



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.

<b>Date</b>	
<b>Name of Centre</b>	
<b>Address of Centre</b>	
<b>Regional Office</b>	
<b>Full name of person completing form</b>	
<b>Contact number</b>	
<b>Email</b>	

### Information about the event

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

<b>Factual observations about the incident</b>





<b>Other factual concerns or observations</b>
<b>Action taken</b>
<b>Any other relevant information</b>

<b>Confidentiality and information sharing</b>
The Privacy Act 2020 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.

<b>Date</b>	
<b>Full name of person verifying information contained on this form</b>	
<b>Contact number</b>	
<b>Email</b>	

