

# REPORTING PROCESS FOR CHILD ABUSE

You see a child being abused, OR you observe signs of abuse in a child OR a child reports being abused.

## RESPOND TO THE CHILD'S NEEDS

- Ensure the child is safe from immediate harm. Call the police if the child is in immediate danger.
- Attend to any physical or emotional distress in the child – take to hospital if appropriate.
- Listen to the child.

Are you a  
staff  
member?

## IMMEDIATELY INFORM YOUR MANAGER

If the suspected abuser is your manager,  
Inform the service owner OR Chair of the  
governance group OR O.T. on 0508 326 459  
OR Police Child Abuse Team

## PREPARE WRITTEN RECORD

Record

- Date, time and place of observation/reporting of abuse
- Names of anyone present
- What the child says - exactly
- Any physical or behavioural signs of abuse.

GIVE THIS TO YOUR MANAGER

Are you  
in  
charge?

CALL THE POLICE  
IF THE CHILD IS  
IN IMMEDIATE  
DANGER

## PERSON IN CHARGE

### GATHER INFORMATION

Ensure you have a full report from the person who identified the abuse. Offer them support. Get them to sign the report. Tell them what actions you will take. Ring O.T. (0508 326 459) and discuss your concerns. O.T. will tell you if you need to do a formal report about your concerns.

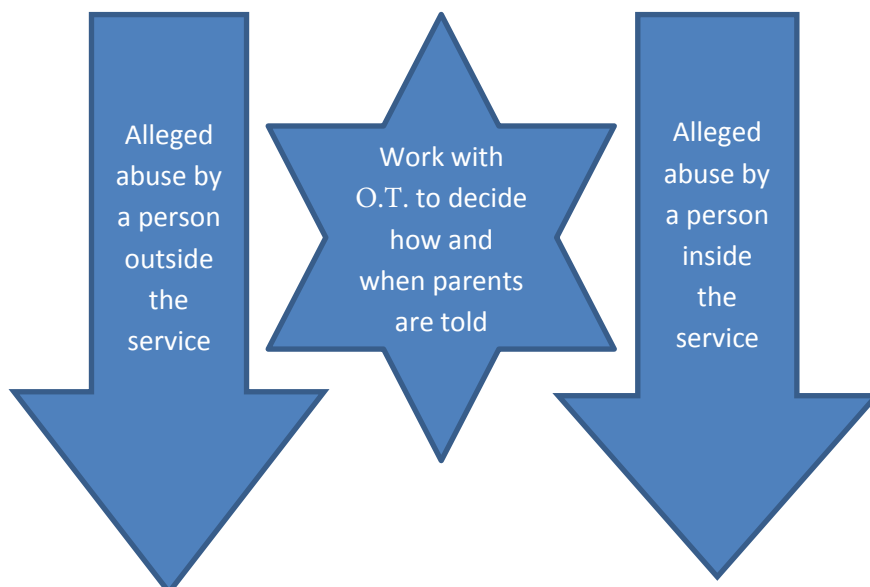
### REPORT ABUSE

Ring O.T. on 0508 326459 and tell them:

(If it is an emergency, ring the Police Child Abuse Team)

- your own name and contact details
- name of child/children (also known as/nicknames)
- date of birth (if known)
- ethnicity (if known)
- name of caregivers, parents and other family members and current living situation
- current legal custodians
- reasons why it is believed that the child has been abused
- other significant background information
- any concerns for your physical safety in making this notification.

ASK WHAT HAPPENS NEXT – get timeframe



### **OUTSIDESERVICE**

- You are most likely to suspect the abuse is by a parent but you cannot assume this. If you are concerned about the child going home, tell O.T. or the Police this.
- While the child is in your care, ensure the child is not at risk of being further abused.

### **INSIDE SERVICE**

- Maintain close liaison with O.T./the police and discuss any actions you want to take with them first.
- Discuss with O.T./Police who will tell the suspected abuser of the allegation and whether the suspected abuser should remain on the ECE premises.\*
- Recommend the suspected abuser seeks support from their union or lawyer.
- Ensure records are kept of any comments or event relating to the complaint(s) and /or allegations and follow-up action is taken and documented.
- Get employment/legal advice where appropriate.

### **ATTEND TO HEALING OF YOUR COMMUNITY**

If there is disruption to the ECE service or community, negative impacts on other children and/or staff, or media interest contact

SPECIAL EDUCATION TRAUMATIC INCIDENT COORDINATOR  
for support on 0800 84 8326

**FINALLY! GET SUPPORT FOR YOURSELF**

# Reporting Process Flowchart



