



CHILD SAFETY AND WELLBEING PLAIN LANGUAGE GUIDE: RESPONDING AND REPORTING APPENDIX A

Authorisation

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Why this guide exists

When something is disclosed, observed, or suspected — a child or young person tells you something, you see something that worries you, you suspect an adult is doing something wrong — the first 10 minutes matter. You do not have time to read a 20-page procedure. You need to know who to phone, in what order, and with what information.

This guide is for that moment. It is the plain-language companion to Appendix A of the Responding and Reporting Procedure (the Triggered Actions Reference). It tells you what to do first, what to do next, and where the full instructions sit.

This guide is not the authoritative document. The Procedure is.

Quick contacts

The first phone call goes to the right officer based on where the matter happened. Phone first. Email is a fallback only when you cannot get through.

When	Phone first	Email fallback
At a club activity	Club President or Club Youth Protection Officer (CYPO)	(use the club's contacts)
At a District activity	District Youth Protection Officer (DYPO)	protection@rotary9815.org.au
You are not sure, or it is between clubs	DYPO	protection@rotary9815.org.au
About the conduct of a CYPO, DYPO, DIO, or District Governor	District Governance Chair	governance@rotary9815.org.au
A crime is occurring now, or has just occurred	Victoria Police on 000	(not an email matter)
The young person's life is in danger	000	(not an email matter)

What happens in the first hour

Appendix A organises the response into Phase 1 (the first call, within minutes) and Phase 2 (the F11 follows, within hours). Here is what each looks like in plain language.

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Phase 1 — The witness reports up (Step 2 of the Procedure)

You — the first member or volunteer who became aware — make a phone call to the right officer (see the Quick contacts table above). You tell them what happened, in your own words. You do not need to have all the details. You do not need to know what comes next. You phone them, and they take it from there.

A Rotary Youth Protection Incident Report (Form F11) will follow at the next step. You do not have to fill it in yourself — the CYPO or DYPO does that. But your phone call gets the right people on the line so the F11 can be completed properly.

If you need guidance on the disclosure conversation itself — what to say, what not to say, how to manage the moment — see the Appendix B Plain Language Guide.

Phase 2 — The F11 to all four officers (Step 3)

The CYPO (for a club matter) or the DYPO (for a District matter) completes the Rotary Youth Protection Incident Report (Form F11) and sends it to all four officers at the same time:

Club President (or District Governor, for a District-level matter)

Club Youth Protection Officer (CYPO)

District Youth Protection Officer (DYPO)

District Insurance Officer (DIO)

All four get the same report at the same time. There is no “telephone game” — every officer has the same version of events, in writing.

If the matter relates to suspected sexual abuse, a Sexual Abuse Incident Report (Form F12) is also completed and sent to the same four officers.

After the first hour

You may not be involved in what comes next, but it helps to know. The CYPO or DYPO will:

Make the external notifications (Step 4) — Victoria Police, DFFH Child Protection, the Social Services Regulator under the Reportable Conduct Scheme, Rotary International, and Aon Risk Services via the DIO. These run in parallel — each has its own deadline.

Make sure the records are kept properly (Step 5).

Make sure the young person and other young people are protected from any continued risk (Step 6).

You may be asked to provide more information, to clarify what you saw or heard, or to support the young person in some way. That is normal. Cooperate.

What you do not do

Do not investigate. Do not ask other young people what they saw. Do not approach the alleged perpetrator. Do not try to corroborate the story.

Do not post anything about it on social media or any Rotary channel.

Do not tell other adults at the program beyond a need-to-know basis.

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Do not phone the parents or carers without checking first with the CYPO or DYPO — sometimes parental contact has to be paused.

Do not delay the first phone call. Within minutes, not hours.

If you are at a residential or overnight program

Appendix C of the Procedure (and the matching Appendix C Plain Language Guide) covers the on-site response — including the two-track decision (is the alleged perpetrator on-site?), the three roles (disclosure-receiver, note-taker, escalator), and the overnight and “rest of the program” questions. If you are on-site at RYPEN, MUNA, or a similar program, that is the guide you need alongside this one.

What this guide is not

This is a plain-language guide. The authoritative documents are Appendix A of the Responding and Reporting Procedure (the Triggered Actions Reference) and the Procedure itself. If anything here is unclear, or if you face a situation it does not cover, phone the DYPO.