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## *Report of concern template*

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*This is an internal document to fill in before contacting Oranga Tamariki – Ministry for Children and securely stored by CPA at Union level.*

Child Protection Advisor Name:	Contact Details for CPA:
Name and role of person raising concern:	Contact Details of Person raising concern
Name of Provincial Union:	Name of Rugby Club:
Name of Child/ren	Child/ren D.O.B:
Parents /Carers name(s):	Contact details of Parent/Carers
Date of incident:	
Location of Incident	
Details of the incident or concerns: <i>Record factual details of the incident or concern – what was said word for word, description of what was seen, any injuries etc</i>	



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Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

*Name of organisation / agency:*

*Contact person:*

*Agreed action or advice given:*

<b>CPA Signature:</b>		<b>Date</b>	
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