



Rānui School

Reporting a concern or Disclosure

* Always refer to our Rānui School Policies

Concern or Disclosure

Email the concern to the Senior Leader of your team and Principal

- Write down information about the time, date, location, and any people present during the disclosure
- Write down what the student says in their own words, making sure to distinguish between what the student says and any inferences made



Senior Leadership Team

- Discuss the risk factors
- Decide to report or to keep a record and monitor



Inform—Senior Leadership Team

- Reply to the teacher/staff member to let them know what the decision is.
- Keep teacher/staff member informed if possible