



Child Safety and Wellbeing Procedure: Responding and Reporting

Authorisation

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Help for non-English speakers

If you need help to understand this Procedure, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. Purpose

This Procedure sets out how Rotary District 9815 and its clubs respond to incidents, disclosures, allegations, or suspicions of child abuse, and how they meet the legal obligations to report child abuse to authorities. It also captures the District's obligations under the Victorian Reportable Conduct Scheme, which extends to reportable allegations made against adult workers and volunteers in our organisation.

2. Scope

This Procedure is the operating procedure for the Responding and Reporting obligations described in the *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*). The longer regulatory name for this Procedure — used in cross-references from other suite documents — is *Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

This Procedure applies to:

- incidents, disclosures, allegations, or suspicions of child abuse made by or about a child or young person taking part in any program of the District or its clubs;
- reportable allegations made against an adult worker or volunteer in our organisation — see Section 6 below for the categories and the Reportable Conduct Scheme;
- Rotary and Rotaract members, volunteers, contractors, service providers, and any other person while connected with a Rotary activity, in physical and online settings; and
- Rotary Youth Exchange host families.

3. Important: in immediate danger, call 000 first

If a child, young person, or any other person is in immediate danger, call Victoria Police on 000 before doing anything else in this Procedure.

Continue with the steps below after the immediate danger is addressed.

4. Definitions

The following terms are used throughout this Procedure. Where a term has a defined meaning in legislation or in the V3.0 Rotary Club and DIO Handbook 2026, that meaning applies.

Term	Meaning
Young person	A person under 18 years of age.

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Child abuse	Physical violence inflicted on a child; sexual offences committed against a child; grooming of a child by an adult; family violence committed against, or in the presence of, a child; serious emotional or psychological harm to a child; or serious neglect of a child. The definition is broad and includes child-to-child incidents as well as conduct by adults.
Grooming	A criminal offence under section 49M of the Crimes Act 1958 (Vic). Predatory conduct by an adult to prepare a child under 16 to engage in sexual activity at a later time. Grooming can include communicating (in person or electronically) and attempting to befriend or establish a relationship or other emotional connection with the child, or with the child's parent or carer.
Reportable conduct	Conduct falling within one of the five Reportable Conduct Scheme categories — see Section 6.2.
Reportable allegation	An allegation, suspicion, or complaint of reportable conduct made against an adult worker or volunteer in our organisation.
Mandatory reporter	A person from a profession listed in section 182 of the Children, Youth and Families Act 2005 (Vic) — see Section 6.1 for the current list. A mandatory reporter must report independently to DFFH Child Protection where they have formed a reasonable belief.
CYPO	Club Youth Protection Officer.
DYPO	District Youth Protection Officer.
DIO	District Insurance Officer.
SSR	Social Services Regulator (Victoria) — administers the Reportable Conduct Scheme.
DFFH	Department of Families, Fairness and Housing (Victoria) — Child Protection.
F11	Rotary Youth Protection Incident Report.
F12	Sexual Abuse Incident Report.

5. The Procedure — six steps

The Procedure has six steps. Step 1 makes people safe. Step 2 reports up by phone to the right officer of the District or club. Step 3 completes the F11 and sends it to all four officers at the same time. Step 4 makes the external notifications to authorities — in parallel, not in sequence. Step 5 records the matter. Step 6 sets the ongoing protection and support.

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5.1 Step 1 — Make people safe

If a child or any other person is at immediate risk of harm, separate the alleged victim and others involved, administer first aid (appropriate to your level of training), and call Victoria Police on 000.

If a child or young person discloses abuse to you, take reasonable steps to keep them safe and away from any further risk. The five-box guide at **Appendix B** walks you through how to manage the disclosure conversation — Listen, Reassure, Close, Record, Follow up.

5.2 Step 2 — Phone the right officer (“witness reports up”)

The first member or volunteer to become aware of an incident, disclosure, allegation, or suspicion of child abuse tells the right officer at the level the matter occurred — by phone in the first instance, so the right officer is on the line within minutes, not hours. A Rotary Youth Protection Incident Report (Form F11) follows at Step 3.

- **at a club activity** — phone the Club President or the Club Youth Protection Officer (CYPO);
- **at a District activity** — phone the District Youth Protection Officer (DYPO); and
- **where the level is unclear, or the matter is between clubs** — phone the DYPO directly, or email protection@rotary9815.org.au if the DYPO cannot be reached. The DYPO is the safe default if you are not sure.

If the concern is about the conduct of a CYPO, DYPO, DIO, or District Governor, contact the District Governance Chair at governance@rotary9815.org.au instead.

5.3 Step 3 — Complete the F11 and send it to all four people at the same time

Once notified at Step 2, the CYPO (for a club matter) or the DYPO (for a District matter) completes a Rotary Youth Protection Incident Report (Form F11) and sends it to all four people at the same time:

- the Club President (or, for a District matter, the District Governor where a club is involved);
- the Club Youth Protection Officer (CYPO);
- the District Youth Protection Officer (DYPO); and
- the District Insurance Officer (DIO).

Why all four at the same time. Each of the four officers has a distinct role in responding to a child-safety incident — club leadership, club-level child safety, District-level child safety, and insurance and Rotary National Insurance Programme notifications. Sending the same F11 to all four at the same time means there is one shared version of events and no telephone game.

Sexual abuse — also complete an F12. Where the matter relates to suspected sexual abuse, also complete a Sexual Abuse Incident Report (Form F12) and send it to the same four people.

If the CYPO or DYPO is unavailable, or if the concern is about their own conduct, the Club President (for a club matter) or the District Governor (for a District matter) steps in to complete and send the F11.

5.4 Step 4 — External notifications

Once Step 3 is complete, the CYPO or DYPO ensures every external notification that applies is made. The notifications run in parallel, not in sequence — they have different recipients and different statutory deadlines, and one does not wait on another.

The notifications that may apply are:

- **Victoria Police** — for suspected criminal conduct, or where required by Crimes Act 1958 (Vic) s327 (failure to disclose). Call 000 in an emergency, or 131 444 for non-emergency contact.

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- **DFFH Child Protection** — for protective concerns about a child or young person. Call 131 278 (24 hours). Mandatory reporters report independently — see Section 6.1.
- **Social Services Regulator (SSR)** — where the matter falls within the Reportable Conduct Scheme. The head of the organisation must notify the SSR via rsc.ssr.vic.gov.au within 3 business days of becoming aware of the allegation, with detailed information to follow within 30 calendar days. Failure to comply is a criminal offence. See Section 6.2.
- **Rotary International** — the District Governor reports any allegation of harassment or abuse involving children or young people to youthprotection@rotary.org within 72 hours, and submits the F11 via ri.i-sight.com/portal.
- **Aon Risk Services (via the DIO)** — immediately, for any matter that may give rise to a claim under the Rotary National Insurance Programme.
- **Child FIRST or The Orange Door** — for a wellbeing concern below the abuse threshold where the family is open to support.

Detailed triggers, actors, and deadlines for every external notification are at **Appendix A** (Phase 3).

5.5 Step 5 — Records

The CYPO or DYPO takes detailed contemporaneous notes of the incident, disclosure, allegation, or suspicion, and of any action taken. The F11 carries the substance of the report — supplement with separate notes where needed.

All notes and records are stored securely and indefinitely by the DYPO. In Victoria there is no time limit on civil claims for personal injury arising from physical or sexual abuse of a minor (Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic)).

5.6 Step 6 — Ongoing protection and support

The CYPO or DYPO ensures that appropriate steps are taken to protect the child and other children from any continued risk, in consultation with DFFH Child Protection or Victoria Police as relevant. Further reports are made if new information comes to light.

Parents and carers are notified, unless DFFH Child Protection or Victoria Police advise otherwise, or there are other safety concerns about informing them.

Appropriate, culturally sensitive, ongoing support is offered to all affected children and young people, informed by parents and carers, health practitioners, and authorities.

6. Legal obligations

This Procedure operates within a framework of Victorian legislation. The substantive obligations are set out below, and the operational steps in Section 5 ensure compliance with them.

6.1 Mandatory reporting under the Children, Youth and Families Act 2005 (Vic)

Section 182 of the Children, Youth and Families Act 2005 (Vic) lists the professions that are mandatory reporters. Currently, mandatory reporters are:

- registered medical practitioners (doctors);
- nurses and midwives;
- registered teachers, including early childhood teachers;
- school principals;
- school counsellors;
- Victoria Police members;

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- out-of-home care workers (excluding voluntary foster and kinship carers);
- early childhood workers;
- youth justice workers;
- registered psychologists; and
- people in religious ministry.

A mandatory reporter must report to DFFH Child Protection where, in the course of practising their profession or carrying out the duties of their office, they form a belief on reasonable grounds that a child is in need of protection from significant harm caused by physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from that harm.

This obligation continues to apply regardless of any internal Rotary process. A mandatory reporter discharges that obligation independently of the steps in Section 5.

Note on event leaders. Being the leader of a Rotary youth event does not by itself make a person a mandatory reporter under section 182. Mandatory reporter status attaches to the listed professions above, not to Rotary roles. An event leader who is a registered teacher, nurse, or other listed professional is a mandatory reporter when, in the course of their professional duties, they form a reasonable belief about a child in their professional care; they are not made a mandatory reporter by the act of leading a Rotary event. However, event leaders — like all adults — may be subject to the obligations at Section 6.3 (failure to disclose a sexual offence), Section 6.4 (failure to protect), and the Reportable Conduct Scheme at Section 6.2. This note is operational guidance and is not a substitute for legal advice in a specific case.

6.2 Reportable Conduct Scheme

The Reportable Conduct Scheme was established by the Child Wellbeing and Safety Act 2005 (Vic). Administration of the Scheme transferred from the Commission for Children and Young People (CCYP) to the Social Services Regulator (SSR) on 23 February 2026.

Note on adult coverage. The Reportable Conduct Scheme covers reportable allegations made against adult workers or volunteers in our organisation. The allegation itself need not be about a child being harmed at the time it is made — historic conduct and conduct outside the workplace can also be reportable. Where there is any doubt, the safe course is to notify the SSR within 3 business days; the SSR helpdesk on 1300 310 778 can advise on borderline cases.

Under the Scheme, the head of an organisation must notify the SSR of any reportable allegation made against a worker or volunteer within 3 business days of becoming aware of the allegation. Detailed information must follow within 30 calendar days. Failure to comply, without a reasonable excuse, is a criminal offence.

There are five categories of reportable conduct under the Scheme:

- sexual offences against, with, or in the presence of a child;
- sexual misconduct against, with, or in the presence of a child;
- physical violence against, with, or in the presence of a child;
- behaviour that causes significant emotional or psychological harm to a child; and
- significant neglect of a child.

Notifications to the SSR are made via the secure online form at rcs.ssr.vic.gov.au. The SSR can also be contacted on 1300 310 778 or at contact@ssr.vic.gov.au.

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6.3 Failure to disclose offence — Crimes Act 1958 (Vic) s327

Any adult who has a reasonable belief that another adult has sexually offended against a child under 16 commits an offence if they fail to report that information to Victoria Police. The maximum penalty is three years' imprisonment.

6.4 Failure to protect offence — Crimes Act 1958 (Vic) s490

Where there is a substantial risk that a child under 16, who is under the care, supervision, or authority of a relevant organisation, will be sexually abused by an adult associated with the organisation, a person in a position of authority within the organisation commits an offence if they know of the risk and negligently fail to remove or reduce it. The maximum penalty is five years' imprisonment.

6.5 Worker Screening Act 2020 (Vic)

The Working with Children Check (WWCC) is administered under the Worker Screening Act 2020 (Vic). A WWCC is valid for five years. Administration of WWCC functions transferred to the SSR alongside the Reportable Conduct Scheme in February 2026.

6.6 Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic)

There is no time limit on civil claims for personal injury arising from physical or sexual abuse of a minor. This is the basis on which our records relating to any incident, disclosure, allegation, or suspicion of child abuse, and our Volunteer Declaration Forms (Form F8), are retained indefinitely.

7. Reporting lines for this Procedure

The table below summarises who does what within this Procedure. Detailed triggers and statutory deadlines are at Appendix A.

Direction	Detail
Witness becomes aware (Section 5.2 Step 2)	The first member or volunteer to become aware phones the right officer at the level the matter occurred — Club President or CYPO at club level; DYPO at District level; DYPO where the level is unclear.
Concern about the conduct of CYPO, DYPO, DIO, or District Governor	Reported to the District Governance Chair at governance@rotary9815.org.au .
Incident report — F11 (Section 5.3 Step 3)	Completed by the CYPO (club matter) or DYPO (District matter), and sent to all four officers at the same time: Club President (or District Governor), CYPO, DYPO, and DIO.
Suspected sexual abuse	A Sexual Abuse Incident Report (Form F12) is also completed and sent to the same four officers.

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External notifications (Section 5.4 Step 4)	Made in parallel, with the CYPO or DYPO ensuring all required notifications are made. Detailed triggers and deadlines are at Appendix A (Phase 3).
Records retention (Section 5.5 Step 5)	F11, F12 (if completed), notes, and all related records are stored securely and indefinitely by the DYPO (Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic)).
Ongoing protection (Section 5.6 Step 6)	The CYPO or DYPO arranges ongoing protection and support, in consultation with DFFH Child Protection or Victoria Police as relevant.

8. Communication

This Procedure is shared across the District and its clubs by:

- publishing it on the District website;
- including it in annual training for Club Youth Protection Officers, run by the District Youth Protection Officer; and
- including it in volunteer induction processes and training for relevant volunteers.

9. Privacy

The District and its clubs collect, use, and disclose information about incidents, disclosures, allegations, and suspicions in accordance with privacy laws and other relevant laws. For information on how we handle that information, see our privacy policy at rotary9815.org.au/privacy.

10. Related policies and procedures

This Procedure is read together with our other related documents, including:

D9815 Policies

Rotary District 9815 Child Safety and Wellbeing Policy 2026 (the Child Safety and Wellbeing Policy).

D9815 Child Safety and Wellbeing Risk Register.

Commitment to Diversity, Equity, and Inclusion (rotary.org/dei).

D9815 Privacy Policy (rotary9815.org.au/privacy).

D9815 Codes and Procedures

Child Safety and Wellbeing Code of Conduct.

Child Safety and Wellbeing Procedure: Volunteer Accreditation.

Child Safety and Wellbeing Procedure: Online Interactions with Young People.

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District 9815 Procedures

District 9815 Procedure: Complaints — sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.

Plain Language Guides

D9815 Child Safety and Wellbeing Infographic.

D9815 Club Guide.

D9815 Volunteer Accreditation — Plain Language Guide.

Rotary International, Zone, and broader governance

Rotary International's governance documents (my.rotary.org), including the Rotary Code of Policies, Manual of Procedure, and Rotary's constitutional documents.

V3.0 Rotary Club and DIO Handbook 2026 (issued by the Zone Insurance and Protection Committee in conjunction with Aon Risk Services).

V2.0c Club Rotary Handbook Appendices 2026 — Forms F1 to F14.

Rotary International Youth Protection Guide.

11. Approval and review

The District Youth Protection Officer (DYPO), supported by the District Insurance Officer (DIO) and the District Governance Chair, reviews this Procedure at least every two years, in line with the *Child Safety and Wellbeing Policy*.

Earlier reviews are undertaken after any significant child safety incident, or where Rotary International, the V3.0 Handbook, the Victorian Reportable Conduct Scheme, mandatory-reporter legislation, or other relevant law changes in a way that affects this Procedure.

Appendix A — Triggered actions reference

This Appendix is a triggered-actions table for the procedure at Section 5. It is designed to be printed and kept on hand by club and District officers — for example, on the inside of a CYPO's clipboard, or pinned on a noticeboard at a youth event. Read each row as: "When [trigger], [who] [does what] within [deadline]."

For the current names and contact details of club and District officers, refer to your current club or District directory.

Trigger	Who acts	Action	Deadline
Phase 1 — The witness reports up (Step 2)			
Witness, disclosure, allegation, or suspicion of child abuse at a club activity	First-aware member or volunteer	Phone the Club President or the CYPO immediately. A Rotary Youth Protection Incident Report (Form F11) follows at Step 3. Refer to Appendix B for guidance on managing a disclosure conversation.	Immediate
Witness, disclosure, allegation, or suspicion at a District activity	First-aware member or volunteer	Phone the DYPO immediately. A Rotary Youth Protection Incident Report (Form F11) follows at Step 3.	Immediate
Witness, disclosure, allegation, or suspicion where the level is unclear or the matter is between clubs	First-aware member or volunteer	Phone the DYPO directly, or email protection@rotary9815.org.au if the DYPO cannot be reached. The DYPO is the safe default.	Immediate
Immediate danger to a child or any person	Anyone present	Call Victoria Police on 000.	Immediate
Conduct concern about the CYPO, DYPO, DIO, or District Governor	First-aware member	Email the District Governance Chair at governance@rotary9815.org.au .	Immediate
Phase 2 — The F11 is completed and sent to all four officers at the same time (Step 3)			
CYPO is notified of an incident at club level	CYPO (or Club President if CYPO unavailable, or matter concerns the CYPO)	Complete the F11 and send to all four at the same time: Club President, CYPO, DYPO, and DIO.	As soon as possible

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DYPO is notified of an incident at District level	DYPO (or District Governor if DYPO unavailable, or matter concerns the DYPO)	Complete the F11 and send to all four at the same time: Club President (where a club is involved) or District Governor, CYPO, DYPO, and DIO.	As soon as possible
The matter relates to suspected sexual abuse	CYPO or DYPO completing the F11	Also complete a Sexual Abuse Incident Report (Form F12) and send to the same four officers.	As soon as possible
Phase 3 — External notifications, made in parallel (Step 4)			
Mandatory reporter forms reasonable belief (Children, Youth and Families Act s.182)	Mandatory reporter (Section 6.1)	Call DFFH Child Protection on 131 278 (24 hours). Mandatory reporters report independently.	As soon as practicable
Adult forms reasonable belief that a sexual offence has been committed by an adult against a child under 16 (Crimes Act s327)	Any adult who has formed the belief	Call Victoria Police on 000 (emergency) or 131 444 (non-emergency). Failure to disclose without reasonable excuse is a criminal offence.	As soon as practicable
Person in authority becomes aware of substantial risk of sexual offence by an adult associated with the District (Crimes Act s490)	Person in authority	Take all reasonable steps to remove or reduce the risk; report to Victoria Police.	Without delay
Matter falls within the Reportable Conduct Scheme	Head of organisation	Notify the Social Services Regulator (SSR) via rsc.ssr.vic.gov.au or 1300 310 778. Detailed information within 30 calendar days. Failure to comply is a criminal offence.	3 business days
Allegation of harassment or abuse involving children or young people	District Governor	Email youthprotection@rotary.org or call +1 866 976 8279. Also submit the F11 via ri.i-sight.com/portal .	Within 72 hours
Matter that may give rise to a claim under the	DIO	Notify Aon Risk Services. The notification chain is: Rotarian → DIO → Aon.	Immediate

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Rotary National Insurance Programme			
Other harassment matter not involving children or young people	District Governor	Email Rotary International's Club and District Support team at cds@rotary.org .	—
Wellbeing concern below the abuse threshold	Any member or volunteer	Refer to Child FIRST or The Orange Door (where the family is open to support).	As soon as practicable

Appendix B — Managing a disclosure of child abuse

If a child or young person discloses abuse to you, the way you respond matters. The five boxes below follow the arc of a disclosure conversation — Listen, Reassure, Close, Record, Follow up. Each box pairs what to do with what to avoid at that stage. Based on the Reporting Guidelines in the V3.0 Rotary Club and DIO Handbook 2026 (Youth Programs section) and the Victorian Government’s PROTECT guidance.

1. Listen — while they are speaking

Do: Listen attentively and stay calm. Acknowledge that it takes a lot of courage for a young person to report abuse. Be non-judgmental — let them speak in their own words. If you need to ask anything, ask open questions that establish what happened and who was involved.

Avoid: Don’t interrogate, lead the young person, or ask “why” questions. Don’t blame, criticise, or judge the young person, or anyone they mention. Don’t show panic, shock, or disgust on your face — they may stop talking.

2. Reassure — as they share

Do: Reassure the young person that it was not their fault, and that they were brave to come to you. Assure privacy, but not confidentiality — explain that you will need to tell someone in order to make it stop and to protect them and others.

Avoid: Don’t promise confidentiality — you cannot keep that promise. Don’t make outcome promises (“everything will be fine”, “nothing bad will happen to them”); you don’t know what will happen next.

3. Close — ending the conversation

Do: Explain in age-appropriate language what happens next: that you will tell the right people, and someone will get back in touch. Make sure the young person is safe before you leave them — if there is any risk of immediate harm, remove them from the situation and from any contact with the alleged abuser. Reassure them this is for their safety, not a punishment.

Avoid: Don’t make promises about specific outcomes (who will be punished, who will be told, what will happen at home). The process can be unpredictable — reassure them that you will do your best.

4. Record — immediately afterwards

Do: Record the conversation as soon as possible after it ends. Use the young person’s own words. Note the date, time, who was present, and where the conversation took place. These notes feed into the Rotary Youth Protection Incident Report (Form F11).

Avoid: Don’t add your interpretation, opinion, or guesses about what the young person meant. Stick to what was actually said and observed. Don’t paraphrase quotes — use exact words wherever you can.

5. Follow up — after the conversation

Do: Phone the right officer at your level immediately (Phase 1 in Appendix A). Sexual abuse and harassment must also be reported to law enforcement. Once the F11 is in train, check on the young person — a follow-up word a few days later matters.

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Avoid: Don't contact the alleged offender. Interrogation in cases of abuse is for law enforcement only. Don't gossip — do not tell anyone other than those required by this Procedure and the V3.0 Handbook.

Appendix C — Responding onsite at a youth program

This Appendix sets out the immediate response when something is disclosed, observed, or suspected on-site at a youth program of the District or its clubs. It covers both residential or overnight programs (for example, RYPEN) and day programs run at a single venue (for example, MUNA at Parliament House). Most of this Appendix applies to both. Section C.5, on overnight sleeping arrangements, applies only to residential programs.

It runs in conjunction with the main Procedure at Section 5, not in place of it. The Procedure's six steps still apply; this Appendix sets out how those steps are carried out in the specific circumstances of an on-site program where the District is not down the corridor.

Throughout this Appendix:

“the onsite Rotarian YPO” means the Rotarian who has been designated as the Youth Protection Officer for this program.

“the other onsite Rotarian” means the second Rotarian present on the program — for example, the Chair of the YLA Committee at a RYPEN camp, or an equivalent senior Rotarian on another program.

C.1 The first decision: which track?

When something is disclosed, observed, or suspected on-site, the first decision the on-site leadership makes is which track applies:

Track 1 — Alleged perpetrator on-site, or abuse occurring at the program. Either (i) the alleged conduct is happening now or has just happened at the program, or (ii) the alleged perpetrator is physically present at the program — even if the alleged conduct itself happened in the past, elsewhere. Examples: a young person discloses abuse happening at the program right now; a young person recognises someone at the program as a past perpetrator; an adult at the program is observed behaving in a way that is itself an offence.

Track 2 — Historical or off-site disclosure, alleged perpetrator not on-site. The alleged conduct happened earlier — at home, at school, before the program, or somewhere else — and the alleged perpetrator is not at the program.

The fork question is simple:

Is the alleged perpetrator on the program?

If yes → Track 1.

If no → Track 2.

If the answer is genuinely unclear, treat it as Track 1.

C.2 Track 1 — Alleged perpetrator on-site, or abuse occurring at the program

1. Separate the alleged perpetrator from the young person and from other young people. Immediate physical separation is the first action, before any phone call. Continued contact is a child protection issue and may compromise any later investigation. The alleged perpetrator does not return to shared accommodation, meals, or program activities. Where the alleged perpetrator is a visitor, parent, or non-program adult, they leave the program.

2. Make the first phone call. The escalator (the onsite Rotarian YPO) makes the call. Which number depends on the situation:

If a crime is occurring now, or has just occurred at the program — call Victoria Police on 000 first.

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If the alleged perpetrator is on-site for past, off-site conduct — call the DYPO (District program) or the CYPO (club program) first. They will advise whether police are also called, and when.

If unclear — call 000 first. The police line will help triage.

3. Preserve the scene. No cleaning, no moving things, no asking the young person to repeat their account to others “for clarity.” Their first account is the one that matters; preserve it. This applies to past-perpetrator encounters as much as to current-crime scenes — the encounter itself, the young person’s reaction, and the alleged perpetrator’s behaviour at the moment of recognition are all part of the record.

4. No internal investigation. No attempt to question the alleged perpetrator, no attempt to corroborate the account with other young people, no asking other adults whether they “noticed anything.” All of these damage any subsequent investigation and may expose the District legally.

5. Triage the immediate response with the three on-site roles (Section C.4 below).

6. The District then runs the main Procedure Section 5 from Step 3 onwards (the Rotary Youth Protection Incident Report (Form F11) to all four officers and external notifications) — in parallel with any police response.

C.3 Track 2 — Historical or off-site disclosure, alleged perpetrator not on-site

1. Run main Procedure Section 5, Step 2. The escalator (the onsite Rotarian YPO) phones the right officer — the DYPO for a District program (RYPEN, MUNA, etc.) or the CYPO for a club-run program. Phone first, F11 follows at Step 3.

2. Triage the immediate response with the three on-site roles (Section C.4 below).

3. If the disclosure is of an offence in progress elsewhere — call 000. For example, if a young person discloses that a sibling is being hurt at home right now, the matter is no longer “off-site historical.” Call police as well as the District.

4. No internal investigation. Same rule as Track 1. The investigation, if any, sits with the authorities the CYPO or DYPO engages.

C.4 The three on-site roles

When something is disclosed on-site, three roles are activated. These are role assignments, not job titles. The same person does not do all three.

Disclosure-receiver — stays with the young person

The disclosure-receiver is whoever the young person came to. They could be a Facilitator, the Chair of the YLA Committee or equivalent, an onsite Rotarian, or any other adult on the program. Young people choose who they tell, and that choice is respected.

The disclosure-receiver’s job is to stay with the young person and conduct the disclosure conversation using the five-box guide at Appendix B (Listen, Reassure, Close, Record, Follow up). They do not leave the young person alone. They do not return to any program duty they were carrying out — that duty is picked up by another adult.

In Track 1, the disclosure-receiver also makes sure the young person does not see, hear, or come into contact with the alleged perpetrator.

Note-taker — the other onsite Rotarian

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The note-taker is the other onsite Rotarian (the Rotarian present who is not holding the YPO role). When something is disclosed, their default job is to record what is said and observed, contemporaneously and in the young person's own words wherever possible.

The note-taker sits in on the disclosure conversation where the young person is comfortable with that, or works from the disclosure-receiver's recollection immediately afterwards. They note the date, time, location, who was present, and what was said and observed. They do not interpret, paraphrase, or add what they think the young person meant.

The notes feed:

the Rotary Youth Protection Incident Report (Form F11) at Step 3 of the main Procedure;

the police on arrival, in Track 1;

the CYPO or DYPO at Step 2, in Track 2.

Escalator — the onsite Rotarian YPO

The escalator is the onsite Rotarian YPO. Their job has two parts:

First, they make the first phone call. In Track 1, that call is either to Victoria Police on 000 (for a crime occurring or just occurred at the program) or to the DYPO or CYPO (for an alleged perpetrator on-site for past, off-site conduct) — see Section C.2 for the sub-decision. In Track 2, that call is to the DYPO (District program) or the CYPO (club program) — phone first, F11 follows at Step 3.

Then, they manage the program through the response. This means:

briefing the other onsite Rotarian on what is being done and what is being held back;

coordinating with any other Rotarians present (for example, the Chair of the YLA Committee or equivalent) so that the program continues for the other young people;

deciding, on advice from the CYPO/DYPO or police, what is communicated to the other young people, to other on-site adults, and to parents and carers — see Section C.6 below;

coordinating with police on their arrival, in Track 1.

If the onsite Rotarian YPO is the disclosure-receiver (because the young person came to them), the other onsite Rotarian becomes the escalator and the role of note-taker passes to a Facilitator or other senior adult on the program.

C.5 Sleeping arrangements and the rest of the night

This section applies to residential or overnight programs only. Day programs go to Section C.6.

The disclosure may happen at any time — including late at night. The decision to be made before anyone sleeps is whether the young person stays at the program or goes home.

Decision: stay or go home

The decision is not the camp leadership's alone. It sits with the parents or carers (where they are part of the decision — see below), the CYPO or DYPO, and the police or DFFH if engaged. But the on-site leadership has to make a recommendation and act on it in the immediate term — the answer cannot wait until morning.

The factors that bear on the decision include:

the young person's stated preference;

whether the parent or carer can be told (sometimes they cannot — see below);

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the travel time and practicality of returning the young person home;

the young person's safety at home (which may be a reason to keep them at the program);

whether the alleged perpetrator is at the program (Track 1) and the practicality of separating them.

If the young person goes home

Parents or carers are contacted — subject to advice from police (Track 1) or the CYPO/DYPO (Track 2). In some cases parents are not told immediately, for example where a parent is the alleged perpetrator, where police or DFFH have asked that contact be paused, or where contact would put the young person at greater risk.

Transport is arranged. A screened adult accompanies the young person home unless parents or carers are collecting them in person.

If the young person stays at the program

The young person sleeps where they are safe and supported. Sleeping arrangements are reviewed — the young person does not share accommodation with anyone the disclosure concerns or with anyone in proximity to the alleged conduct. A trusted adult is in proximity overnight; this is usually the disclosure-receiver or another adult the young person trusts.

In Track 1, the alleged perpetrator is removed from shared accommodation. They do not return to the program until police, the CYPO/DYPO, and the program's leadership have agreed it is appropriate.

C.6 The rest of the program

The program continues. For a residential program, this means the rest of the day's scheduled sessions, the evening, and the days that follow. For a day program, this means the rest of the day's session through to dismissal. The questions in this section apply to both.

Stopping the program causes more disruption than it solves, signals to the other young people that something serious has happened (which they need to find out about properly, not by inference), and removes the structure that helps everyone get through the rest of the program calmly.

Three sub-decisions sit with the escalator, on advice:

Does the program continue?

Almost always, yes. Continue the program. Where a session genuinely cannot continue — for example, the session leader was the disclosure-receiver and no immediate substitute is available — pause, reorganise quietly, and resume. The on-site leadership figures out the cover.

What are the other young people told?

On advice from the CYPO or DYPO (Track 2) or police (Track 1). The default is say as little as necessary, and never speculate, name anyone, or confirm or deny rumours. A typical line:

"[Young person's name] has had to leave the program early. They are safe and being supported. We are not going to discuss the details, and we ask you not to either. If you have concerns or want to talk, [name of trusted adult] is available."

Where the young person is staying at the program, the line is different — usually simpler, e.g. "We are all here to support each other. If you have concerns or want to talk, [name of trusted adult] is available."

What are the other on-site adults told?

Need-to-know basis. The other onsite Rotarian, the Chair of the YLA Committee or equivalent, and any Facilitator whose duties are directly affected (for example, a Facilitator who shares accommodation with

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the young person on a residential program) are told what they need to do their job. Other adults — kitchen volunteers, drivers, casual helpers — are not told the substance of the disclosure. If they ask, the standard line is: “There has been a matter that the program leadership is handling. We are not going to discuss the details.”

C.7 What not to do, on-site

Do not investigate. Do not interview the alleged perpetrator, do not approach other young people for corroboration, do not ask other adults whether they have noticed anything. The investigation, if any, sits with police, DFFH, or the CYPO/DYPO.

Do not delay the first call. In Track 1, make the first call immediately after separating the alleged perpetrator from the young person — 000 if a crime is occurring or has just occurred at the program, the CYPO/DYPO otherwise (they will advise on police). In Track 2, the phone call to the CYPO or DYPO is made within minutes, not hours.

Do not discuss the matter at meals, around fires, or in passing. The risk of being overheard is high and the cost is serious.

Do not post anything on social media or any program channel. Not a hint, not a reassurance, not an obliquely-worded “thinking of you all” message. Nothing.

Do not phone parents or carers without checking first with the CYPO/DYPO (Track 2) or police (Track 1). In some cases parental contact has to be paused; the on-site leadership cannot know which cases without asking.

Do not let the alleged perpetrator return to the program in Track 1 until the CYPO/DYPO and police have agreed it is appropriate.

Do not try to make the young person feel better by promising specific outcomes. Promise to listen, to take what they said seriously, and to make sure the right people know. Do not promise that the alleged perpetrator will be punished, that the young person will be believed by everyone, or that life will return to normal quickly.

Appendix D — Version History

The table below records the full version history of this Procedure. The most recent version is at the bottom of the list; the original version is at the top. The current authorisation block is at the front of this Procedure.

Version	Date	Changes	Authorised
1.0	22 September 2022	First publication (District 9820 Board).	
2.0	4 May 2026	Refresh from D9820 to D9815. Aligned with V3.0 Child Protection and Wellbeing Policy (1 May 2026) and the V3.0 Rotary Club and DIO Handbook 2026. Adopted V3.0 Handbook role names (DYPO, CYPO, DIO) and added the District Governance Chair. Restructured the response procedure around the verified F11 four-recipient flow. Verified the five Reportable Conduct categories and the list of mandatory reporters. Replaced PROTECT links with references to current Victorian Government and SSR guidance. Title aligned with then-master Policy as “Child Protection Responding and Reporting Obligations Policy and Procedures”. Section 7 procedural detail moved to Appendices B and A.	B.Rogers
3.0	13 May 2026	Major rebuild aligned to master Policy v4.1 (“260513 CSW Policy Child Safety and Wellbeing v4.1.docx”) and the v2.4 suite Procedure style. Becomes a Procedure (not a Policy). Title shortened to “Child Safety and Wellbeing Procedure: Responding and Reporting”; the long regulatory title (“Responding and Reporting Obligations, including Mandatory Reporting”) appears within Section 2 Scope. “F11 fan-out” eliminated as a phrase throughout the body — replaced with plain English (“send the F11 to all four people at the same time”) and a brief why-statement (“one shared version of events, no telephone game”). Section ordering reset to the suite pattern (Purpose → Scope → Important → Definitions → The Procedure → Legal obligations → Reporting lines → Communication → Privacy → Related policies → Approval and review). Section 6 includes a clarifying note that the Reportable Conduct Scheme covers reportable	B.Rogers

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		allegations made against adult workers and volunteers, whether or not a particular allegation involves a child. Appendix B (procedure flowchart) removed; the Section 5 narrative provides the same content without duplication. Appendix A (Triggered actions reference) and Appendix C (Managing a disclosure) retained, renumbered Appendix A and Appendix B. “Rotary International District 9815” corrected to “Rotary District 9815”.	
3.1	13 May 2026	Each Appendix now starts on a new page (hard page break before the Appendix A and Appendix B headings) so the printed Appendices stand alone.	B.Rogers
3.2	13 May 2026	Hyperlinks added to every italicised cross-reference to another suite document, so readers can click straight through to the related Policy, Procedure, Code, or Plain Language Guide. Targets are relative filenames (suite is assumed to sit in a single folder or drive). No change to body content.	B.Rogers
3.3	14 May 2026	Section 10 Related policies and procedures restructured: new “District 9815 Procedures” sub-heading added between “D9815 Codes and Procedures” and “Plain Language Guides”, with the Complaints Procedure moved from “D9815 Policies” into the new sub-heading. The move reflects that Complaints is now a Procedure (not a Policy) and sits beside, rather than inside, the Child Safety and Wellbeing suite.	B.Rogers
3.4	15 May 2026	Front-of-document restructure: the combined Version History and Authorisation table has been split. The Authorisation block now sits at the front of the document (so readers can see who signed off this version immediately). The full Version History is now a back-of-document appendix (Appendix C). No change to substantive content. § symbol replaced with the word “Section” throughout as a stylistic consistency pass (carried out across the suite).	B.Rogers
3.5	15 May 2026	Cross-reference update: hyperlink to the Online Interactions Procedure re-pointed from v1.5 to v1.7 (the live version after the	B.Rogers

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		suite-alignment rebuild of 15 May 2026). Filename version stamp bumped to v3.5. No substantive content change.	
3.6	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei, rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation) is the canonical record of filenames and versions across the suite.	B.Rogers
3.7	27 May 2026	Substantive additions plus suite consistency pass. Step 2 (Tell the right officer) reworked to require phone contact in the first instance, with the F11 following at Step 3; heading changed from “Tell the right officer” to “Phone the right officer”; bullets, Section 7 Reporting Lines, Appendix A Phase 1 rows, and Appendix B box 5 (“Follow up”) updated to match. New “Note on event leaders” paragraph added at the end of Section 6.1, clarifying that mandatory reporter status under section 182 attaches to listed professions rather than to Rotary event-leader roles, with cross-references to Sections 6.2, 6.3, and 6.4, and a “not a substitute for legal advice” qualifier (pending legal review by the District Legal reviewer). DYPO contact email corrected from child.protection@rotary9815.org.au to protection@rotary9815.org.au throughout. Section 6.2 sentence on the Reportable Conduct Scheme administration transfer rewritten with administration (not the Scheme) as the subject of the transfer; matching cleanup of the Section 6.5 WWCC transfer sentence. Section 5 lead paragraph rewritten in active voice. Footer pattern updated from “Filename:” to “Document:” per suite convention. Clarity-and-density pass on Sections 1, 5.4, and 5.6 — shorter	B.Rogers

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		sentences, plain prose, no change in meaning.	
3.8	27 May 2026	New Appendix C added: “Responding onsite at a youth program.” Sets out the immediate response when something is disclosed, observed, or suspected on-site at a youth program of the District or its clubs — residential or overnight (for example, RYPEN) and day programs at a single venue (for example, MUNA). Introduces the two-track decision (Track 1: on-site abuse or alleged perpetrator on-site, 000 first; Track 2: historical or off-site, main Procedure Section 5 starting at Step 2) and three on-site roles (disclosure-receiver: whoever the young person came to; note-taker: the other onsite Rotarian; escalator: the onsite Rotarian YPO). Covers sleeping arrangements (residential programs only), the rest of the program (residential and day), and what not to do on-site. Pending legal review by the District Legal reviewer alongside the event-leader note in Section 6.1 and the broader two-track interpretation. Previous Appendix C (Version History) renumbered to Appendix D.	B.Rogers
3.9	27 May 2026	Refinement to Appendix C, Section C.1 and C.2. Track 1 broadened to cover the case where the alleged perpetrator is unexpectedly on-site for past, off-site conduct (for example, a young person recognising a past perpetrator who has turned up as a visitor or parent). Track 1 now covers both crime-in-progress at the program and alleged-perpetrator-on-site for historical matters; Track 2 now applies only where the alleged perpetrator is not at the program. The police-or-CYPO/DYPO question becomes a sub-decision within Track 1 rather than the fork itself. Body of C.2 reordered so physical separation is Step 1 and the phone call is Step 2 (previously the call was Step 1). Matching adjustments to the C.4 Escalator role description and the C.7 “Do not delay the first call” bullet. Form-name consistency pass: first useful mention of each form now uses the full name in the convention “Name (Form Fnn)” — applied to F8 in Section 6.5, F11 first mention in Appendix C, F11 first mention in Appendix B, and F12 in Section 7	B.Rogers

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		and Appendix A; subsequent mentions in the same section continue to use the short form.	
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