

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 KAIKO MATUA.

If the suspected abuser is your Kaiako Matua, inform the *Kaitohu ā-Rohe* who will contact the Chairperson. Where this is **not** possible, contact Te Kōhanga Reo National Trust in Wellington who will support you to contact O.T. on 0508 326 459 OR the police.

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 KAIKO MATUA

Are you the Kaiako Matua?

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 *Kaitohu ā-Rohe* and Chairperson and work together with them to call O.T. 0508 EDASSIST (0508 332 774) to discuss your concerns. O.T. will tell you if you need to do a formal Report of Concern (RoC).

It is the responsibility of the *Kaitohu ā-Rohe* to inform TKR National Trust (Wellington) (Pou 4) who will notify the Ministry of Education (HS34).

(In the rare case that there is an allegation against a Registered Teacher, the *Kaitohu ā-Rohe* will inform the Teaching Council at this time also).

REPORT ABUSE

You, the *Kaitohu ā-Rohe* or your 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 the *Kaitohu ā-Rohe* and the Chairperson. Te Kōhanga Reo National Trust will inform the Ministry of Education (HS34).
- If you make a verbal Report of concern, email a copy of O.T.'s acknowledgement to the *Kaitohu ā-Rohe* who will forward it to Te Kōhanga Reo National Trust and the Ministry of Education

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 *Kaitohu ā-Rohe* for your Kōhanga Reo who will inform Te Kōhanga Reo National Trust **and** the Ministry of Education
- Work together with your *Kaitohu ā-Rohe* and Chairperson to complete your investigation and submit your report to the MoE using their Incident Report Template (<https://sexualabuse.org.nz/forms/>)
- (In the rare case that the person is a Registered Teacher, report the matter to the Teaching Council early on, even before you begin any investigation).
- If you have made a Report of Concern, consider discussing 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 any follow-up action taken is 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