

# TANTRUM

## Child Safety Reporting Process

If a child, a parent/guardian or employee has concerns about the safety and wellbeing of a child involved in our activities, or about the conduct of a staff member, board member, contractor or volunteer at Tantrum Youth Arts they can make a report according to the process outlined below.

### How to Report

#### Who can report?

Parent

Child

Employee

#### What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- inappropriate behaviour around children
- breach of Code of Conduct by a staff/board member, contractor or volunteer
- perceived risks in the organisation's environment.

**Call 000 if a child is in immediate danger**

#### How?

Reports can be made through:

- face-to-face verbal report
- letter
- email
- telephone call
- meeting

In addition to the above, children can make a report about child safety concerns through other easily accessible avenues including Tantrum's Feedback Box and feedback surveys throughout the year.

## Who to?

### Reports should be made to one of the Child Safety Contact Persons.

The Child Safety Contact Persons at Tantrum Youth Arts are:

**Artistic Director/CEO: Chris Dunstan**

E: [chris@tantrum.org.au](mailto:chris@tantrum.org.au)

P: 02 4929 7279

**A / General Manager: Susie Smith**

E: [susie@tantrum.org.au](mailto:susie@tantrum.org.au)

P: 02 4929 7279

If a complaint is in relation to either of the Child Safety Contact Persons, the complaint should be directed to the Chair of Tantrum Youth Arts:

Samantha Willcox – Chairperson

E: [board@tantrum.org.au](mailto:board@tantrum.org.au)

P: 02 4929 7279

## What happens next?

### The person receiving the report will:

- Listen and offer support to the child, the parent/guardian or employee making the report
- First ensure the safety of any child involved in the report
- Follow internal policies and procedures to assess and respond to the report
- Clarify and record factual information about the nature of the complaint
- Decide, in accordance with legal requirements and duty of care, whether the matter should be reported to the police and/or the Child Protection Helpline and make report as soon as possible if required.

### The person making the report will:

- Be kept informed of the steps taken by the organisation in response to their report, any decisions made and the reasons for those decisions.