

## How to make an effective report of concern

**Is the child or young person of concern at immediate risk of harm? If YES, call 111 immediately.**

The quality of the information you share can make the difference between an individual of concern receiving the help they need or not. When making a Report of Concern we recommend you take time to plan the information you intend to include. Key questions to consider include:

Will the person receiving the report be able to easily understand your concerns? Ask a trusted friend or colleague to read it before submitting it - are your concerns clear?

What is your plan regarding follow up with the agency you filed the report with ensure your concerns are being addressed?

Safeguarding Children has compiled a list of information useful for Oranga Tamariki or Police to identify a child, young person or adult of concern and also, for them to better understand your concern(s). The more detail you are able to provide the more effective your report becomes.

Child's name

Date of birth or approximate age

Residential address

Names of carers/parents

Telephone numbers of carers

Name(s) of any other children in the household

Name(s) of parent/caregiver

Name(s) of any other adults in household/whanau/group/team

Name(s) of adult you are concerned about and their relationship or connection to the child

School, Early Childhood Centre or group(s) attended

Name of GP or Plunket nurse

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 speech marks.

What did the adult say or do that concerned you? Use speech marks.

Is it a one-off incident or always occurring?

If injury is present or disclosed, provide detail of where on the body. If you have one, use a body map and indicate left and right hand sides.

Using the child or adult's own words, record how the injury happened and any other details disclosed. Use speech marks.

Provide details of any questions you have asked and the response given. Use speech marks. 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 of child's or 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 as a result of submitting the Report of Concern, please ensure you highlight this concern in your report.

Include your full name, job title or relationship to child or young person. Also, your contact number and name of organisation.

We encourage you not to remain anonymous and to include your details in the report. This provides the agency you file the report with the option to contact you for more detail or clarification if necessary.

If you wish 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.