**Appendix A - Child Protection Procedures- Responding to disclosures, concerns or suspected child abuse**

**CHILD ABUSE EITHER SUSPECTED OR DISCLOSED**

**If child or young person is in immediate danger**

**contact the police immediately on 111**

**LISTEN**

* Listen carefully to what the child is saying DO NOT interview the child or ask too many questions.
* Believe and reassure the child
* Record what you have heard on the Child Protection Concern Form (Appendix C) and ensure it is word for word what the child has said.
* DO NOT conduct an investigation on your own before making a report of concern or calling the police.

**IF THE CHILD IS IN IMMEDIATE DANGER**

* Contact the Police Immediately on 111.
* Follow police advice.
* Inform the CPO **NAME & CONTACT NUMBER**
* Report details on Child Protection Concern Form (Appendix C).
* Police will decide when and who will inform the child’s parents/caregivers.
* CPO to monitor and review.

**IF THERE IS NO IMMEDIATE DANGER TO THE CHILD**

* Contact Child Protection Officer (CPO) –**NAME & CONTACT NUMBER** and pass on Child Protection Concern Form (Appendix C).
* CPO decides whether to make a Report of Concern to Oranga Tamariki.
* If yes CPO makes a report of concern (ROC) to OrangaTamariki and keeps a copy

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

* CPO will keep a copy in a secure and confidential location.
* If CPO is unsure whether a ROC is required, the CPO will contact Oranga Tamariki on 0508 326 459 to seek advice and guidance.
* Oranga Tamariki will decide when and who will inform the child’s parents/caregivers.
* If CPO does not believe a ROC is required at this stage, the CPO will closely monitor the situation and review ongoing concerns.
* The record is kept in a secure and confidential location.

**Appendix B: Child Protection Procedures – responding to allegations of abuse by a staff member**

**CHILD ABUSE EITHER SUSPECTED OR DISCLOSED RELATING TO A STAFF MEMBER**

**LISTEN**

* Listen carefully to what the child is saying DO NOT interview the child or ask too many questions.
* Believe and reassure the child
* Record what you have heard on the Child Protection Concern Form (Appendix C) and ensure it is word for word what the child has said.
* If you have concerns about a staff members behaviour towards a child or children record this on the Child Protection Concern Form (Appendix C)
* DO NOT conduct an investigation on your own, pass on the information to the CPO

**IF THERE IS NO IMMEDIATE DANGER TO THE CHILD**

* Contact Child Protection Officer (CPO) – **NAME & CONTACT NUMBER** and pass on Child Protection Concern Form (Appendix C).
* CPO informs management
* If the allegation involves the CPO, contact management directly.
* Management will seek advice from external agencies regarding appropriate actions to be followed, Oranga Tamariki or the Police. Any investigation will be undertaken by an external party to maintain transparency and the matter will not be investigated by the organisation.

Management will:

* Not act alone or investigate, the matter will be investigated by Police or Oranga Tamariki
* Following guidance from authorities, the staff member will immediately be suspended, subject to relevant employment contract and law
* Follow ordinary employment disciplinary policies
* After consultation with Police and Oranga Tamariki decide when and who will inform parents/caregivers
* Liaise closely with CPO, Oranga Tamariki and the Police.

**IF THE CHILD IS IN IMMEDIATE DANGER**

* Contact the Police immediately on 111
* Follow police advice
* Inform the CPO - **NAME & CONTACT NUMBER**
* Report details on Child Protection Concern Form (Appendix C)
* Police will decide who and when will inform the child’s parents/caregivers.
* CPO to monitor and review.