

Child Safeguarding Procedure for Responding to Actual or Suspected Child Abuse or Neglect

Where you are concerned there are signs of possible abuse or neglect:

- Do not put off the moment
- You may need to find a place of privacy
- Respond briefly, slowly, and gently
- Do not assume there is only one child involved
- Do not make decisions alone
- Keep calm and reassure
- Do not ask leading questions or over questions
- De-engage the child with an activity if appropriate
- Take action immediately
- Do not promise confidentiality
- Find support if necessary
- Inform the child what will happen next.

Staff are expected to follow this procedure.

However, any staff member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remains concerns for a child. Staff must always seek support for themselves.

Steps To Take.

Do not undertake an investigation!

Check in with the child/ young person and their whānau (if appropriate).

<p><i>Step 1. Is the child in immediate danger?</i></p> <ul style="list-style-type: none">• If unsure, call Oranga Tamariki 0508 326459.• If YES, act to ensure child's safety. Call POLICE on 111 and follow Police advice.• Record actions taken on Child Concern Form.	<p>Also:</p> <ul style="list-style-type: none">• Inform the Board Chairperson immediately.• Inform one of our Child Safeguarding Representatives.• Record and report facts. Do not accuse anyone or spread rumours.• The Child Safeguarding Representative and staff member will work together to follow this flow chart procedure.
<p><i>Step 2: If no immediate danger, consider whether a Report of Concern to Oranga Tamariki is required.</i></p> <ul style="list-style-type: none">• If unsure, the Child Safeguarding Representative will contact Oranga Tamariki.	
<p><i>Step 3: If a Report of Concern is required.</i></p> <ul style="list-style-type: none">• The Child Safeguarding Representative and staff member will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz or call 0508 326459.• The Child Safeguarding Representative will ensure that full details are provided as per Child Concern Form.• The Child Safeguarding Representative will retain a copy and maintain records that are securely stored.• The Child Safeguarding Representative will call Oranga Tamariki if no response has been received from them within 3 working days.• The Child Safeguarding Representative will re-report if concerns are still held.	<p>Review and monitor:</p> <ul style="list-style-type: none">• The Child Safeguarding Representatives and Board Chairperson will review all active Child Protection concerns on a weekly basis.• Every review will consider each stage on this flow chart.• The review will consider any further necessary action, follow-ups or community child or whānau support referrals.• New or additional Reports of Concern to Oranga Tamariki may be made at any time.• Records of all reviews will be retained by the Board Chairperson.
<p><i>Step 4: Record what you have heard/ observed on a Child Concern Form.</i></p>	

- Make notes as soon as possible.
- Put date, time, place, who was present.
- Use child's words wherever possible.
- Include what you have said to the child.
- Keep information factual.
- Include what led up to the disclosure.
- The Child Safeguarding Representative will retain all completed Child Concern Forms.