



This form should be completed by person(s) within a Playcentre who suspect abuse or neglect of a child within our care. It is a tool to assist with recording factual observations in accordance with Playcentre Aotearoa's Child Protection policy and procedures.

Date	
Name of Centre	
Address of Centre	
Regional Office	
Full name of person completing form	
Contact number	
Email	

Information about the event

Childs Full Name	
Age / date of birth:	
Name of Playcentre parent / guardian	
Contact phone numbers	
Full Name of alleged abuser	
Date and time of incident	
Persons present at time of incident	

Factual observations about the incident





Other factual concerns or observations
Action taken
Any other relevant information

Confidentiality and information sharing
The Privacy Act 1993 and the Oranga Tamariki Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the Oranga Tamariki Act 1989, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

Date	
Full name of person verifying information contained on this form	
Contact number	
Email	

