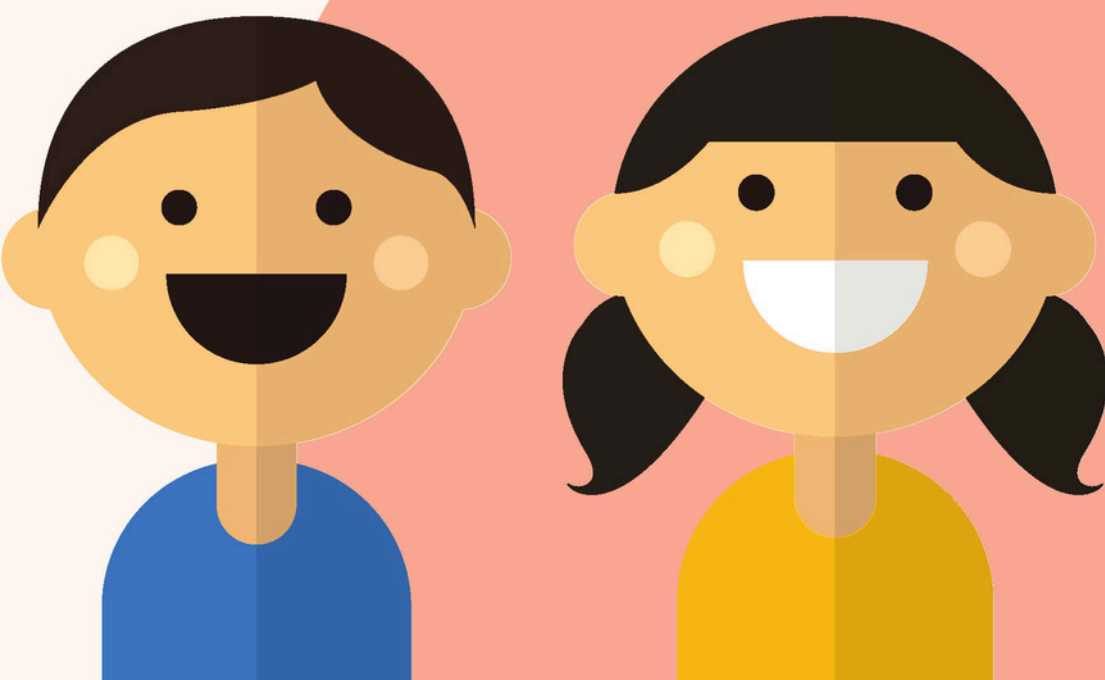


**Hong Kong Committee
on Children's Rights**



CHILD SAFEGUARDING POLICY 2024

HONG KONG COMMITTEE ON CHILDREN'S RIGHTS **CHILD SAFEGUARDING POLICY¹**

In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration. (UN Convention on the Rights of the Child (1989), Article 3)

States Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse. (UN Convention on the Rights of the Child (1989), Article 19)

INTRODUCTION

The Hong Kong Committee on Children's Rights (HKCCR) has a common commitment to the prevention of child abuse and the protection of children. The abuse and exploitation of children happens in all countries and societies across the world. This policy sets out common values, principles, and beliefs and describes the steps that will be taken in meeting our commitment to protect children (persons under the age of 18). It applies particularly to how we protect children from abuse within our own organisation and within the partner organisations with which we work closely.

APPLICABILITY

This policy applies to all staff and other key groups as follows:

"Staff" refers to all staff – full time, part time, international and national – and also those engaged on short-term contracts such as consultants, researchers, etc.

"Others" refer to volunteers, board members, trustees, staff in partner agencies that we work closely with, and any other individuals or groups or organisations that have a formal/contractual (but not employment) relationship to HKCCR.

¹ As the HKSAR Government will put forward the mandatory reporting system on suspected child abuse cases soon, this policy shall make parallel reference in compliance with the new laws.

OUR COMMITMENT TO PROTECT CHILDREN

1. OUR VALUES, PRINCIPLES AND BELIEFS:

- All child abuse involves the abuse of children's rights.
- All children have equal rights to protection from abuse and exploitation.
- The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child (UNCRC). This includes the right to freedom from abuse and exploitation.
- Child abuse is never acceptable
- We have a commitment to protecting children with/ for whom we work
- When we work through partners, they have a responsibility to meet minimum standards of protection for children in their programmes.

2. WHAT WE WILL DO:

We will meet our commitment to protect children from abuse through the following means:

Awareness: We will ensure that all Staff and Others give the Best Interest of the Child the top priority and are aware of the problem of child abuse and the risks to children.

Prevention: We will ensure, through awareness and good practice, that Staff and Others minimise the risks to and maximize the respect for children.

Reporting: We will ensure that Staff and Others are clear what steps to take where concerns arise regarding the Best Interest and safety of children.

Responding: We will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

In order that the above standards of reporting and responding are met, HKCCR will also ensure that all Staff and Others:

- Take seriously any concerns raised
- Take positive steps to ensure the protection of children who are the subject of any concerns
- Support children, staff or other adults who raise concerns or who are the subject of concerns

- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation
- Are guided through the child protection process by the principle of 'best interests of the child'
- Listen to and takes seriously the views and wishes of children
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children.

3. HOW WE WILL ENSURE OUR COMMITMENTS ABOVE ARE MET:

- All HKCCR Staff and Others will abide by the code of conduct
- All partners that we closely work with will agree to abide by the code of conduct
- All Staff and Others will have access to a copy of the Child Safeguarding Policy
- Recruitment procedures will include checks on suitability for working with children through the Sexual Conviction Record Check in Hong Kong
- Induction for Staff and Others will include briefing on the Child Safeguarding Policy and child protection issues
- Every workplace will display contact details for reporting possible child abuse and every member of staff will have contact details for reporting.
- Systems will be established for every member of staff to deal with a claim of possible abuse to children.
- Training, learning opportunities and support shall be encouraged for Staff and Others as appropriate to ensure commitments are met.

CODE OF CONDUCT

All HKCCR Staff and Others agree to abide by this Code of Conduct with reference to the Procedural Guide for Handling Child Abuse Cases published by the Social Welfare Department of Hong Kong.

STAFF AND OTHERS MUST NEVER:

- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child/children with whom they are working to stay overnight at their home or any place alone without reasonable excuse
- Sleep on the same bed or in the same room or any place alone with a child with whom they are working
- Do things for children of a personal nature that they can do for themselves (eg. change clothes or undress for them)
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- Leave children unattended or unsupervised for an excessive or inappropriate timeframe that might result in harm or potential harm to them.
- Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.
- Use any computers, mobile phones, cameras, video or digital cameras or any such medium to exploit, harass or bully children.
- Use any computers, mobile phones, cameras, video or digital cameras or any such medium to access, view, create, download or distribute pornography, especially abusive images of children.

This is not an exhaustive or exclusive list. The principle is that Staff and Others should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all Staff and Others in contact with children to:

- Be aware of situations which may present risks and manage these
- Plan and organise the work and the workplace so as to minimise risks
- As far as possible, be visible in working with children
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- Ensure that a sense of accountability exists between Staff and Others so that poor practice or potentially abusive behaviour does not go unchallenged
- Talk to children about their contact with Staff or Others and encourage them to raise any concerns
- Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

IN GENERAL IT IS INAPPROPRIATE TO SPEND EXCESSIVE TIME ALONE WITH CHILDREN AWAY FROM OTHERS

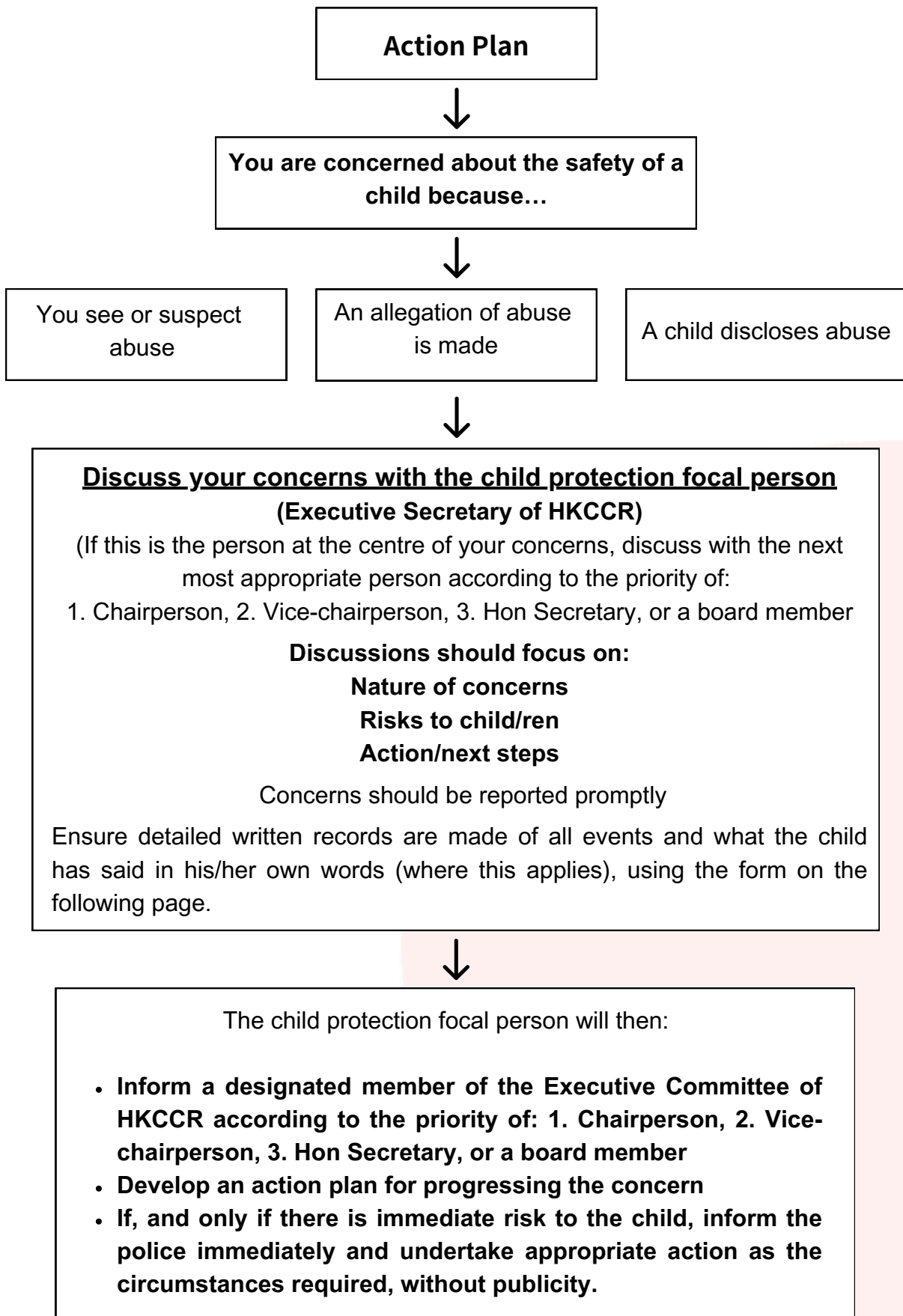
The above Child Safeguarding Policy of The Hong Kong Committee on Children's Rights has been read, understood and agreed upon by:

Name : _____

Signature : _____

Date : _____

STEPS TO ENSURE CHILDREN ARE SAFE AND FREE FROM ANY FORM OF VIOLENCE



Local partners that can be contacted:

Services for children suffering from VIOLENCE:		
GOV	<p>Social Welfare Department 社會福利署 (handling of all forms of suspected child abuse/neglect cases, spouse battering and family violence) Note: Outside the office hours (including public holidays), callers can choose to transfer their calls to the Hotline and Outreaching Service Team operated by Tung Wah Group of Hospitals for assistance from social workers. They may also leave their message on the recording machine or seek help from the police.</p>	<p>Hotline: 2343 2255 Mon - Fri: 9:00am - 5:00pm Sat: 9:00am - 12:00 noon</p>
NGO	<p>Against Child Abuse 防止虐待兒童會 (handling of all forms of suspected child abuse/neglect and violence cases)</p>	<p>Hotline: 2755 1122 Mon - Fri: 9:00am - 1:00pm & 2:00pm - 9:00pm Sat: 9:00am - 1:00pm</p>
NGO	<p>End Child Sexual Abuse Foundation 護苗基金 (provides immediate advice, counselling and referral to victims, abusers and their families) Note: They will not investigate suspected cases</p>	<p>Hotline: 2889 9933 Mon - Fri: 10:00am - 6:00pm</p>
NGO	<p>Caritas Family Crisis Support Centre 明愛向晴軒 (provides immediate counselling services in helping people under extreme stress or facing crisis to manage their emotions and seek a positive solution to family problems, including domestic violence, can provide short-term accommodation in case necessary, and referral to related departments for assistance)</p>	<p>Hotline: 18288 24-hour and round the year</p>
NGO	<p>Harmony House 和諧之家 (provides services on risk assessment, emotional support, counselling, safety plan, temporary refuge for women and children about abuses)</p>	<p>Hotline for women: 2522 0434 24-hour and round the year Hotline for children: 2751 8822 Mon - Fri (except public holidays): 4:00pm - 6:30pm</p>

NGO	Rainlily 風雨蘭 (provides FREE immediate crisis support, counselling, emergency contraception, sexual transmittable infections screening and preventive treatment, legal information, and judicial procedures accompaniment support (including forensic examination, police statement-taking, and other judicial procedures).	Hotline: 2375 5322 Mon - Fri: 9:00am - 10:00pm Sat: 9:00am - 1:00pm (except public holidays)
NGO	The Law Society of Hong Kong 香港律師會 provides free preliminary legal advice on domestic violence on the below 3 areas: <ul style="list-style-type: none"> • Seeking injunction order under the Domestic Violence Ordinance • Enquiries on divorce proceedings • Advice on applying for Legal Aid 	Refer to the *list of solicitors offered to provide initial free telephone advice to victims of domestic violence on Page 18-19

SHORT-TERM ACCOMMODATION services:

NGO	TWGH Cease Crisis Centre 東華三院芷若園 (provides crisis intervention on sexual violence, domestic violence and other family crisis, can provide short-term accommodation in case necessary)	Hotline: 18281 24-hour and round the year
NGO	Caritas Family Crisis Support Centre 明愛向晴軒 (provides services in helping people under extreme stress or facing crisis to manage their emotions and seek positive solution to family problems, including domestic violence, can provide short-term accommodation in case necessary)	Hotline: 18288 24-hour and round the year
NGO	Harmony House 和諧之家 (provides services on risk assessment, emotional support, counselling, safety plan, temporary refuge for women and children in relation to abuses)	Hotline for women: 2522 0434 24-hour and round the year Hotline for children: 2751 8822 Mon - Fri (except public holidays): 4:00pm - 6:30pm

NGO	Youth Outreach 協青社 (provides appropriate services for young people, including: cross-district late-night outreach, emergency accommodation, clinical psychological services, 24-hour youth occasional center (Po Bar), 24-hour service hotline and personal counselling)	Hotline for men: 2898 2464 Hotline for women: 2898 3299 Emergency hotline (late-night outreach): 9088 1023 24 hours and round the year
NGO	Home Care for Girls 關愛之家 (provides short-term accommodation to girls aged 14-18 who are suffering from domestic violence, or unable to live with their families due to various reasons)	Hotline: 2337 7692 Email: info@hcgirls.org.hk Website: http://www.hcgirls.org

Support to individuals with SUICIDAL THOUGHTS:

NGO	The Samaritan Befrienders Hong Kong 香港撒瑪利亞防止自殺會 (provides services and support to locals with suicidal thoughts) Online chat room: https://chatpoint.org.hk/#/home	Hotline: 2389 2222 24-hour service and all year round Online chat service: Mon - Fri: 5:00 pm - 1:00 am Sat to Sun: 8:00 pm - 1:00 am
NGO	Suicide Prevention Services 生命熱線 (provides services and support to locals and multinationals with suicidal thoughts) Online chat room: https://www.sps.org.hk/?a=group&id=saysomething	Hotline: 2382 0000 Hotline for youth: 2382 0777 24-hour and round the year Online chat service: Mon - Sun: 6:00pm - 1:00am

Support for girls with PREGNANCY:		
NGO	<p>Mother's Choice 母親的抉擇 (provides counselling, support and hostel for pregnant girls, as well as baby care and adoption services)</p>	<p>Pregnant Girls Services Hotline: 2313 5678 WhatsApp: 5633 5678 24-hour and round the year (9:00am - 5:30pm will have social worker/ counsellor to answer enquiries immediately)</p>
NGO	<p>Family Planning Association - Adolescent Health Center 家計會-青少年保健中心 (provides counselling and medical services for adolescents on sexual and reproductive health, and to help them understand the meaning of sexuality, their right to be respected, and to adopt a responsible attitude toward sex.)</p> <p>Note: They provide the below emergency services:</p> <ul style="list-style-type: none"> • Blood tests and STD screening packages • Contraceptive advice • Emergency contraception • Pregnancy counselling • Termination of pregnancy referral and counselling • Counselling for sexually assaulted victims 	<p>Wanchai Booking Hotline: 2575 4799 Mon, Wed: 9:00am - 5:30pm Tue, Thu, Fri: 9:00am-8:00pm Sat: 9:00am - 1:00pm Sunday and Public Holiday: Closed</p> <p>Mongkok Booking Hotline: 2770 4994 Mon, Thu: 12:30pm - 8:00pm Tue, Wed, Fri: 9:00am - 5:30pm Sat (every other week): 9:00am - 1:00pm Sunday and Public Holiday: Closed</p> <p>Kwai Fong Booking Hotline: 2443 2773 Mon, Tue, Thu: 9:00am - 5:30pm Wed, Fri: 12:30pm - 8:00pm Sat (every other week): 9:00am - 1:00pm Sunday and Public Holiday: Closed</p>

Counselling services for children of different SEXUAL ORIENTATIONS:

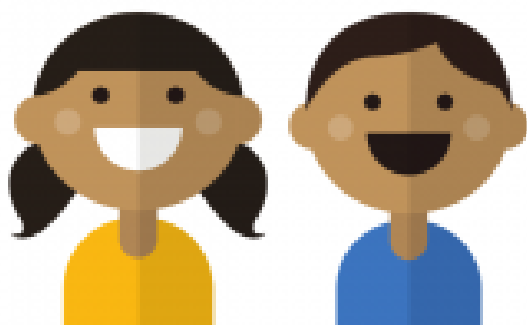
NGO	<p>Touch Project of The Boys' & Girls' Clubs Association of Hong Kong 香港小童群益會性向無限計劃 (provides counselling service for children of different sexual orientations)</p>	<p>Hotline: 2321 1103 Mon - Fri: 2:00pm - 6:00pm Sat: 2:00pm - 6:00pm (The call will be answered according to the manpower arrangement of the staff, can leave a message for reply)</p>
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GOV + NGO	<p>Support services for YOUNG DRUG USERS 為吸毒青年提供的服務 https://www.swd.gov.hk/en/index/site_pubsvc/page_young/sub_serdrugabuser/</p>
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Children COUNSELLING services:

NGO	<p>Caritas Family Crisis Support Centre Child Counselling Service 明愛向晴軒小耳朵兒童輔導服務 (provides counselling services for children)</p>	<p>Hotline: 3161 0000 • Counselling service: Mon - Sat: 4:00pm - 9:00pm (excluding public holiday) • Songs, stories and information: 24-hour and round the year</p>
NGO	<p>The Hong Kong Federation of Youth Groups Counselling Service 香港青年協會關心一線 (provides counselling services for individuals aged between 6 – 24)</p>	<p>Hotline: 2777 8899 Mon - Sat: 2:00pm - 2:00am</p>

NGO	Harmony House 和諧之家 (provides counselling service for children on understanding emotions, expressing feelings, and harmony learning)	Hotline for children: 2751 8822 Mon - Fri (except public holidays): 4:00pm - 6:30pm
NGO	Open Up (Open 嚟) (provides an online text platform for those youth aged 11-35 who are experiencing emotional distress from different aspects such as family issues, interpersonal relationships and academic stress)	WhatsApp / SMS: 9101 2012 Website: www.openup.hk Facebook/Instagram: hkopenup



Services for MULTI-CULTURAL COMMUNITIES		
NGO	<p>Hong Kong Christian Service CHEER center 融匯-少數族裔人士支援服務中心 (provides telephone, on-site and simultaneous interpretation service as well as translation and proof-reading service)</p>	<p>Hotline: 3106 3104 Tue - Sat: 9:00am - 9:00pm Sun & Mon: 9:00am - 5:00pm Telephone interpretation service Mon - Sun except public holidays 8:00am - 10:00pm Bahasa Indonesia 3755 6811 Tagalog 3755 6855 Thai: 3755 6866 Nepali: 3755 6822 Hindi: 3755 6877 Vietnamese: 3755 6888 Urdu: 3755 6833 Punjabi: 3755 6844</p>
NGO	<p>St John's Counselling Service 聖約翰輔導服務 (provides counselling service for children, teens, adults, and organizations of multi-cultural communities on any kind of problems; an affordable counselling fee will be charged)</p>	<p>Counselling inquiry: 2525 7207 / 2525 7208 Counselling appointments can be made: Mon - Fri: 9:00am - 9:00pm Sat: 9:00am - 6:00pm Appointments on holidays can also be made by special appointments.</p>

NGO	The Samaritans 24 Hour Multi-Lingual Suicide Prevention Services 撒瑪利亞會 Note: It provides services and support to multi-cultural communities with suicidal thoughts.	Hotline: 2896 0000 24-hour and round the year
NGO	PathFinders 融幼社 (provides shelter, needs, and support to migrant pregnant women and mothers with newborns to protect children from abuse, neglect, and abandonment)	Tel: 5500 5486 Mon - Fri: 10:00am - 6:00pm

JUVENILE JUSTICE services:

NGO	HKFYG Youth Crime Prevention Centre 青協「青少年違法防治中心」 (provides counselling, intervention and support to teenagers in conflict with the law)	Tel / Whatsapp: 8100 9669 Mon – Fri: 10:00am – 10:00pm Email: ycpc@hkfyg.org.hk Website: https://ycpc.hkfyg.org.hk/
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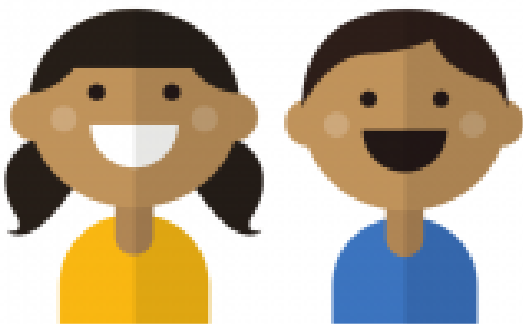
LEGAL services:

NGO	The Law Society of Hong Kong 香港律師會 (provides free Hong Kong legal advice on Personal Injuries, Matrimonial Law, Criminal Law, Mediation)	Hotline: 8200 8002 Mon - Fri (except public holidays): 9:00am - 5:30pm (can obtain at most 45-minute free legal advice services by appointment)
NGO	PRO BONO HK 公益法香港 (provides free legal advice services to the underprivileged people after a brief screening, and can help to apply legal aid if necessary; they also accept NGO referral)	Recommend to contact via email: ask@probono.org.hk Tel: 9229 7517 / 2153 6595 (Message Service Only)

NGO	Equal Justice 平義社 (their case workers provide help to navigate the justice system, working to support the best possible outcome by collaborating with pro bono lawyers)	OFFICE: Call or Whatsapp: (+852) 5329 2115 CLIENT HOTLINE: Call or Whatsapp: (+852) 9321 8483
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ONLINE SAFETY issues

NGO	The Hong Kong Federation of Youth Groups (Project iSmarter) 香港青年協會 (青少年科技防治服務) (provides counselling and support for at-risk youth, victims and offenders of cybercrime at the age of 24 or below)	Tel: 2487 6151 / 8100 9669 WhatsApp: 5596 7780 Fax: 2423 8186 Email: cybercrime@hkyfg.org.hk Website: ycpc.hkfyg.org.hk/youthlaw
NGO	Hong Kong Family Welfare Society (HEALTHYNET) 香港家庭福利會 (健康上網支援網絡) (provides counselling to primary and secondary students and their parents on issues, such as cyberbullying and Internet addiction for personal and parent-child relationship advising)	Tel/WhatsApp: 5592 7474 Mon - Fri (except public holidays): 9:30am - 6:00pm Email: healthynet@hkfws.org.hk



THE LAW SOCIETY OF HONG KONG 香港律師會

NOTES ON FREE PRELIMINARY LEGAL ADVICE ON DOMESTIC VIOLENCE

Victims of domestic violence seeking legal advice are encouraged to make an appointment to consult with a solicitor of their choice at the solicitor's office. The solicitor will advise the victim on eligibility for Legal Aid and will assist with any application.

If the victim is not eligible for Legal Aid, any further consultation with the solicitor will be subject to agreement on fees between the parties.

The solicitors on this Panel may upon conflict clearance have offered to provide initial free telephone advice to victims which can cover the following matters:

- Preliminary advice on seeking an injunction order under the Domestic Violence Ordinance
- Preliminary enquiries on divorce proceedings
- Advice on applying for Legal Aid

In exceptional circumstances, for example, where a victim asks a solicitor on the Panel to attend the police station or a place of refuge, the victim must check with the solicitor whether such visit would be free, or whether legal fees will be charged for this service.

就家庭暴力問題給予的免費初步法律意見的解說

家庭暴力受害人如要獲取法律意見,可與屬意的律師預約,於其律師事務所內進行諮詢。律師將向受害人提供有關法律援助申請資格的意見,並會為其申請提供資訊。

若受害人並不符合獲得法律援助的資格,而要取得進一步法律諮詢服務,則須與另行商議服務收費。

此小組名單內的律師已答應可在確定沒有任何抵觸後,透過電話,免費為受害人提供初步意見,意見範圍包括:

- 根據《家庭暴力條例》申請禁制令的初步意見
- 有關離婚訴訟的初步查詢
- 申請法律援助的意見

在特殊情況下,若受害人請求名單中的律師前往警署/庇護所,受害人必須向律師查其會否就有關探訪及服務收取法律費用。

DOMESTIC VIOLENCE PANEL OF SOLICITORS 家庭暴力律師小組

	Name	Firm	Firm Tel.	Mobile	Email
1	Au Siu Fan 區少芬	K.Y. Lo & Co. 勞潔儀律師行	2869 9983	-	frances@kylonco.com. hk
2	Chan Chung Yee Eddie 陳忠兒	C.Y. Chan & Co. 陳忠兒律師行	2110 2180	-	-
3	Cheng Yi Ming 鄭依明	CL & Co. 鄭依明林穎璇律師 行	3702 0322	9091 0071	sarah@clandco.com.hk
4	Chow Wai Mee May 周煒美	Chow Wong & Lawyers 周王律師事務所	2812 9823	9630 9923	chowwaimee@gmail.c om
5	Fu Yu Hong 傅雨康	Sam Fu & Co. 傅雨康律師行	2815 1225	9225 7102	samfu28@yahoo.com
6	Ho Wing Chung Jackson 何穎忠	Jackson Ho & Co. 何穎忠律師行	2770 2908	5508 8300	jackson.ho@jacksonn co-legal.com
7	Hung Anthony James 洪宏道	Lau Kwong & Hung 劉鄺洪律師事務所	2899 2882	-	anthony@lkh.com.hk
8	Hung Barbara Anne 洪珀姿	Chaine, Chow & Barbara Hung 洪珀姿律師事務所	2869 6631	-	bhung@ccblaw.com.hk
9	Ip Wing Ching Jennifer 葉永青	Ip & Heathfield 葉永青、稀蓮達律 師行	2521 1312	-	jip@ihlaw.com. hk
10	Lai Yun Yee 黎潤儀	Massie & Clement 馬思忠、祁朗貽 律師行	2391 8803	-	lilylai678@gmail.com
11	Lam Tze Yan 林子綏	Rowdget W. Young & Co. 楊振文律師行	2524 9266	-	ty.lam@rowdget.com
12	Lee Kwun Ting 李冠霆	W.K.To. & Co. 杜偉強律師事務所	3628 0183	6010 7118	ivanlee@wktoco.com

13	Leung Shek Lim Lai & Leung 梁錫濂	Tang, Lai & Leung 梁錫濂, 黃國基, 吳志彬律師行	2845 5333	-	sleung@tll.com.hk
14	Mak Wing Hang Jacqueline 麥詠恒	Tang, Lai & Leung 梁錫濂, 黃國基, 吳志彬律師行	2845 5333	-	jmak@tll.com.hk
15	Mok Chi Ying Jonathan 莫子應	Mayer Brown JSM 孖士打律師行	2843 2211	-	jonathan.mok@mayer brownjms.com
16	Por Keng Guan Catherine 傅景元	Stevenson, Wong & Co. 史蒂文生黃律師事 務所	2526 6311	-	catherinepor.office@ sw-hk.com
17	Shum Hon Wo 岑漢和	S.T. Cheng & Co. 鄭瑞泰律師事務所	2907 7788	9757 9071	woshum@yahoo.com. hk
18	Siu Wing Yee Sylvia 蕭詠儀	Sit, Fung, Kwong & Shum 薛馮鄺岑律師行	2522 8101	-	sylviasiu@sfd.com.hk
19	Philip William Swainston 邵永棠	Tanner De Witt 鄧偉德、戴源恆律 師行	2573 5000	9466 1700	philipswainston@tan nerdewitt.com
20	Tang Miu Fung 鄧妙鳳	Fu and Cheng 符彼得鄭鳳儀律師	2155 4171/ 3425 4922	9482 1040	florence@fuandche ng.com
21	Wong Lai An Cecillia Grace 黃麗顏	Christine M. Koo & Ip 顧張文菊、葉成 慶律師事務所	2524 8996/ 2526 7666	-	gracewong@cmkoo.c om.hk
22	Wong Ng Kit Wah Cecillia 黃吳潔華	Kevin Ng & Co. 吳潔華律師行	2545 8181	-	ceciliawongkw@yahoo .com.hk

'Reporting-a-concern' Form

Part One: Who is filling out this report	
Your name:	
Your role at The Hong Kong Committee on Children's Rights:	
Details of your organization:	
Your relationship to the child concerned:	
Part Two: The child or children	
Name(s):	
Male/female:	
Age:	
Place s/he stays:	
Contact no.:	
Name of parent/ guardian/ contact person:	

Part Three: Your concern	
<p>How did you come to have a concern?</p> <p>Was abuse observed or suspected?</p> <p>Was an allegation made?</p> <p>Did a child disclose abuse?</p>	
Date, time and place of any incident(s):	
Details of any other witness(es):	
Nature of concern/allegation:	
Observations made by you, such as the child's emotional state, any physical evidence:	



<p>Write down exactly what happened, including what the child said and what you said; continue on a separate sheet if necessary:</p>	
<p>Any other relevant information? (disability? language?)</p>	
<p>Were other children involved or aware?</p>	
<p>If appropriate, provide names and contact methods:</p>	
<p>Have you reported to the guardian for the child, parents or guardians, or any other child-protection personnel?</p>	



Time and date of reporting	
Person(s) to whom report was made:	
Advice given:	
Action taken:	
Signed: _____ Date: _____	



