

HS1.2. CHILD PROTECTION REPORTING FORM

This form is to be used in conjunction with the Far North REAP HS1. Child Protection Policy and HS1.1. Child Protection Procedure.

You see a child being abused OR you observe signs of abuse in a child OR a child reports being abused.

Are you a
staff
member?

IMMEDIATELY INFORM A MEMBER OF THE LEADERSHIP TEAM (LT)

If the suspected abuser is your manager, inform the Chief Executive.
If the suspected abuser is the Chief Executive, inform the Board Chairperson OR Oranga Tamariki - Ministry for Children (OT) on 0508 326 459 OR Police Child Abuse Team

PREPARE WRITTEN RECORD

Record the facts (use Record of Concern template on page 3)

- Date, time and place of observation/ reporting of abuse
- Names of anyone present
- What the child says – exactly
- Any physical or behaviour signs of abuse

GIVE THIS TO THE LT MEMBER/CONTACTED PERSON

Are you
in
charge?

CALL THE
POLICE IF THE
CHILD IS IN
IMMEDIATE
DANGER

PERSON IN CHARGE

Gather information

- Ensure you have a full report from the person who identified the abuse
- Offer them support
- Get them to sign the Record of Concern report
- Tell them what actions you will take
- Ring OT 0508 326 459 OR Police Child Abuse Team and discuss your concerns
- OT will tell you if you need to do a formal report about your concerns

REPORT ABUSE

Ring OT on 0508 326 459 and tell them:

(If it is an emergency, ring the Police Child Abuse Team)

- Your own name and contact details
- Name of child/children (also known as/nicknames)
- Date of birth (if known)
- Ethnicity (if known)
- Name of caregivers, parents and other family members and current living situation
- Current legal custodians
- Reasons why it is believed that the child has been abused.
- Other significant background information
- Any concerns for your physical safety in making this notification
- The Board Chairperson should be advised.

ASK WHAT HAPPENS NEXT – get timeframe

Deciding when and who will inform the parents(s) and/or caregiver(s) will be determined by OT and Police in consultation with Far North REAP

HS1.2. CHILD PROTECTION REPORTING FORM

PROCESS FOR EMPLOYEE INVESTIGATION

- Initiate an initial employment investigation
- Maintain close liaison with the police and avoid any action that may compromise an investigation
- Immediately seek advice from an approved employment advisor and advise your insurer
- It is important that no one person has responsibility for dealing with both the reporting issues and employment issues as there is potential for there to be tension between the two
- Notify the employee of the allegation and advise of the potential consequences
- Advise the employee of the right to seek support from other representatives
- The board needs to determine whether they will defer their process while the police do the preliminary investigation, or whether they will proceed. Criminal investigations are separate from this serious misconduct investigation that the employer will follow

Types of abuse

Physical abuse is a non-accidental act on a child that results in physical harm.

Ways in which children can be physically abused can include smacking, punching, beating, kicking, shaking, biting, burning or throwing the child.

Physical abuse may also result from excessive or inappropriate discipline or violence within the family.

Physical abuse may be the result of a single episode, or of a series of episodes.

Sexual abuse is an act or acts that result in the sexual exploitation of a child or young person, whether consensual or not.

Neglect is the failure to provide for the child's basic needs such as housing, nutrition, adequate supervision, medical and psychological care, and education.

Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child or young person.

Definitions sourced from <http://www.childmatters.org.nz/file/pdfs/20057-how-can-i-tell-04.pdf>

Recognising signs of abuse and neglect (click on the link below)

[Indicators of Child Abuse | Emotional, Physical, Behavioural \(childmatters.org.nz\)](#)

HS1.2. CHILD PROTECTION REPORTING FORM

Record of Concern Form – reporting to LT member			
Date			
Time			
Place of observation			
Names of anyone present			
What the child says - exactly			
Any physical or behavioural signs of abuse			
Name of employee reporting:	Signed:	Date:	Position:
Name of LT member receiving this report:	Signed:	Date:	Position:

HS1.2. CHILD PROTECTION REPORTING FORM

Report Abuse Form - Person In Charge report to OT	
Your own name and contact details (the Notifier)	
Name of child/children (also known as/nicknames)	
Date of birth (if known)	
Ethnicity (if known)	
Name of caregivers, parents and other family members and current living situation	
Current legal custodians	
Reasons why it is believed that the child has been abused	
Other significant background information	
Any concerns for your physical safety in making this notification	
Name of contact person for OT	
Ask what happens next – get timeframe	
Chief Executive signature and date	

HS1.2. CHILD PROTECTION REPORTING FORM

What happens once report is made?

- OT will generate a letter to the person named as ‘notifier’ acknowledging the reporting, and advising which OT site the matter was referred to recommending either further action or no further action.
- OT site will make the final decision as to whether or not further action will be taken and by whom. Depending on the assessed level of needs for the child/young person and their family a referral may be made to a non-government (NGO) social service for their support.
- If further action is to be taken the social worker allocated to the case will develop an investigation plan. This may require input from the notifier.
- Once the reporting has been investigated OT will contact the notifier to advise if any further action has been taken or will be taken or whether a referral will be made to an NGO for either an assessment or for provision of family support.
- If reporting is urgent the above actions will take place immediately.
- The notifier may contact OT at any stage to obtain information on the status of the notification.

Confidentiality of the notifier

A person’s name will not normally be released in the absence of a request under the Official Information Act or Privacy Act. If a request is made the information will be released unless there is a reason to withhold such as:

- The client has a history of violence and has threatened or abused staff on previous occasions; or
- The client is closely related to the notifier.

However we cannot guarantee confidentiality (Refer to Release of notifier details under the Official Information Act 1982 and Privacy Act 2020)

Adopted by Far North REAP Leadership Team and Employees:	Date adopted: 30.03.2023
Chief Executive Signature: <i>fil</i>	Review date: 30.03.2026
Responsibility for initiating the review:	Community Support & HR Manager