

## Reporting Process for Child Abuse and Neglect at St Paul's Playgroup

You see a child being abused OR a child reports being abused  
OR you observe signs of abuse in a child  
Refer to the "HOW Can I tell?" booklet

Call the **Police (111)** if the child is in immediate danger

### Respond to the child's needs

- Ensure the child is safe from immediate harm
- Attend to any physical or emotional distress in the child, listen to the child

### Responding to disclosures by children

#### If a child comes to you and starts talking about abuse:

- Listen to the child
- Reassure the child
- Inform your Designated Person for Child Protection
  
- Do not ask leading questions
- Do not ask who, what, why, when

#### Document Events and Disclose Information

**Write** "word for word" what the child said

**Write** time, date, location, and the names of any person(s) present

**Write** any physical, behavioural, or developmental concerns of abuse that have led to the discussion

**Sign** the report

#### Making a referral

A referral involves giving CYF (0508 326 459) or the Police (111) information about concerns relating to the child, so that enquiries can be made by the appropriate agency, followed by necessary action.

### Responding to suspected child abuse or neglect

#### If you observe signs of abuse in a child:

- Immediately inform your Designated Person for Child Protection
- Discuss what action needs to be taken

#### Consultation

Ring CYF (0508 326 459) or Plunketline (0800 933 92) and discuss your concerns

These agencies will tell you if you need to do a formal report.

#### Report required

- If a report is required, document events and disclose information
- Make a referral

Deciding when and who will inform the family/whanau will be determined by CYF and/or the Police in consultation with St Paul's Playgroup

St Paul's Playgroup should ensure that any records made in relation to a referral should be kept confidentially and in a secure place

**ENSURE YOU SEEK HELP FOR YOURSELF IF YOU FEEL THE NEED FOR SUPPORT**  
The Clergy at St Paul's Waiwhetu have the skills to support you