TLCCHURCH
truth. liberation. concern.

Child Safe Reporting Process

Who can report?	Young person or child	Parents or adults	Staff or volunteers

What to report?	Allegations, disclosures or observations of child abuse or suspected breaches of the TLC Child Protection Policy

Call 000 if a child is in immediate danger

How?	Face-to-face verbal report, letter, email, telephone call, meeting

When to report?	All concerns must be reported within 24-hours or as soon as practicable

Who to report to?	Any child abuse allegations must be reported to the TLC Child Protection Officer (CPO) or Pastor

What happens next?	The CPO will: • Offer support to the child, the parents, the person who reports and the accused staff member or volunteer • Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required) • 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 report as soon as possible if required

Possible Outcomes	Criminal matter or child protection report made to Police and DHHS	Victim's & alleged perpetrator's safety needs assessed and responded to	Any breach of policy will result in performance management or termination

Feedback to be given where possible to those directly involved or affected, protecting confidentiality and privacy. Debriefing/counselling to be offered, if needed.