



Summary

Objective

Guide people through the process if Child protection issue is identified at HDC

Owner Rhea Duffy

Expert Jo Sherwood

Procedure

1.0 Child Neglect, Abuse or Harm is suspected or disclosed
UNASSIGNED

2.0 Is the child in immediate danger?
UNASSIGNED

3.0 YES - Stay with child, contact Police, MVC or Mental crisis team. Inform Manager
UNASSIGNED

a Contact police 111, Ministry Vulnerable Children 0508 326 459, Mental Health Crisis team 0800 920 092@TODO: Enter some text here

NOTE @TODO: Enter some text here

3.1 NO - Consult Manager and determine next steps
UNASSIGNED

4.0 Record all information, Actions and conversations
UNASSIGNED

NOTE Include facts, do not suggest things or lead the conversation. Do not double guess anything as if it gets to court it could jeopardise evidence.

5.0 Refer child/family to support services if applicable
UNASSIGNED

NOTE Community partnership team and Together Hurunui a useful connection point for services

6.0 Complete H&S incident form and inform HR
UNASSIGNED

NOTE HR form detailed. H&S form basic info without identifying child/young person

7.0 Ensure staff involved have access to support
UNASSIGNED

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS FROM OTHER PROCESSES

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

None Noted

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Rhea Duffy

Process Expert Jo Sherwood

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted

Lean

None Noted