

Reporting Code Child Abuse and Domestic Abuse HZ

Internal Report Form

1. Student Details	
Name	
Student number	
Course Programme	
Study Career Coach	
Student Dean	
2. Mapping signs	
Description	
Who by	
Signalled when	
What gave rise to the concern about this situation or the suspicion of child abuse? Why by?	
Increase in frequency and intensity?	
Contact about these signs, if yes, with whom and when	
Steps/measures taken? If so, what and when	
Are suspicions shared by others, if so, who	
Child check If there are children who are dependents of the student: <ul style="list-style-type: none">• The number and ages of the children.• Whether the student shares the duty of care for the children with a (former) partner or with another adult.	

	In the event the lecturer has no contact with children of the student concerned: record any (parent) signs such as physical condition or mental state or other	
	circumstances that could pose a threat to the safety or development of the children.	
3. Previous actions		
	What actions, by who, when	
	What has already been discussed with the student, by who, when	
4. Collegial consultation/advice		
	Has collegial consultation taken place, if yes, who with, when	
	Result of collegial consultation	
	Obtained advice from Veilig Thuis (Safe at Home)?	
	Result Advice Veilig Thuis	
5. Conversation with student		
	Alignment meeting lecturer, OLC, AD, safety officer domestic abuse: When, what possible actions, who by, who participates in meeting with student, purpose of conversation, substance	
	<p>Conversation student:</p> <ul style="list-style-type: none"> • Objective, description of determined facts and observations • response from student • interpretation of that which was seen, heard, and observed. • Possibility of sharing these sign(s) with Veilig Thuis • Clarifying note on privacy 	

	Response from student	
	If no conversation takes place: Why not	

6. Considering the Nature and Seriousness of Domestic Abuse or Child Abuse		
	Meeting between lecturer, OLC, AD, safety officer domestic abuse: When, result consideration domestic abuse/child abuse, acute safety issue or not and/or structural safety issue, additional consultation with Veilig Thuis?	
7. Decision Taking: Organising Help or Reporting		
	If help: what help, when, arguments, agreements with Party Concerned about chain partners (including Get Home Safe) involved in collaborations, objectives, results, and timeframe for results to be evaluated	
	If Veilig Thuis report: date of report, why by, alignment with Veilig Thuis, substantive recommendation (facts and events), information from third parties, substantiation, measures HZ can take to protect student and family members from the risk of domestic abuse or against assault.	
	Preparing conversation with student: When, who is participating, content, result of actions	

	<p>Conversation with student or their parent if student is younger than 16 years of age: reason for the intended report, purpose of the report, reaction from student, consultation whether and how objections could be responded to, consider objections against necessity to protect student and/or family (including nature and seriousness of violence)</p>	
	<p>If no conversation takes place: Why not</p>	
<p>7. Follow up/subsequent steps</p>		
	<p>Discussion director, lecturer, safety officer domestic abuse: When, evaluation of report, observed signs and how these have been addressed. Result of any actions/measures taken</p>	
<p>8. Possible further steps</p>		
	<p>Description</p>	

Lecturer name:

Date: