

Appendix 2: Incident Report Form

Serious concerns should be reported to one of the following organisations ASAP:

- Oranga Tamariki 24/7 helpline on **0508 326 459**
- NZ Police on **111**

Remember when completing this form that DETAILS should be FACTUAL, not hearsay. It is not your job to investigate the concern, only to collect FACTS and REFER to MBA CPO, Oranga Tamariki or NZ Police.

Concerns about MBA staff or volunteers MUST be REFERRED to Oranga Tamariki or NZ Police, who will investigate as a third party.

Date:	Time:	Location:

Nature of the allegation (in the words of the person disclosing):

Who noticed/disclosed the abuse (their name & relationship to the child):

Details of witnesses (name, address, phone number & email of each):

Signs and symptoms noted (e.g. behavioural change):

Particular incidents (dates, times and locations of other, similar or otherwise, incidents):

Any action taken (e.g. reporting to MBA CPO, Oranga Tamariki or NZ Police):
