

## DISCLOSURE OF ABUSE OR NEGLECT IS MADE – Appendix 1

- Listen to the young person
- Reassure the young person
- Do NOT ask questions
- Do not promise confidentiality



If the young person is visibly distressed	Provide appropriate reassurance and re-engage in appropriate activities under supervision until they are able
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If the young person <b>is not</b> in immediate danger	If the young person <b>is in</b> immediate danger
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Re-involve the young person in ordinary activities and explain what you are going to do next	Contact the Police immediately
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As soon as possible formally record the disclosure.	Record: <ul style="list-style-type: none"> <li>• Word for word what the young person said</li> <li>• The date, time, location and the names of any staff that may be relevant</li> <li>• The factual concerns or observations that have led to the suspicion of abuse or neglect (eg any physical, behavioral or developmental concerns).</li> <li>• The action taken by your organization</li> <li>• Any other information that may be relevant</li> </ul>
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Decision making	<ul style="list-style-type: none"> <li>• Discuss any concern with the Senior Leader responsible for Pastoral Care or the Head of Guidance but with no other person/s.</li> </ul>
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Notifying authorities	<ul style="list-style-type: none"> <li>• Notify Oranga Tamariki promptly if there is a belief that a young person has been, or is likely to be, abused or neglected. Phone: 0508 Family (0508 326 459) Email: edassist@ot.govt.nz</li> </ul>
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## SIGNS OF POTENTIAL ABUSE – Appendix 2

- **Physical signs** eg unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted disease
- **Developmental delays** eg small for their age, cognitive delays, falling behind in school, poor speech and social skills
- **Emotional abuse/neglect** eg sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self harm
- **Behavioural concerns** eg age inappropriate sexual interest of play, fear of a certain person or place, eating disorders, substance abuse, disengagement, neediness, aggression.
- The young person talking about things that indicate abuse (sometimes called an allegation or disclosure).

## SIGNS OF POTENTIAL NEGLECT

- **Physical signs** eg looking rough and uncared for, dirty, without appropriate clothing, underweight.
- **Developmental delays** eg small for their age, cognitive delays, falling behind in school, poor speech and social skills
- **Emotional abuse/neglect** eg sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self harm
- **Behavioural concerns** eg disengagement, neediness, eating disorders, substance abuse, aggression.
- **Neglectful supervision** eg out and about unsupervised, left alone, no safe home to return to.
- **Medical neglect** eg persistent skin disorders or other untreated medical issues.

## CONFIDENTIALITY AND INFORMATION SHARING – Appendix 3

Staff should be aware that:

Under the Oranga Tamariki Act 1989 any person who believes that a young person has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived, must report the matter to Oranga Tamariki or the Police and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles ie the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of, their information.

Staff may, however, disclose information under the Privacy Act/Health Information Privacy Code where there is good reason to do so – such as where there is serious risk to individual health and safety (see privacy principle 11/Code rule 11). Disclosure about ill-treatment or neglect of a young person may also be made to the Police or Oranga Tamariki under sections 15 and 16 of the Vulnerable Children’s Act 2014.

## WHEN AN ALLEGATION IS MADE AGAINST A MEMBER OF STAFF – Appendix

### 4

All matters involving allegations against staff need to be escalated to the Principal.

To ensure the young person is kept safe, senior leadership in consultation with the Presiding Member of the Board, may take steps to remove the staff member against whom an allegation has been made from the environment, subject to the requirements of the applicable individual or collective employment agreement and relevant law.

Disclosure/allegation of child abuse by a staff member



As per disclosure process, up to “decision making”



Principal to be notified



- Principal to consult with Oranga Tamariki or the Police
- Principal to refer to the relevant employment agreement



Oranga Tamariki or Principal to advise employee and seek a response  
(depending on outcomes of discussions with statutory agencies)



- Employee will be advised of their right seek support/advice from union or other appropriate representatives
- Principal to contemplate removal of employee from the programme environment, subject to the employment agreement
- Principal to maintain close liaison with Oranga Tamariki or Police

When allegation is made against the Principal, the Board Presiding Member is to be notified, and Appendix 4 followed with “Board Presiding Member” replacing “Principal”.

We commit to not use “settlement agreements”, because these are contrary to a culture of young person protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue, concerned the safety or wellbeing of a young person, use of such agreements is contrary to a culture of young person protection.