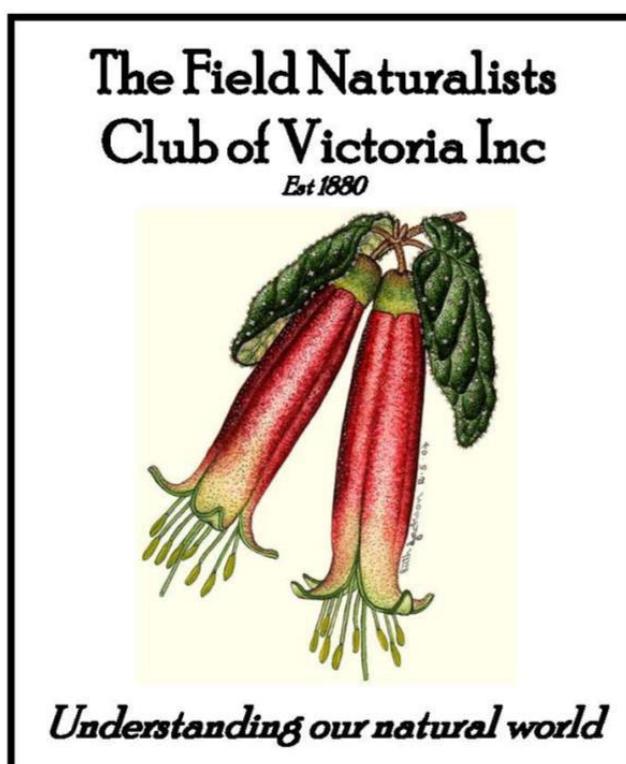


The Field Naturalists Club of Victoria Inc.

Child Safety and Inclusiveness Policy



This Child Safety and Inclusiveness Policy and Code of Conduct was adopted by the FNCV Council on 8th June 2020, and reviewed in September 2020.

This Policy will be formally reviewed by Council every 2 years, or before if necessary.

FNCV Child Safety and Inclusiveness Policy

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The Field Naturalists Club of Victoria Inc.

Child Safety and Inclusiveness Policy

Introduction

The policy was written to demonstrate the strong commitment of the FNCV Council, staff and members to child safety and inclusiveness and to provide an outline of the policies we have developed and the actions necessary to ensure the policies are put into effect.

The most important requirement for children’s involvement in FNCV activities has always been, and will continue to be, the requirement that they be accompanied by a parent/guardian or carer and remain under the direct supervision of that person at all times on any of the Club’s activities.

This will include the management and delivery of any health care and wellbeing needs.

While being mindful of the primary role of the parent/guardian or carer the FNCV also has responsibilities and needs to ensure that its policies and procedures achieve safety and inclusiveness outcomes and fulfil its legal obligations.

The Club has used “A Guide for Creating a Child Safe Organisation” published by The Commission for Children and Young People as a basis for developing this Policy.

A copy of this guide is available from <https://www.cyp.vic.gov.au/child-safety>

Definitions:

1. **Activity Coordinator:** The person responsible for enabling and coordinating any activity involving The Juniors Group of FNCV.
2. **Activity Leader/s:** The person/s nominated to run the activity.
3. **Child Safety Person:** FNCV Activity Coordinator/FNCV Activity Leader, President, Secretary.
4. **Children:** Any persons under the age of 18 years.
5. **Council:** The FNCV Governing body as defined in its constitution.
6. **Contractors:** Paid guest speakers or excursion leaders responsible for running FNCV activities. Also, any person/business contracted by the FNCV to perform a service for the FNCV, such as cleaners, building/garden maintenance and repairs.
7. **Parent:** The mother, father or legal guardian of a child, or the person who has been appointed by the parents to act in the role of carer while the child is engaged in any FNCV activities.
8. **Participants:** Activity Leaders, coordinators, staff, FNCV members, parents, children, contractors, visitors and others who are involved in a particular FNCV activity.
9. **SIG:** FNCV Special Interest Group
10. **The Field Naturalists Club of Victoria Inc:** FNCV, The Club and its members.
11. **Volunteer:** A person who willingly does a job, or some work, without being paid, or forced to do it. An FNCV member who formally and willingly does a job or some work, for the FNCV club without any financial gain.

1. Commitment to Child Safety and Inclusiveness

We, the FNCV, are committed to be a child-safe and inclusive organisation where we value diversity and have zero tolerance for discriminatory practices or child harm or abuse. We will endeavour to ensure that all families and visitors to our organisation are comfortable in sharing our passion for nature and the environment.

All children and families who come to the FNCV have a right to feel and be safe and to be included. The welfare of the children involved in our activities will always be our primary concern. The FNCV aims to create a child-safe and child-friendly environment where children feel safe, are safe, and have fun learning about nature and its fragile ecosystems.

This policy was developed in collaboration with the FNCV Council, members, staff, parents and the children who participate in Club activities.

It applies to all participants who are taking part in any FNCV activity in which children are involved.

2. A Risk Management Approach

We recognise the importance of a risk management approach in minimising the potential for child abuse, harm and lack of inclusion. This approach will be used to inform our policies, procedures and activity planning.

2.1 Assessing risks

All existing and new activities and facilities are to be assessed for risks to child safety including:

- environmental risks, e.g. unsafe areas, areas that might obscure a line of sight
- vulnerability risks, e.g. activities that may foster personal relationships between participants and children who then may become an easy target for abuse or harm.

2.2 Responsibility for assessing risks

It is primarily the role of the FNCV members actively involved in the activity, SIGs, Council members, the Activity Coordinator and/or the Activity Leader, for assessing, documenting and reducing the risks of the activity they are involved in, leading and/or coordinating.

At times, this responsibility will be partly delegated or shared with other people or with parents and/or members who will be involved in the Club activities.

The Activity Coordinator should work with Council, Activity Leaders, staff, FNCV members, parents, contractors and others in assessing, documenting and reducing the activity risks.

Prior to any activity, the outcome of that activity's risk assessment will be notified to all participants, verbally or in writing, so they can make an informed decision whether to participate or not.

2.3 Develop actions and strategies to reduce risks

Risks to child safety are to be actively eliminated when possible or reduced by designing and implementing appropriate preventative measures. These risks management strategies will be communicated clearly to all participants.

Written risk management plans are to be documented for all existing and new activities and facilities.

Written risk management plans should never be treated as completed but should be regularly revised, reviewed and updated in the light of experience gained and feedback coming from their use in any FNCV activity.

2.4 Ensure everyone is aware of the risk management plans and reporting procedures

Participants in FNCV activities are to be made aware of the risks identified for child safety and lack of inclusiveness and their obligation to work with the Activity Coordinator and /or Leader to reduce these risks.

All participants including parents and children (according to their age) are to be made aware of how to report to FNCV on suspected breaches of child safety and lack of inclusiveness, and ways to report to authorities on suspected child abuse or harm.

3. The Reporting Framework

All members of the community have a responsibility to report any incidence of child abuse that they witness, or suspect has taken place, to the relevant authority.

It is not the responsibility of the Child Safety Person to make any official report of an incident witnessed by another person.

The FNCV Inc. is not required to report to CCYP under the Reportable Conduct Scheme, because any child attending an FNCV organized activity is, at all times, under the direct supervision and control of their parents, or a delegate.

The FNCV Child Safety Person should be advised if any incident has occurred during an FNCV organized event, to enable risk management procedures and the Child Safety Policy to be reviewed.

The FNCV is committed to supporting child safety and inclusiveness. The FNCV Council will ensure that the activity coordinators and those responsible for running FNCV activities where children are involved, receive training on the reporting framework of the Child Safety Policy so that they are aware of their roles and responsibilities in relation to child safety and inclusiveness.

Notes, statements, summaries, or copies of any reports of child abuse received by the FNCV will be treated as serious, **whether they are made by an adult or a child.**

3.1 Child Safety Persons

In the FNCV the Activity Coordinator/Leader is usually the first contact and primary Child Safety Person. The other designated Child Safety Persons are the FNCV President and the Secretary.

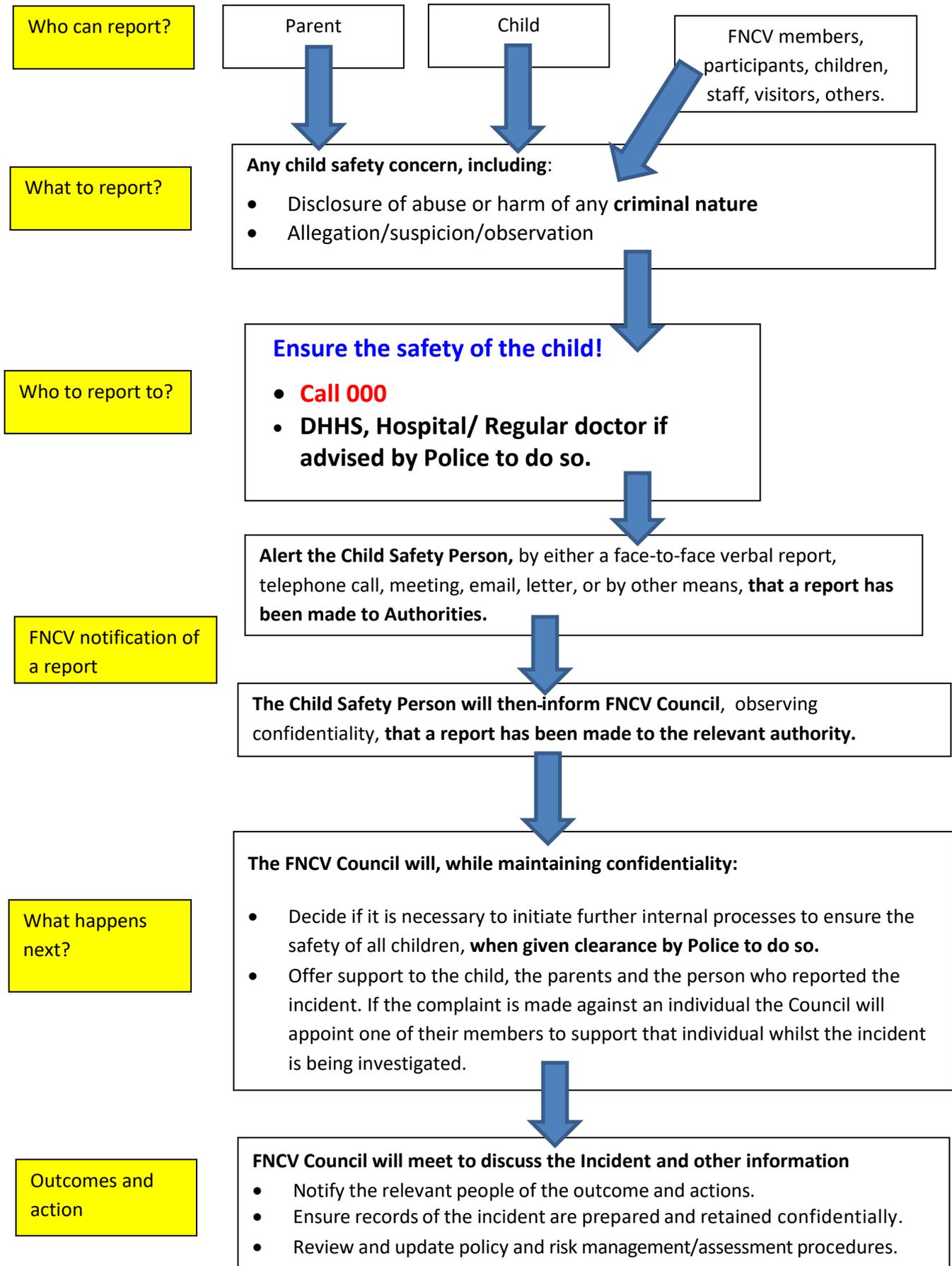
Any Child Safety Person can be contacted regarding an incident-

It is the responsibility of the FNCV Council to ensure the participants, including the children, are made aware of who the appointed officers are, and how and when they may contact them.

3.2.a

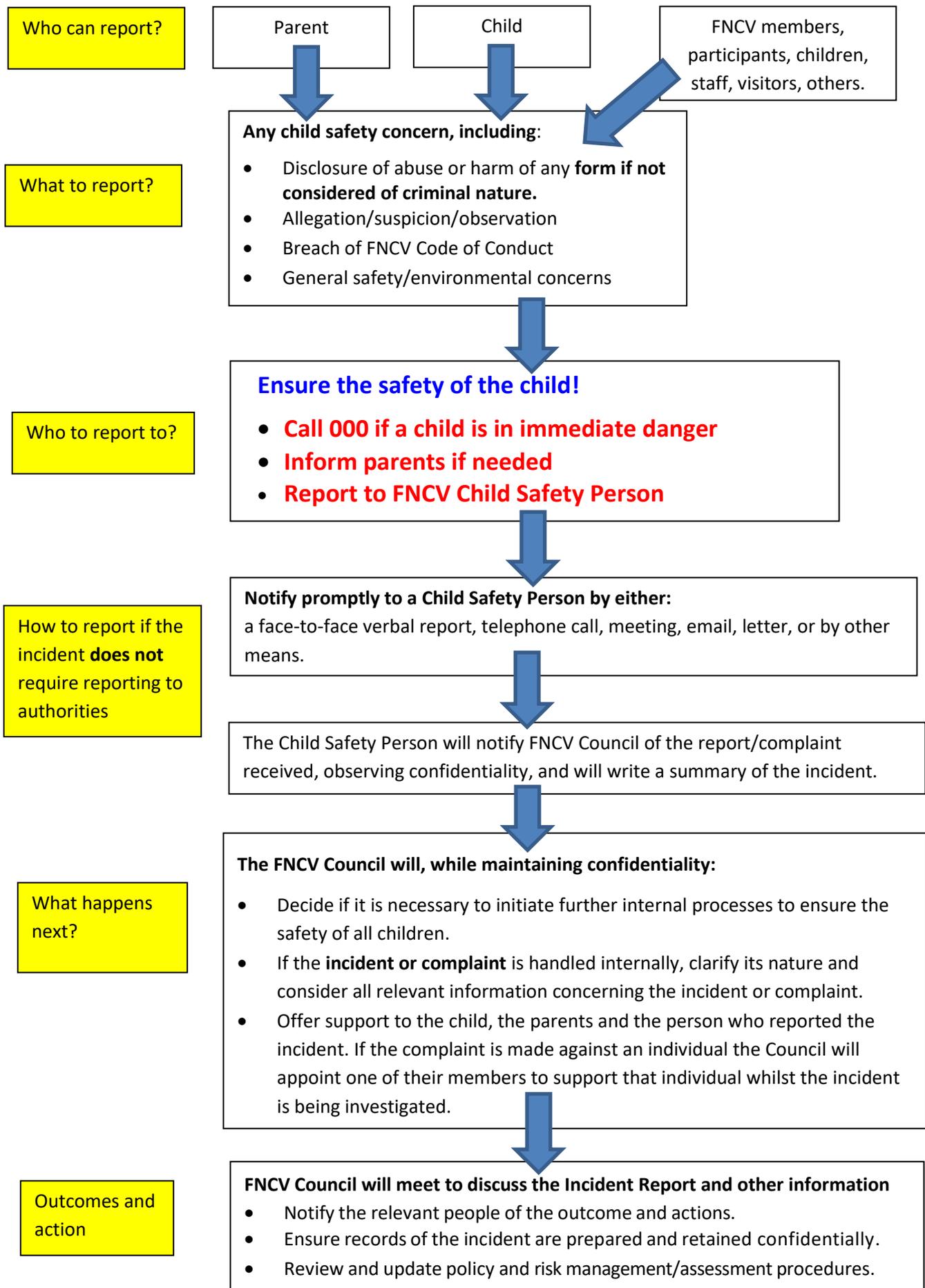
Reporting Framework for an INCIDENT SUSPECTED OF CRIMINAL NATURE.

(Reference Appendix C)



3.2.b

Reporting Framework for INCIDENTS of a NON-CRIMINAL NATURE (reference Appendix D)



3.3 Reporting procedures

The incident reporting procedures include the following elements:

- Child abuse: **REPORT TO RELEVANT AUTHORITIES.**
- Accidental injury
- Lack of inclusiveness
- **Child Abuse:**

If a participant becomes aware of an incident or allegation of child abuse, their foremost responsibility is to ensure that the child or children are safe and the risks of further abuse or harm are eliminated.

If the incident or allegation of abuse could involve criminal conduct or if there is judged to be any ongoing risk to a child or children then the matter must be reported without delay to the Victoria Police by ringing 000.

The witness of the incident must promptly advise the Activity Coordinator/Leader or another of the FNCV Child Safety Persons of any report made to authorities or actions they have already taken.

The Child Safety Person must then:

- a) decide whether any further actions are needed to ensure the immediate safety of the children.
- b) notify the parents if they are not aware of the incident or allegations
- c) ensure that the witness of the incident is aware of their responsibility to report to authorities, including reporting to Police, Department of Health and Human Services.
- d) if required, fully cooperate with Police or other responsible authority.
- e) prepare a summary of the incident, without naming anyone involved in the incident, to submit to Council for review of this Policy, and risk management and assessment procedures.

- **Accidental Injury:**

If a participant becomes aware of an accidental injury, or near miss, to a child, their foremost responsibility is to ensure that the child is safe and comfortable, that any risks of further harm are eliminated and that the injury is managed appropriately.

If the injury is of a serious medical nature, 000 must be called and an ambulance requested.

The Medical Emergency Information Form (Appendix E) including a Medical Health Summary (provided at the start of each activity in a sealed envelope) may greatly expedite this process.

The participant witnessing the accident must promptly report it to the parent of the child and the Activity Coordinator/Leader, who will notify the Emergency contact person, if the injured party is a parent in charge of a child.

The Child Safety Person will then:

- a) ensure the parents/emergency contact persons are aware of the accident.
- b) confirm that the injury is being addressed with the consent of the parent or the Emergency Contact Person
- c) ensure the Accident Report (Appendix D) is completed, and submit to Council for review of this Policy, and risk management and assessment procedures.

NB: Parents are responsible for the supervision, well-being and medical requirements of their child/children at all times.

- **Lack of Inclusiveness:**

There may be an occasion where a participant notices that a child or children are not being engaged by, or included in, the activity. At the appropriate time this should be prudently brought to the attention of the Activity Coordinator/Leader.

The Child Safety Person will then:

- a) discuss with the parents or other members when applicable, the appropriate measures to rectify this.
- b) give to Council, in writing, a description or summary of the incident, including any actions taken, if the severity of the incident requires it, for review of this Policy, and the risk management and assessment procedures.

3.4 Confidentiality

All people with knowledge of the incident must ensure and commit to maintain, at all times, the confidentiality and privacy of those involved.

3.5 Support

Support must be offered to the child, the parents and any person who has reported an incident.

If the complaint is against an individual, a member of Council will be designated to support that individual whilst the incident is being investigated.

3.6 The role of the FNCV Council

All notifications of Reports made to authorities of alleged child abuse and complaints about child safety, or lack of inclusiveness will be monitored by the FNCV Council to ensure that they are appropriately managed according to the Child Safety and Inclusiveness Policy.

The FNCV Council will be notified of the steps taken by the Child Safety Person following an incident report of a breach of the Child Safety Policy, whilst maintaining confidentiality.

When the incident review is completed, the relevant people will be notified of the outcome.

3.7 Record keeping and incident monitoring

Records will be retained in a secure location, accessible to President, Secretary and the FNCV Administration Officer only.

The FNCV, in maintaining records on reports of child safety issues, including child abuse or lack of inclusiveness, will preserve the confidentiality and privacy of all those involved in accordance with legislation.

Risks to child safety and lack of inclusiveness that are identified in complaints and reports of abuse to authorities will be reviewed and incorporated into the relevant risk management policy and planning documents.

4. Implementing the Policy

4.1 Identifying the risks

The following are some of the risk areas that have been identified:

- a) **Unintentional/accidental harm.**
- b) **Physical abuse** - non-accidental injury resulting from hitting, whipping, beating, biting, kicking, or anything that harms a child's body.
- c) **Psychological abuse** - bullying, threatening language, shaming, intentional ignoring and isolating, either face-to-face, online or via other technology.
- d) **Cultural abuse** - lack of cultural respect, racial or cultural vilification or discrimination, lack of support to enable a child to be aware of and express their cultural identity.
- e) **Neglect** - lack of supervision, not providing adequate hydration or nourishment, not providing adequate clothing or shelter, not meeting the specific physical or cognitive needs of children.
- f) **Sexual abuse** - sexual abuse, assault and exploitation, grooming, inappropriate touching, inappropriate conversations of a sexual nature, either face-to-face, online or via other technology.
- g) **Invasion of privacy** - inappropriate use of images or data.

4.2 Managing the risks

The management of risks will be addressed at two levels.

4.2.1. The first is the **FNCV CODE OF CONDUCT for Working with Children.**

4.2.2. The second is the identification of **strategies, responsibilities and actions to address risks**

4.2.1. FNCV CODE OF CONDUCT for Working with Children

Councillors, Activity Coordinators, Activity Leaders, staff, FNCV members, contractors, parents, visitors and others who, through the FNCV are involved with children, must sign the FNCV Code of Conduct (See Appendix A) thereby agreeing to support the FNCV's efforts in regards to the safety and wellbeing of those children.

The signed document (Appendix A) should be emailed or mailed to the FNCV, where it will be filed securely by the Administration Officer.

Email: admin@fncv.org.au

Mail: PO Box 13, Blackburn, Vic. 3130
1 Gardenia Street, Blackburn.

FNCV Code of Conduct for Working with Children

I AGREE TO:

- a) if I am a parent/guardian or carer, to **directly supervise** my child/children and be responsible for their welfare **at all times** while taking part in any activities of the FNCV club.
- b) adhere to all relevant Australian and Victorian legislation and to the FNCV Child Safety and Inclusiveness Policy and Guidelines
- c) treat all children, young people and others with respect, regardless of race, colour, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status
- d) raise concerns if risks to child safety or abuse are identified in any of the activities, facilities, structures, procedures or other practices at the FNCV
- e) take all reasonable steps to prevent all forms of physical, emotional, psychological or sexual harm to children
- f) take all steps to ensure that children are actively included in any activities they attend
- g) report any concern, allegation, disclosure or observation of child abuse, or breach of this Code of Conduct to the relevant person or authority as outlined in FNCV reporting procedure and in line with mandatory reporting requirements.
- h) respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only discussing information with those people who are part of the formal reporting process.

I WILL NOT:

- a) condone, exaggerate, trivialize or participate in behavior that is illegal, unsafe or abusive
- b) ignore or disregard any concerns, suspicions or disclosures of lack of safety or abuse
- c) use any computer, mobile phone, video or digital camera to exploit or harass children, young people or any other person
- d) share photos or videos taken during the activities of the Club for purposes other than approved FNCV activities and I will always seek the permission of parents or guardians before using any image in FNCV publications or promotions.

4.2.2. Strategies, Responsibilities and Actions to address risks

The FNCV carries out many activities where its members may fulfill a number of roles within the organization. In addition, the FNCV engages contractors and volunteers to help with Club activities including the Juniors Group's activities.

The Club has an obligation to make parents/guardians or carers and other participants aware of the FNCV's Child Safety and Inclusiveness Policy and in turn parents/guardian or carers and other participants have an obligation to understand their own role and **commit to comply with this policy**.

Some strategies for child safety and inclusiveness and associated actions are listed below, with the person(s)/body responsible for implementation identified next to the strategy.

STRATEGY	PERSON/ BODY RESPONSIBLE
Strong Governance	
<p>The FNCV will exercise its governance to ensure that:</p> <p>→ Child safe and inclusiveness strategies and guidelines are developed and maintained.</p>	Council
<p>→ The Child Safety Policy and supporting strategies and guidelines are promoted.</p>	
<p>→ The reporting process is in place and disseminated.</p>	
<p>→ Participants are made aware of their responsibilities, given training and kept up-to-date.</p>	
Adequate supervision	
<p>→ Accept children at its activities if, and only if, at all times they are in the company of, and under the direct supervision and responsibility of their parents or carers.</p>	Parents
<p>→ At the beginning of the activity advise parents and carers that they must directly supervise their children at all times and that direct supervision of children is not the job of the Activity Coordinator or Activity Leader or others but is the primary responsibility of the parents and carers.</p>	Activity Coordinator and/ or Activity Leader, Contractor
<p>→ When working with contractors or other organisations, communicate to them that activities should be appropriate for the ages of the children.</p>	Activity Coordinator, Activity Leader and/or Contractor, Parents
<p>→ Ensure, where possible, that no child is alone with only one person (except the parent or carer) at any time.</p>	Parents Activity Coordinator, Activity Leader

Working With Children checks	
→ All Child Safety Persons, Council members, SIG coordinators, Activity Coordinators and Activity Leaders, and FNCV Staff must have a current Working with Children Check card.	Council
Communication	
→ Communication from the FNCV Child Safety Person/s regarding child safety and inclusiveness issues is to be directed solely to their parents or guardians and in some instances to Police, Emergency Services or Department of Health & Human Services (DHHS)	Child Safety Person/s, and/or a designated back-up person. Parents when appropriate
An inclusive environment	
→ Continually explore opportunities for the engagement of children of all backgrounds and abilities in the FNCV activities.	Council, FNCV members, Bookshop Manager, Librarian
→ Explore ways to support the program and activities of the Juniors.	Council, SIG Coordinators, Parents
→ Ensure that activities are tailored to meet the children's requirements.	Activity Coordinator and/or Activity Leader, Parents, Council, SIG Coordinators
→ Ensure that processes and communication are as far as possible inclusive and non-discriminatory.	Council, Staff All participants
A minimal risk environment	
→ Ensure that the nature of the event and its activities are well explained.	Activity Coordinator, Activity Leader, Parents, Contractor
→ Ensure that a written risk assessment is undertaken for each activity and that all participants are advised of the identified risks and the measures to be undertaken to minimize or eliminate risks.	FNCV members, volunteers actively involved in conducting the activity, Activity Coordinator, Activity Leader, Parents,
→ Ensure that each participant is aware of reporting processes.	Council, Activity Coordinator, and Club publications
Maintenance of privacy	
→ Ensure that personal information is secure and used only for appropriate purposes.	Admin Officer, Activity Leader, Activity Coordinator, Parents, FNN Editor, Vic Nat Editor, Face book Moderator, Web-site Coordinator, All FNCV members, Others
→ Ensure that permission of the parent has been given for the use of photos for publication online and elsewhere.	
→ Never publish the name of a child alongside their image without the express permission of the child's parent.	

5. Training and Guidance

5.1 Council's responsibilities

The FNCV Council will use this document to provide training to Child Safety Persons, Activity Coordinators and Leaders, and SIG Coordinators, regarding its Child Safety and Inclusiveness Policy.

The FNCV Council and Activity Coordinators and /or Activity Leaders, and SIG Coordinators, will use this document to provide guidance to any participant about its Child Safety and Inclusiveness Policy and procedures.

5.2 Training

Training will primarily consist of an induction to this FNCV Child Safety and Inclusiveness Policy document including:

- a. identifying the risks to children
- b. managing the risks
- c. documenting the risks and risk management procedures in a written document
- d. the FNCV Code of Conduct for Working with Children
- e. how to respond to disclosures of alleged child abuse, complaints concerning child safety and Code of Conduct breaches
- f. child safety incident reporting procedures
- g. the individual's role within the FNCV in relation to child safety.

Further information is available from the resources section of The Commission for Children and Young People's web- site <https://www.ccyp.vic.gov.au/child-safety>

Other helpful documents are:

Legislation on obtaining Working with Children Checks <https://workingwithchildren.vic.gov.au>

Department of Health and Human services:

<https://www.dhhs.vic.gov.au/publications/review-victorian-child-safe-standards>

Department of Justice and Regulation

<https://www.justice.vic.gov.au>

5.3 Guidance

Guidance is essential to empower parents/guardians or carers, and children, to speak up about incidents that could worry, affect, or harm them in any way. This guidance will be provided within the FNCV, the Juniors Group and Juniors-specific publications.

6. Child Safety and Inclusiveness Policy Review

The document must be referred to regularly, reviewed periodically and updated as required by Council. A formal review by Council must occur at least every two years.



APPENDIX A

CODE of CONDUCT for Working with Children

I AGREE TO:

- a) If I am a parent/guardian or carer, to **directly supervise** my child/children and be responsible for their welfare **at all times** while taking part in any activities of the FNCV.
- b) adhere to all relevant Australian and Victorian legislation and to the FNCV Child Safety and Inclusiveness Policy and Guidelines
- c) treat all children, young people and others with respect, regardless of race, colour, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status
- d) raise concerns if risks to child safety or abuse are identified in any of the activities, facilities, structures, procedures or other practices at the FNCV
- e) take all reasonable steps to prevent all forms of physical, emotional, psychological or sexual harm to children
- f) take all steps to ensure that children are actively included in any activities they attend
- g) report any concern, allegation, disclosure or observation of child abuse, or breach of this Code of Conduct to the relevant person or authority as outlined in FNCV reporting procedure and in line with mandatory reporting requirements.
- h) respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only discussing information with those people who are part of the formal reporting process.

I WILL NOT:

- a) condone, exaggerate, trivialise or participate in behaviour that is illegal, unsafe or abusive
- b) ignore or disregard any concerns, suspicions or disclosures of lack of safety or abuse
- c) use any computer, mobile phone, video or digital camera to exploit or harass children, young people or any other person
- d) share photos or videos taken during the activities of the Club for purposes other than approved FNCV activities and I will always seek the permission of parents or guardians before using any image in FNCV publications or promotions

I (please print clearly) _____

have read, understood and agree to abide by the FNCV Code of Conduct for Working with Children as outlined in the above document, and acknowledge that any breach of the FNCV Code of Conduct Agreement may prevent my involvement in any FNCV Juniors Group or Club activity.

Signature: _____ **Date:** _____

Please sign and return this page via email /mail to the FNCV Administration Officer



The Field
Naturalists
Club of
Victoria Inc.
FNCV Est. 1880

**FNCV CHILD SAFETY
&
INCLUSIVENESS POLICY**

PO Box 13, Blackburn, Vic. 3130
1 Gardenia Street, Blackburn.
Email: admin@fncv.org.au
Website: www.fncv.org.au
Phone: (03) 9877 9860



Reg. No A0033611X
ABN 55 791 612829

APPENDIX B

PARENTAL PERMISSION FORM

I (Parent) _____ give _____
permission to act as the legal guardian for my child _____
while she/he attends the Field Naturalists Club of Victoria activity _____

I acknowledge that my child _____ will need to be self-
sufficient throughout the excursion/seminar/activity and will need to follow the directions of
_____ at all times.

I (Parent) will not hold _____ responsible for any
breaches of misconduct by my child that leads to harm or injury whilst in his or her care.

I permit _____ to authorise any medical treatment that
may be deemed necessary while my child _____ is in his/her
guardianship, if the guardian is unable to get prior permission from me, via phone, or when the
circumstances are considered an emergency and obtaining prior permission may cause delay in
treatment.

I have provided medical details on a separate form and note other relevant information below.

Allergies/Treatment: _____

Medicare Number 'qhlèj kf : _____

Private Health Insurance: Provider _____ **Membership No.** _____

Ambulance Membership: Yes **Number** _____ **No**

My child's mobile phone number is: _____

Parent Contact Numbers: _____ **(Mob.)**

_____ **(Hqo g)** _____ **'(Work)**

Guardian Contact Number: _____ **aa_ '(Mob.)**

Signed: (Parent) _____ **Date:** _____

Signed: (Guardian) _____ **Date:** _____



GUIDE ONLY:
**Report to
Relevant Authorities**
APPENDIX C

GUIDE for REPORTING to RELEVANT AUTHORTIES
INCIDENTS SUSPECTED of a CRIMINAL NATURE

If you believe a child is at immediate risk of abuse phone 000.

FNCV provides this GUIDE to family members to USE AS A REFERENCE if they need to disclose to authorities, any allegation of abuse or a safety concern occurring during any FNCV activities.

All incident reports must be treated securely, with due care and confidentiality.

Incident details

Date of incident:		
Time of incident:		
Location of incident:		
Name of person completing this report		
Date of writing this report		
Contact details of person completing the report	Phone:	
	Email:	
Name(s) of child/children involved:		
Name(s) of person(s) suspected of child abuse.		
Name(s)/contact details of witnesses		

Does the child identify as Aboriginal or Torres Strait Islander? (Tick as applicable)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Please categorise the incident (Tick all appropriate categories)

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect



GUIDE ONLY:
**Report to
Relevant Authorities**
APPENDIX C

Please describe the incident in detail (Please attach extra pages if insufficient space)

When, and where did the incident take place?	
What did you see?	
Who was involved?	
What actions have been taken to date?	
Other relevant information	

Has the incident been reported?

Police 000	YES		NO
Another third party (please specify): Child Protection Emergency Service After hours - 13 12 78 (5.00pm - 9.00am Monday - Friday, 24 hours on weekends and public holidays) General safety concerns about a child, contact the Child Protection intake office where the child lives: Contact https://services.dhhs.vic.gov.au/child-protection-contacts			
FNCV Council/FNCV Child Safety Person	YES		NO



APPENDIX D

**Incident Report Form for FNCV CHILD SAFETY PERSON
(INCIDENTS of a NON- CRIMINAL NATURE only)**

If you believe a child is at immediate risk of abuse phone 000.

FNCV provides this form for members to use if they need to disclose an incident regarding a breach of the FNCV Code of Conduct or safety concern occurring during any FNCV activities.

All incident reports must be treated securely, with due care and confidentiality.

Incident details

Date of incident:		
Time of incident:		
Location of incident:		
Name of person writing this report		
Date of writing this report		
Contact details of person writing this report	Phone:	
	Email:	
Name(s) of child/children involved:		
Name(s) of person(s) suspected of a breach of FNCV Code of Conduct		
Name(s)/contact(s) of other witnesses:		

Does the child identify as Aboriginal or Torres Strait Islander?

(Tick as applicable)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Please categorise the Incident/ Breach of Code of Conduct

(Tick all applicable categories)

Racial/cultural/religious/gender/ discrimination

Bullying

Neglect

Invasion of Privacy/Unauthorised-unwanted photography



APPENDIX D

Please describe the incident

(please attach extra pages if insufficient space)

When, and where did it take place?	
Who was involved?	
What did you see?	
What actions, if any, have been taken to date, and by whom?	
Other information	

Has the incident been reported?

	Yes	No	Name/Details :
FNCV Child Safety Person			
FNCV Council			
Another third party (please specify):			

Office use:

Date incident report received by FNCV:	
FNCV Child Safety Person involved:	
Follow-up date:	
Incident ref. number:	



APPENDIX E

ACCIDENT/INCIDENT REPORT

The accident/incident resulted in: Injury to an individual Injury to multiple persons
 A near miss Damage to property/environment

Person(s) involved:

FNCV member(s): Visitors: Staff member: General Public

FNCV Activity: _____

FNCV Activity Coordinator: _____

Incident details

Date of incident/accident:			
Time of incident/accident:			
Location of incident/accident:			
Name of person injured or involved. If more than one, use a separate form/person			
Contact details of person injured or involved in the incident/accident	Phone:		
	Email:		
Person writing this report			
Contact details of person writing this report	Phone:		
	Email:		
Date of writing this report			
What was the nature of any injury resulting from this incident/accident?			
Was first aid or further treatment required?	YES		NO
If YES, detail any medications & treatments applied, & by whom			
Was an Ambulance called?	YES		NO
Name(s)/contact details of witnesses			



APPENDIX E

Please describe the incident/accident (please attach extra pages if insufficient space)

Where, when & how did it happen?	
Who was involved?	
What did you see?	
What actions, if any, have been taken to date, and by whom?	
Other information	

Has the incident been reported?

	YES	NO	Name/Details
Police/ Ambulance 000			
FNCV Child Safety Person			
FNCV Council/ Activity Co-ordinator			
Any other third party (please specify):			

Office use:

Date incident report received by FNCV:	
FNCV Child Safety Person involved:	
Follow-up date:	
Incident ref. number:	

This report is to be forwarded to the FNCV Administration Office for referral to FNCV Council.

NB: A copy of this report is to be provided to the injured party



APPENDIX F

MEDICAL EMERGENCY INFORMATION

For use in case of an emergency only:

Please complete this form and hand it to the activity leader in a sealed envelope with your name on the outside. The sealed envelope will only be opened in the event of a medical emergency and will be returned unopened at the end of the activity if not required.

Inclusion of a Health Summary from your regular doctor is highly recommended.

The information will be kept secure & confidential, available to Medical Practitioners & First Aiders only.

Confidential Personal Information						
Family Name:						
First Name:						
Address:						
Date of Birth:				Blood Type:		
Medicare No:						
Health Fund: name or N/A				Membership number:		
Ambulance cover/	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Membership number:	
Emergency contact:				Phone number		
Health Summary Provided	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If NO, please complete the required information below	
Current medications:						
Medication	Condition under treatment					
Any allergies not under prescribed medical treatment				Treatment recommended		
Signature: (adult, parent or guardian)				Date:		