

SCYP: Reporting Guide

ALWAYS CALL 000 FIRST IF A CHILD IS IN IMMEDIATE DANGER

Who can report?

- Parent/Caregiver
- Team Member
- Child or Young person
- Visitor, Supplier or Contractor

What should be reported?

Any child safety concerns including:

- Current or historic disclosure of abuse or harm.
- Current or historic allegation, suspicion or observation.
- Breach of Code of Conduct.

How should I respond?

- Reduce harm - Do a risk assessment and ensure the environment is safe for the individual/s involved.
- Provide immediate Care - Provide first aid if required and support individual/s involved.
- Preserve Evidence - If there is any evidence ensure that it will not be disturbed until notified otherwise.
- Listen & Clarify - If a disclosure is made follow the SCYP: Responding to Disclosures of Abuse Guideline.

Who do I report it to?

Any Breach should first be reported to a Centre Leader, and escalated based on nature of breach.

- **Minor Breach - Centre Leader or Area Lead**
- **Moderate - General Manager or Head of Operations**
- **Critical - General Manager or Head of Operations**

How do I report it?

1. Complete an SCYP Incident Form
2. Scan and send completed form to safeguarding@aquaticachievers.com.au
3. Secure original SCYP Incident Form once submitted

