

Breakneck Records Songwriters Studio

Responding to Child Safety Concerns Procedure

Purpose

This procedure outlines the actions to be taken if a child discloses abuse, abuse is suspected, or inappropriate behaviour is observed.

Step 1 – Immediate Safety

If a child is in immediate danger:

- Contact Police (000) immediately.
 - Remove the child from immediate danger where it is safe to do so.
 - Notify the Event Coordinator.
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Step 2 – Listen

If a child discloses information:

- Stay calm.
- Listen carefully.
- Believe the child.
- Allow them to speak freely.
- Do not ask leading questions.
- Do not promise secrecy.

Appropriate responses include:

- “Thank you for telling me.”
 - “You’ve done the right thing.”
 - “I’m glad you told me.”
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Step 3 – Record

As soon as possible record:

- date;
- time;

- location;
- names of people involved;
- exact words used where possible;
- observations only (avoid opinions);
- actions taken.

Sign and date the record.

Step 4 – Report

Immediately notify:

- Event Coordinator; or
- Breakneck Records Director.

If mandatory reporting obligations apply under relevant State or Territory legislation, ensure the appropriate authority is notified without delay.

Do not investigate allegations yourself.

Step 5 – Confidentiality

Only share information with:

- authorised management;
- Police;
- child protection authorities;
- persons legally entitled to receive the information.

Protect the privacy of the child at all times.

Step 6 – Ongoing Support

Ensure:

- the child's wellbeing remains the priority;
 - appropriate support is provided;
 - parents or guardians are informed where appropriate and lawful;
 - records are securely stored.
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What Not To Do

Do not:

- interview witnesses yourself;
- confront the alleged offender;
- attempt to investigate;
- discuss the matter with others unnecessarily;
- delay reporting.

Reporting Contacts

Event Coordinator: __Kelly Auty – 0419 138 918_____

Director: __Michael Pollitt – 0415 869 658_____

Emergency: 000

State/Territory Child Protection Authority: **Child Protection Crisis Line** on **13 12 78**
(available 24/7, toll-free)