



Together For Humanity Child Protection Reporting Procedures

Version Control

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Introduction

Together For Humanity is a multi-faith organisation that is helping schools, organisations and communities to respond effectively to differences of culture and belief. An integral component of our work is our school based programs.

TFH is committed to creating and promoting a safe and positive environment for children and young people. This document outlines the reporting procedures to be followed when there are any concerns about the safety or well being of a child or young person participating in TFH programs.

Reporting Process

While delivering in-school programs TFH staff and associates may observe incidents where children and young people are harmed or at risk of being harmed. All TFH staff and associates must report to TFH whenever they have a reasonable belief that a child or young person has been harmed or is at potential risk of harm by a staff-member, program participant or associate of TFH.

A report is to be made to the line manager (eg Schools Program Director) or the National Director or a TFH Board Member. Reports will be handled professionally, confidentially and as quickly as possible and will meet specific legislative requirements.

Appendix A: TFH Child Protection Internal Reporting Process

This process should be followed for reports concerning an alleged breach of the TFH Child Protection Policy and/or the TFH Code of Conduct, allegation or suspicions of harm or potential harm to children and young people or concerns/information about the actions of behaviour of TFH staff, volunteers associates of representatives.

Appendix B: TFH Child Protection External Reporting Process

This process should be followed for reports concerning the safety or well being of a child or young person involved in TFH programs or in the community.

Appendix A: TFH Child Protection Internal Reporting Process

Who Can Report

- Child or young person
- Parents / guardians / community members
- TFH personnel including staff, volunteers, Board Members, interns or associates

What to Report

- Allegations, suspicions, disclosures or observations of child abuse committed by personnel, associates or representatives of TFH or
- Concerns about the action or behaviour of personnel, associates or representatives of TFH that has harmed or put a child at risk of harm or
- Suspected or confirmed breaches of the TFH Child Protection Policy and/or the TFH Code of Conduct by personnel, associates or representatives of TFH or
- Information received of criminal proceedings being undertaken in regards to child exploitation and abuse against personnel, associates or representatives of TFH

When to Report

- Immediately or as soon as it is practically possible

Who to Report To

- Immediate line manager (eg Schools Program Director) **OR** TFH National Director **OR** TFH Board Member: President or Chairperson

What Will Happen

- Assessment of the severity of the report
- All parties' safety needs must be assessed and responded to - child/young person/family members/person against whom the report is made/personnel and associates

Possible Outcomes

- Meetings to discuss breach and opportunity for person to provide their account/understanding of the situation
- Performance Management
- Further education on the TFH Child Protection Policy and Code of Conduct
- Formal warning and monitoring
- Transfer to other duties
- Suspension pending investigation
- Internal and/or criminal investigation
- Report to Police
- Dismissal

Follow Up

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

Appendix B: TFH Child Protection External Reporting Process

Who Can Report

- Child or young person
- Parents / guardians / community members
- TFH personnel including staff, volunteers, Board Members, interns or associates

What to Report

- Allegations, disclosures of observations of child abuse or concerns for the safety or wellbeing of a child or young person

When to Report

- Within 24 hours or as soon as practically possible - if after hours and a child or young person is at serious risk of harm immediately report to local child protection statutory authority or Police

Who to Report To

- Immediate line manager (eg Schools Program Director) **OR** TFH National Director **OR** TFH Board Member: President or Chairperson

What Will Happen

- Meeting (Board or Team meeting) to discuss further action
- School informed
- Advice sought if applicable

Possible Outcomes

- Report made to child protection statutory authority/government department
- Report made to Police
- All parties' safety needs must be assessed and responded to - child/young person/family members/person against whom the report is made/personnel and associates

Follow Up

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