

## RESPONDING TO TŪKINO MOKOPUNA

If you see a mokopuna being abused, OR you observe signs of abuse in a mokopuna, OR a mokopuna discloses abuse to you, OR some tells you of a concern

### RESPOND TO THE MOKOPUNA'S NEEDS

Ensure the mokopuna is safe from immediate harm. Attend to any physical or emotional distress in the mokopuna – seek medical help if appropriate. Have a conversation with the mokopuna but do not interrogate them.

**Listen and believe the mokopuna and keep careful notes.**

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

Are you Kaimahi?

#### IMMEDIATELY INFORM YOUR PERSON RESPONSIBLE.

If the suspected abuser is your Person Responsible, inform the *nominated person* (e.g. Chairperson) who will contact the Regional Manager. Where this is **not** possible, contact O.T. on 0508 326 459 OR the police and inform Te Kōhanga Reo National Trust and the Ministry of Education at the same time.

#### PREPARE A WRITTEN RECORD

Date, time and place of observation/report of abuse  
Names of anyone present  
Word for word what the mokopuna said  
Any physical or behavioural signs

**GIVE THIS TO YOUR PERSON RESPONSIBLE**

Are you the Person Responsible?

#### GATHER INFORMATION

Ensure you have a full signed report from the person who identified the abuse. Offer them support and tell them what actions you will take.

Inform your *nominated person* (e.g. Chairperson) and work together with them to call O.T. 0508 EDASSIST (0508 332 774) and discuss your concerns. O.T. will tell you if you need to do a formal report about your concerns. Always inform TKR National Trust and the Ministry of Education at the same time.

If there is an allegation against a Registered Teacher, inform the Teaching Council at this time also.

#### REPORT ABUSE

You or your *nominated person* (e.g. Chairperson) must call O.T. on 0508 326 459 (contact@ot.govt.nz) OR Police if it is an emergency

Use the guide for making a reporting of concern on page 17 of the policy.

**ALWAYS ASK WHAT HAPPENS NEXT** - get a timeframe.

### OUTSIDE THE KŌHANGA

- You will most likely suspect that the abuse is by whānau, but you **cannot assume this**. If you are concerned about a mokopuna going home tell O.T. or Police about this.
- Ensure that the mokopuna is not at further risk whilst in your care.
- Email a copy of your Report of Concern to your *nominated person* (e.g. Chairperson), Te Kōhanga Reo National Trust and the Ministry of Education at once.
- If you make a verbal Report of concern, email a copy of O.T.'s acknowledgement to your *nominated person*, Te Kōhanga Reo National Trust and the Ministry of Education at the same time.

#### REMEMBER

**It is not your job to investigate external abuse**

### INSIDE THE KŌHANGA REO

- Ensure that the alleged abuser is suspended and immediately excluded from the Kōhanga
- Report the matter at once to the *nominated person* (e.g. Chairperson) for your Kōhanga Reo, the regional manager, Te Kōhanga Reo National Trust and the Ministry of Education
- Work together with your nominated person to complete your investigation and submit your report to the MoE using their Incident Report Template (<https://sexualabuse.org.nz/forms/>)
- If the person is a Registered Teacher, report the matter to the Teaching Council early on (i.e. even before you begin any investigation)
- Discuss any actions you decide to take with O.T./Police first
- Recommend that the alleged abuser seek legal advice
- Ensure records are kept of any comments or events relating to the complaint/allegations and that follow-up action is taken and documented
- Seek employment/legal advice where appropriate

### ATTEND TO THE HEALING OF YOUR COMMUNITY

If there is disruption to the Kōhanga Reo or community, negative impacts on other mokopuna and/or kaimahi, or there is media interest please contact the

**SPECIAL EDUCATION TRAUMATIC INCIDENT COORDINATOR**

For support on 0800 848 326