

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 (Pou 4) who will notify the Ministry of Education at the same time (HS34).

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