



Procedure for reporting a Safeguarding Concern, Incident or Complaint

Contact details for all Church Safeguarding personnel are available at the bottom of this incident form. Alternatively, you may choose to go directly to the Police or the Oranga Tamariki (Ministry for Children)

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.

When do I need to fill out this form?

If you or someone else has knowledge 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. This report must be filled in and then passed to the relevant church personnel or authority.

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 by a expert.

STEPS TO FOLLOW:

Listen:

1. Listen to what the person is saying and reassure them that you believe them and aRe-engage we take this seriously.
2. Remain calm and do not show shock or disbelief.
3. Tell them that the information will be treated seriously.
4. Don't start to investigate or ask detailed or probing questions.
5. Don't ask leading questions.
6. 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:

7. Make a note of what happened in as much detail as possible.
8. The information should be factual and not based on opinions.
9. Record what the person tells you in their words avoiding paraphrasing.

Report:

10. 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 as soon as possible and at the first possible opportunity.



Your Name and Position and names of other adults present and their positions if relevant
Name of child/vulnerable adult
Age and date of birth
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.
What is the concern or complaint <i>Continue a separate sheet of paper if required and attached securely to this form.</i>
If you are passing on the concerns or a disclosure of someone else, child or adult, please include dates, times etc. <i>Continue a separate sheet of paper if required and attached securely to this form.</i>



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.*

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

Have you consulted anybody else? Give details.

Your name and position and contact telephone number.

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

Your Signature:

Time and date:

CONTACTS

Parish Local Safeguarding Representative:

Diocesan Safeguarding Contact: Clodagh Ward – 022 012142 or cward@cdoc.nz

Diocesan Complaints Contact: Alex Bailey– 03 378 3643 abailey@cdoc.nz

For all complaints of sexual abuse or sexual misconduct related to priests, religious and/or church personnel in New Zealand contact:

Church National Office for Professional Standards –0800 114622 prof.standards@nzcbbc.org.nz or
Police - 111 or

Oranga Tamariki (Ministry for Children) – 0508 326459