

	<b>Policy Category:</b> <b>HEALTH AND SAFETY</b>
	<b>Policy Name:</b> <b>Child Protection Policy</b>

## Purpose

The purpose of this operational policy is to

- detail the definition of neglect and abuse of a child to establish a common understanding within our centre;
- detail how centre management and staff will ensure children are appropriately protected from neglect, abuse and harm
- explain our commitment to training and support of staff in this context
- describe how the centre will respond to suspected child abuse and neglect

The policy is designed to meet provisions of the Children’s Act (2014), the Education and Training Act (2020), the Education (Early Childhood Education) Regulations 2008, and the Early Childhood Education Licensing Criteria **HS31**.

For the purpose of this policy, abuse is used in the context of adult to child. This could be staff to child or an adult (outside of the centre) to the child.

Abuse relating to child-to-child or child-to-adult is not within the scope of this policy.

Issues relating to child-to-child or child-to-adult behaviours are covered by **C10**, whereby behaviour is managed by positively seeking to develop social competence in children that helps them to establish and maintain appropriate relationships with children and adults.

## Position Statement

We have an obligation to ensure the wellbeing of children in our care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority.

We support families/whānau to protect their children.

We provide a safe environment, free from physical, emotional, verbal or sexual abuse.

Our centre is committed to work with other agencies where necessary to respond to the needs of vulnerable children and families/whānau.

## Issue Outline

Child abuse and neglect is not acceptable. Children need our protection.

Prevention is always better than needing a cure. Adults need to be vigilant and provide protection to the children in their care.

The ECE sector has a key role to play in providing a safe environment for children, free from physical, emotional, verbal or sexual abuse and also supporting families/whānau to protect their children.

- If we believe a child is in immediate danger, our staff will phone New Zealand Police on 111. All staff are informed that **anyone can report child abuse**

If we are concerned about the wellbeing of a child, or want to discuss, report, or refer a concern, our staff will contact Oranga Tamariki:

- Phone 0508 EDASSIST (0508 332 774)
- Email [edassist@ot.govt.nz](mailto:edassist@ot.govt.nz)

## Definitions

If parents have concerns about the safety and wellbeing of a child then they should approach one of our staff. Discussions of such matters will need to take place in private.

**Child Abuse** is defined by Oranga Tamariki as “any child or young person that has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected or deprived”.

Child Abuse can be:

- Physical Abuse
- Emotional Abuse
- Verbal Abuse
- Sexual Abuse
- Neglect.

**Child Neglect** “is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child. It is the failure to provide for a child’s basic needs.

Neglect may be:

- Physical - failure to provide necessary basic needs of food, shelter or warmth
- Medical - failure to seek, obtain or follow through with medical care for the child
- Abandonment - leaving a child young person in any situation without arranging necessary care for them and with no intention of returning

- Neglectful supervision – failure to provide developmentally appropriate or legally required supervision
- Refusal to assume parental responsibility - unwillingness or inability to provide appropriate care for a child.”

From Child Matters website: [www.childmatters.org.nz](http://www.childmatters.org.nz)

<https://www.childmatters.org.nz/insights/what-is-child-abuse/what-is-child-abuse/>

Our centre staff undertakes documented efforts (i.e. records of professional training undertaken on the subject and/or information shared amongst staff or sought from agencies, advice sought and received, or other efforts undertaken) to gain an understanding of child abuse and neglect as defined by Oranga Tamariki.

The centre will review this policy every three years and share information about centre practices with parents, as per HS31 of the Licensing Criteria.

## Definition of Children’s Worker:

Under the Children’s Act 2014

- A children’s worker is a person whose work “may or does involve regular or overnight contact with a child or children, and takes place without a parent/guardian of the child, or of each child, being present”. This will include all people on site in an early learning service when the service is operating, irrespective of whether or not a person is paid, voluntary, or trialling for a role. It is the nature of work with children without parental supervision which is most important. A visitor with unsupervised access to children in a centre is not allowed. Van drivers for pick-up/drop-off services are children’s workers.
- Work means paid, or unpaid as part of educational or vocational training service
- Regular or overnight contact means overnight, or at least once each week, or on at least 4 days each month.

Under the Education Act

- If a person will, or may have unsupervised access to children, then they will need to be police vetted as the Education Act requires this (see sections 319D-FE)

### Education and Training Amendment Bill (No3)

- Changes to the Education and Training Act 2020 clarify the Police vetting provisions for non-teaching employees and contractors in licensed early childhood services and adults living in a home where home-based education and care is provided.
- The clarification of the existing law makes it explicit that service providers of licensed ECE services **will need to consider** the Police vet obtained for their non-teaching employees and contractors, and adults living in homes where home-based ECE is provided, to assess any risk to the safety of children before those employees begin work or in the case of contractors, before they have unsupervised access to children.

If neither of these requirements applies, the person is a visitor to our centre.

It is mandatory to carry out safety checks, regardless of whether children's workers are core workers or non-core workers.

## **Policy principles: How does our centre keep children safe?**

- The interest and protection of the child is paramount in all actions.
- Centre strategies will emphasise prevention of child neglect and abuse and support for families.
- We recognise the rights of family/whānau to participate in the decision-making about their children.
- We recognise children's rights to make decisions about themselves and have agency.
- We have a commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are empowered to take appropriate action in response.
- In order for children to be safe from abuse and or neglect, both parents and teachers need a shared understanding of what abuse and neglect is, how it can present, and how it can be prevented. This shared understanding and commitment is shared with parents and whānau.
- We are committed to supporting all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are consistent and of high quality.
- We will always comply with relevant legislative responsibilities.
- We are committed to share information in a timely way and to discuss any concerns about an individual child with colleagues or the Person in Charge.
- We are committed to promote a culture where staff feel confident that they can raise issues of concern without fear of reprisal.

## **Policy Principle: Ill-treatment of children by staff**

- Any ill-treatment and seclusion of children by persons employed or engaged by an early service provider is prohibited, as per Education and Training Act 2020 (24)(1)(2); Prohibition on corporal punishment and seclusion in early childhood services.
- In the event that a staff member is alleged to have ill-treated a child, an investigation will be initiated immediately.
- Mitigating actions will be taken to ensure that the adult who is investigated will not come into contact with the child.
- When the complaint investigation is complete and a decision has been made, the employee, parents, the Ministry of Education and the Teaching Council will be informed in writing.
- The investigation report may suggest sanctions as specified under 'serious misconduct' centre policies.

- The investigation process is carried out in accordance with centre disciplinary processes. Evidence is gathered and a written record is kept of the process, evidence, and findings. All statements are signed.

## **Detail**

### **Competent and supported staff**

We make sure all staff know and understand what abuse and neglect are, and how to recognise indicators (see Appendix 1).

We make sure that all staff know and understand that corporal punishment and seclusion of children are strictly prohibited in our centre, in line with Section 24 of the Education and Training Act 2020.

We encourage our staff to talk to someone experienced, for a different point of view, or for ideas about how to support families / whānau. We also have these contacts readily displayed on our noticeboard and in newsletters:

- Parent Help – 0800 568 856
- Oranga Tamariki – 0508 326 459
- Are You OK – 0800 456 450 (Family Violence Information Line)
- Plunket Helpline on 0800 933 922.

### ***Safety Checking of Staff***

- We conduct safety checks of all staff in accordance with Ministry of Education, Licensing Criteria (GMA7A) and Children's Act 2014 requirements. (as per the centre Safety Check Procedure and Risk Assessment Procedure for new and existing children's workers)

### ***Relationships with Parents***

We will form good relationships with parents and be aware of issues that make life extra hard for parents (see Appendix 2).

We will monitor situations and offer help and support to parents / whānau where we can.

We will make available and provide information and contact details of support agencies within our community

Our centre will share with parents of children who attend our centre our centre child protection policy.

### **The Manager will:**

- Always prioritise the safety and wellbeing of the child. If a child's safety is in danger, the police will be called.
- Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct
- Maintain and increase staff and parental awareness of how to prevent, recognise and respond to abuse, including learning about appropriate touching
- Carry out staff safety checking (including Police Vetting) in accordance with the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015

- A Supervision Policy is in place. Unauthorised persons are not left unsupervised with children. Give no persons, other than employed staff over the age of 17 years, tasks that involve nappy changing, toileting or responsibility for the supervision of children
- Ensure that staff and other adults visiting or working in the centre are well supported and visible in the activities they perform with children. While the centre respects the privacy of our children, staff and visitors, visibility will be given priority to ensure the safety of all concerned
- Understand Safe Practice: Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs. Physical contact during the changing or cleansing of children must be for the purpose of that task only and not be more than is necessary for the job
- Ensure no child is taken from the centre by any staff member or adult, without the permission of a parent, except in the case of an emergency
- Maintain appropriate records
- Ensure the centre's procedures protect staff from unjustified allegations of abuse
- Ensure the centre has educational and informational resources for children and adults on child abuse
- Should a neglect or abuse situation occur or come to the attention of the centre, and should a report/referral to Oranga Tamariki or the Police be made, the centre is also under an obligation to report the matter to the Ministry of Education (HS34).

#### **Staff will:**

- Always prioritise the safety and wellbeing of the child. If a child is in danger, the police will be called.
- Familiarise themselves with this centre policy
- Immediately notify the Manager if they observe signs of child abuse or anyone reports to them any suspicions of child abuse of children at the centre, or a pattern of neglect or concerns is identified
- Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct
- Understanding Safe Practice: Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs. Physical contact during the changing or cleansing of children must be for the purpose of that task only and not be more than is necessary for the job
- Never take a child from the centre without the permission of a parent, except in the case of an emergency.

## **Preventing Contact, Identifying, and Responding to suspected abuse**

### **Preventing Contact**

If you suspect someone of child abuse, you must prevent them from coming into contact with any children at your service. You may need to exclude them from your premises (see [Regulation 56](#)).

People who are unwell could be unwell physically or mentally. If you suspect someone of being physically or mentally unwell in a way that could pose a risk to children, you must prevent them from coming into contact with any children at your service, which may involve excluding them from your premises (see [Regulation 57](#)):

**Physical or mental unwellness includes:**

- any physical or mental condition that could be dangerous (for example, strange or disturbing behaviour, aggression)
- any infectious or contagious disease or condition (for example, the flu or COVID-19)

**Alcohol / Drugs:**

You must ensure that no adults in your service community are abusing or are under the influence of alcohol or any other substance that has a detrimental effect on their behaviour or ability to function during service hours (including drop-offs and pick-ups). It applies to any adult in your service community, including any adults living in a home where home-based education and care takes place.

**Making sure adults with access to children are safe**

**Safety checking**

You must carry out a formal safety check on your children’s workers before they can start work, and then re-check them every three years (see Part 3 of the Children’s Act). Nearly everyone working in your early learning service is considered a children’s worker.

**Identifying and reporting real or potential cases of harm to children**

For further information and contact details for agencies providing assistance:

<https://www.education.govt.nz/early-childhood/child-wellbeing-and-participation/child-protection/>

<https://www.education.govt.nz/early-childhood/child-wellbeing-and-participation/child-protection/#reporting>

**Responding**

- **Anyone can report child abuse**
- **If a child is in danger, call 111**
- Responding to a child when the child discloses abuse or when there are concerns about abuse or neglect – a phone call to Oranga Tamariki to discuss appropriate next steps
- Responding to more general concerns about the wellbeing of a child, where referral to the statutory agencies (Oranga Tamariki or the Police) is not appropriate – e.g., referral to a family/whānau support agency in the community, such as Social Workers in Schools, Strengthening Families or Whānau Ora is more appropriate.

**Process of Responding to a child when the child discloses abuse:**

<ul style="list-style-type: none"> <li>• Listen to the child</li> </ul>	<p>Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the child's cultural identity and how that affects interpretation of their behaviour and language.</p>
<ul style="list-style-type: none"> <li>• Reassure the child</li> </ul>	<p>Let the child know that they:</p> <ul style="list-style-type: none"> <li>• Are not in trouble.</li> <li>• Have done the right thing.</li> </ul>
<ul style="list-style-type: none"> <li>• Ask open-ended prompts – e.g., “What happened next?”</li> </ul>	<p>Do not interview the child (in other words, do not ask questions beyond open prompts for the child to continue). Do not make promises that can't be kept, e.g., “I will keep you safe now”.</p>
<ul style="list-style-type: none"> <li>• If the child is visibly distressed</li> </ul>	<p>Provide appropriate reassurance and re-engage in appropriate activities under supervision until they are able to participate in ordinary activities.</p>
<ul style="list-style-type: none"> <li>• If the child is not in immediate danger</li> </ul>	<p>Re-involve the child in ordinary activities and explain what you are going to do next.</p>
<ul style="list-style-type: none"> <li>• If the child is in immediate danger</li> </ul>	<p>Contact the Police immediately</p>
<ul style="list-style-type: none"> <li>• As soon as possible formally record the disclosure</li> </ul>	<p>Record:</p> <ul style="list-style-type: none"> <li>• Word for word, what the child said.</li> <li>• The date, time and who was present.</li> </ul>

## Responding to other concerns

Where a concern about a child doesn't amount to suspicion of abuse or neglect, it could be harmful to the wellbeing of the child and their family/whānau to make a notification to the statutory agencies. Instead, organisations should work to partner with social service providers in their communities to identify and address the needs of the child.

The services available in each community will vary and may include a range of government and non-government providers who will be able to help the child and their family/whānau. For example, Strengthening Families, Whānau Ora, Iwi Social Services, Social Workers in Schools, Children's Teams, family/whānau counselling agencies, budget services and mental health and drug and alcohol services.

Source:

<https://www.orangatamariki.govt.nz/assets/Uploads/Working-with-children/Childrens-act-requirements/Safer-Organisations-safer-children.pdf>

## Confidentiality and information sharing

The Privacy Act 2020 and the Children's Act 2014 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Under the Children's Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police and, provided that the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

Please note the ECC recommends that all instances of suspected abuse be reported to Oranga Tamariki. If staff are in doubt, the decision to report should be referred to the Person Responsible for a final decision. In making this decision to report or not, the staff will need to be able to show that the decision they made was a reasonable one based on the information they have or should have asked for (including physical, behavioural and anecdotal). In addition, putting aside potential bias, they should consider whether a reasonable person in their shoes would have come to a different view and suspected potential child abuse. Failure to exercise a decision to this high standard potentially places child wellbeing at high risk. ECC will be available to assist if you are or your staff need urgent assistance with this matter. Call 0800 742 742 option 5 or 3.

## Alignment with Other Policies

- Safety Checking Policy
- Child Health Policy

## Relevant Background (including legislation/regulation references)

Education and Training Act (2020): Prohibition of corporal punishment and seclusion in early childhood services.

<https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS257112.html>

Regulation 46 Health and Safety Practices standard: general (1) of the Education (Early Childhood Services) Regulations 2008.

Licensing Criteria for Early Childhood Education and Care Centres 2008 Health and Safety practices criterion 31 and 32.

Further information can be found here:

<https://www.justice.govt.nz/family/keep-children-safe/>

## Impacts of Policy on Staff, Parents and Children

Information, discussion, trusting relationships and clear procedures will strengthen the ability of staff, parents and children to work together to adequately protect all the children who attend the centre.

## Alignment with the Philosophy of the centre

This policy is aligned with the centre's philosophy.

## Implications and/or Risks for the centre

Failure to protect children will not only lead to lifelong damage for children, it will also seriously damage the reputation of the centre, its staff and the reputation of early childhood centres.

## Review

This policy will be reviewed when there is a significant change in the area of the policy topic or no less than every **three years**.

<b>Authorised by licensed service:</b>	Greendale Kids Preschool Greendale Kids Nursery
<b>Date:</b>	5 April 2025
<b>Review Date:</b>	March 2026
<b>Parents informed:</b>	May 2025

## Appendix 1

Indicators of Abuse and Neglect (Source: Oranga Tamariki)

The physical and behavioural signs, symptoms and history listed below, may indicate abuse or neglect. However they are not specific to abuse or neglect. In certain situations, contexts and combinations they may indicate other conditions. All signs must be examined in the total context of the child or young person's situation.

<b>The Child</b>				
Consider physical, emotional and sexual abuse and neglect				
Recognise disclosure as a sign of abuse				
<b>Recognise Physical Signs</b>	<b>Record Parent, Caregiver or family signs</b>	<b>Observe Behavioural Signs</b>	<b>Child/family Vulnerabilities</b>	<b>Identify Developmental Signs</b>
<ul style="list-style-type: none"> <li>• Bruises and welts</li> <li>• Cuts and abrasions</li> <li>• Scalds and burns</li> <li>• Fractures</li> <li>• Head injuries</li> <li>• Sexually transmitted infections</li> <li>• Failure to thrive and malnutrition</li> <li>• Dehydration</li> <li>• Inadequate hygiene and clothing</li> <li>• Poisoning</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to family violence</li> <li>• Unrealistic expectations</li> <li>• Terrorising</li> <li>• Corrupting</li> <li>• Isolating</li> <li>• Humiliating</li> <li>• Dependency</li> <li>• Closure</li> <li>• Flight</li> </ul>	<ul style="list-style-type: none"> <li>• Aggression</li> <li>• Withdrawal</li> <li>• Anxiety, fear and regression</li> <li>• Sadness</li> <li>• Overly responsible</li> <li>• Obsessions</li> <li>• Substance abuse</li> <li>• Suicidal thoughts/ plans</li> </ul>	<ul style="list-style-type: none"> <li>• Addictions</li> <li>• Mental health</li> <li>• ORANGA TAMARIKI history</li> <li>• Age of parents or child</li> <li>• Attachment</li> <li>• Disability</li> </ul>	<ul style="list-style-type: none"> <li>• Global development delay.</li> <li>• Specific delays:               <ul style="list-style-type: none"> <li>• Motor</li> <li>• Attachment</li> <li>• Speech and language</li> <li>• Social cognitive</li> <li>• Vision and hearing</li> <li>• Unusual developmental patterns</li> </ul> </li> </ul>

From Oranga Tamariki website: [www.mvcot.govt.nz](http://www.mvcot.govt.nz)

## Appendix 2

## Risk Factors of Child Abuse

**Issues in the home that teachers or centre staff might become aware of, that might lead to abuse and neglect include:**

- Parents with money problems, being out of work
- Overcrowding or housing struggles
- Parents with stress
- Child with special needs
- Parents isolated from friends, family and whānau
- Parents with a history of depression or other mental illness
- Parents separating.

**Early signs that can lead to abuse and or neglect can be:**

- Parent has a drug, alcohol or gambling problem
- Parent does not engage with their child or has a difficult relationship with them
- Child doesn't have enough clothes on and is often cold and hungry
- Child has unexplained or changeable emotions (eg, withdrawn or depressed)
- Parents frequently yell at, swear at or shame a child
- Child seems scared of a particular adult.

**Parental Factors:**

- Parent has already abused a child
- Pregnancy was not wanted
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low education
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has few supports
- Parent has a mental illness or is abusing drugs or alcohol

**Environmental Factors:**

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Family violence is present
- A non-biological adult living in the house
- Family is experiencing multiple stresses

**Child Factors:**

- Baby is sickly, colicky or unwanted
- Child has a physical or developmental disability
- Child is the product of an abusive relationship
- Lack of attachment between child and parent

Source: <https://www.childmatters.org.nz/insights/risk-factors>

## RESPONDING TO/REPORTING CHILD ABUSE

If you see a child being abused, OR you observe signs of abuse in a child, OR a child discloses abuse to you, OR someone tells you of a concern

### RESPOND TO THE CHILD'S NEEDS

Ensure the child is safe from immediate harm. Attend to any physical or emotional distress in the child – seek medical help if appropriate. Have a conversation with the child but do not interrogate them.

Listen to the child.

Call the Police if the child is in immediate danger.

Are you a staff member?

### IMMEDIATELY INFORM YOUR MANAGER.

If the suspected abuser is your manager, inform the Service owner OR Chair of Governance Group. Where this is **not** possible, contact O.T. on 0508 326 459 OR the police and inform the Ministry of Education at the same time.

### PREPARE A WRITTEN RECORD

Date, time and place of observation/report of abuse  
Names of anyone present  
Word for word what the child said  
Any physical or behavioural signs  
**GIVE THIS TO YOUR MANAGER**

Are you in charge?

### GATHER INFORMATION

Ensure you have a full signed report from the person who identified the abuse. Offer them support and tell them what actions you will take. Consult with other professionals with out delay and only if required in preparing your report.  
Call O.T. 0508 EDASSIST (0508 332 774) and discuss your concerns. O.T. will tell you if you need to do a formal report about your concerns.

Always inform the Ministry of Education at the same time.

If there is an allegation against a Registered Teacher, inform the Teaching Council at this time also.

### REPORT ABUSE

Call O.T. on 0508 326 459 (contact@ot.govt.nz) OR Police if it is an emergency  
Use the guide for making a report of concern on page 15 of this policy.  
Ask O.T. for advice and guidance about speaking to carers/whānau about the report.  
**ASK WHAT HAPPENS NEXT - get a timeframe.**

### OUTSIDE THE SERVICE

- ⇒ You will most likely suspect that the abuse is by a parent, but you **cannot assume this**. If you are concerned about a child going home tell O.T. or Police about this
- ⇒ Ensure that the child is not at further risk of abuse whilst in your care
- ⇒ Email a copy of your Report of Concern to the Ministry of Education
- ⇒ If you make a verbal Report of concern, email a copy of O.T.'s acknowledgement to the Ministry of Education

### REMEMBER

It is **not your job** to investigate abuse that happens outside your

### INSIDE THE SERVICE

- ⇒ Ensure that the alleged abuser is suspended and immediately excluded from the Service
- ⇒ Report the matter at once to the Ministry of Education
- ⇒ Once your investigation is completed submit your report to the MoE using their Incident Report Template: [www.sexualabuse.org.nz/forms](http://www.sexualabuse.org.nz/forms)
- ⇒ If the person is a Registered Teacher, report the matter to the Teaching Council early on (i.e. even before you begin an investigation)
- ⇒ Discuss any actions decide to take with O.T./Police first
- ⇒ Recommend that the alleged abuser seek advice from their union or lawyer
- ⇒ Ensure records are kept of any comments or events relating to the complaint/allegations and that follow-up action is taken and documented
- ⇒ Seek employment/legal advice where appropriate

### ATTEND TO THE HEALING OF YOUR COMMUNITY

If there is disruption to the ECE Service or community, negative impacts on other children and/or staff, or there is media interest please contact the

SPECIAL EDUCATION TRAUMATIC INCIDENT COORDINATOR  
for support on 0800 848 326

# Guidance for making a Report of Concern

When you make a Report of Concern you are advocating for the child. It is important that you provide high quality information as this can be key to the child receiving the help they need. When making a Report of Concern take time to consider the information that needs to be included in the report. Consider these points:

- Will the person receiving the report be able to easily understand your concerns?
- Ask a colleague to read your report in confidence before you submit it, just to ensure that your concerns are clear.
- How will you follow up with the agency you filed the report with to ensure your concerns are being addressed?

Here is a list of information useful for Oranga Tamariki or Police to both identify the child and to better understand your concern(s). The more detail you can provide the more effective your report becomes.

- Child's name
- Date of birth or approximate age
- Residential address
- Name(s) of parent/caregiver
- Telephone numbers of carers
- Name(s) of any other children in the household if known
- Name(s) of any other adults in household/whānau
- If relevant, name(s) of the person you are concerned about and their relationship or connection to the child or Early Childhood Centre
- Name of GP or Plunket nurse if known
- What are you concerned about? What have you seen or heard?
- Who was present when you noticed something? When did it happen?
- What did the child say? Use the child's actual words.
- What did the adult say or do that concerned you? Use speech marks. Is it a one-off incident or often occurring?
- If injury is present or disclosed, provide detail of where on the body. Use the body map on page 18.
- Using the child or adult's own words, record how any injury happened and any other details disclosed.
- Provide details of any questions you have asked, and the response given.
- What have you done to safeguard or protect the child?
- Who else is aware of or shares your concern(s)?
- Have you spoken to the child's family of your concern(s)? If not, detail why, for example, fear for child's or your own safety. Do the family know you are making a Report of Concern? If yes, what was their response?
- If you have any reason to believe that a child will be at increased risk of harm because of submitting the Report of Concern, please ensure you highlight this concern in your report.
- Include your full name, job title or relationship to the child or young person. Also, your contact number and name of organisation.

You have the choice to remain anonymous. However, if you include your details in the report the agency will be able to contact you for more detail or clarification if necessary.

If you choose to remain anonymous, please indicate this in your report and clearly state the reason why. Ensure you have included as much detail as possible as the agency will be unable to contact you for more detail or clarification.

**CALL THE POLICE IF THE CHILD IS IN IMMEDIATE DANGER.**

Where they feel that no action has been taken, ECE staff (from teachers through to the cleaners, cooks, parent help – everybody) are free to make a Report of Concern to Oranga Tamariki about suspected or actual harm and are legally protected from any repercussions by Section 16 of the Oranga Tamariki Act 1989.