

1. Governing Policy

O'Brien Icehouse – Child Safe Policy

2. Application

This Procedure applies to all O'Brien Icehouse team members, including employees, contractors, volunteers and work experience staff. All team members are required to comply with and are responsible for knowing and understanding the Procedure.

3. Purpose

It is the purpose of this procedure to detail the process for reporting Child Safety incidents or concerns.

4. Reporting

If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.

4.1 Who do you contact if you have a concern regarding the health and wellbeing of a child under O'Brien Icehouse's Child Safe Policy?

- **Human Resources Manager – O'Brien Group Australia:**
Email human.resources@obga.com.au or call 03 9326 5200

O'BGA Human Resources Manager will guide you through the reporting process including what and when to report an issue or incident as well the investigation and response.

Alternatively, you can contact one of the following organisations:

- **Commission for Children and Young People**
<https://ccyp.vic.gov.au> / contact@ccyp.vic.gov.au or call 1300 78 29 78
- **Department of Families, Fairness and Housing (DFFH)**
<https://services.dffh.vic.gov.au/child-protection> or call 1300 664 977

4.2 Other Resources and information:

<https://ccyp.vic.gov.au/child-safe-standards/>
<https://services.dffh.vic.gov.au/child-protection>
<https://vicsport.com.au/the-child-safe-standards>

5. Document Control

Document Title:	Child Safe Reporting Procedure
Document Number:	WHS.CS.003
Version Number:	V.1
Status:	Approved
Approved by:	Lee Gordon, General Manager
Approval Date:	01/07/2022
Effective Date:	01/07/2022
Review Date:	01/07/2023