



WAIKATO BADMINTON CHILD PROTECTION POLICY

Reference: Sport New Zealand, Badminton New Zealand

Reviewed: 27 February 2023

Policy Statement

Waikato Badminton is fully committed to safeguarding the welfare of all children in its care. We accept the responsibility to promote safe practise and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture disability, gender, language, racial origin, socio-economic status, religious beliefs and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, and are encouraged to do so.
- Our organisation will work in partnership together with children and parents/ carers and other agencies to promote the welfare, health and development of children.

Policy Objectives

The aim of this policy is to promote good practise through:

- Promoting the health and welfare of children by providing opportunities for them to take part in badminton activities safely.
- Respecting and promoting the rights, wishes and feelings of children.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruiting, training, supporting, supervising staff members and volunteers to adopt best practise to safeguard and protect children from abuse and to reduce risk to themselves.
- Requiring staff members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Responding to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Policy and these procedures.

Procedures

I. Screening

As part of our duty of care, we must ensure that suitable and appropriate employees and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is a robust recruitment process that includes:

- Creating a role description

- Developing candidate specifications
- Advertising the position
- Application processes
- Following up on referees
- Interviewing
- Screening (Police Vetting)

II. Child Protection Officer

A Child Protection Officer (CPO) has been appointed to manage child protection issues by:

- Ensuring that child protection procedures are understood and adhered to by all members.
- Organising promotional activities, training and raising awareness within the organisation.
- Establishing and maintaining the complaints procedure.
- Regularly reporting to the Board/ Executive Committee/ Management.
- Acting as the main contact for child protection matters.
- Keeping up to date with developments in child protection legislation.
- Liaising with local child protection agencies.
- Maintaining confidential records of reported cases and any action taken.
- Regularly monitoring and reviewing existing policies and procedures.

* The CPO for Waikato Badminton is Thomas Walther.

III. Education and training of staff and volunteers

Education and training of staff and volunteers will help Waikato Badminton to:

- Recognise the risks inherent in the sport.
- Recognise when children are at risk and from what.
- Take appropriate precautions to manage and limit identified risks.
- Respond in an appropriate manner to children who have been harmed or are suspected of being harmed.
- Understand our responsibilities in relation to keeping children safe both in terms of prevention and management responsibilities of cases that may arise.

Staff and volunteers will be trained during their induction to a level appropriate to their role. Waikato Badminton will also ensure that staff and volunteers receive ongoing education and training to keep up to date with any changes to the law or internal processes for managing incidents of harm to children.

IV. Good Practise Protocols

These protocols provide guidance to those working with children by outlining good practise and establishing boundaries in a range of situations.

- *Applying a child-centred approach where all children are treated equally and with dignity.*
 - Activities should be appropriate for the age and development of the children in your care.
 - Ensure feedback to children is about their performance and not of a personal nature.
 - Use positive and age-appropriate language when talking to children and in their presence.
- *Creating a safe and open working environment*
 - Ensure that all physical contact with children is relevant and appropriate to the activity.
 - Seek permission to touch when doing the above.
 - Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
 - Ensure that any filming or photography of children is appropriate (obtain consent prior to filming or photographing & explain purpose e.g. to promote course etc).
 - Request parental consent before transporting young people in a vehicle (ensure vehicle is insured and has a current WOF).

- Ensure you have parental consent to administer first aid required.
- Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances.
- Do not engage in communication on a one to one basis or otherwise through social media or email other than relevant coach/ trainee feedback or administration.
- Do not engage in any bullying and do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- *Avoiding situations where you are alone with a child*
 - Avoid private or unobserved situations, including being alone with a child in the changing rooms.
 - Avoid entering changing rooms when children are known to be present. If you must enter, knock and announce yourself and try to have at least one other adult with you.
 - Avoid driving a child unaccompanied.
 - Do not invite or encourage children to your home.
 - Always have another adult present when staying overnight anywhere with children. Same sex chaperones should be used.
 - Do not share a room with a child, other than your own.

V. Code of Ethics/ behaviour

Waikato Badminton has developed a Code of Conduct which sets out Waikato Badminton's expectations of its players, coaches, volunteers, staff, parents, caregivers, and supporters. The Code of Conduct reinforces good practise protocols, complaint and internal discipline procedures for breaches of the code. Waikato Badminton will distribute and promote this.

VI. Dealing with allegations, responding to concerns

In accordance with members' responsibility to act on any serious concerns, the following should be brought to the attention of the CPO.

- Any instance where this policy is breached, or good practise guidelines are not followed.
- Any disclosure by a child to whom abuse, or harm is occurring.
- Any suspicions or concerns about a child being subject to abuse.

Where concerns about poor practise are reported

Poor practise involves actions that are contrary to the good practise guidelines provided by our sport and increase the risk of harm to children.

- Initial concerns should be discussed with the CPO (in absence of the CPO, the WBA Board should be notified).
- Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
- If the poor practise is continued or repeated following a written notice, then enact disciplinary procedures.

Where abuse is suspected or reported

The welfare and interests of the child or young person are the first and paramount considerations.

- Ensure the child is safe from immediate harm
- Consult immediately with nominated CPO/ person-in-charge
- As soon as possible, record accurately and appropriately the information received
- Records should be factual (not opinion or hearsay) and concise and include
 - a. The nature of the allegation

- b. Who noticed/ disclosed the abuse and their relationship to the child
- c. Details of any witnesses (name, address, phone number, email)
- d. Signs and symptoms noted (including behavioural change)
- e. Any incidents with dates, times and places (if possible)
- f. Any action taken

- Consult with others as necessary – do not work alone, make an appropriate referral to Oranga Tamariki as soon as possible
- Avoid questioning the child beyond what has already been disclosed
- Do not question or counsel the alleged offender
- Do not investigate/ presume expertise unless very experienced and qualified to do so
- Notify Oranga Tamariki or Police
- Notify the Badminton NZ CPO

Policy Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Waikato Badminton.
- Following any issues or concerns raised about the protection of children within Waikato Badminton.
- In all other circumstances, at least every twelve months.

Additional Guidance

Waikato Badminton will:

- Have access to a register of every child involved with the group including relevant medical details and have a contact name and number accessible in case of emergencies.
- Treat everybody with respect.
- Set an example we would wish others to follow.
- Where possible consider activities that involve more than one adult being present or within sight and hearing of others.
- Be aware that on occasions our actions may be misinterpreted by others even if they were well intentioned.
- Respect a child's right to personal privacy.
- Provide time and attention for children to talk to us.
- Encourage children to respect and be courteous to others.
- Intervene to stop any inappropriate verbal or physical behaviour.
- Have a pre-arranged policy for the safe collection of children after Badminton NZ training events/ camps have finished.
- Ensure that any suspicions or allegations of abuse are REFERRED not INVESTIGATED.
- Only refer and seek support from other agencies for those identified under the child protection policy.
- Complete Vetting forms.

Appendix 1: RELEVANT LEGISLATION

Health and Safety in Employment Act 1992

- This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of the sports club, the general health and safety obligations of employers under the Act will apply.
- There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity.
- Employers will be held vicariously liable to a third party of acts of its employees. For example, if an employee coach breached a sports club's duty of care to a child member, the club can be liable.

Children, Young Persons and their Families Act 1989

- The act deals with the responsibility for reporting likely or actual harm in the form of physical or sexual child abuse.
- Section 15 of the Act provides that:
Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived may report the matter to Social Worker or a constable.
- Section 16 of the Act provides protection for people who report ill treatment or neglect.
No civil, criminal, or disciplinary proceedings shall lie against any person in respect of the disclosure or supply, or the manner of the disclosure or supply, by that person pursuant to section 15 of information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.

Crimes Act 1961 – Protection of Children

- The key purpose of this part of the Act is to ensure that children are adequately protected from assault, neglect and ill-treatment.
- It places greater responsibility on adults (parent or persons in place of a parent) who have actual care or charge of a child to take reasonable steps to protect that child from injury. While 'a person in place of a parent' is not defined in the Act, it appears possible that sports club personnel could at times be considered 'person in place of a parent'. For example, when taking children away to an event or tournament.
- The Act also compels people who live with a child and those who are in frequent contact with children and know, or ought to know, that the child is at risk of death, grievous bodily harm or sexual assault to take reasonable steps to protect the child from that risk.

Children's Act 2014

- The first purpose of this legislation requires the Government to adopt, publish, and review a strategy for improving the well-being of children; ensure that children's agencies work together to improve the well-being of particular groups of children.
The second purpose of this legislation requires child protection policies (that must contain provisions on the identification and reporting of child abuse and neglect) to be adopted and reported on by prescribed State services and DHBs boards; adopted by school boards; adopted

by certain people with whom those services or boards enter into contracts or funding arrangements.

The third purpose of this legislation to reduce the risk of harm to children by requiring people employed or engaged in work that involves regular or overnight contact with children to be safety checked.

Specified organisations are required to do safety checks before employing or engaging a children's worker (clause 25) and must safety check its existing children's workers (clause 26). There are various timeframes for doing this depending on whether the children's worker is a "core worker" or a "non-core worker". The safety checks required include:

- a. confirming the identity of the person
- b. considering specific information prescribed by regulation about that person; and
- c. carrying out a risk assessment prescribed by regulation that assesses the risk the person would pose to the safety of children. (Clause 31)

There is a prohibition on a specified organisation employing or engaging a person as a "core worker":

- a. if they are convicted of a specified offence (eg. sections 128B (sexual violation), 130 (incest), 132 (sexual conduct with child under 12), 188 (wounding with intent) etc of the Crimes Act 1961)" and
- b. does not hold an exemption granted under clause 35.

There are significant fines capable of being imposed if the above obligations are breached (clauses 25 to 28).

Other relevant legislation includes:

- Privacy Act 1993
- Human Rights Act 1993
- Smoke Free Environments Act 1990
- New Zealand Bill of Rights Act 1990
- Care of Children Act 2004

Appendix 2: ORANGA TAMARIKI (MINISTRY FOR CHILDREN)

<https://www.mvcot.govt.nz/contact-us/contacts/>

If you believe a child is in immediate danger call:

POLICE ON 111

If you're worried about a child and want to make a referral or report a concern, call freephone:

0508 326 459

Lines open 24/7, or email contact@mvcot.govt.nz

After hours

From 5pm – 8 am Monday to Friday, weekends and public holidays, social workers will only assess emergency situations. But we encourage you to call if you're unsure.

Appendix 3: RESPONDING TO A DISCLOSURE FROM A CHILD OF ABUSE OR NEGLECT

It is vital that you respond in a way that ensures the child or young person feels supported and safe, and that they receive the help they need.

Ways children and young people disclose abuse

- Verbally – by telling you directly or by hints in their conversations.
- Behaviour or actions – such as their interests, stories they write, their play or drawings.
- Third-party – this could be a friend of the child telling you, or something you have overheard that concerns you.

All of these are ways that children and young people disclose abuse, and all should be taken seriously and acted upon. If the child or young person discloses abuse that happened in the past, it must be given the same level of response.

It is not your role to investigate – only the Police or Oranga Tamariki can do that. Your role is to gather and share information with your organisation's Child Safeguarding Representative, Oranga Tamariki or the Police.

Things TO SAY when a child discloses

'I believe you.'

'I am going to help you.'

'I will help you.'

'I am glad that you told me.'

'You are not to blame.'

"I know you are afraid, but it was right to tell me."

"This is what I am going to do next...."

"Is there anyone that I can contact who you would like to be with you right now?"

"You're not going to get into trouble."

"Is there anything I can do that would help right now."

"I can't keep what you have told me a secret; I need to talk to someone who can help me to help you."

Things NOT TO SAY when a child discloses

'You should have told someone before.'

'I can't believe it!'

"I'm busy."

"Don't tell lies."

'No not [name], she's a friend of mine.'

'I won't tell anyone else.'

'Why?'

'How?'

‘When?’

‘Where?’

‘Who?’

DO

BELIEVE THEM

reassure the child

let them know what you are going to do next

respond effectively

immediately seek help from your CPO

share the information

listen

make sure the child got help

ask open questions (**TEDS**):

Tell me

Explain

Describe

Show me.

DON'T

PUT THE MOMENT OFF

say anything to criticise or belittle

promise confidentiality

accuse anyone

spread rumours

investigate

ask leading questions, such as “Did your [insert person] do that?”

allow personal doubt to stop you passing on the information to your CPO, the Police or Oranga Tamariki

do nothing!

doubt the child or assume they are making it up.

Appendix 4: INDICATORS OF ABUSE

The following are indicators and does not cover every situation. This list does not mean the child is suffering abuse but may indicate you need to share information with the Child Protection Officer (CPO). It is essential to be able to recognise indicators in both the child or young person and the adult who may be abusing them. Sometimes it is the behaviour and attitude of an adult towards children and young people that alerts you.

Emotional abuse – child indicators

- overly compliant and apologetic
- looks worried and anxious
- fear of making mistakes, especially if it only happens in the presence of a particular person
- difficulty developing relationships, including poor peer relationships
- demonstrating fear of a parent, caregiver or adult
- reluctance to attend an activity at a particular club or organisation
- inability to cope with praise
- delayed development or regression with no apparent cause
- aggressive behaviour (active or passive)
- attention seeking or risk-taking behaviour
- self-critical
- depression, regularly frightened, anxious and nervous
- tired, lethargic, falling asleep at inappropriate times
- self-soothing habits – hair twisting, sucking, biting, rocking
- clingy, possessive and attention-seeking
- indiscriminate attachment to adults – severe lack of attachment to their own parent/caregiver
- seeks affection and comfort from virtual strangers
- stealing (particularly food) or destroying property
- reluctant or unable to express views when asked
- hanging around outside of hours and not wanting to go home
- developmental delay with an apparent physical cause
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thoughts or intention, alcohol and drug abuse
- extreme attention-seeking behaviours or extreme inhibition
- running away from home
- nightmares, poor sleeping patterns
- anti-social behaviours
- lack of self-esteem
- obsessive behaviours
- eating disorders
- reluctance to attend an activity at a particular club or organisation.

Emotional abuse – adult indicators

- labels the child as inferior, belittles or publicly humiliates the child
- treats the child differently from siblings or peers in ways that suggest dislike or irritation
- considers it amusing to frighten the child
- lacks empathy for the child
- refuses to help the child
- threatens the child with physical harm or punishment in front of others
- exposure to criminal behaviour

- withholds physical and verbal affection
- isolates the child
- has unrealistic expectations of the child
- inappropriately involves the child in adult problems
- exposes child seeing or hearing, situations of arguing and violence in the home.

Neglect – child Indicators

- dressed inappropriately for the season or the weather
- lack of food, kit or equipment
- often dirty and unwashed
- severe or persistent skin disorders
- inadequately supervised or left unattended frequently or for long periods
- left alone or in the care of an inappropriate adult
- does not receive adequate or timely health care
- underweight or overweight
- lacks adequate shelter
- failure to thrive with no medical reason
- stealing/hoarding of food
- inappropriately dressed - dirty, not the right clothes to keep dry or warm.
- unsupervised – hanging around
- lack of routine in the household – mealtimes and bedtimes
- falling behind in education and sport
- indiscriminate attachment to adults – severe lack of attachment to their own parent/carergiver
- tired or falling asleep at inappropriate times
- abuse of alcohol or drugs
- aggressive or destructive behaviour
- poor peer relationships, having few friends
- dulled emotional response or lack of expression or enthusiasm
- low self-esteem
- anxiety
- self-soothing behaviour such as rocking and sucking
- running away
- developmental lags with no apparent cause.

Neglect – adult indicators

- puts own need ahead of child's
- fails to provide for child's basic needs
- demonstrates little or no interest in the child's life
- leaves the child alone or inappropriately supervised
- drug and alcohol misuse
- low mood
- seeks help but fails to carry through with help offered
- late to drop off and collect – may fail to collect the child
- excuses and promises with no improvement in the care of the child.

Physical abuse – child indicators

- bruises, marks, cuts and abrasions
- burns
- repeated illnesses with no known cause
- blackeyes
- fractures and dislocations
- multiple, bruises, wounds or fractures at different stages of healing
- injuries or fractures in very young children, especially those not yet mobile
- inconsistent or vague explanations regarding injuries
- makes excuses for injury or story changes
- repeatedly injured

- injured but not receiving timely health care
- wary of adults or a particular person
- speaks aggressively to others
- fear and crying
- cringing or flinching if touched unexpectedly
- overly compliant and eager to please
- dresses to hide bruising or injuries
- runs away from home or is afraid to go home
- may regress (e.g. bed-wetting)
- general sadness
- violent to other children or cruel to animals.

Physical abuse – adult indicators

- inconsistent or vague explanations regarding injuries
- threatens or hits the child in front of others
- speaks aggressively to or about the child
- reacts aggressively to questions about a child's injury or well-being
- makes you feel scared or frightened when you enquire about the child's well-being
- appears unconcerned about child's well-being
- states the child is prone to injuries or lies about how they occur
- delays in seeking medical attention
- may take the child to multiple medical appointments
- lacks empathy
- is cruel taking delight in overly rough play or taunting the child
- harsh parenting style who supports physical punishment.

Sexual abuse – child indicators

- unusual discharge, or excessive itching or pain in the genital or anal area
- stained or bloody underwear
- any injury, soreness or bleeding in the genital or anal area
- blood in urine or stools
- sexually transmitted infections
- pregnancy
- urinary tract infections
- discomfort in sitting or walking
- age or developmentally inappropriate sexual play, knowledge or language
- refuses to go home, or to a specific person's home, for no apparent reason
- running away from home or going missing
- fear of a person, place, sound or smell
- mood swings or changes in temperament
- secrecy
- exchanging sexualised messages or images
- unexplained gifts, possessions or money that can't be accounted for
- depression, anxiety, withdrawal or aggression
- self-harm, suicidal thought or intention, alcohol and drug abuse
- overly compliant
- extreme attention-seeking behaviours or extreme inhibition
- dresses inappropriately to hide bruising or injuries
- eating disorders
- compulsive behaviours.

Sexual abuse – adult indicators

- favours a particular child
- insists on physical affection
- rough play or tickling games
- invades the child's privacy (e.g. during dressing, in the bathroom)
- overly interested in a child's sexual development
- prefers to spend time with children and young people rather than people of similar age
- manipulates situations to gain time alone with a child or children (e.g. offering to babysit, extra coaching or tutoring).

Intimate partner violence – child indicators

- injuries consistent with physical abuse
- absenteeism from school
- worried and anxious in general or about a parent or siblings
- bullying or aggressive behaviour
- complaints of headaches or stomach ache with no apparent medical reason
- talking or describing violent behaviours
- bullying, aggressive behaviour
- disclosures of violent or emotionally abusive situations
- threats or cruelty to animals.
- substance misuse
- very distressed when witnessing violence
- severely shy, low self-esteem
- argumentative and aggressive
- difficulty concentrating.

Intimate partner violence - adult victim indicators

- physical injuries
- depression or anxiety
- inconsistent explanations for injuries
- fearful
- submissive
- protective of abuser.

Intimate partner violence - perpetrator indicators

- isolates and controls partner and children
- threatens, criticises, intimidates, aggressive and physical abuse towards partner or children
- minimises and denies own behaviour, or blames the victim for their own behaviour
- stalking victim
- manipulating a person by forcing them to question their thoughts, memories, and events, making them question their own sanity.

Bullying – child indicators

- physical injuries such as unexplained bruises
- problems with eating or sleeping, e.g. nightmares, wetting the bed, etc
- self-harm
- belongings getting lost or damaged
- loses interest in school or activity
- not doing as well at school

- being afraid to go to school or activity
- few friendships, not being accepted by their peers
- no longer wants to participate in activities once enjoyed
- asking for, or stealing, money (to give to a bully)
- suddenly changes in behaviour
- thoughts about suicide
- substance misuse.

Cyberbullying – child indicators

- spends a significant amount of time on the computer
- frightened of going to school or activity
- constantly checking social media or worrying about comments
- defensive and upset when you ask about social media use
- become anxious about phone messages
- suddenly changes friends
- seems upset, irritable or emotional after being on the computer, or after reading their messages
- sudden withdrawal from technology or a sudden change in computer or phone usage including suddenly stops using the computer.

Appendix 5: CHILD SAFETY INCIDENT REPORT FORM

The purpose of this form is to capture your concerns about a child/young person. Completed forms are to be shared with the Child Protection Officer (CPO) as soon as practicable. Please ensure that this record and any associated notes are stored in a confidential, safe, and secure place. If the child is in immediate danger, please contact the Police on 111. It is not your role to investigate concerns.

Date and time of the Incident	
Location of the Incident	
Your contact details	Full Name: Organisation: Role: Phone Number: E-mail Address:
Child's Full Name	
Child's Date of Birth (DOB)	
Child's Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other _____
Parent(s)/Carer(s) Details	Full Name: Address: Phone Number: E-mail Address:
Has the Parent/Carer been notified of this incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details of what was said/actions agreed:
Are you reporting your concerns or responding to concerns that have been raised by someone else?	<input type="checkbox"/> Reporting own concerns <input type="checkbox"/> Responding to concerns/allegations made by someone else
If responding to concerns that have been raised by someone else, please provide further information about them:	Full Name: Telephone Number: E-mail Address: Position within the organisation or relationship with the child:
Please categorise the nature of the incident or concern: (Can tick more than one box)	<input type="checkbox"/> Emotional/Psychological Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Intimate partner violence <input type="checkbox"/> Other _____

<p>Please describe the incident or concern:</p> <p><i>(Include any relevant information such as the nature of the incident, when it took place, who was involved, whether there was any sign of injuries or symptoms, and any other relevant information that may help the child's/young person's case. Always ensure that this is reported factually or how it was reported to you)</i></p>	
<p>Child's account of the incident:</p> <p><i>(Ensure that this is reported word for word as disclosed by the child/young person)</i></p>	
<p>Please provide details of any witness(es) and their account of the incident or concern: (Include as many witnesses as required to the incident or concern.)</p>	<p>Name: Position within the organisation/relationship with the child: Date of birth (if the witness is a child): Phone number: E-mail Address: Witness statement:</p>
<p>Does the incident reporter and/or witnesses wish to remain anonymous?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If the response varies, please confirm who wishes to remain anonymous:</p>
<p>Please provide details of all action(s) taken from the incident or concern to date:</p>	
<p>Has the incident or concern been reported to external agencies?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure If yes, who has been notified? <input type="checkbox"/> Oranga Tamariki (OT) <input type="checkbox"/> Police <input type="checkbox"/> Other _____</p>
<p>Provide further information: (Repeat for each external agency who have been notified)</p>	<p>Name of organisation/agency: Name of contact person: Phone number: E-mail Address: Agreed action/advice given:</p>
<p>Date incident report created:</p>	
<p>Person / Child Protection Officer (CPO) managing the incident:</p>	
<p>Follow up date:</p>	

