



Preston Pirates Baseball Club Inc

Child Safe Reporting Process

Purpose

This **Child Safe Reporting Process** was written to demonstrate the strong commitment of the volunteer committee, officials and coaches, host families and authorised persons engaged by Preston Pirates Baseball Club Inc (**Preston Pirates**) to child safety and to provide an outline of the policies and practices the Preston Pirates have developed to keep everyone safe from any harm, including abuse.

Who Can Report?

Parent Child Volunteer Participant

What to Report?

Any Child Safety concerns including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation of any abuse
- Breach of Code of Conduct
- Environmental safety issues.

When to Report?

Call 000 if a child is in immediate danger

All incidents should be reported that day

How?

Face-to-face, verbal report, letter, email, phone call, meeting

The Preston Pirates Child Safety Officer (CSO) is the initial point of contact with the specific responsibility for responding to any complaints made by volunteers, parents or children. That person is appointed annually by the Preston Pirates Board as updated on the Preston Pirates website:

- <https://www.prestonpiratesbaseballclub.com.au/board-of-directors>
- <https://www.prestonpiratesbaseballclub.com.au/childsafety>

Or

A member of the Preston Pirates Board

- <https://www.prestonpiratesbaseballclub.com.au/board-of-directors>

Or

Baseball Victoria Member Protection Officer

What Happens Next?

The CEO, Board Member of Baseball Victoria Member Protection Officer will:

- Offer support to the person(s) the subject of the report and the person who makes a report as well as the accused individual(s)

- Decide in accordance with legal requirements and duty of care whether the matter should/must be reported to the police or Child Protection and make a report as soon as possible if required
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)

Outcome

- Investigation - Internal or external depending on the nature of the complaint
- Outcome decided
- Relevant participants, volunteers, parents and child notified of outcome of investigation
- Policies & procedures updated where necessary.

Reviewing this policy

This Child Safe Code of Conduct is reviewed every 12 months in conjunction with those covered by this code of conduct.

Reviewed and Endorsed by the Preston Pirates Board

13 July 2026