



MURWILLUMBAH GOLF CLUB LIMITED

CHILD SAFE REPORTING POLICY

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## **Murwillumbah Golf Club**

### **Child Safe Reporting Policy**

#### **1. Purpose**

Murwillumbah Golf Club is committed to the safety, protection, and well-being of all children and young people involved in our club activities. This policy outlines clear procedures for reporting any concerns, disclosures, allegations, or incidents related to child safety.

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#### **2. Scope**

This policy applies to:

- Staff
- Volunteers
- Coaches
- Members
- Visitors
- Children and young people

It covers all club-related settings, including training, competition, travel, and social events.

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#### **3. Our Commitment to Child Safety**

Murwillumbah Golf Club:

- Has zero tolerance for child abuse.
  - Takes all concerns seriously and responds promptly.
  - Encourages children and adults to speak up about anything that makes them feel unsafe.
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#### **4. What Should Be Reported?**

You should report any concern involving a child or young person, including:

- **Disclosure** of abuse or harm by a child
- **Witnessed or suspected abuse**, including physical, sexual, emotional abuse or neglect



- **Inappropriate behaviour** by adults or other children
  - **Breach** of the Child Safe Code of Conduct
  - Any **situation** where a child may be at risk
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## 5. How to Report a Concern

### Step 1: Immediate Safety

If a child is in immediate danger or at risk of harm, call **000** for emergency services.

### Step 2: Notify the Club

Contact the **Club Child Safety Officer (CSO)** or another senior staff member.

- **Name:** Shaun Breheny
- **Phone:** 02 6672 1799
- **Email:** manager@murwillumbahgolfclub.com.au

You may also complete a **Child Safety Incident Report Form**, available at the clubhouse

### Step 3: External Reporting (If Required)

In NSW, certain professionals are **mandatory reporters**. If your concern involves potential abuse or neglect, it may be reported to:

- **Child Protection Helpline:** 132 111 (24/7)
  - **NSW Police (Non-Emergency):** 131 444
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## 6. Confidentiality

All reports will be handled sensitively and confidentially. Only those who need to know will be informed. The identity of the reporter and the child will be protected to the greatest extent possible.

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## 7. Protection for Reporters

Murwillumbah Golf Club supports anyone who reports concerns in good faith. No one will be victimised or penalised for raising child safety concerns.

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## 8. Record Keeping

All reports and concerns will be documented and securely stored by the Club Child Safety Officer. These records will be retained in line with legal and regulatory requirements.



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## 9. Review and Training

This policy will be reviewed every 2 years or after a serious incident.

All staff and volunteers must undergo child safety training and be familiar with this policy.

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**Approved by:** Board of Murwillumbah Golf Club Limited

**Effective Date:** 17 May 2025

**Next Review Date:** 17 May 2027

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