

YMCA Geelong Anti-Racism Action Plan & Reporting Flowchart

Use this when racism occurs in sport, recreation, education & care or camp settings (including online).

1. Stop and make safe (immediately)

Calmly stop the behaviour. Separate people if needed. Remove the audience. If danger: call 000.



2. Support the child/young person impacted (first)

Listen. Thank them. Ask what they need now. Offer a trusted adult. Check if they feel safe to continue.



3. Report (same day)

Tell Educators/Program Leader/Duty Manager/ Person Responsible /Centre Manager & Child Safety Lead: safeguarding.geelong@ymca.org.au.



4. Incident Reporting Form (facts only)

Log Incident Report Form on Folio: who/what/when/where, what was said/done, witnesses, actions taken, support provided.



5. Child Safety Lead triage and escalation

Assess risk; safety plan; decide any external reporting (e.g., police advice; workforce processes if staff/volunteer involved).



6. Family communication (culturally safe)

Inform impacted child's family/carer as soon as practical (unless unsafe). Offer interpreter/support person and preferred contact.



7. Follow-up actions

Safety plan, supervision changes, behaviour support, boundaries for adults, workforce action where required.



8. Close and learn (within 5-10 working days)

Confirm outcomes, check wellbeing, reduce retaliation risk, record learnings, improve program controls and training on the Folio Incident Report system.