

# Child Protection Policy & Procedure



Queensland Clay Target Association Inc.

24<sup>th</sup> January 2020

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## **1. Statement of Commitment**

The Queensland Clay Target Association Inc. (QCTA) is responsible for developing and supporting opportunities for Queenslanders to lead active and healthy lifestyles through participation in the sport of clay target shooting.

The QCTA is committed to providing a safe and supportive environment focused on ensuring the safety and wellbeing of children and young people in its care. In order to support this commitment, the QCTA has adopted a Child Protection Policy and Procedure strategy.

## **2. QCTA Child Protection Policy & Procedure**

The QCTA has developed a Child Protection Policy & Procedure strategy to foster a safe and supportive service environment for children and young people by identifying potential risks of harm and implementing strategies to minimise these risks.

The Policy applies to any person engaged by the QCTA and its member clubs, including but not limited to:

- Executive and Management committee members, including Councillors
- Permanent Employees
- Temporary Employees
- Casual Employees
- Club committee members and representatives
- Consultants and Contractors
- Coaches, Referees and Officials
- Volunteers
- Competitors & Participants

The Policy encompasses:

- The QCTA/ACTA Code of Conduct
- Relevant association policies and procedures, including:
  - QCTA/ACTA Constitution
  - ACTA Rules of Competition
  - Member Protection Policy
  - Social Media Policy
  - Risk Management Policy
- The Policies and Procedures contained in this document detail:
  - Physical contact

- Discipline of a child or young person
- Being alone with a child or young person
- Injuries and illness
- Competitor clothing standards
- Photography of children or young people
- Managing suspicions or disclosure of harm
- Blue Card requirements
- Breach of policy
- Training, development and management of employees
- Communication and support strategies
- Policy Review

Failure to abide by the policies, procedures and the recommended actions contained in this Policy may lead to disciplinary action.

### 3. Definitions

**Act** – Working with Children (Risk Management and Screening) Act 2000.

**Breach of Child Protection Policy** – Any action or inaction by members of the QCTA, including children and young people, that fails to comply with the Policy. A breach that results in significant harm to a child or young person needs to be considered in terms of an allegation or suspicion of harm.

**Children or Young People** – Individuals under 18 years of age.

**Complainant** – Person making a complaint.

**Contractors** – External suppliers contracted to provide goods or services, including coaches, referees and officials, or sole operators engaged by the QCTA.

**Disclosure of Harm** – Occurs when a person, including a child or young person, tells a QCTA employee/contractor about harm that has happened or is likely to happen.

**Harm** – Any detrimental effect of a significant nature on the child or young person's physical, psychological or emotional wellbeing. Harm may be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance, or a series or combination of acts, omissions or circumstances.

**Representative** – Any person in any role who is acting on behalf of the QCTA association or its member clubs.

**Respondent** – Person being complained about.

**Suspicion of Harm** – Any detrimental effect of a significant nature to the child or young person’s physical, psychological or emotional wellbeing. This may include a concern regarding significant changes in behaviour or the presence of new, unexplained or suspicious injuries.

Who must comply with this Policy and Procedure?

QCTA employees, contractors and representatives, including but not limited to:

- Executive and Management committee members, including Councillors
- Permanent Employees
- Temporary Employees
- Casual Employees
- Club committee members and representatives
- Consultants and Contractors
- Coaches, Referees and Officials
- Volunteers
- Athletes, Competitors & Participants
- Parents & Guardians
- Visitors to QCTA member club grounds

#### 4. QCTA Code of Conduct for Interacting with Children & Young People.

QCTA member clubs, representatives and contractors hold a special position of trust arising from the nature of their role in developing athletes and participants to achieve the sporting aspirations. To ensure participants are kept safe and protected at all times, it is imperative that all QCTA representatives strive to establish, build and maintain positive relationships with participants, particularly children and young people, by adhering to QCTA practices, policies and procedures.

a) The standard of appropriate behaviour for QCTA representatives:

<b>Behaviour</b>	<b>Appropriate</b>	<b>Inappropriate</b>
Language	<ul style="list-style-type: none"> <li>• Use encouraging/positive words &amp; pleasant tone of voice</li> <li>• Provide constructive feedback</li> <li>• Open &amp; honest communication</li> </ul>	<ul style="list-style-type: none"> <li>• Insults, name calling</li> <li>• Bullying, swearing, yelling</li> <li>• Sexually suggestive comments or jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Be a positive influence &amp; display appropriate behaviour</li> <li>• Build relationships based on trust &amp; respect</li> <li>• Empower children to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Favouritism, bias or gifting</li> <li>• Being alone with children</li> <li>• Bullying or harassment</li> <li>• ‘Grooming’ children or young people</li> </ul>

Physical Contact	<ul style="list-style-type: none"> <li>• Allow reasonable personal space</li> <li>• Touch due to medical emergency or protection from physical injury</li> <li>• Non-threatening, such as correcting sports technique</li> </ul>	<ul style="list-style-type: none"> <li>• Violent or aggressive behaviour, such as slapping or pushing.</li> <li>• Kissing or touching in a sexual nature</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Appropriate attire</li> <li>• Use of mobile phones, internet &amp; technology</li> </ul>	<ul style="list-style-type: none"> <li>• Use of alcohol or other substances</li> <li>• Inappropriate clothing</li> <li>• Inappropriate texts or emails</li> </ul>

## 5. Procedures to Minimise Harm to Children & Young People

This section outlines the procedures for ensuring that harm to children and young people is minimised in the following situations:

### a) Physical contact

Physical contact with a child or young person should be limited to:

- Develop skills for sport
- Prevent or respond to an injury in an emergency
- Meet specific requirements of the sport

All physical contact by QCTA representatives should fulfill the following criteria:

- Physical contact should be appropriate for the development of a sport skill
- Children and young people should be congratulated or comforted in public, not in an isolated environment
- QCTA representatives should not initiate physical contact and should be aware of their proximity to children and young people at all times
- QCTA representatives should demonstrate techniques related to specific activities. However, they should ensure they do not compromise the quality of an activity due to concern over having their actions misconstrued, and should act diligently and conscientiously when undertaking their duties at all times.
- Where possible, and subject to the nature of the activity and environmental conditions, it is preferable for representatives to work with children and young people in groups rather than one on one basis.

Demonstrating technique or developing skills:

- QCTA representatives are to demonstrate techniques relating to a particular activity only in full view of other persons and never in private.
- Prior to touching a child or young person representatives are to give a verbal explanation of how, where and why so that the child and other persons can understand the instruction.

- Ask the child or young person for permission. After the verbal explanation representatives must ask if touching for the purpose of carrying out the activity is acceptable.

b) Disciplining a Child or Young Person

Children and young people must observe the Code of Conduct and ACTA Rules at all times during competition. The QCTA may terminate an athlete's participation in any event, including state teams, where a child or young person engages in criminal activity or behaves in a manner contrary to the Code of Conduct. Parents or guardians are required to sign team acceptance forms prior to the child participating.

c) Being alone with a Child or Young Person

QCTA representatives should not be alone with a child or young person and should have at least one other person present, preferably an adult, except in emergency situations.

If a child or young person approaches a QCTA representative and wishes to talk privately about a matter, the representative should endeavour to immediately address the situation in an open area or in the sight of other adults.

The QCTA representative should take a record of the discussion, including the date, time, name of persons involved and specific details, ensuring that limited pressure is being placed upon the child. If the child or young person becomes emotional the representative should seek support from another adult to assist in addressing the child's concerns.

#### Change Room & Toilets

Should the use of change rooms/toilets be required as part of preparation for an activity, it is preferable that non-QCTA representatives be responsible for supervising or dressing for the scheduled activity. However, QCTA representatives are required to ensure appropriate protocols are followed.

Protocols include waiting in close proximity to a change room/toilet without actually entering the facility, and ensuring where possible that an appropriate person of the same gender as the child is available to assist. If a QCTA representative is required to enter the change room/toilet they must loudly and clearly announce to the occupants before entering to ensure privacy and respect for others.

Photographs must not be taken in change rooms/toilets.

#### Overnight Trips & Transport to Competitions

Overnight trips, travel and accommodation, transport to competitions, coaching camps and other activities, and collection arrangements of children and young people are the responsibility of parents and guardians.



d) Appropriate and positive language and behaviour

QCTA representatives should seek to adopt positive language and avoid using bad or aggressive terms, insults, swearing, criticism, bullying or not giving a child positive support and encouragement, either when talking to a child or young person or in the presence of others. QCTA representatives should also avoid inappropriate body language, such as winking or leering.

e) Athlete clothing standards

All children and young people are required to adhere to the appropriate clothing standard policy when attending QCTA events, competitions and team activities. Any child or young person who does not comply with the relevant clothing standards will not be permitted to participate in the required activity.

f) Injuries and illness

Only QCTA representatives qualified to administer first aid or treat sports injuries should attempt to treat an injury. Injuries should not be treated out of sight of others.

Others considerations include:

- The comfort level and dignity of the child or young person should always be the priority
- If necessary, seek medical attention as soon as possible
- QCTA representatives must always report injuries and treatments to parents and document the incident.

g) Smoking, alcohol and illegal drugs

Smoking, the consumption of alcohol and use of illegal drugs is prohibited during all activities involving children and young people.

h) Photographing Children and Young People

QCTA representatives should be mindful of people at sporting events, particularly those who photograph children and young people who are participating at QCTA sanctioned events. Any suspicious or irregular activity should be reported to the event organiser or QCTA management for further action.

QCTA representatives are required to seek consent from parents or guardians to use, print, promote or otherwise publish images of children or young people.

If the parent of a child wishes to take photos of any child or young person who is not their own, they should be advised to seek permission from the other child's parent prior to taking any photographs.

i) Use of technology and social media

QCTA representatives, participants, children and young people must observe the ACTA Social Media Policy.

At QCTA sanctioned events people must only use technology, including mobile phones, computers and other devices, in accordance with the Code of Conduct.

A QCTA representative, child or young person who brings the QCTA into disrepute through the use of technology or social media may be subject to disciplinary action. Such behaviour includes posting inappropriate pictures of themselves or others, or inappropriate behaviour while wearing a QCTA uniform.

## **6. Managing Suspicions and/or Disclosures of Child Abuse or Harm**

### Policy Statement

The QCTA is committed to supporting all children and young people who make complaints no matter the nature of the complaint. However, as the QCTA does not have powers to act as a law enforcement agency, tribunal, court or child protection agency, it is not in a position to conduct thorough investigations or make determinations as to the substance of an allegation or a complaint of a serious or criminal nature. Any investigation or decision-making function relating to allegations of a serious or criminal nature involving children and young people will be referred to the relevant law enforcement (ie. Queensland Police Service) or child protection agency (ie. Department of Communities, Child Safety and Disability Services). The QCTA will take all appropriate steps to mitigate the risk to children until the relevant agency is able to provide further advice as to the substance of the allegations and the necessary actions required by the QCTA to protect children.

### Process

This section outlines the process for managing suspicions and/or disclosures of child abuse or harm:

a) Reasonable grounds to suspect harm and examples of disclosure

QCTA representatives may have 'reasonable grounds' to suspect harm if:

- A child or young person informs a QCTA representative that they have been harmed.
- Someone else Eg. Another child, parent, staff member, etc. tells a QCTA representative that harm has occurred or is likely to occur.
- A child or young person informs a QCTA representative that they know someone who has been harmed. It is possible the child may be referring to themselves.

- A QCTA representative is concerned at significant changes in the behaviour of a child or young person, or the presence of new, unexplained or suspicious injuries.
- A QCTA representative witnesses the harm occurring. If this is the case, intervene immediately, provided it is safe to do so. If it is unsafe call the police for assistance immediately on 000.

#### Examples of disclosure of harm

- “I think I saw...”
- “Somebody told me that...”
- “I just think you should know...”
- “I’m not sure what you can do but...”

#### b) Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of whom perpetrated the harm, in an efficient and effective way. QCTA representatives should:

- Not react in a shocked or critical way or with disbelief to a disclosure.
- Find a private place to talk to ensure confidentiality (preferably in sight of another adult) and to make the child or young person making the disclosure more comfortable and less concerned.
- Not give an assurance to the child or young person that the information provided will be kept secret. Representatives are encouraged to advise the child or young person that they have done the right thing in making the disclosure but that it must be reported so that someone can help to keep them safe.
- Not attempt to conduct their own investigation or mediate an outcome between the parties.
- Only ask enough questions to confirm the need to report the matter. Avoid asking probing questions which may cause distress, confusion or interfere with any later enquiries. Ask non-leading questions.
- Act on the basis that the information the person is providing is true.
- Ensure the child or young person in question is safe.
- Maintain the safety of other children and young people.
- Take file notes of the conversation and inform relevant officers.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child or young person has been caused from within or outside the organisation.

c) Documenting suspicion and/or disclosure of harm

QCTA representatives must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Child Abuse Allegation (attachment). In the event that the record is not readily available, the representative must take comprehensive notes, recording the following information:

- Date and time of report
- Name, age and address of child or young person
- Date, time and location of incident
- Name of other adult present during the conversation
- The complainant, if not the child or young person
- All persons present
- Reason for suspecting harm or abuse
- Exact transcript of what the person disclosing said
- Any questions asked by the QCTA representative
- Any comments made by the QCTA representative
- Actions the QCTA representative took following disclosure, including arrangements for the immediate protection of the child or young person.

The QCTA representative must complete the Confidential Record of Child Abuse Allegation as soon as possible within 3 days of being aware of the incident and attach their notes to the document.

d) Reporting disclosure/suspicion of harm

The QCTA representative must immediately contact the QCTA designated Member Protection Officer who will report the suspicion/disclosure to the relevant agency.

e) Reporting actual harm

Where a QCTA representative observes actual harm towards a child or young person, the representative must intervene immediately provided it is safe to do so and as soon as possible inform the police. If it is unsafe to intervene, immediately call the police for assistance on 000.

As soon as possible, the QCTA representative must inform the designated Member Protection Officer who will alert all relevant authorities.

f) Complaint made relating to harm to a child

It is possible that the QCTA complaints process may be used by parents, guardians or other persons to report actual harm to a child by a QCTA representative.

Complaints should be lodged through the QCTA Member Protection Officer who can advise the correct procedure and available external agencies for lodgement of the complaint.

g) Actions following a disclosure or suspicion of harm

Support and counselling will be offered to all parties involved, including other children and young people.

Under the *Child Protection Act 1999* a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

If the person who is alleged to have harmed a child or young person is a member of the QCTA, their duties must be reviewed. If they continue to work or interact with children, ensure they are appropriately supervised at all times. QCTA Management will seek legal advice as to the extent to which that person can carry out duties within the organisation.

h) QCTA Member Protection and Information Officer

The role of the designated liaison officer for complaints, the Member Protection and Information Officer (MPIO), is to facilitate the complaints management process and refer the matter to the Queensland Police Service, the Department of Communities, Child Safety and Disability Service, or other relevant agencies for further investigation.

Any person that witnesses unacceptable conduct or any behaviour that may constitute a breach of the Policy should refer their complaint to the QCTA MPIO. The MPIO is also responsible for the facilitation of support services that are available to a child or young person, or a QCTA representative who receives a complaint of abuse or harm to a child or young person.

i) Confidentiality

Complainants, respondents and QCTA representatives are required to keep diary notes relating to any reported incidents, along with any other documentation relating to the matter, stored securely and confidentially at all times.

Reported matters must only be discussed with other persons who are able to provide support or advice about a specific process.

## 7. Breach of Policy

This section outlines the steps to be taken following a breach of the Policy in order to address the breach in a fair and supportive manner.

As outlined in the definitions section, a breach is any action or inaction by any QCTA representative, child or young person or parents who fail to comply with any part of the Policy. This includes any breach in relation to:

- Statement of commitment to the safety and wellbeing of children and the protection of children from harm
- Codes of Conduct for interacting with children and young people, including the Coach's Code of Conduct.
- Procedures for recruiting, selecting, training and managing employees and volunteers.
- Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
- Strategies for communication and support.

QCTA representatives, children and young people, parents and guardians are to be made aware of the action or inactions that form a breach, as well as the potential outcomes of breaching the Policy.

### a) Process to manage a breach

Breaches will be managed in a fair, unbiased and supportive manner.

The following procedures are to be followed:

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcomes will be recorded
- Matters discussed in relation to the breach will be kept confidential
- An appropriate outcome will be decided

### b) Suitable outcomes for breaches

Where a QCTA representative is alleged to have committed harm to a child, their roles and duties must be reviewed by the QCTA Management committee.

Depending on the nature of the breach, outcomes may include:

- Providing additional training relating to the QCTA Child Protection Policy
- Providing closer supervision of a particular QCTA representative and/or review their roles and duties

- Consideration of further action in accordance with disciplinary procedures

The complaint or allegation will be referred to the Member Protection Information Officer who will investigate the incident or appoint an independent investigator to substantiate the allegations.

Any findings of unacceptable conduct resulting from an investigation, either internal or by an external law enforcement agency, may result in further disciplinary action being taken against the representative.

## **8. QCTA Blue Card Requirement**

All QCTA representatives, volunteers, coaches and officials who work with children and young people **must** hold a current Blue Card. Representatives are required to renew their Blue Card within 21 days of expiry.

Blue Cards are issued by Blue Card Services, Public Safety Business Agency, Queensland Government. In the case where a negative notice is issued, or if the person is not eligible for a Blue Card, the person must immediately cease undertaking the role for which the Blue Card is required.

## **9. Responsibilities and Communication**

The QCTA is committed to communicating the Policy, as well as the consequences of breaching the Policy, to all stakeholders and representatives including children and young people, coaches, parents and guardians. The QCTA recognises that training in child protection related matters enhances the skills and knowledge of representatives and therefore minimises the harm to children and young people.

It is a requirement of the QCTA that affiliated and member clubs and associations must:

- a. Adopt and comply with this Policy
- b. Recognise and enforce any penalty imposed under this Policy
- c. Make the Policy, and any amendments to it, available to their members.

## **10. Review**

To ensure that the Policy remains current and effective in identifying and minimising the risks of harm to children, the documents forming part of the Policy are monitored and reviewed on a regular basis. Documents and procedures will also be reviewed after any incident where a child or young person is at risk of harm, or where a breach of the Policy has been identified.

The review will consider issues such as:

- Whether policies and procedures were followed
- Whether any incidents relating to children and young people risk management issues occurred
- Issues with the actual process used to manage any incidents
- The effectiveness of the Policy in preventing or minimising harm



Attachment 1:       Adaptation of Information

The QCTA Child Protection Policy and Procedure has been adapted from information provided in:

- Queensland Academy of Sport Child and Youth Risk Management Strategy
- Child and Young People Risk Management Strategy Toolkit – Blue Card Services, Public Safety Business Agency, Queensland Government
- Information Privacy Complaint Management Procedure – Department of National Parks, Sport and Racing, Queensland Government
- Investigation and Discipline Procedure - Department of National Parks, Sport and Racing, Queensland Government
- Employee Complaints Management Policy and Procedure - Department of National Parks, Sport and Racing, Queensland Government
- Appropriate Behaviour Policy - Department of National Parks, Sport and Racing, Queensland Government
- Risk Management Guideline for Working with Minors - Department of National Parks, Sport and Racing, Queensland Government
- Standard of Practice – Department of Education, Training and Employment, Queensland Government
- Queensland Family and Children Commission – Department of the Premier and Cabinet, Queensland Government
- Child Protection Policy – AFL Queensland
- Child Protection Policy – Swimming Australia
- Child Protection Risk Management Policy – Equestrian Australia
- Australian Sports Commission

Attachment 2: Code of Conduct for Interacting with Children & Young People

<b>Behaviour</b>	<b>Appropriate</b>	<b>Inappropriate</b>
Language	<ul style="list-style-type: none"> <li>• Use encouraging/positive words &amp; pleasant tone of voice</li> <li>• Provide constructive feedback</li> <li>• Open &amp; honest communication</li> </ul>	<ul style="list-style-type: none"> <li>• Insults, name calling</li> <li>• Bullying, swearing, yelling</li> <li>• Sexually suggestive comments or jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Be a positive influence &amp; display appropriate behaviour</li> <li>• Build relationships based on trust &amp; respect</li> <li>• Empower children to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Favouritism, bias or gifting</li> <li>• Being alone with children</li> <li>• Bullying or harassment</li> <li>• ‘Grooming’ children or young people</li> </ul>
Physical Contact	<ul style="list-style-type: none"> <li>• Allow reasonable personal space</li> <li>• Touch due to medical emergency or protection from physical injury</li> <li>• Non-threatening, such as correcting sports technique</li> </ul>	<ul style="list-style-type: none"> <li>• Violent or aggressive behaviour, such as slapping or pushing.</li> <li>• Kissing or touching in a sexual nature</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Appropriate attire</li> <li>• Use of mobile phones, internet &amp; technology</li> </ul>	<ul style="list-style-type: none"> <li>• Use of alcohol or other substances</li> <li>• Inappropriate clothing</li> <li>• Inappropriate texts or emails</li> </ul>

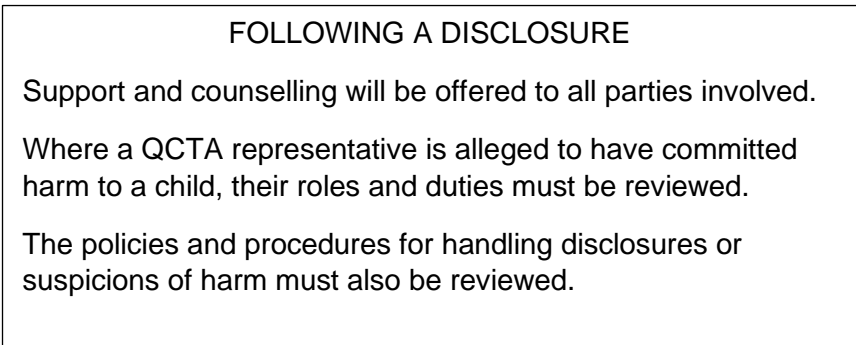
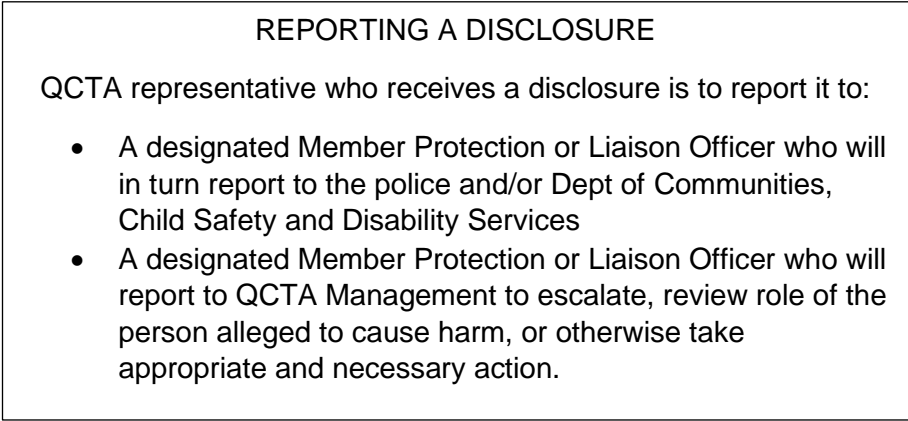
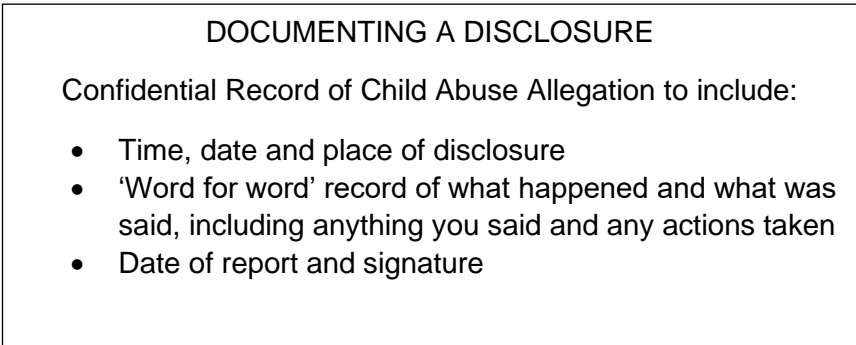
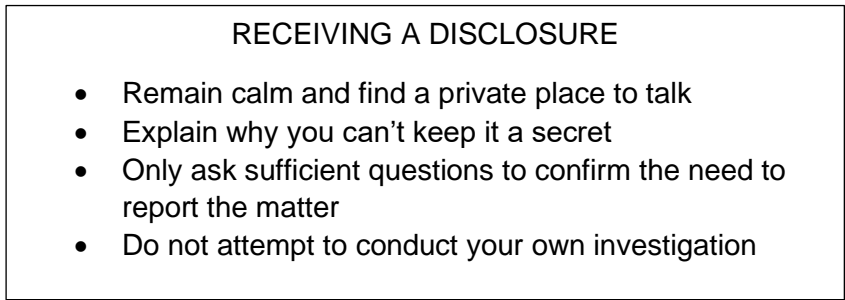
### Attachment 3: Observance of Codes of Conduct

QCTA representatives, councillors, administrators, coaches and officials hold a special position of trust arising from the nature of their work in developing athletes to achieve their sporting goals and aspirations.

Representatives of our sport working with children & young people will observe and comply with all Codes of Conduct and Behaviour as detailed in the Australian Clay Target Association Member Protection Policy, including the following specific By Laws:

- General Code of Behaviour
- Administrator Code of Behaviour
- Coach Code of Behaviour
- Player Code of Behaviour
- Official Code of Behaviour
- Parent/Guardian Code of Behaviour
- Spectator Code of Behaviour

Attachment 4: Process for Responding to Disclosure of Harm to a Child



Attachment 5: Confidential Record of Child Abuse Allegation

Complainant's Name (if other than child)		Date formal complaint received	
Role/status within sport			
Child's Name		Date of Birth	
Child's Address			
Person's reason for suspecting abuse Eg. Observation, injury, disclosure			
Name of Respondent			
Respondent's role within sport	Athlete	Coach	Official
	Parent	Spectator	Other
Witnesses	Name (1) & Contact Details		
	Name (2) & Contact Details		
	Name (3) & Contact Details		
Interim Action Taken			
QCTA Liaison / MPIO Officer Contacted	Name		
	When contacted		
QCTA Management Member Contacted	Name		
	When contacted		
Police Contacted	Name		
	When contacted		
	Advice provided		
Child Protection Agency Contacted	Name		
	When contacted		
	Advice provided		
Police Investigation (if applicable)	Finding		
CPA Investigation (if applicable)	Finding		
Internal Investigation (if applicable)	Finding		
External Investigation (if applicable)	Finding		
Action Taken			
Completed By	Name		
	Position		
	Signature		
Complainant Signature (if not a child)			