

# O'BRIEN GROUP

AUSTRALIA

## CHILD SAFE REPORTING: PROCEDURE

### 1. Governing Policy

WHS.PP.012 Child Safety Standards Policy and Procedure

### 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

The purpose of this procedure is to detail the pathways for reporting Child Safety incident, concerns or accessing informational material. It may also be used by those affiliated with the venue including but not limited to participants, parents, spectators, and officials.

### 4. Reporting

4.1 Use the below table for correct reporting and/or advice pathways.

Topic	Contact
To report a child safety concern at the venue (in person)	Find your nearest Icehouse team member and provide the details (if appropriate). All child safety concerns are escalated to the General Manager as a matter of urgency.
To report a child safety concern at the venue (not in person)	Call or email the O'Brien Icehouse on 1300 75 66 99 <a href="mailto:info@obrienicehouse.com.au">info@obrienicehouse.com.au</a> All child safety concerns are escalated to the General Manager as a matter of urgency.
To report an immediate and significant risk to a child's safety	Victoria Police on "000"
For Policy Advice and Guidance	Human Resources Department – O'Brien Group Australia: Email <a href="mailto:human.resources@obga.com.au">human.resources@obga.com.au</a> or call 03 9326 5200  O'Brien Group Australia's Human Resources Manager will guide you through the reporting process including what and when to report an issue or incident as well as the investigation and response.
To access Child Safety Standards	<a href="https://ccyp.vic.gov.au/child-safe-standards/">https://ccyp.vic.gov.au/child-safe-standards/</a> <a href="https://services.dffh.vic.gov.au/child-protection">https://services.dffh.vic.gov.au/child-protection</a> <a href="https://vicsport.com.au/child-safe-sport">https://vicsport.com.au/child-safe-sport</a>
For Child Safety Industry Advice	Commission for Children and Young People <a href="https://ccyp.vic.gov.au">https://ccyp.vic.gov.au</a> / <a href="mailto:contact@ccyp.vic.gov.au">contact@ccyp.vic.gov.au</a> or call 1300 78 29 78 Department of Families, Fairness and Housing (DFFH) <a href="https://services.dffh.vic.gov.au/child-protection">https://services.dffh.vic.gov.au/child-protection</a> or call 1300 664 977

### 5. Other References

NIL

### 6. Document Control

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