

# Child Safety Reporting Process

**Child is in immediate danger**  
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**Call 000**

**A Child Safety Concern**  
May be made by a parent, child, staff member or volunteer.

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Breach of Code of Conduct
- Environmental safety issue

**Concern Communication**  
This concern is communicated to the Child Safety Officer by face to face, verbal report, letter, email, phone call or meeting

**Abuse Allegations/Criminal**  
If there is reasonable grounds to believe a child is in need of protection from abuse, Child Safety Officer is to notify the police ASAP, also notify the NFN CSO.

**Police Matter**  
This now becomes a police matter and the club, and members, are to assist as required

**Non Criminal Child Safety Concern**  
Discuss concern with affected parties

**Gather Information**  
Advise NFN of the complaint, investigate the complaint, refer to policies when dealing with complaint

**Outcome**  
Notify all relevant parties of the outcome, update policies if required. Implement re-education of all volunteers if required, CSO keeps a record of matter.