

Safeguarding Children & Young People Complaint Form



St Marys Rugby League Club is committed to:

- Ensuring every complaint regarding the safeguarding of children is taken seriously and handled with sensitivity and urgency.
- Protecting the rights, dignity, and safety of the child through prompt, impartial, and thorough investigation of all complaints.
- Maintaining transparency and accountability in our complaint management process.
- Learning from each complaint to continually improve practices and prevent future incidents.

When handling complaints related to safeguarding children, St Marys Rugby League Club adheres to the following principles:

- **Child-Centric:** The primary focus is always on the well-being and protection of the child.
- **Confidentiality:** All complaints will be treated with strict confidentiality and only shared on a need-to-know basis.
- **Transparency and Fairness:** The process will be easily accessible, clearly communicated, and consistently applied.
- **Timeliness:** Complaints will be acknowledged and investigated without undue delay, and within 48 hours of receipt.
- **Accountability:** All investigations and outcomes will be documented and reviewed regularly to ensure practices align with the highest safeguarding standards.
- **Support:** Affected individuals will be supported throughout the process with access to information, guidance, and advocacy if needed.

The St Marys Rugby League Club Complaints Handling Policy for the Safeguarding of Children and Young People can be found at <https://juniors.stmarysleagues.com.au/>

Safeguarding Children & Young People Complaint Form



Complainant Information

Name of person making the complaint <small>Anonymous complaints are accepted, however, providing contact details allows for further clarification and timely follow-up.</small>	
Email Address	
Mobile Phone Number	
Relationship to Child / Young Person	
Preferred method of contact	

Child / Young Person's Information

Child / Young Person's Name	
Age of Child / Young Person	
Are they in out-of home care	

Details of Complaint

Is the child / young person making the complaint?	
Is the complaint being made by an adult who witnessed an incident?	
Is the complaint being made by an adult on behalf of a child / young person?	
Who is the complaint being made against?	
Date of Incident	
Location of incident	

Description of concern.
Please provide as much detail
as possible.



Supporting Evidence

<p>Do you have any supporting evidence? <i>Please attach any relevant files, photos or videos if available.</i></p>	
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Desired Outcome

<p>What resolution are you seeking? eg. Investigation, apology, policy change?</p>	
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Completed forms should be forwarded to a member of the Junior League Executive. Forms can be received in person, via post, email or private message on the Club's social media pages.

- Adam Przybyla - Rugby League Manager
E: aprzybyla@saintsrl.com.au M: 0407 847 312
- Geoff Daniela - Community & Development Manager
E: gdaniela@saintsrl.com.au M: 0472 802 449
- Dannielle Lane - Rugby League Administrator
E: dlane@saintsrl.com.au M: 0437 304 003
- Peter Bowler - Jnr League President
E: peter.bowler@live.com.au M: 0417 788 522
- Janelle Borg - Jnr League Secretary
E: janelle.borg@hotmail.com M: 0414 855 682

The Junior League Executive Office is adjacent to St Marys Leagues Stadium and open 9am – 5pm Monday to Friday.

For Office Use Only:

Received by: _____

Date received: _____

Has a Complaint Record form been completed: Yes / No

Signature: _____