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**Pay attention!** Please save this document before you fill it in with Adobe Acrobat Reader, otherwise your changes may not be saved.

The selected indicators you selected are collected in this document. You can add and / or specify the information for your own administration.

In this document we also suggest possible follow up steps, based on the Dutch reporting code. More information about the reporting code can be found on the website of the Dutch Ministry of Health, Welfare and Sports [ link [https://www.government.nl/documents/reports/2013/03/14/model-reporting-code-domestic-violence-and-child-abuse.](https://www.government.nl/documents/reports/2013/03/14/model-reporting-code-domestic-violence-and-child-abuse)]

## **Step 1: Mapping signals**

You can describe what you have perceived more specifically in the boxes below the signals using how, what, what, when, when and how often.

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**Signals that are not on the checklist / third party signals**

There may be things that are not mentioned on the checklist, but that do cause you concern. These observations can be described below. You can also record indicators that you have heard from others. Include the name and role / role of the person who shared these indicators with you, as well as the date they were shared with you.

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## Step 2: Collegial consultation

We advise you to discuss your observations with an expert colleague or in a team consultation. Record the outcomes of the collegial consultation and / or the given advice in the client file. Write here what, when and with whom you discussed this.

With whom, when and where have you spoken?

*Name*

*Function*

*Date*

## Outcome of the collegial consultation:

## Step 3: Conversation with the client

We advise you to also discuss the indicators with the client. If you need support in preparing or

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conducting the conversation with the client, consult for example an (expert) colleague.

Explain to the the client the goal of the conversation;

- Describe the indicators you have identified and the observations you have made
- Invite the client to respond to this
- Only after this reaction, if necessary, form an interpretation of what you have seen, heard and observed

**Outcome of the conversation with the client:**

An exception to this advice:

- There are concrete indications that the client, yourself or someone else is in immediate danger
- If you have good reasons to assume that the client will distance themselves from you because of this conversation and / or that the client cannot be adequately protected against possible violence

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## **Step 4: Weigh the nature and severity of domestic violence and child abuse**

On the basis of the indicators, the collegial advice and the conversation with the client, weigh the risk of domestic violence or child abuse. Also weigh the nature and severity of domestic violence or child abuse. When assessing the risk of domestic violence or child abuse, use a risk assessment tool if such an instrument is available in your organization or practice.

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## Step 5: Deciding: Organizing or reporting yourself

On the basis of your consideration in Step 4, do you suppose that you can adequately protect your client and his or her family from the risk of domestic violence or child abuse:

- Organize the necessary help;
- Follow the effects of this help;
- Do notify an expert organization if there are any signs that domestic violence or child abuse does not stop or start again.

Can you not adequately protect your client from the risk of domestic violence or child abuse, or do you doubt whether you can provide adequate protection against this?

- Inform your client that you are in contacting an expert organization
- Report your suspicions to an expert organization
- Consult with the expert organization, what you can do after your consult, within the limits of your usual work, to protect your client and family members from the risk of domestic violence or child abuse.