PROCEDURE – REPORTING CHILD ABUSE OR NEGLECT

Taranaki futures trust – jun 2019

# PURPOSE OF PROCEDURE

The purpose of the procedure is to outline the steps to take to report child abuse or neglect. This procedure aligns to the Operational Policy for Child Protection and applies to all staff (including board, staff, contractors and volunteers).

**Is the child in immediate danger?**

If unsure consult the Designated Person for Child Protection (DPCP)

**YES**

**NO**

Record the details of the disclosure or concern on a Report of Concern Form.

Contact Police immediately. Dial 111 and follow advise of Police. Inform the DPCP.

DPCP records and files actions taken, including referrals, notes and Report of Concern.

DPCP makes a Report of Concern to Oranga Tamariki and keeps a copy.

DPCP to call the Oranga Tamariki Helpline to discuss response to the concern.

Inform the DPCP and pass on the completed Report of Concern Form.

Complete a Report of Concern Form and provide to DPCP.

**DO NO REPORT**

**YES - REPORT IT**

**IMPORTANT**

Believe the child

Keep calm and listen

Do not interrupt

Reassure the child

Do not investigate

Keep questions minimal

**CONTACT DETAILS**

**Designated Person for Child Protection**

Taranaki Futures General Manager

Belinda Mooney

021 0274 0555

[Belinda.mooney@taranakifutures.org](mailto:Belinda.mooney@taranakifutures.org)

**Oranga Tamariki**

0508 326 459

[contact@ot.govt.nz](mailto:contact@ot.govt.nz)

**Police**

111

DPCP follows up with Oragna Tamariki after 5 working days if no response.

DPCP reports to Oranga Tamariki if concerns remain.

DPCP reviews fortnightly and monitors actions and concerns.