

CASE INVESTIGATION AND DOCUMENTATION PROTOCOL

CHILD ABUSE REPORT MADE TO NGO



Step 1: Record personal details of the person making the report including their name, address and phone number. This person is a potential witness so it's very important you record their details.

Record the details of the alleged offence/s from the person making the report.



Step 2: Conduct initial investigation – gather information and evidence from all parties involved. Record information in logbooks and document personal details (name, number, address) of all parties involved.



Step 3: Report crime to the police - if a crime has been committed, or you think it has been committed, report it to the police. Record the name, phone number and rank of the police officer taking the report, and the location of the police station. Request the police take a statement from the child, and any other witnesses.

If possible ask to go and photocopy the statement/s and attach to the logbook.



Step 4: Medical assistance - if the child requires medical assistance take the child to a hospital or police clinic. You may need to do this before making a report to the police if injuries are serious. Take the personal details of the person you speak to at the hospital/clinic, and the details of the nurse and doctor who attends to the child. Request a medical report and attach to the logbook.

Record all details of the medical visit in the logbook.



Step 5: Conduct a witness interview – interview the child victim and any other witnesses to the crime (see guide to witness statement). Always remember you may not get another chance to interview those involved and for recollection purposes its best to take the statement immediately. Include details of all the offence/s and have the witness sign and date it. Attach the statement to the logbook and make an entry of having taken the statement.



Step 6: Gather and record evidence - take photos of all injuries and any other possible evidence such as the condition of the person's home, the way the child is dressed, location of where the incident took place, and anything else which may be used in court to substantiate the crime.



Step 7: Refer the case - to your litigation officer and counsellor for their input. Ensure they document their involvement in the logbook. Refer the case to social welfare if appropriate.



Step 8: Police follow-up - litigation officer and/or project officer to follow up with police to ensure the perpetrator is arrested and charged. Once this is done the litigation officer can prosecute. Record all events in the logbook.



Step 9: Follow-up and monitor – monitor the case on a daily basis by having a regular morning meeting with your team to go through the logbooks and ensure follow-up action has been completed.