

Responding to Suspected Abuse Flow Chart

Any concern or disclosure of suspected abuse must be taken seriously and dealt with immediately to ensure the child is safe from immediate harm. Inform your Centre Manager/Child Protection Officer of your concerns.

Your Centre Manager/Child Protection Officer will inform the Area Manager within 1 hour of the concern being raised. If the Area Manager is not available, the Group Operations Manager will be contacted for immediate support.

Any person can notify suspected abuse directly to Oranga Tamariki or the NZ Police. It is imperative however that people do not do this in isolation and have the support they need. Any notification of suspected abuse must be notified to MoE also.

**Child abuse/neglect is either suspected or disclosed
Ensure the child or young person is safe from immediate harm**



- Any disclosure from a child, ongoing concerns or observations, allegations of suspected abuse or neglect must be discussed with your Centre Manager/Child Protection Officer immediately and carefully documented on the Child Protection Concern Report (appendix 4).
- Your Centre Manager/Child Protection Officer must verbally inform your Area Manager (Group Operations Manager if the AM is not available) within 1 hour of being informed of the concern/disclosure/suspected allegation.
- The Area Manager will support the Centre Manager/Child Protection Officer, ensuring the documented information is discussed in detail.
- Together, an immediate plan is put into place, including the considerations of immediate risk of harm to the child.
- We work in partnership with Oranga Tamariki and/or the NZ Police in the investigation of suspected abuse and we will report suspected/alleged abuse and neglect to these agencies.
- Contact Oranga Tamariki (0508 326 459) or the NZ Police.
- If advised to do so, complete a notification form to Oranga Tamariki/NZ Police. It is a mandatory requirement that all notifications to these agencies are also reported to the Ministry of Education as well.
- If there is disruption to the ECE service or community, negative impacts on other children and/or staff, or media interest, you may seek support from Special Education Traumatic Incident Coordinator (0800 84 8326)



Alleged abuse by someone outside the Centre

The Centre Manager/Child Protection Officer should do the following:

- Support the documentation of concerns on the Child Protection Concern Report (appendix 4)
- Inform the Area Manager within 1 hour and discuss immediate risk to the child
- Report suspected abuse/neglect to Oranga Tamariki or NZ Police
- Follow the advice of Oranga Tamariki/NZ Police
- Avoid further immediate risk to the child(ren)
- Complete all required documentation including the Evolve Online Serious Incident Report on the Hub
- Your Area Manager will ensure that MoE is informed where external agencies have been notified.

Alleged abuse by a person within the Centre

Managing situations where a staff member has been accused of child abuse/neglect

The Centre Manager/Child Protection Officer should do the following:

- Take immediate steps to remove the kaiako/kaimahi from the learning environment by putting them into non-contact time or on a break
- Inform your Area Manager immediately (within 1 hour)
- Support the documentation of concerns on the Child Protection Concern Report (appendix 4)
- The Area Manager will then immediately inform and seek guidance from the Group Operations Manager and HR
- Further required mitigation actions will be discussed and agreed by the Area Manager, Group Operations Manager and HR
- The Area Manager will support you to ensure all processes are followed
- If NZ Police or Oranga Tamariki are involved, follow all required actions whilst working closely with your Area Manager
- Complete all required documentation including the Evolve Online Serious incident Report on the Hub