

Guidance for making a Report of Concern

When you make a Report of Concern you are advocating for the child. It is important that you provide high quality information as this can be key to the child receiving the help they need. When making a Report of Concern take time to consider the information that needs to be included in the report. Consider these points:

- Will the person receiving the report be able to easily understand your concerns?
- Ask a colleague to read your report in confidence before you submit it, just to ensure that your concerns are clear.
- How will you follow up with the agency you filed the report with to ensure your concerns are being addressed?

Here is a list of information useful for Oranga Tamariki or Police to both identify the child and to better understand your concern(s). The more detail you can provide the more effective your report becomes.

- Child's name
- Date of birth or approximate age
- Residential address
- Name(s) of parent/caregiver
- Telephone numbers of carers
- Name(s) of any other children in the household if known
- Name(s) of any other adults in household/whānau
- If relevant, name(s) of the person you are concerned about and their relationship or connection to the child or Early Childhood Centre
- Name of GP or Plunket nurse if known
- 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 the child's actual words.
- What did the adult say or do that concerned you? Use speech marks. Is it a one-off incident or often occurring?
- If injury is present or disclosed, provide detail of where on the body. Use a body map to record injuries.
- Using the child or adult's own words, record how any injury happened and any other details disclosed.
- Provide details of any questions you have asked, and the response given.
- 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 for child's or your 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 because of submitting the Report of Concern, please ensure you highlight this concern in your report.
- Include your full name, job title or relationship to the child or young person. Also, your contact number and name of organisation.

You have the choice to remain anonymous. However, if you include your details in the report the agency will be able to contact you for more detail or clarification if necessary.

If you choose 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.

CALL THE POLICE IF THE CHILD IS IN IMMEDIATE DANGER.

Where they feel that no action has been taken, ECE staff (from teachers through to the cleaners, cooks, parent help – everybody) are free to make a Report of Concern to Oranga Tamariki about suspected or actual harm and are legally protected from any repercussions by Section 16 of the Oranga Tamariki Act 1989.