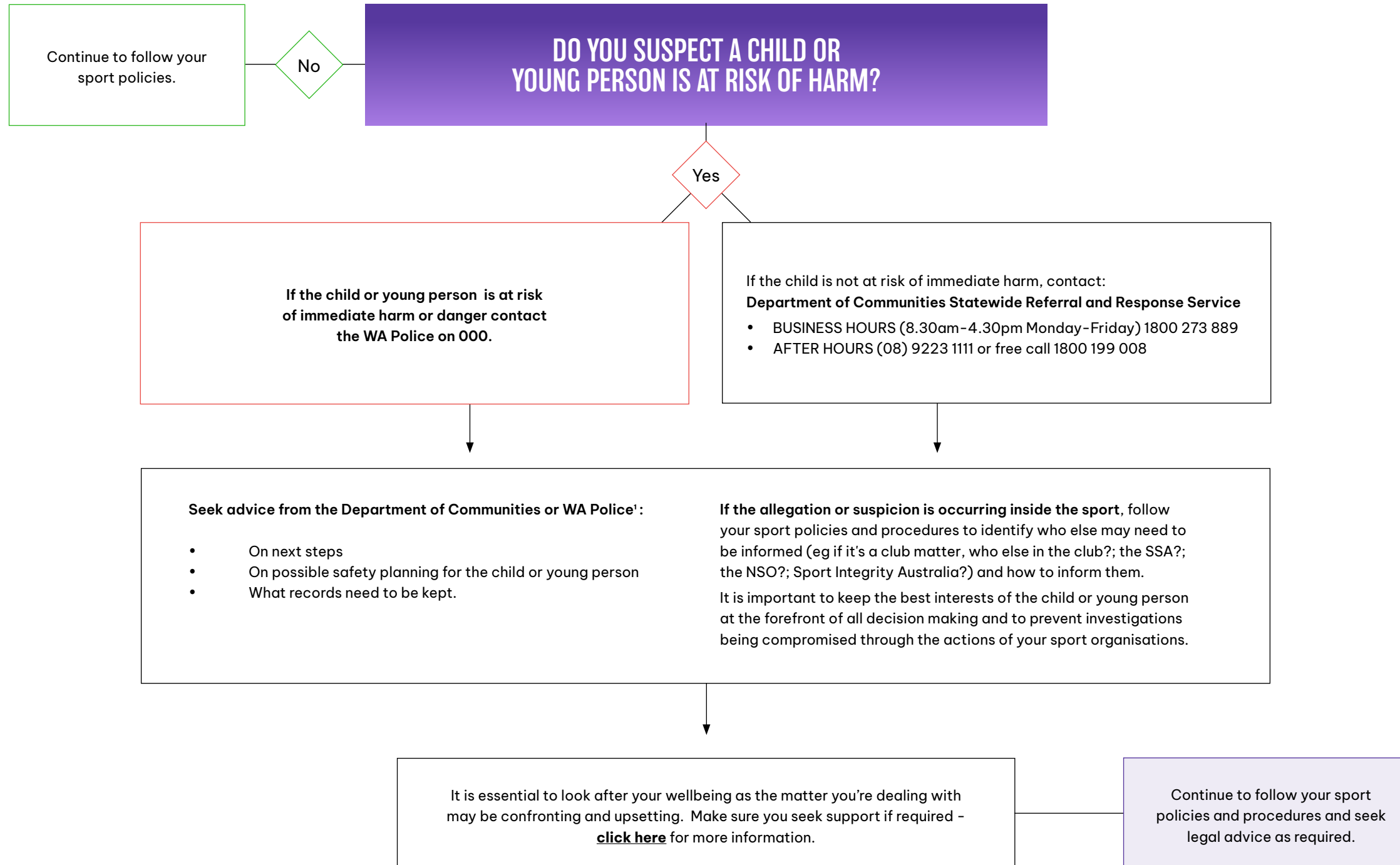


# REPORTING FLOW CHART

Responding to concerns or disclosures regarding a child or young person being at risk of harm.



## TIPS

- 1 If you're not sure which agency to contact, don't worry. Your role is to report any concerns you may have about a child or young person, as soon as possible. Government agencies share information and work closely together and will ensure the report is addressed by the relevant agency, determined on a case-by-case basis.
- 2 It's important that the safety of the child or young person remains the priority. If for any reason you are not comfortable with the response you get from the Department of Communities or the WA Police, and are still concerned about the safety or wellbeing of a child or young person, call back and ask to speak to a different person or a team leader.



## KEY ACTION AREA 6.4:

The SSA has policies and procedures in place for reporting of complaints and concerns to relevant authorities – irrespective of whether such reporting is required by law – and co-operates with law enforcement.

**PROTECTING CHILDREN  
IS EVERYONE'S BUSINESS.  
CHILDREN AND YOUNG  
PEOPLE RELY ON  
RESPONSIBLE ADULTS  
INVOLVED IN SPORT TO  
HELP KEEP THEM SAFE.**

It is important to remember that your role is **not to investigate**, but to gain enough information to provide onto the WA Police or Department of Communities.

If a child or young person talks to you about worries or feeling unsafe or discloses they are experiencing or have experienced abuse:

- Believe them
- Listen to the child without interrupting
- Let the child know that
  - It's not their fault
  - Telling you is the right thing to do
  - You will need to report to someone who can help them
- Focus on the best interests of the child or young person
- Write down what the child said, using their words
- You can use the **TED** acronym to guide your conversation if you are unsure about what you have heard or need to clarify information, to find out if they need immediate protection:
  - **T**ell me more about that?
  - **E**xplain to me what happened?
  - **D**escribe to me what happened?
- Do not make promises to the child that you may not be able to keep
- Follow the **True Sport Child Safeguarding Reporting Flow Chart**
- Only discuss the child's situation with people dealing with the matter.



There is legal protection for people who provide information to the Department of Communities and/or WA Police in 'good faith.'

**If you suspect a child or young person is at risk of harm or abuse, ask yourself:**

- Is the child displaying behaviours or saying things that suggest they are at risk?
- Has new information increased your concerns about the child?
- Do you continue to worry after the child has been in your care/been at training?
- Do you feel you need to 'do something' to help the child?
- Follow the **True Sport Child Safeguarding Reporting Flow Chart**.

**What will the Department of Communities and/or WA Police ask you about if you call to discuss your concerns?**

- The child or young person's details
- Why you believe the child has been abused or neglected, or is at risk
- The child's immediate risk
- The person suspected of causing the harm
- Your ongoing contact with the child.

The Department of Communities and/or the WA Police will then make decisions about the kind of action that needs to be taken.

**Further details and background about abuse and neglect:**

Below is some information provided by the Department of Communities that you can consider to understand how a child might experience abuse and neglect.

**Physical abuse:**

When a child has been hurt or injured. This can be from excessive physical punishment, beating, shaking babies, giving alcohol and drugs, strangling, scalding/ burning, punching, leaving a child alone in a car.

**Sexual abuse:**

When a child has been touched or involved in sexual activities not appropriate to the child's age and development. This can be from sexual penetration, inappropriate touching, seeing sexual acts or being exposed to pornographic materials.

**Neglect:**

When a child has not been provided enough care or supervision which has resulted in the child being injured or their development affected. This can be from lack of food, shelter or affection, a lack of adult supervision, untreated medical problems and abandonment.

**Emotional abuse:**

When a child has been repeatedly treated in ways that damage their ability to feel and express a range of emotions and/or being repeatedly treated in ways that damage their self-esteem, personal development, and intellectual development. This can be from verbal abuse rejection, threatening words or behaviours, bullying and teasing. This can also be from belittling, being made to feel worthless, unloved, 'dumb' etc.

The term 'emotional abuse' includes psychological abuse (the sustained, repetitive, inappropriate, ill-treatment of a child or young person through



behaviours including threatening, isolating, neglecting, discrediting, misleading, disregarding, ignoring and inappropriate encouragement). It also includes exposure to family and domestic violence, which causes serious emotional, psychological and physical harm to children, as well as placing them at increased likelihood of abuse and neglect.

For further information about the types of abuse, visit [Recognising Child Abuse](#).

#### Online safety:

The eSafety Commissioner helps Australians prevent and deal with harm caused by serious online abuse or illegal and restricted online content. For child safeguarding:

#### Cyberbullying:

- [Advice on cyberbullying of children](#)
- [Report cyberbullying to eSafety Commissioner](#)

#### Image-based abuse

- [Advice on image-based abuse](#)
- [Report image-based abuse to eSafety Commissioner](#)

#### Illegal and restricted content

- [Advice on illegal and restricted content](#)
- [Reporting illegal and restricted content](#)

## SUPPORT CONTACTS

**Kids Helpline**  
1800 55 1800

**Family Helpline**  
(08) 9223 1100 free call 1800 643 000

**Ngala Parenting Line**  
(08) 9368 9368 or free call 1800 111 546

**Lifeline**  
13 11 14

**Suicide Call Back Service**  
1300 659 467

**[eSafety Commissioner](#)**

True Sport [Mental Health and Wellbeing Community Links page](#) for additional services

#### Mandatory reporting:

If you are a Mandatory Reporter for Child Sexual Abuse in your professional role and require consultation about your concerns, you can contact the Mandatory Reporting Service on 1800 708 704 or obtain more information about your responsibilities [here](#).

