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PO Box 5638, Terrace End
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New Zealand

Social Socks Charitable Trust

Reporting Child Abuse and Dealing with Disclosure.

Rationale:

The Social Socks teams are to be aware of when to be concerned about what a child says and know the steps to follow to report possible child abuse.

Purposes:

- To ensure the safety of children working with Social Socks team members.
- To ensure that Social Socks staff are aware of the processes around notification.

Procedures:

1. All Social Socks staff are to maintain their knowledge in regards to Child Abuse and children disclosure. *Please refer to the Social Socks Child Protection policy.*
2. If a child discloses to a member of the Social Socks staff, they are to follow these basic principles. Stay calm and listen to the child; go slowly; reassure them that they have not done anything wrong; be supportive; gather essential facts; report immediately to the classroom teacher and Social Socks Team Leader.
3. No Social Socks staff member should be alone with a child. Therefore, if a child starts disclosing something of concern then if at all possible get another Social Socks staff member and/or the classroom teacher to help out.
4. It is paramount that in the event of a child disclosing information to a member of the Social Socks team that suggests a child is potentially at risk, the Social Sock team member acknowledges what the child has shared and does not ask further questions but tells the Social Socks Team Leader who will inform the classroom teacher or senior member of the school as soon as possible. The Social Socks team will adhere to the school policy for disclosure. The Social Socks team member will document the disclosure accurately on the Social Socks Incident Report, using initials of the child rather than the child's name, the date and time and which school staff member was informed and details of the incident. An accurate description of what was shared by the child will be documented. *Please refer to the Social Socks Child Protection policy.* Under the Child Vulnerability Act, Social Socks Team Leader will report this incident to the Director who will follow it up with the school that the concerns have been followed up and will the appropriate agencies e.g. Child Youth and Family or Police.
5. Each school will have their own policies and procedures to follow regarding Child Abuse. Once the school has been informed it is the school's responsibility to follow their policy.



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6. Following any incident, there will be a team debrief as soon as possible, led by the Social Socks Team Leader. If a Social Socks staff member has any immediate concerns over what happened then they should seek an urgent meeting with the Social Socks Team Leader and possibly the school staff, depending on the situation.

Approved: _____

A handwritten signature in black ink, appearing to read "N. Clark", written over a horizontal line.

Date: _____

20 April 2017

Reviewed: _____

Date: _____