**FFFC CHILD PROTECTION POLICY**

**FLOW CHART**

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| **Reporting Obligations – Circumstances in which a Report must be made** | **To whom a Report should be made** |
| 1. When a person believes a child is in **immediate danger** | The police ph: 000 and the FFFC Child Protection Officer (Donna or Bron) or the Executive or Artistic Director |
| 1. When a staff member, volunteer and/or contractor of the FFFC have reasonable grounds to suspect that a child is at risk of harm. | The FFFC Child Protection Officer (Donna or Bron) or the Executive or Artistic Director |
| 1. When a staff member, volunteer or contractor of the FFFC believes **an offence has been committed** against a person under 18 years of age and that their information might assist police in apprehending, prosecuting or convicting the offender | The Police ph 000 and the FFFC Child Protection Officer (Donna or Bron) or the Executive or Artistic Director |
| 1. When a staff member, volunteer or contractor of the FFFC becomes aware of:    1. **An allegation of a sexual offence or sexual misconduct** committed against, with or in the presence of a person under 18 years old (including a child pornography offence) by a member of staff, volunteer or contractor of the FFC;    2. **Any assault, ill treatment or neglect** of a person under 18 years old by a member of staff, volunteer or contractor of the FFFC and/or;    3. **Any behaviour that may cause psychological harm** to a person under 18 years old even if the child consented to the behaviour committed by a member of staff, volunteer or contractor of FFFC. | The FFFC Child Protection Officer (Donna or Bron) or the Executive or Artistic Director |
| 1. If a staff member, volunteer or contractor of the FFFC has **concerns for the safety or welfare of a child or student** and is unsure if the police should be contacted or a report made they should discuss their concerns with the FFFC Child Protection Officer and/or the Executive or Artistic Director. |  |
| **NOTE** |  |
| **If a report is made pursuant to this policy to the Police and/or to the Child Protection Officer and/or the Executive or Artistic Director at the FFFC, the person to whom the Report has been made should initiate a Care Plan. A copy of the Care Plan should be provided to both the Executive Director and Artistic Director as soon as possible.**  **The Executive Director or Artistic Director should disclose the report to the parent(s) of the child or children concerned (unless the parent(s) is (are) suspected of being involved in the abuse) and to the Board of the FFFC at the next Board meeting.** |  |