

Te Puna Reo o Ritimana	Child Protection Policy
	Policy Category: Health and Safety
	Responsible to: Children/Tamariki, Poumatua, Whānau, Pouwhakahaere/Manager, Person of Responsibility, Executive Committee
	Applies to: Whānau, Kaimahi, Manuhiri, any contractors (including kairāwhi from recruitment agency), Volunteers and regular visitors to to Ritimana Puna Reo
	HS31, Regulations 2008 (Regulation 47, Criteria 9),

WHĀINGA/RATIONALE

Ngā Mātāpono: Principles and Rationale

- Te Puna Reo o Ritimana is committed to always acting in the best interest of the tamariki/children to whom it provides a service. Safety of tamariki/children is paramount, and we are committed to making decisions to support this. This 'Child Protection Policy' guides our kaimahi, whānau, manuhiri, volunteers and regular visitors to act and respond appropriately to concerns regarding the well-being of tamariki/children in Te Puna Reo o Ritimana.
- Te Puna Reo o Ritimana is committed to the prevention of abuse and neglect of tamariki and their whānau.
- Te Puna Reo o Ritimana is committed to dealing with abuse and neglect, suspected abuse, or disclosure of abuse in a timely fashion.
- Te Puna Reo o Ritimana recognises that the primary role of the whānau is in caring for and protecting their tamariki which should be valued and maintained. However, the safety of tamariki takes priority.
- Te Puna Reo o Ritimana agrees that working in accordance with this policy requires Kaimahi and Kaiako to be trained and supported.
- Te Puna Reo o Ritimana will ensure any disclosures about alleged abuse or neglect are acknowledged, investigated and appropriate action taken to ensure the safety of tamariki who make disclosures.
- Te Puna Reo o Ritimana is committed to complying with all relevant legislation.

Te Puna Reo o Ritimana acknowledges that in cases of suspected child abuse or neglect, support for whānau is important and Kaumatua, Kuia and the Executive Committee and anyone else the whānau nominates can be included in the process.

Objectives

This child protection policy describes the commitment that Te Puna Reo o Ritimana has to its tamariki, and the detail of how centre management and staff will ensure children are appropriately protected from neglect, abuse and harm.

- If we believe a child is in immediate danger, our staff will phone New Zealand Police on 111. All staff is informed that anyone can report child abuse
- If we are concerned about the wellbeing of a child, or want to discuss, report, or refer a concern, our staff will contact Oranga Tamariki:

Phone 0508 EDASSIST (0508 332 774)

Email edassist@ot.govt.nz

It is possible to remain anonymous when calling this number and to withhold identifying information.

This policy aims to inform the Executive Committee, Kaimahi and whānau of their ethical responsibilities in ensuring that abuse and neglect is prevented and managed appropriately. This policy includes detail of the definition of neglect and abuse of a child to establish a common understanding within our Puna; an explanation of our commitment to training and support of kaimahi in this context; and describes how the centre will respond to suspected child abuse and neglect.

The policy is designed to meet provisions of the Oranga Tamariki Act 1989, Children's and Young Peoples's Wellbeing Act 1989, Children's Act (2014), the Education and Training Act (2020), the Education (Early Childhood Education) Regulations 2008, and the Early Childhood Education Licensing Criteria HS31.

Should a neglect or abuse situation occur or come to the attention of the Puna, and should a report/referral to Oranga Tamariki or the Police be made, the Puna is also under an obligation to report the matter to the Ministry of Education (HS34).

ARONGA/DEFINITIONS

Child abuse is defined in the Oranga Tamariki Act 1989 as "the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person." For more detailed information on all types of child abuse, see www.childmatters.org.nz. Also see, [Working together to support tamariki, rangatahi, and their family/whānau](#) - Oranga Tamariki interagency guide

Emotional Abuse occurs when a child or young person's emotional, psychological or social well-being and sense of worth is continually battered. It can include a pattern of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting and terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities. Emotional abuse is almost always present when other forms of abuse occur. The effects of this form of abuse are not always immediate or visible. The long-lasting effects of emotional abuse may only become evident as a child becomes older and begins to show difficult or disturbing behaviours or symptoms.

Neglect is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child or young person. It is the failure to provide for a child's basic needs.

Neglect may be:

Physical – failure to provide necessary basic needs of food, shelter or warmth

Medical – failure to seek, obtain or follow through with medical care for the child or young person

Abandonment – leaving a child or young person in any situation without arranging necessary care for them and with no intention of returning

Neglectful supervision – failure to provide developmentally appropriate or legally required supervision

Refusal to assume parental responsibility – unwillingness or inability to provide appropriate care for a child or young person

Physical Abuse can be caused from punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes. Injuries to a child may vary in severity and range from minor bruising, burns, welts or bite marks, major fractures of the long bones or skull, to its most extreme form, the death of a child.

Sexual Abuse includes acts or behaviours where an adult, older or more powerful person uses a child or young person for a sexual purpose. While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts. It includes any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child or young person, or seeking to have a child touch them for a sexual purpose. It also includes voyeurism, photographing children or young people inappropriately, involving the child or young person in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children or young people.

[How Can I Tell?](#) offers more detailed information on all types of child abuse.

KAUPAPA/POLICY & TUKANGA/PROCEDURES

1. Kaimahi Training

Ritimana Puna Reo recognises that training for Kaimahi is critical to the safety of children. All Kaimahi will be given training and access to resources on child abuse and neglect. The ability of Kaimahi to protect children in their care is critical. All Kaimahi will

be expected to undertake training in child protection. Ritimana Puna Reo will ensure that such knowledge is kept up-to-date and relevant.

- All Kaimahi will have the Child Protection Policy clearly explained to them.
- All Kaimahi will read and have a copy of the Child Protection Policy. Reference to the Child Protection Policy will be made on a regular basis in staff meetings and training sessions, so that Kaimahi remain familiar with and up to date with the policy statements and procedures.
- All Kaimahi will be expected to complete basic training covering how to recognise and respond to children affected by child abuse, neglect, and family violence, and how to deal with any personal issues that arise from this process.
- There will always be a minimum of two Kaimahi employed by Ritimana Puna Reo who have been trained in the prevention, recognition, and process of responding to child abuse and neglect.
- Time will be made available on full pay to attend these programmes, and costs will be met by Ritimana Puna Reo.
- Kaimahi will be encouraged to read the associated resource material and familiarise themselves with the relevant legislation.
- We will make sure that all staff know and understand that corporal punishment and seclusion of children are strictly prohibited in our centre, in line with Section 24 of the Education and Training Act 2020.

2. Using professional agencies with specialist child abuse and neglect knowledge.

Ritimana Puna Reo will maintain a good working relationship with Oranga Tamariki and with Police and be familiar with the laws that serve to protect children from abuse and neglect. We will consult with Oranga Tamariki, the Police, and with other appropriate agencies that have specialist knowledge to help us protect children from abuse and neglect. Ritimana Puna Reo believes that to keep children safe, people who suspect or uncover abuse and neglect should not be tempted to deal with cases themselves. When there is a relationship of trust and understanding with the statutory agencies, people are more likely to report and enable professional investigation to ensue.

- Ritimana Puna Reo will ensure that it has contacts for Oranga Tamariki and Police offices. The Pouwhakahaere will maintain this information.
- Ritimana Puna Reo recognises that by law, [Sec 15 of the Children, Young Persons and their Families Act 1989] any person may report a case of suspected abuse and neglect to the statutory agencies.
- A list of specialist agencies will be kept and updated by the Pouwhakahaere. A copy of this will be made available to all

3. Identifying Abuse

See the definitions above on the different types of abuse. For more detailed information on the identification of abuse, see Appendix 1

4. Procedure for Responding to Suspected Abuse and Neglect

Ritimana Puna Reo aims to respond to allegations and suspicions of abuse and neglect in a manner which best ensures the immediate and long-term safety of the tamariki and

to refer to specialist advice and support those who seek help when concerned about a child at risk. Ritimana Puna Reo will respond to suspicions and allegations of child abuse and neglect by recording all observations, impressions, and communications about tamariki suspected of being abused and neglected. We will not act alone and will refer all suspected situations of child abuse and neglect to Police or Oranga Tamariki. The safety of the child will be the primary consideration, and no person in this organisation will collude to protect an adult or an organisation. Allegations will be treated in such a way that the rights of adults, and the potential stress incurred by Kaimahi are taken into consideration. Debriefing is encouraged as led by Pouwhakahaere, and an expectation that Kaimahi will be mindful of their own personal reactions and seek support from one another and external agencies if need be. This policy covers the following situations regarding the response to allegations when parents or family members of the child are suspected; when child abuse by another child in Ritimana Puna Reo is suspected; and when others (e.g., non-parents) are suspected.

- When abuse and neglect is suspected or an allegation made against another person, the first consideration will be to ensure the safety of the child.
- When abuse and neglect is suspected, Kaimahi will follow the process outlined in “How to Respond to Child Abuse” (included in resource material – see links below).
- If a child discloses abuse, Kaimahi will follow the guide “Rules of Safe Handling” (included in resource material – see links below).
- Unless specifically stated otherwise, Ritimana Puna Reo and Kaimahi will follow these procedures regardless of the suspected perpetrator. Kaimahi will declare to a senior person any situation where there could be a conflict of interest, and provision made on a case-by-case basis about who will handle the process as decided by the Poumatua, Pouwhakahaere and the Executive committee.
- Kaimahi will not act alone about suspicions but will consult with the Pouwhakahaere who will be committed to acting as outlined in these procedures. Kaimahi will not act in a way that is outside their knowledge or capacity. Child abuse and neglect is suspected when there are concerns that are reflected in the booklet ‘How Can I Tell?’ (Included in resource material).
- The senior Kaimahi member will consult with a specialist agency to clarify whether a notification should take place. [See Child safe Practices, Topic Sheet 7 Relationships with Statutory Agencies, included in resource material]
- When child abuse or neglect is suspected the Pouwhakahaere will inform Oranga Tamariki or the Police.
- When it is decided that concerns are not significant enough to refer to statutory authorities, the child will continue to be monitored, and records kept.
- All suspicions and information will be recorded factually and held confidentially. Anything that is an opinion, or a personal concern will be identified as such and not as being fact.
- Kaimahi will not question or interrogate a child who has disclosed abuse, or who is displaying signs of possible abuse or neglect. However, it is important that a child is listened to and responded to appropriately. (A guide for talking to children is provided in the resource material).
- The Pouwhakahaere will inform parents as soon as practically possible. A process for doing this will be discussed by that person in conjunction with the specialist adviser, or another designated senior Kaimahi. The Pouwhakahaere

will only inform the parents if they are certain that the child will be safe if they do so.

- If a family member or someone close to the family is suspected of abuse, the police or Oranga Tamariki should make the report of concern. The Kaimahi will not advise a family or caregiver of the concerns. The family will be notified as soon as possible, but only after it has been confirmed that this will in no way jeopardise the safety of the child.
- Disclosure to a parent or caregiver will be made by a skilled and experienced person. It is acknowledged that such disclosures may be difficult and traumatic for both Kaimahi and parents, and that support may be required. The person undertaking the disclosure will have the skills and knowledge to support the family. Further should the family require additional support, Kaumatua, Kuia, and the Executive committee will be contacted.
- In all cases of suspected abuse or neglect, the information and concerns will be made available only to those who have a need to know. This will be determined by the Pouwhakahaere.
- A process will be identified by the Pouwhakahaere for sharing information to others in the organisation at the appropriate times.
- All Kaimahi involved will be kept informed as far as possible within the limits of confidentiality and the need to protect the best interest of the child. This will be determined by the Pouwhakahaere.
- All actions and reasons for them will be recorded.
- Information will be stored in a secure place with limited access to designated people.
- When making a notification, the Kaimahi will be guided by the information about Making a Notification in the resource material.

5. Responding to allegations of abuse by Kaimahi

Ritimana Puna Reo will respond to suspicions and allegations of child abuse by a Kaimahi in a manner which best ensures immediate and long-term safety for the tamaiti and will treat suspicions or allegations against a Kaimahi with the same seriousness as suspicions or allegations made against any other person. We will not act alone and will refer all suspected situations of child abuse to Police or Oranga Tamariki and the Ministry of Education. The safety of the child will be the primary consideration, and no person in this organisation will collude to protect an adult or an organisation. Allegations will be treated in such a way that the rights of adults and the stresses of the Kaimahi are also taken into consideration.

- When abuse is suspected or an allegation made against a Kaimahi, the first consideration will be to ensure the safety of the child.
- When abuse is suspected, Kaimahi will follow the process in the Information Sheet "How to Respond to Child Abuse" (see appendix 3).
- When there are suspicions of abuse by a Kaimahi, both Kaimahi and children's rights are to be attended to. This means that the safety of the child is of first concern, and that the Kaimahi must have access to legal and professional advice. This in no way changes the process of recording and notification as described in the above guide.
- When Ritimana Puna Reo either suspects that child abuse has been perpetrated by a Kaimahi or other person helping in the agency or organisation, the agency

or organisation will not collude with, or protect that person or the agency or organisation, but will promptly report the matter to the Pouwhakahaere or senior designated person (where appropriate).

- The person managing the child abuse issue will not be the same person as that managing the employment issue.
- The suspected Kaimahi (or volunteer) will be prevented from having further unsupervised access to children during any investigation and will be informed fully of their rights.
- Kaimahi will declare to a senior person any situation where there could be a conflict of interest, and provision made on a case-by-case basis about who will handle the process.
- Refer to www.childmatters.org.nz for more information about responding to abuse.
- The organisation will adhere to the principles of the Employment Contract's Act and give the Kaimahi all information regarding their rights.

6. Procedures for Selecting Suitable Kaimahi

Safety Checking of Staff

We conduct safety checks of all staff in accordance with Ministry of Education, Licensing Criteria (GMA7A) and Children's Act 2014 requirements. (as per the centre Safety Check Procedure and Risk Assessment Procedure for new and existing children's workers). Refer to Safety Checking policy and procedure.

All successful applicants will be expected to sign an Employment Contract, in which they agree to the requirements of Ritimana Puna Reo, requirements regarding their behaviour towards children. Ritimana Puna Reo will keep full and complete records according to policy.

- Full records will be kept and maintained. These will be in accordance with the Kaimahi/Staff appointment policy, safety checking policy and safety checking procedure of Ritimana Puna Reo.
- Successful candidates will sign an employment agreement which will clearly set out the procedures to be followed in the event of allegations of abuse against the Kaimahi member.
- All Kaimahi will be required to read and adhere to the Code of Conduct
- Those people responsible for recruiting and selecting Kaimahi who work alongside or with children, will be familiar with child protection issues.
- Our prime consideration in choosing Kaimahi are ensuring that they have the skills and attributes that meet the vision of Ritimana Puna Reo and that will contribute to the safety of the tamariki and to their cultural, physical, emotional, intellectual, and social development.

7. Kaimahi Supervision

Ritimana Puna Reo will ensure that children and young people receive the safest and most appropriate care from our Kaimahi, that they are safe on any of our premises, that activities take place in ways that protect them from abuse and that Kaimahi members are

protected from unwarranted allegations of child abuse. Ritimana Puna Reo will ensure that all Kaimahi are well supervised and wherever possible, visible in the activities they perform with children. Opportunities for Kaimahi to be alone with children will be kept to a minimum and undertaken within prescribed regulations. Children will not be taken on outings without parental approval in writing, or by phone in an emergency, and will be accompanied by more than one adult. The organisation has established rules about the acceptable touching of children.

- It is the responsibility of Ritimana Puna Reo to ensure that children are always supervised.
- Ritimana Puna Reo will operate under an 'open door' policy.
- Kaimahi will be discouraged from being alone with children, and when this is unavoidable, another Kaimahi member will be informed and the Kaimahi and the child will be visible to others.
- Kaimahi will only touch a child when both the adult and child are visible to others. It is acknowledged that there are legitimate times where touching children is necessary and desirable. Such times include:
 - When the child has initiated the contact.
 - When the child is hurt and needs attention.
 - When an activity being undertaken requires guidance or support from an adult.
 - When the child needs toileting or intimate care.
- In any circumstances where these procedures cannot be adhered to, the Kaimahi will inform the Person Responsible or Pouwhakahaere
- Only permanent Kaimahi are to change children, except when their parent or caregiver is present.
- There is a kaimahi present at all times for every 25 children attending (or part thereof) that: holds a current First Aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider in accordance with HS25

Professionalism

The organisation believes that as far as possible, Kaimahi working with children and families should keep their personal and professional lives separate and does not encourage close personal relationships or care-taking activities outside the work environment. Kaimahi are expected to follow guidelines that clarify appropriate behaviour, particularly at times when roles are not clear, such as when extended whānau is involved. The organisation will review these regularly with Kaimahi to ensure that the guidelines meet the needs arising from ever-changing environments and situations.

- At any time during employment with the organisation any Kaimahi member (paid or unpaid) shall feel it is their right to bring any issues relating to child abuse or neglect and child protection to the Executive Committee or the Pouwhakahaere.
- Kaimahi are to inform their Pouwhakahaere of any existing relationships with tamariki and their whānau which could constitute a conflict of interest or place the Kaimahi in a position of compromise.
- Kaimahi are to inform their Pouwhakahaere of any potential situations of possible compromise or conflict of interest that arise as part of their work.

Kaimahi Relationships with Whānau

Ritimana Puna Reo has an open-door policy and encourages parents/caregivers and whānau involvement. Whakawhanaungatanga with whānau is a core aspect of our practice and we will be aware of issues that make life extra hard for parents and offer help and support to whānau where we can. Whānau are always welcome (this may change at times when we are dealing with pandemics – risk of spreading infections etc).

If parents/caregiver or whānau have concerns about the treatment of a child by Kaimahi, they are encouraged to make these matters known to the Pouwhakahaere who will ensure the matter is investigated and acted upon. Our Child protection Policy is available to all parents/caregivers/whānau members. Furthermore, whānau can directly report suspicions of child abuse to Oranga Tamariki or the Police. Kaimahi are expected to be mindful of their role within Ritimana Puna Reo and the community and act in a professional manner when interacting with whānau both at Ritimana Puna Reo and elsewhere.

Preventative Education

Ritimana Puna Reo believes that education of kaimahi, tamariki and parents is an important aspect in preventing child abuse or neglect. Ritimana Puna Reo will not run prevention education programmes themselves but may from time to time invite a specialist organisation or the Police to do so. When this occurs, we will ensure that we have specialist backup and support available for parents or Kaimahi.

- Parents will be encouraged to make use of community-based education programmes, and we will have books available for parents on the topic.
- Ritimana Puna Reo itself will not purport to be an expert on child abuse or neglect but will undertake awareness initiatives with the help of specialist organisations.
- From time to time the organisation will convene meetings for parents that discuss the prevention and identification of child abuse or neglect.
- Ritimana Puna Reo will invite an appropriate agency or organisation such as Police, Oranga Tamariki or Child Matters to speak at these meetings.
- Ritimana Puna Reo recognises that such discussions can trigger strong emotions, and we will ensure that people are able to be referred to appropriate support systems.
- From time to time the organisation will invite a specialist organisation or the Police to undertake a *We Can Keep Safe* programme with children. This will be undertaken after discussion with parents.

Photographing Children

Ritimana Puna Reo acknowledges that photographs and videos will be taken of children in its care. These images will only be taken on a Ritimana Puna Reo device and made when necessary for the legitimate work of the Ritimana Puna Reo and by adhering to clear guidelines.

- Ritimana Puna Reo does not condone the distribution of the photographs or videos apart from those images that have the express permission of the parents or are for the use of whānau.

- Ritimana Puna Reo will not use images of children on its publications or website without the permission of the parents or the child if he or she is old enough to consent.
- Work cameras and mobile phones – including private phones, cameras, iPads/ will not be allowed in any bathroom/changing room
- Kaimahi (staff) are not permitted to use their personal mobiles or personal technical devices (such as smart phones, smart watches, iPads) at any time when working with tamariki (see Cyber Safety policy for further clarification).

Preventative Measures

Medication is only administered if authorised by a parent or guardian (written authorisation). A medication book is kept indicating name of medication, dosage, date, and is signed by Kaimahi who administered it – witnessed by another Kaimahi and signed accordingly. Parents will place named medication in a container and give it to the person responsible to put in the fridge (if necessary). Only medication prescribed to the tamariki with a current date will be administered to children. (See Administration of Medication policy)

Except in an Emergency, children will not be taken from Ritimana Puna Reo without written approval or instruction from the parent.

Visitors to Ritimana Puna Reo are welcomed on arrival and assisted with their enquiries. All visitors must sign the visitors book and be directed to the office to talk with Kaitari (Administrator) or Pouwhakahaere (Manager) or Person of Responsibility. The Person of Responsibility must be made aware of all visitors as soon as they arrive. Visitors will be supervised at all times and will not have unsupervised access to children.

A daily record of Kaimahi will be kept above tamariki sign in sheet in Tuna Mau

White board at entrance way will display relevant notices of the day.

Ritimana Puna Reo has established rules about acceptable touching of children, which are discussed regularly with Kaimahi and whanau.

Custody: Where there is a dispute about the access/custody of a child we accept the conditions of any court order when brought to the attention of the Pouwhakahaere, Person of Responsibility or Kaitari. It is the parents responsibility to inform the Puna of any changes of any court order pertaining to their child to ensure the safety of the child is upheld. (see policy)

Intoxication: Whānau, kaimahi, contractors (including kairiwhi from Randstad Recruitment Agency) manuhiri, volunteers and regular visitors to Ritimana Puna Reo are not permitted to enter the Puna if under the influence of drugs or alcohol.

If a person is suspected of being under the influence of drugs or alcohol, the Pouwhakahaere, Person of Responsibility or Kaitari will be contacted/alerted immediately. They will assess the situation and act accordingly. The person will be dealt with in a fair and appropriate manner with the safety of all tamariki being the priority. If a situation is deemed unsafe, a secondary contact will be contacted to collect a tamaiti.

People Who Can Help

Police

- **Anyone can report child abuse**
- **If a child is in danger, call 111**

Any abuse of a child is a serious matter. If you suspect a child is being abused it is important that you notify your local Police or [Oranga Tamariki–Ministry for Children](#)

The roles and responsibility of Police and Oranga Tamariki–Ministry for Children are governed by a shared Child Protection Protocol and Memorandum of Understanding.

Child Abuse is dealt with by specialist Police Officers who work alongside Oranga Tamariki–Ministry for Children to investigate concerns of abuse. Early intervention by child protection services reduces harm to victims before the abuse has the opportunity to escalate.

Any concerns about child abuse must be notified early so that an assessment of the child's safety can be made.

Many people have well founded suspicions that a child may be suffering abuse and fail to act due to concerns that their suspicions may be wrong. Section 16 of the Children, Young Persons and Their Families Act (1989) protects people who notify concerns of abuse in good faith from civil and criminal proceedings. Police and Oranga Tamariki–Ministry for Children would rather know about your suspicions and be able to make their own assessment of the child's safety than not to hear at all.

[Taken from the NZ Police Website](#)

Oranga Tamariki–Ministry for Children

Phone: 0508 Family or 0508 326 459

Email: contact@ot.govt.nz

<https://www.orangatamariki.govt.nz/>

Child Matters

<https://www.childmatters.org.nz/>

For more information and training

Sexual Abuse Education

<https://sexualabuse.org.nz/>

Barnardos

PH: 0800 227 627

www.barnardos.org.nz

For parenting, family violence programmes, 0800 WhatsUp for rangatahi, advocacy

Parent Help

PH: 0800 568 856

www.parenthelp.org.nz

A parenting help line and counselling service

Plunketline

PH: 0800 933 922

For 24-hour help with anything to do with parenting and children under five

Relationship Services

For help with family or relationship problems PH: 0800 RELATE (0800 735 283)

Child Abuse Prevention Society of New Zealand (CAPS)

PH: (07) 838 3370

Family Violence Services**Auckland Women's Refuge**

Crisisline: 0800 REFUGE or 0800 733 843

<https://womensrefuge.org.nz/>

Shine

PO Box 90279, Victoria Street West, AUCKLAND 1142

Help line 0508 744 633

Office (09) 815 4601

Fax (09) 815 4541

Men For Non-Violence

PH (09) 835 0509 or 0800 826 367

www.manalive.org.nz

Auckland Community Law

PH: (09) 377 9449

www.aclc.org.nz

Free legal advice

Healthline

PH: 0800 611 116 for free 24-hour health advice, the service is staffed by registered nurses who will assess your health needs and give information and advice to help you decide on the best level of care. www.healthline.govt.nz

Kidshealth is a NZ website – a joint initiative between Starship Foundation and the Paediatric Society of NZ, supported and funded by the Ministry of Health. www.kidshealth.org.nz

Keeping Ourselves Safe Programme:

Jude Bishop PH: (09) 431 2577

Sexual abuse victim services

These offer a wide range of services such as sexual abuse healing centres

ACC accredited counsellors

These are approved by ACC and specialise in counselling for victims and survivors

<https://helpauckland.org.nz/>

Citizens Advice Bureau

These bureaux offer a wide range of advice services

Safe handling of disclosure:

<https://www.childmatters.org.nz/insights/handling-disclosures/>

Points to note: • Documentation may subsequently be used in Court as evidence for either side. • Avoid making judgments; simply record the facts • Interviewing of suspected abuse victims is a specialised procedure. Leave it to those who are trained in such techniques; • Do not attempt to contact an alleged abuser. In the absence of the licensee, refer immediately to the delegated authority for advice on further action

Relevant Background (including legislation/regulation references)

Safer Organisations, Safer children

<https://www.orangatamariki.govt.nz/assets/Uploads/Safer-Organisations-safer-.pdf>

Education (Early Childhood Services) Regulations 2008

<http://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html>

Ministry of Education

<https://www.education.govt.nz/early-childhood/child-wellbeing-and-participation/child-protection/#reporting>

<https://www.education.govt.nz/early-childhood/child-wellbeing-and-participation/child-protection/>

Police in association with Child Matters

<http://www.childmatters.org.nz/>

<https://www.police.govt.nz/faq/i-suspect-a-child-is-being-abused-what-should-i-do>

Employment matters

<https://www.employment.govt.nz/>

Date Effective:	August 2024	Review Date	August 2025
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Appendix 1

Indicators of Abuse and Neglect (Source: Oranga Tamariki)

The physical and behavioural signs, symptoms and history listed below, may indicate abuse or neglect. However they are not specific to abuse or neglect. In certain situations, contexts and combinations they may indicate other conditions. All signs must be examined in the total context of the child or young person's situation.

The Child Consider physical, emotional and sexual abuse and neglect				
Recognise disclosure as a sign of abuse				
Recognise Physical Signs	Record Parent, Caregiver or family signs	Observe Behavioural Signs	Child/family Vulnerabilities	Identify Developmental Signs
<ul style="list-style-type: none"> • Bruises and welts • Cuts and abrasions • Scalds and burns • Fractures • Head injuries • Sexually transmitted 	<ul style="list-style-type: none"> • Exposure to family violence • Unrealistic expectations • Terrorising • Corrupting • Isolating • Humiliating • Dependency 	<ul style="list-style-type: none"> • Aggression • Withdrawal • Anxiety, fear and regression • Sadness • Overly responsive • Obsessions • Substance abuse 	<ul style="list-style-type: none"> • Addictions • Mental health • ORANGA TAMA RIKI history • Age of parents or child • Attachment • Disability 	<ul style="list-style-type: none"> • Global development delay. • Specific delays: <ul style="list-style-type: none"> • Motor • Attachment • Speech and language • Social cognitive • Vision and hearing • Unusual developmental patterns

<p style="text-align: center;">The Child</p> <p style="text-align: center;">Consider physical, emotional and sexual abuse and neglect</p>				
Recognise disclosure as a sign of abuse				
Recognise Physical Signs	Record Parent, Caregiver or family signs	Observe Behavioural Signs	Child/family Vulnerabilities	Identify Developmental Signs
<ul style="list-style-type: none"> infections • Failure to thrive and malnutrition • Dehydration • Inadequate hygiene and clothing • Poisoning 	<ul style="list-style-type: none"> • Closure • Flight 	<ul style="list-style-type: none"> • Suicidal thoughts/plans 		

From Oranga Tamariki website: www.mvcot.govt.nz

Appendix 2

Risk Factors of Child Abuse

Issues in the home that teachers or centre staff might become aware of, that might lead to abuse and neglect include:

- Parents with money problems, being out of work
- Overcrowding or housing struggles
- Parents with stress
- Child with special needs

- Parents isolated from friends, family and whānau
- Parents with a history of depression or other mental illness
- Parents separating.

Early signs that can lead to abuse and or neglect can be:

- Parent has a drug, alcohol or gambling problem
- Parent does not engage with their child or has a difficult relationship with them
- Child doesn't have enough clothes on and is often cold and hungry
- Child has unexplained or changeable emotions (eg, withdrawn or depressed)
- Parents frequently yell at, swear at or shame a child
- Child seems scared of a particular adult.

Parental Factors:

- Parent has already abused a child
- Pregnancy was not wanted
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low education
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has few supports
- Parent has a mental illness or is abusing drugs or alcohol

Environmental Factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Family violence is present
- A non-biological adult living in the house
- Family is experiencing multiple stresses

Child Factors:

- Baby is sickly, colicky or unwanted
- Child has a physical or developmental disability
- Child is the product of an abusive relationship
- Lack of attachment between child and parent

Source: <https://www.childmatters.org.nz/insights/risk-factors/>