CHILD PROTECTION – REPORT OF CONCERN FORM

Taranaki futures trust – jun 2019

# REPORT OF CONCERN FORM

**INCIDENT DETAILS**

Date and time

Location

**YOUR DETAILS**

Name

Role

Phone number

Email

**CHILD DETAILS**

Child name

Date of birth (if known)

Gender

Child’s address (if known)

Parent/caregivers details

 Name

 Address

 Phone

**INCIDENT REPORTING**

What type of incident report is this (tick one)
 О Reporting a concern I have about a child

 О Reporting a concern made to me by someone else about a child

 Name of person who raised the concern to you

 Role of the person

 Contact phone number

 О Reporting a concern about a Taranaki Futures staff member

Please provide details of the incident or concern

(Please include information about the nature of the incident, when it happened, who was involved, if there were any injuries resultant, signs/symptoms, any other relevant information. Report only facts)

**DESIGNATED PERSON FOR CHILD PROTECTION NOTIFICATION**

The Taranaki Futures Designated Person for Child Protection is: Taranaki Futures General Manager

Belinda Mooney, phone 021 0274 0555 or email belinda.mooney@taranakifutures.org.

Date and time referred

Signed by reporting person

# DESIGNATED PERSON FOR CHILD PROTECTION – ACTIONS REGISTER

**For reported concerns about a child**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Yes/No | Date | Time |
| Enquiry call to Oranga Tamariki to assess the concern made (0508 326 549) |  |  |  |
| Report of Concern made to Oranga Tamariki |  |  |  |
| Update to reporting person of actions taken |  |  |  |
| File Report of Concern Form with record of DPCP actions taken. Provide a copy to the Chair of the Board. |  |  |  |
| Follow up 5 days if no action |  |  |  |
| Report to Oranga Tamariki if concerns remain |  |  |  |
| Review fortnightly and file activities/actions |  |  |  |

**For reported concerns about Taranaki Futures Staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Yes/No | Date | Time |
| Enquiry call to Oranga Tamariki to assess the concern made (0508 326 549) |  |  |  |
| Suspend the staff member involved |  |  |  |
| Engage external agencies in alignment with enquiry call findings: |  |  |  |
| 1. Legal
 |  |  |  |
| 1. Oranga Tamariki
 |  |  |  |
| 1. Police
 |  |  |  |
| Contact police and report the concern/individual and if they are working with children in other organisations |  |  |  |
| Direct staff member to legal and professional service options  |  |  |  |
| Speak with other staff members about the incident and resultant course of action. Offer support services. |  |  |  |
| When external agency findings are available, update the file documentation and advise the Chair of the Board the outcome.  |  |  |  |
| In consultation with Chair of the Board, take appropriate action in accordance with external agency findings. |  |  |  |