

Introduction

Benalla Migrants Association is a Child Safe Organisation. The safety and wellbeing of young people who engage with BMA should be the topmost priority of all our staff, contractors, participants, and volunteers. The below is the any child related incident reporting and record keeping procedure for our organisation. You are bound to follow this procedure as per the BMA code of conduct and Victorian law.

If you come across any hazard or incident that you recognise as a threat, danger or unsafe for any children engage any of our services please act immediately. It is an obligation to report unacceptable behaviours and practices. BMA management committee encourages reporting any concerns and incidents.

Emergency Contact - 000

If child abuse is suspected, ensuring as quickly as possible that the child/children are safe and protected from harm.

If you identify any sexual assault, life threatening dangers and sort of emergencies the first point of contact is 000.

Please report your name, nature of the incident and the location where you are calling from when you call 000. Please respect and cooperate with the respondents.

If there are no emergency or an immediate threat, please report to CSO or CCYP.

Report to Child Safety Officer – CSO

Ms Alice Crichton RN is our Child Safety Officer if you have any concerns of any of our staff, contractors, participants, and volunteers please report your concerns as soon as possible to our CSO. You can email through info@benallamigrants.org.au or call 0468 627 729 to report an incident or your concerns. Please complete our Incident Reporting Form on our website benllamigrants.org.au or download in PDF format and send to info@benallamigrants.org.au.

Our CSO is determined to get back to you within 10 working days in writing with an action or a plan we have taken on your written report. Also, CSO will report all incidents and concerns to Commission for Children and Young People (CCYP).

Report to Commission for Children and Young People (CCYP)

Reportable Conduct Scheme laws require some Victorian organisations to report to the Commission for Children and Young People any allegations that one of their workers or volunteers has abused a child and do an investigation. Contact the Commission on 1300 782 978 for more information and to find out if these laws apply to your organisation.

Translating and Interpreting Service 13 14 15.