

## Responding to Child Abuse

### ABUSE SUSPECTED

Child abuse or potential child abuse is suspected, witnessed, reported or disclosed.

If the child is in danger or unsafe, act immediately to secure their safety

### LISTEN, RECORD AND CONSULT

**LISTEN** to the child and reassure them, but do NOT make promises or commitments you cannot keep. Do NOT formally interview the child – obtain only necessary relevant facts if and when clarification is needed.

**CAREFULLY RECORD** any physical or behavioural observations and anything said by the child (using the child's own words as far as possible. Include, date, time, who was present etc.).

**CONSULT** immediately with the manager or nominated senior person in charge. Discuss and agree on an appropriate course of action, including whether a report of concern is to be made.

### REPORT YOUR CONCERN

The manager or nominated senior person in charge who received the information should contact Child, Youth and Family (0508 326 459) or the Police and make a report of concern.

**If the alleged abuse is by a staff member**

Follow the advice of CYF/Police.

Ensure there is no contact between the child or young person and the staff member who the allegation is against.

**If the alleged abuse is by a non-staff member**

Follow the advice of CYF/Police.

Ensure the child or young person is in a place of safety – their safety is PARAMOUNT.

### INFORM

Consultation will take place between the Designated Person for Child Protection and Child, Youth and Family to decide who will inform the parents of the child and provide support for the family.