



SAFE CHURCH
SAFEGUARDING

Parish / Entity: (Enter name here)

Street Address, Suburb, Town / City

REPORTING A SAFEGUARDING CONCERN, INCIDENT OR COMPLAINT

It is key to our safeguarding culture that those working with children and vulnerable adults, are alert to the signs of possible harm and neglect and know who to talk to within their setting about any concerns that arise. The report template below will assist with recording information.

This report must be completed where anyone has a concern or has knowledge about an incident involving a child or vulnerable person and passed to the relevant person or authority. Please make sure you keep a copy.

WHEN DO I NEED TO FILL OUT THIS FORM:

If you or someone else has a safeguarding concern or witnessed an incident or are concerned in any situation that you know or reasonably suspect that a child or adult has been harmed, is being harmed or is at risk of being harmed.

HOW DO I FILL OUT THIS FORM IF I DON'T HAVE MUCH INFORMATION:

Record what you know or have been told as accurately as possible. Most people are not qualified to assess harm so questioning at this stage is not appropriate. Retelling a story can be traumatising and should only happen in an appropriate professional setting.

LISTEN

- Listen to what the person is saying and reassure them that you believe them and at Re-engage we take this seriously.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Don't start to investigate or ask detailed or probing questions.
- Don't ask leading questions.
- Don't promise to keep it a secret as you have a duty of care to share it with the charity. But do assure them that the safeguarding team will work with them to support and seek their desired outcome.

RECORD

- Make a note of what happened in as much detail as possible.

DIOCESAN SAFEGUARDING OFFICER

Clodagh Ward: cward@cdoc.nz

Phone: 022 012 4142

Web: cdocsafeguarding.nz

January 2023



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- The information should be factual and not based on opinions.
- Record what the person tells you in their words avoiding paraphrasing.

REPORT

You can then contact the safeguarding person or someone in authority in the parish /community and fill in an incident reporting form. You can complete the form on your own or ask for assistance. This form should be completed at the first possible opportunity and no later than one working day after being informed about a concern.

Contact details for all Safeguarding personnel are available on the incident report. Alternatively, you may choose to go directly to the Police or the Oranga Tamariki (Ministry for Children)

REPORTING A SAFEGUARDING CONCERN, INCIDENT OR COMPLAINT

This report must be completed where anyone is concerned about an incident involving a child or vulnerable person in a faith community. **Assistance can be given to fill in this report.** It must be completed as soon as possible after the incident that causes concern and must be passed to the relevant Church authority or the police. This report can also be used as a guidance to use in an incident reporting meeting. Make sure you keep a copy.

NOTE: Confidentiality must always be maintained. Information must only be shared on a "need to know" basis i.e., only if it will protect the child.

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January 2023



1. Your Name and Position and names of other adults present and their positions if relevant

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2. Name of child/vulnerable adult

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3. Age and date of birth:

4. Are you reporting your own concerns or passing on those of somebody else? Give details of that person including contact phone number and date this person advised you of their concerns/incident.

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5. What is the concern or complaint / When did it occur. Continue a separate sheet of paper if required and attached securely to this form.

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6. If you are passing on the concerns or a disclosure of someone else, child or adult, please include dates, times etc. *Continue a separate sheet of paper if required and attached securely to this form.*

7. Have you spoken to the child / vulnerable adult? If so, what was said and what did you say in response? (Note: Most people are not qualified to assess harm so questioning at this stage is not appropriate. Retelling a story can be traumatising and should only happen in an appropriate professional setting.) *Continue a separate sheet of paper if required and attached securely to this form.*

8. Have you spoken to the parent(s)/carer(s)? If so, what was said?



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9. Have you consulted anybody else? Give details

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10. Your name and position and contact telephone number

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11. Name and Position of the person you are passing this information to and date

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Your Signature

Time and Date

Faith Community Contact:

Diocesan Safeguarding Contact: **Clodagh Ward** - 022 012 142 / cward@cdoc.nz

Diocesan Complaints Contact: **Simon Thompson** - 03 378 3643 / sthompson@cdoc.nz

For all complaints of sexual abuse or sexual misconduct against church personnel in New Zealand

National Office for Professional Standards: (NOPS) - 0800 114 622 / prof.standards@nzcbbc.org.nz

You can also go directly to the Police or Oranga Tamariki, and the Church will support anyone who requires assistance to do this.