



EMPLOYEE HANDBOOK | *PUKAPUKA KAIMAHI*
Child Protection Policy | *Kaupapa Here Manaaki Tamariki*

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Glossary | *Kupu Whakamārama*

Term	Definition
Caregivers	Parents, guardians or caregivers who are legally responsible for and have responsibility for caring for the child.
Child	A person who is • under the age of 18 years, and • who is not married or in a civil union.
Child abuse	Non-accidental ill-treatment and abuse of a child that results in physical and/or emotional harm. This is inclusive of physical, emotional, sexual abuse or neglect.
Child protection	Activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect, or a risk of abuse or neglect.
Child protection coordinator	The person responsible for providing advice and support to staff where they have a concern about an individual child or have questions or seek advice about the Child Protection Policy.
Children's worker	A person who works in, or provides, a regulated service, and the person's work • involves regular contact with a child or children; and • takes place without a Caregiver of the child or of each child, being present.
Core worker	A member of staff: • whose work requires or allows that they are the only worker present. • with primary responsibility for the child or children present
Emotional abuse	Any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development.
Neglect	The persistent failure to consider and meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.
New Zealand Police	The agency responsible for responding to situations where a child is in imminent danger and for cooperating with Oranga Tamariki in child protection, including investigating cases of abuse or neglect where an offence may have occurred.
Non-core worker	Member of staff working with children who is not a core worker
Oranga Tamariki	The agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need
Programme Coordinator	The person employed for managing a single programme



Sexual abuse	Any acts that involve forcing or enticing a child to take part in sexual activities, including child sexual exploitation as well as non-contact abuse such as exposure to pornographic or sexual imagery, whether or not they are aware of what is happening.
Staff	All persons employed or engaged, in both paid positions and as volunteers, including contractors, but excluding short-term, project-based contractors.
Vetting	A robust, formal process of obtaining criminal history checks from the New Zealand Police or the Ministry of Justice.
Vulnerable child	A child with multiple and complex unmet needs, who are at significant risk of harm to their wellbeing now and into the future as a consequence of the environment in which they are being raised, their community and, in some cases, due to their own complex needs
YAT	Means Youth Alive Trust
Youth Development Team Lead	Person employed who has managerial control over and responsibility for all youth programmes.



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Child Protection Policy

Kaupapa Here Manaaki Tamariki

1. Purpose and Scope

- YAT Youth Alive Trust is committed to ensuring that children are protected from harm, their rights upheld and their welfare promoted and to keep staff safe.
- YAT This policy is intended to provide YAT staff with a framework and expectations to protect vulnerable children, including, but not limited to, staff behaviours in response to actual or suspected child abuse or neglect.

2. Child Protection Principles

- YAT YAT recognises the culture of the *whānau*, its importance and the rights of *whānau* to participate in decision-making about their children.
- YAT The Trust will nurture a culture of child protection, and will specifically:
 - Be open and accountable;
 - Strive to understand the needs of children;
 - Endeavour to make children's safety and security a primary consideration; and
 - Work with other agencies to meet the needs of vulnerable children.
- YAT The interest and welfare of the child will be the primary consideration when any decision is made about their safety or well-being.
- YAT YAT recognises the importance of early intervention and the principle of applying the least intrusive intervention necessary to protect vulnerable children.
- YAT It is the policy of the Trust that when a child discloses unhealthy or abusive behaviour directed at them, whether directly or indirectly, to always take action, unless or until proven otherwise.

2.1 Staff Responsibility

- YAT All staff are responsible for:
 - The protection of children by identifying and responding to suspected child abuse or neglect and appropriately responding to concerns about the wellbeing of a child.
 - Discussing any child protection concerns, including suspected abuse or neglect, with their manager or the Child Protection Coordinator.



- The safe management of identified and suspected child abuse and neglect, including:
 - Familiarity and proficiency with the Child Protection Policy; and
 - Seeking advice when abuse is suspected or identified.
- Senior staff have a responsibility to ensure that the appropriate authority is notified when a staff member has a belief that a child has been, or is likely to be, abused or neglected.
- The responsibilities of the Child Protection Coordinator include:
 - Reviewing the Child Protection Policy at least every three years;
 - Coordinating a Trust-wide response to child abuse and neglect;
 - Developing training plans and ensure all staff are confident in child protection procedures;
 - Ensuring necessary documentation is in place to record care and protection concerns;
 - Developing functional internal and external relationships with key stakeholders; and
 - Providing support and advice to staff regarding child abuse and neglect, and child protection policy.

2.2 Alleged Perpetrator

- Abuse of a child is unacceptable whether the perpetrator is an adult or another child.
- In situations where a child is the alleged offender against another child, the reporting of concerns needs to be given the same consideration as if they were an adult.
- In situations where a concern is raised or an allegation is made that involves a member of staff, it will be dealt with in terms of the Human Resources Policy.

3. Physical Contact

- The care of children and young people will from time to time involve normal, natural and appropriate physical contact.
- Staff should ensure that any physical contact with children only meets the child's physical and/or emotional needs.
- Touching should never be initiated to gratify the staff member's needs.
- When a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for their developmental stage and needs.
- When helping a child or young person change or clean themselves, physical contact must be for that task only and not be more than is necessary for that job.



4. Identification of Child Abuse and Neglect

- Every situation is different and all available information about the child and their context must be considered before a conclusion is derived, including life events that may have an impact on a child's behaviour such as divorce, accidental injury or a new sibling.
- Staff should at all times consider the overall wellbeing and risk of harm to the child, and not be too concerned about being able to define or categorise the type of abuse or neglect.
- If a staff member is concerned about a child showing signs of potential abuse or neglect, they should talk to a senior staff member or the Child Protection Coordinator. Staff must never act alone.
- Suspected cases of child abuse should be:
 - Responded to in a manner which best ensures their immediate and future safety.
 - Acted on promptly, with compassion and within the bounds of the law.

4.1 Indicators of Potential Abuse and Neglect

Indicators of potential abuse and neglect may include:

- Physical signs such as unexplained injuries, burns, fractures and/or unusual or excessive itching.
- Developmental delays including being excessively small for their age, cognitive delays, falling behind in school, poor speech and social skills.
- Emotional abuse and neglect such as sleep hygiene, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness or loneliness, and evidence of self-harm.
- Behavioural concerns, including age-inappropriate sexual interest or play, fear of a certain person or place, eating disorders, substance abuse, disengagement, neediness and aggression.
- Neglectful supervision, including children out and about unsupervised, left alone or without a safe home to return to.
- Children talking about things indicate abuse.

5. Responding to Child Abuse and Neglect

When a child discloses they are being subjected to abuse or neglect, these procedures should be followed (refer Annexure 1):

- Listen to them, handle with particular care, and be aware of the age and cultural identity of the child, and how that may affect the interpretation of their behaviour and language.
- Reassure the child by letting them know they are not in trouble and that they are doing the right thing by speaking about it.
- Ask open ended questions, but do not interview them or make promises. Do not make any notes in



front of the child.

- If the child is visibly distressed provide appropriate reassurance and explain what you are going to do next.
- Help the child re-engage in appropriate activities under supervision until they are able to participate in ordinary activities if they are not in immediate danger.
- Record any factual concern, observations or disclosures about the safety of the child, including:
 - the date, time and names of people present;
 - a verbatim account of what the child said as far as is possible;
 - the factual concerns or observations, if any, that raised suspicion of abuse or neglect;
 - actions they have taken; and
 - any other relevant information.
- Tell a senior staff member - the Programme Coordinator, Programmes Manager, Trust Manager or Child Protection Coordinator.
- If the child has not been abused, is not at risk of abuse, but may be in a vulnerable position or environment, senior staff should contact a local support agency or the child's school's social worker.
- If there is reason to believe the child has been, or is likely to be abused or neglected, senior staff should contact Oranga Tamariki's National Contact Centre.
- If the child is in immediate danger senior staff should contact the Police.
- The responsibility to contact external agencies is that of the Programmes Manager, Trust Manager or Child Protection Coordinator, however in more urgent situations where they are not available, the responsibility falls to the Programme Coordinator.

6. Confidentiality and Information Sharing

- Any person who believes that a child has been, or is likely to be harmed physically, emotionally or sexually, or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
- All information related to suspected or disclosed child abuse or neglect will be in writing and kept securely in line with the Privacy Policy, including:
 - The record of concern;
 - A record of any related discussions;
 - Copies of relevant correspondence;
 - Record of advice received;



- Actions taken by staff; and
- Any other relevant information.

 When collecting information about individuals, staff will:

- As far as is practical, collect the information from the individual concerned.
- Will be transparent with the individual about:
 - The purposes for collecting the information;
 - How it will be used;
 - Who will have access to the information;
 - Where it will be held;
 - What is compulsory or voluntary information; and
 - Inform them of their right to request access to and correction of their information.

 Relevant information may be made available to approved persons on application to the manager where there is good reason to do so..

7. Staff

-  All staff will be vetted, screened and inducted in accordance with the Human Resources Policy.
-  YAT will ensure that all staff are trained in and adhere to the safety standards for children's workers as outlined in the Children's Act 2014.
-  New employees hired as core and non-core workers should be trained in child protection within a reasonable period of time.
-  YAT will make available opportunities for staff to participate in other appropriate child protection training.

8. Review

This policy shall be reviewed every three years or more frequently if required, to ensure it remains relevant, responsive, and reflective of best practice.



9. Document Information

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Annexure 1 | Responding to Child Abuse or Neglect

