

## RESPONDING TO ISSUES OF DISCLOSED OR SUSPECTED ABUSE

Is the child or young person of concern at immediate risk of harm? **If YES, call 111 immediately.**

As a volunteer within our sport, it is your responsibility to act on any serious concerns. The quality of information you share can make the difference to an individual of concern receiving the help they need or not. We recommend you take time to plan the information you will include.

Where abuse is suspected or reported, the welfare and interests of the child or young person are the first and paramount considerations.

- Ensure the child is safe from immediate harm
- Consult immediately with nominated person-in-charge (for example, if on a trip, consult the overall team manager) or contact Athletics NZ Child Protection Officer if the allegation is against the person-in-charge.
- As soon as possible, record accurately and appropriately the information received using the below recommended Report of Concern format.
- Records should be factual (not opinion or hearsay) and concise. Conversations should be recorded word for word and not paraphrased.
- Consult with others as appropriate – do not work alone. Adhere to privacy guidelines as it pertains to Oranga Tamariki Act.
- Avoid questioning the child beyond what has already been disclosed.
- Do not question or counsel the alleged offender.
- Do not investigate or presume expertise.
- Notify the Athletics New Zealand Child Protection Officer and/or the Chief Executive.

### Making a Report of Concern.

The following list of information is helpful for Oranga Tamariki or NZ Police to identify a child, young person or adult of concern and also help them get a better understanding of your concerns. The more detail you can provide the more effective your report becomes.

- Name of child or young person
- If known, date of birth or approximate age
- If known, address or place of residence
- If known, contact phone numbers
- Name(s) of any other children in household / whanau group.
- Name(s) of any other adults in the household / whanau group.
- Name(s) of adult you are concerned about and their connection to the child.
- Group attended ie: club, competition, coaching squad, team event.
- What are you concerned about?
- What have you seen or heard?
- Who was present when you noticed something?
- When did it happen?
- What did the child say? Use speech marks.
- What did the adult say or do that concerned you? Use speech marks.
- Is it a one-off incident or always occurring?
- If injury is present or disclosed, provide details of where on the body. Use the attached body map and indicate left and right hand sides.

- Using the child or adult's own words, record how the injury happened and any other details disclosed. Use speech marks.
- What have you done to safeguard or protect the child?
- Who else is aware of or shares your concerns?
- Have you spoken to the child's family of your concern(s). If not, detail why. For example fear of child's or own safety.
- Do the family know you are making a report of concern? If yes, what was their response.
- If you have any reason to believe that a child will be at increased risk or harm as a result of submitting this report of concern, please ensure you highlight this in your report.
- Include your full name and relationship to the child or young person. Also your contact details.

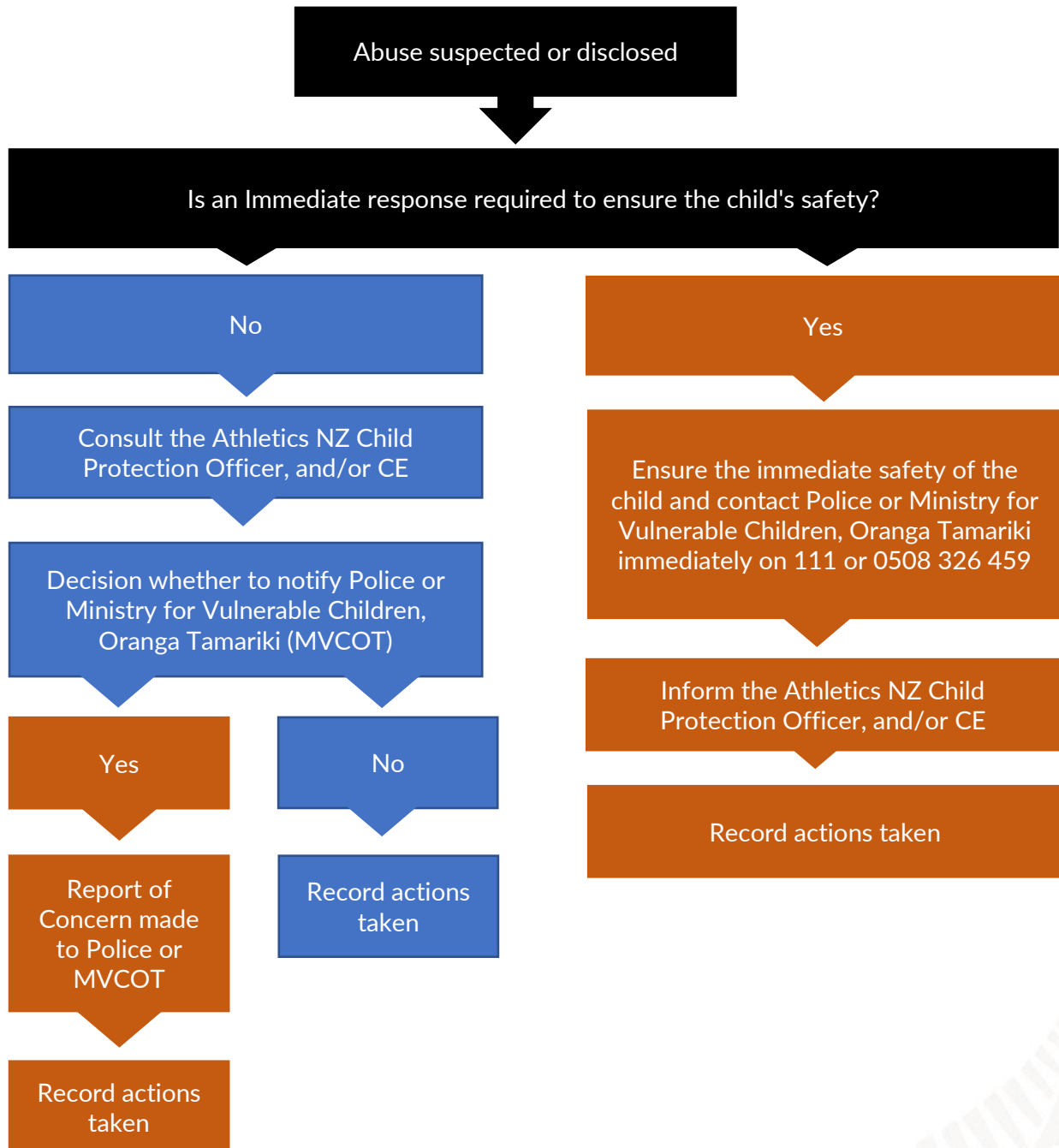
This report should be filed as soon as possible with both a Centre representative and the Athletics NZ Child Protection Officer.

#### Safeguarding Officer

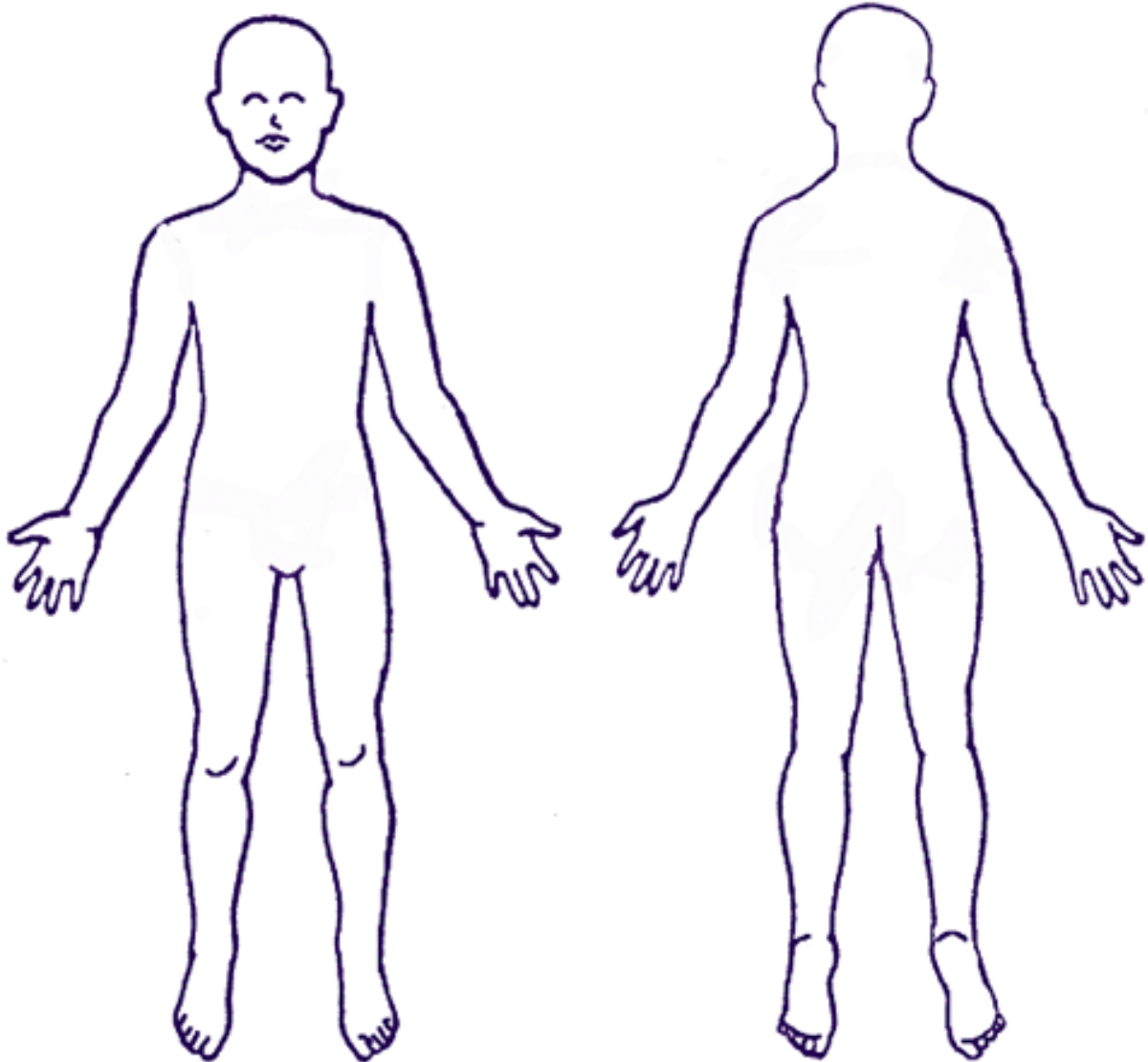
Athletics NZ has an appointed Safeguarding Officer, who is the person of contact for any concerns related to child safety.

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The following is a step by step guide to the actions you should take if abuse is suspected or disclosed.



## Child Protection Body Map



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of reporter: \_\_\_\_\_

Date recorded: \_\_\_\_\_

Observations:

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