



## **SCHEDULE A**

### **FLOW CHART FOR HANDLING REPORTS AND ALLEGATIONS OF ABUSE AND/OR HARASSMENT**

#### **SEXUAL ABUSE**

Disclosure of complaint of suspected sexual abuse

**1. Club Protection Officer, or Youth Programs (non YEX) Protection Officer, must immediately report to Police – Phone 000 – Ask for D24 Sexual Abuse officer for your area**

**2. If the ROP is a District Managed Youth Program (non YEX) , then report without delay to Youth Program Committee Chair, District Youth Services Chair and District Protection Officer**

If the ROP is a club program, then report without delay to **Club President and District Protection Officer.**

**3. Club Protection Officer or Youth Programs (non YEX) Protection Officer must immediately complete a Protection Incident Report and forward to District Protection Officer without delay.**

**4. District Protection Officer must inform the District Governance Director and the District Governor.**

#### **5. Actions by District**

After Police (Sexual Abuse Squad) has been contacted, **District Protection Officer** to ensure –

- Safety of alleged victim is preserved
- Appropriate agency or professional support is made available
- Contact with parents/carer/guardian has been made and support offered
- Alleged victim is in a safe environment
- Ensure privacy is respected

The District Protection Officer in association with the District Governor and District Governance Director will consult with Child Protection Authorities e.g. CCYP, Department of Human Services and other relevant agencies and report as required.



## **HARASSMENT AND/OR OTHER ABUSE**

Disclosure of complaint of suspected harassment

**1. Club Protection Officer. or Youth Programs (non YEX) Protection Officer,** immediately -

- Listen without pre-judgment
- Propose actions to resolve
- Maintain confidentiality
- Notify the **Club President or Youth Program Committee Chair.**

**2. IF NOT RESOLVED**, or alleged harassment continues, complete a Protection Incident Report and forward to **District Protection Officer.**

**3. District Protection Officer** must inform the **District Governance Director and the District Governor.**

### **4. Actions by District**

**District Protection Officer** to ensure –

- Interviews of witnesses to be arranged
- Due process is followed
- Record of grievance(s) noted

### **IF NOT RESOLVED**

- Complainant free to take own legal advice
- All parties advised
- Ensure confidentiality and privacy are maintained and respected.



**SCHEDULE B**

**PROTECTION INCIDENT REPORT**

CONFIDENTIAL

(For recording complaints or allegations of abuse and/or harassment against a child, vulnerable adult or any other person)

**DETAILS OF ALLEGED VICTIM**

Name –

Estimated Age –

Male / Female –

Address –

Telephone Number –

Name and Address of Parents/ Carer/ Guardian –

**DETAILS OF ALLEGED PERPETRATOR**

Name –

Role/Position –

Estimated age –

Male / Female –

Address –

Telephone Number –

Relationship, if any, to Alleged Victim –



**DETAILS OF PERSON REPORTING IF NOT THE ALLEGED VICTIM**

Name –

Role/Position –

Address –

Telephone Number –

Relationship, if any, to Alleged Victim –

Date of Knowledge of Alleged Incident/Conduct –

**DETAILS OF ALLEGED ABUSE AND/OR HARASSMENT**

Date and Time of Alleged Incident/Conduct –

Nature of Alleged Incident-

Names and Addresses of Witnesses –

**RECORD OF ACTION TAKEN**

(Detail what action, if any, has been taken following receipt of the information)



**DETAILS OF AUTHORITIES AND PERSONS CONTACTED**

(For each below record details of the date of contact, name and phone number of person contacted and the advice received, if any)

**POLICE –**

**CHILD PROTECTION SERVICES (DEPARTMENT OF HUMAN SERVICES)-**

**ANY OTHER AUTHORITY**

**PARENTS/CARER/GUARDIAN**

**CLUB PRESIDENT**

**DISTRICT PROTECTION OFFICER**

Report completed by (Print Name).....Dated .....

Where a referral has been made to the Police or Department of Human Services a copy of this report must be sent to that organisation as soon as possible. Keep the original for future reference.



## **SCHEDULE C**

### **RISK MANAGEMENT FORM**

1. Describe the activity / project being undertaken.
  
  
  
  
  
  
  
  
  
  
2. Detail the people participating in the activity / project. Does it involve children, vulnerable adults and other members of the public who are non-Rotarians? Does it involve other organisations?
  
  
  
  
  
  
  
  
  
  
3. If it involves children or vulnerable adults, have you confirmed that all persons involved in the project hold current WWCCs and a recent check of the register has been performed and recorded and have completed the Rotary Volunteer form and been reference checked?
  
  
  
  
  
  
  
  
  
  
4. Describe the potential hazards or dangers to the general public and to persons working on the project.
  
  
  
  
  
  
  
  
  
  
5. Have there been prior incidents or accidents on this type of project and, if so, what occurred and what action has been taken to reduce the risk of a repeat of the incident or accident?



6. What action can be taken to:
- (a) remove or eliminate the hazard,
  - (b) isolate the source of the hazard or danger,
  - (c) reduce the likelihood of an incident occurring;
  - (d) reduce the seriousness of the incident if it does occur?
7. If working with another organisation have you ensured that the such organisation has its own Public Liability Insurance and ensure that you obtain a copy of a certificate of currency of that insurance.
8. Have you ensured that you have not been requested by any other organisation to indemnify them as a third party and under no circumstances do so without clearance from the District Insurance Officer?

ANY QUERIES OR QUESTIONS REGARDING INSURANCE COVERAGE  
SHOULD BE DIRECTED TO THE DISTRICT INSURANCE OFFICER.

THE DISTRICT INSURANCES SUMMARY IS ON THE DISTRICT WEBSITE IN  
THE GOVERNANCE SECTION.

<http://www.rotarydistrict9800.org.au/policies>