# Outline safeguarding reporting procedure concerns

*In consultation with statutory agencies*: Child Protection Lead consults with Senior Lead re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

**Possible Child Abuse/Criminal Offence**

Disciplinary appeals process

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

Outcome of Children’s Social Care or Police investigation (e.g. No case to answer, criminal prosecution, assessment of risk etc.)

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies’ processes.

Children’s Social Care and/or Police hold Strategy Meeting and agree investigation process

Disciplinary investigation undertaken and hearing held.

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate.

## About the behaviour of The New Zealand Alpine Club’s staff member or volunteer

(e.g. allegation about a staff member or volunteers’ behaviour towards a child)

Concerns arise about the behaviour of a member of staff or volunteer towards a child/children.

*(e.g. suspicions or allegations of poor practice or possible abuse)*

Individual alerted to concerns reports to club facility or event. Child Protection Lead completes the safeguarding incident report form and forwards a copy to the Senior Lead for Safeguarding and Child Protection.

Child Protection Lead (if appropriate in consultation with necessary and relevant organisations, police, Oranga Tamariki - Ministry of Children) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

Child Protection Lead consults with/refers to Children’s Social Care/Police / Ministry for Children and follows this up in writing within 24 hours.

Outcome of disciplinary process *(e.g. no case to answer, advice or warning given, training / support required, other sanctions, or exclusion).*

Consideration of referral to Ministry for Children, if appropriate.

**Poor Practice/Breach of Code of Conduct**

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Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours.

If matter appears urgent and indicates a high level of risk to child/ren, either contact the Police direct to refer,

**or**

Contact the child protection lead in the individual’s employing/deploying organisation to pass on the information. Secure and record their commitment to refer to relevant agencies and seek confirmation when this has been undertaken. If not agreed - contact relevant agencies directly.

Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy and / or any inter- organisation information sharing arrangements.

1. **About the behaviour of another organisation’s staff member or volunteer**

(e.g. allegations reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children

*(e.g. suspicions or allegations of poor practice or possible abuse)*

Individual alerted to concerns reports to organisation/club/facility or event.

Child Protection Lead completes the safeguarding incident report form and forwards a copy to the Senior Lead for Safeguarding and Child Protection.

Child Protection Lead (if appropriate in consultation with necessary and relevant organisations, police, Oranga Tamariki - Ministry of Children) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

**Poor practice / breach of code of conduct**

**Possible child abuse / criminal offence**

Child Protection Lead Officer records actions and plans agreed and follows up referrals in writing within 24 hours.

**Outline safeguarding reporting procedure concerns**

1. **About children and young people arising externally**

(e.g*. at home, school or in the community)*

Member of staff or volunteer made aware of concerns about child’s welfare or safety.

*(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)*

If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Member of staff, coach or volunteer reports to/consults with club’s Child Protection Lead Officer, and completes the safeguarding incident report form and forwards a copy to the Child Protection Lead Officer.

Safeguarding Lead Officer makes decision on immediate referral to or consultation with Ministry for Children or Police; records actions taken / agreed (including who will inform parents).

Child Protection Lead Officer sends written safeguarding report

to Ministry for Children / Police within 24 hours and considers need for support or advice for original referrer or others involved.