



Child Safe Reporting Policy

Purpose

This policy outlines the approach of SCA Australia to the reporting of concerns relating to child safety and the handling of complaints. It applies to all members, volunteers, and participants involved in our activities.

All members of our organisation are expected to:

- Understand *what* to report, *who* to report to, and *how* to make a report.
- Promptly report any concerns regarding the safety or wellbeing of a child or young person.
- Ensure the safety and wellbeing of the child is the paramount consideration when responding to a disclosure, concern, or allegation of harm.

Reporting obligations and procedures will be regularly reviewed to ensure they remain effective and compliant with legislative requirements.

We acknowledge that **each Australian State and Territory has its own child protection laws and mandatory reporting obligations**, which may vary significantly. At all times, **local legislative and regulatory requirements take precedence** over this policy. This document is intended to provide general guidance on reporting practices but does not constitute a comprehensive list of all reportable matters.

It is also noted that **SCA Australia is not itself a statutory reporting authority**. However, many of our volunteers may hold professional roles in broader society (e.g., teachers, healthcare professionals, etc.) and may therefore be classified as **mandatory reporters** under applicable state or territory legislation. These individuals are reminded to act in accordance with their legal obligations in those capacities.

This document should be read in conjunction with the Lochac Issue Resolution Policy, and complaints will be handled under that policy.

Unacceptable behaviours under our Code of Conduct

Our Child Safe Code of Conduct provides a list of unacceptable behaviours around children and young people that breach our Child Safe Code of Conduct.

Types of complaints (what to report)

All complaints should be reported. This includes:

- criminal conduct
- disclosures or reports of abuse
- risk of significant harm (ROSH)
- reportable allegations (an allegation that an volunteer has engaged in conduct that may be reportable conduct)*
- unacceptable behaviour around children and young people that breaches our [Child Safe Code of Conduct](#).



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How to make an external complaint/report

Engaging in unacceptable behaviour is a breach of our Child Safe Code of Conduct and may result in disciplinary action.

The primary purpose of issue resolution is to protect members, participants, and the public so that they may safely enjoy the SCA. By providing clear direction on the fair and timely resolution of issues, issue resolution not only protects people but strengthens the organisation's reputation by taking action to mitigate identified risks. This can include, if necessary, the removal or restriction of participation of an individual who has demonstrated conduct that conflicts with the SCA values and expected behaviours.

[Lochac-Issue-Resolution-Policy-and-Procedures-2024.pdf](https://sca.org.au/wp-content/uploads/2024/08/Lochac-Issue-Resolution-Policy-and-Procedures-2024.pdf)

<https://sca.org.au/wp-content/uploads/2024/08/Lochac-Issue-Resolution-Policy-and-Procedures-2024.pdf>

[Code-of-Conduct-2025.pdf](https://sca.org.au/wp-content/uploads/2025/04/Code-of-Conduct-2025.pdf)

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Further Information

For further information on the above policy, please see the SCA Ltd Board website at:

sca.org.au/documents/policy or contact the SCA Ltd Secretary by emailing secretary@sca.org.au

Revision History

Adopted: August 12th, 2025

Last Reviewed: July 2025

Due for Revision: August 2029 or earlier if there are any critical legislation updates