PROCEDURE – responding to allegations of child abuse or neglect by a staff member

Taranaki futures trust – jun 2019

# PURPOSE OF PROCEDURE

The purpose of the procedure is to outline the steps to take to respond to an allegation of child abuse or neglect by a Taranaki Future Staff Member. 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**

Inform the DPCP

Ensure the immediate safety of the child and contact the Police by dialling 111. Follow advice of Police and inform the DPCP.

The DCDP will liaise on behalf of the staff member

The DPCP will follow the Procedure for Reporting Child Abuse or Neglect to record the Police report in consultation with the notifying individual.

Suspected staff member is immediately suspended as a precautionary measure

The Trust’s GM will contact Police and inform them if the staff member is working with children in other organisations

Advice will be sought from external agencies regarding appropriate actions to be followed, including: Legal, Oranga Tamariki and the Police. Any investigation will be undertaken by an external party to maintain transparency.

The staff member will be assisted seeking legal and professional advice and support for stress

**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

Support is provided for fellow staff as required on a case by case basis.

**IMPORTANT**

Believe the child

Keep calm and listen

Do not interrupt

Reassure the child

Do not investigate

Keep questions minimal