Aikido Victoria
(Aiki-Kai) Inc.
Part of the National Aikido Association of Australia
The first, and largest, Aikido association in Australia
Officially recognised by the Aikido World Headquarters

PROCESS FOR REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

You Must Take Action
As a representative of Aikido Victoria, you play a critical role in protecting children and young people.

These are the four critical steps when **responding to incidents, disclosures, and suspicions of child abuse.**

1. RESPONDING

If a child or young person is at risk of immediate harm you must ensure their safety by:

- Separating alleged victims and others involved
- Administering first aid

000 Call **000** for medical and/or police assistance to respond to immediate health or safety concerns

VAR CSO Notify the Vic Area Representative (**VAR**) and Child Safety Officer (**CSO**). They will remain the contact person for future liaison with police and other agencies.

When/If there is no immediate harm, go to Action 2.

2. REPORTING

Any incident must be documented via the following Safeguarding Children and Young People Report forms:

- Incident Report Form (for Young Reporters)
- Incident Report Form (for Adult Reporters)

Where does the source of suspected abuse/ham come from?

Within the organisation

CSO → VAR

All report forms first go to the CSO, who reports to the VAR.

CSO & VAR must notify the Commission for Children and Young People (**CCYP**) within 3 business days (for overnight camps) or within as short a time as possible of becoming aware of any reportable disclosure, allegation, suspicion or breach.

Within the family or community

CSO

You may report to the CSO, who, if necessary, will report to the Police or Child Protection Office.

Peak National Organisation

VAR → NAR

VAR will notify the Aiki-Kai Australia National Area Representative (**NAR**).

If the reported disclosure, allegation, suspicion or breach constitutes a criminal offence, the police must also be notified.

3. INVESTIGATING

Aikido Victoria must undertake an investigation of the reported disclosure, allegation, suspicion or breach of the Aikido Victoria Safeguarding Children and Young People's Code of Conduct, and must advise the Commission who is undertaking the investigation.

Aikido Victoria must notify the Commission of the investigation findings and any disciplinary action taken as a result (or the reasons if no action is taken).

Actions resulting from the investigation to be implemented – these may include but are not limited to disciplinary actions, and policy and procedure updates.

4. CONTACTING & SUPPORTING

Aikido Victoria must manage risks for children and young people.

Aikido Victoria will provide support for children and young people impacted by abuse which could include: the development of a safety plan, direct support and/ or a referral to wellbeing professionals.

Aikido Victoria must consult with the Commission for Children and Young People and/or the Child Protection Office and/or the police to determine whether the information can be shared with parent(s) /guardian(s).

Throughout the process, support should be offered to the child, the parent(s) and/or guardian(s), the person who has made the initial report, and the accused Aikido Victoria representative.

KEY CONTACTS

VAR **Victorian Area Representative**
Linda Godfrey Sensei
Phone: 0418 391 674
godlinda@gmail.com

CSO **Child Safety Officer**
Ruihong Lu
Phone: 0423 623 111
childsafe@aikidomelbourne.org.au

NAR **National Area Representative**
Marie Petery Shihan
VAR only to notify the NAR

Child Protection 24/7 Line
Phone: 13 12 78

Commission for Children and Young People (CCYP)
Phone: 1300 782 978
or (03) 8601 5281
contact@ccyp.vic.gov.au

000 **Police 000** or your local police station

Date: November 2024