

Date \_\_\_\_\_

## Notification of a suspected offence against a child

### Child Welfare Act, section 25, subsection 3

The notification to the police is submitted by the person with notification duty who has started suspecting an offence against a child or who has the most first-hand information about it.

According to legislation, besides submitting a child welfare notification, a person with notification duty is also required to file a police report of

- all sexual offences (Criminal Code, chapter 20), and
- crimes against human life and health (Criminal Code, chapter 21), the most severe punishment for which is at least 2 years of imprisonment (including assault)
- Further information: **Duty to notify violence against a child.**

If you are unsure of your notification duty or other matters related to submitting notifications, you can consult the police without mentioning the name of the child or other parties concerned.

#### Recording

In the notification, write clearly and verbatim what the child has said independently about the matter. When recording details, separate your own comments and questions about what you have otherwise found out. DO NOT INTERVIEW THE CHILD about the events. Enter “unknown” if you do not know the answer to any of the sections on the form. If you run out of space when explaining the requested information, you can continue in the last “additional information” field of the form.

#### Delivery

The notification is sent by encrypted email or alternatively by post to your local police station, who will forward it if necessary. In urgent situations, the notification is submitted by phone. In this case, be prepared to provide the information mentioned on the form. You can attach the notification with other materials related to the events, such as printed email messages or images.

### Who did the child tell first about the incident?

Name		Telephone number
Professional title	Place of work	
Email address		
<input type="checkbox"/> The event came to light otherwise, how?		

### Details of the child/injured party

Name		Personal identity code	Age
Telephone number		Address	
Zip code	Town/city	Nature of housing (e.g. with parents)	
Care provider, name of school or day care centre			
<input type="checkbox"/> Child has special features, please specify			

### Guardians' details

Name		Personal identity code
Telephone number		Address
Zip code	Town/city	
Name		Personal identity code
Telephone number		Address
Zip code	Town/city	



## People who know about the suspicion

Name and contact details/ position, etc.

The child's guardian or guardians have been informed of the suspected offence, name:

The child's guardian or guardians have not been informed of the suspected offence, reason:

## Child welfare

A child welfare report has been submitted of the suspicion

Yes  No  Do not know

The child has a previous client relationship with social services

Yes  No  Do not know

Social worker's name

Social worker's phone number and/or email

## Other concerns related to the child/family

Have there been any previous concerns/suspicions about the child or other children in the same family?

Yes  No

Additional information (e.g. the child has had an exceptionally high number of unexplained absences from day care / school, indeterminate injuries, worrying behaviour, etc. before)

**Additional information**

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Signature of the person submitting the notification and name in block capitals	Date
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**The notification of a suspected offence against a child is sent**

<input type="checkbox"/> By post to
<input type="checkbox"/> By encrypted email to
Subject/Title: Notification of a suspected offence against a child