



Screen Industry Reporting Child Safety & Wellbeing Concerns Procedure

All people who conduct work in the screen industry in a paid or unpaid capacity including, but not limited to: production companies, producers, managers, directors, cast, crew, students on placement, volunteers, interns, trainees, contractors and consultants have a moral and ethical obligation to report child safety or wellbeing concerns.

If you have any concerns for the immediate safety and wellbeing of a child or young person, contact NZ Police on 111

All staff involved in a production who have a child safety or wellbeing concern must:

- document observations, information and disclosures using the Child Safety & Wellbeing Report form at Appendix A. All anecdotal records and other written information must be regarded as confidential and used in a professional manner; and
- provide a report to the Producer; or
- when an allegation concerns the Producer, provide a report directly to Oranga Tamariki.

If you receive a report of a child safety or wellbeing concern from someone you supervise you must:

- record the concern using the Child Safety & Wellbeing Report form at Appendix A;
- provide a report to the Producer; or
- when an allegation concerns the Producer, provide the report directly to Oranga Tamariki.

A staff member / volunteer / contractor becomes aware of, or suspects harm or risk of harm to a child or young person caused by physical, sexual, or emotional abuse or neglect.

**Take any necessary actions to protect the child or young person from any immediate risk of harm. In the case of an emergency call 111.
Check whether there is a parent able and willing to protect the child from harm.**

Staff / volunteers / contractors submit a written Child Safety & Wellbeing Report Form to the Producer





What to do when an allegation of child abuse is made (either directly from the child or from a parent / carer)

If a child discloses an incident of abuse to you:

- Try and separate them from other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with specific people on the production, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to your supervisor or the Producer.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent/carers raises a child safety or wellbeing concern with you:

- Explain that the production has processes to ensure all child safety and wellbeing allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carers to talk through the incident in their own words.
- Advise the parent/carers that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, such as the production management, the police or child protection.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the report is recorded accurately, and that the record is stored securely.

You need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves a child from a specific cultural group (for example, Māori or Pasifika), you will need to ensure a culturally appropriate response.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters.

If you believe a child is at immediate risk of abuse phone 111.



Child Safety & Wellbeing form

Incident Details



DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

NAME(S) OF CHILD/REN INVOLVED: _____

NAME(S) OF ADULT/S INVOLVED: _____

NAME OF PERSON SUBMITTING REPORT: _____

If you believe a child is at immediate risk of abuse call NZ Police on 111

DOES THE FAMILY IDENTIFY AS:

Māori Pasifika European Asian Other _____

Please categorise the incident



Physical Abuse Sexual Abuse Serious emotional or psychological abuse
Serious Neglect Family Violence Unsure

Please describe the incident (record the facts)



— When did it take place?

— Who was involved?



Child Safety & Wellbeing form continued

Please describe the incident (record the facts)



— What was disclosed to you?

— What did you see?

— Other information

Office Use:

DATE INCIDENT REPORT RECEIVED: _____ PERSON MANAGING INCIDENT: _____

HAS THE INCIDENT BEEN REPORTED?

Oranga Tamariki Police Another third party _____
(please specify)

PRIVACY: Information gathered on this form will only be used by _____ to provide advice, assistance and regular communication. _____ will not disclose your personal details to a third party without your consent, unless authorised by law.