



CHILD PROTECTION AND ABUSE PREVENTION POLICY

Last Reviewed: Aug 2020 Last Updated: Aug 2020
References: HS28, HS29, HS31, HS33

Rationale

To ensure tamariki are protected from all forms of abuse through ongoing awareness and education, understanding the necessary steps to prevent it and the appropriate actions to take, should it be identified.

Procedure

Abuse is not only a physical action, it can be an emotional or neglectful action.

Child abuse includes:

- Physical abuse** including but not limited to smacking, hitting, beating, shaking or excessive discipline.
- Sexual abuse** including but not limited to any touching for sexual purposes, adults exposing themselves sexually or using the internet to initiate sexual conversations with a child.
- Emotional/psychological abuse** including but not limited to rejection, isolation, family violence, exploitation or terrorizing a child.
- Neglect** including but not limited to medical neglect, neglectful supervision, deprivation, confinement, immobilization or an unwillingness or inability to provide appropriate care or control for a child.

Child abuse may be reported by anyone and you do not have to have proof of abuse before reporting it. You are encouraged to report instances of suspected abuse.

Playschool will exclude any person employed or engaged in this service from coming into contact with tamariki, if there is reasonable grounds to believe any of the forementioned actions have taken place.

In addition to this, if Playschool has reasonable grounds to believe any of the forementioned actions have taken place by any additional person who may reside in the home where care takes place, Playschool will exclude that home from being used for care and education services.

Playschool has a nominated support and contact person should you have any questions or comments regarding child protection and child abuse who is trained and up-to-date with current child protection methods.

Feel free to contact our child protection and abuse prevention advocate or the Ministry for Vulnerable Children Oranga Tamariki (MVCOT) at any time day or night;

Playschool child protection and abuse prevention advocate
Amanda Anderson 021 323 903

Ministry for Vulnerable Children Oranga Tamariki Ph: 0508 326 459

Playschool's Child Protection and Abuse Prevention Policy will be reviewed annually to ensure it meets current legislation.

Part One: Prior to Enrolment – ALL STAFF INCLUDING KAIAKO AND EMPLOYEES

In accordance with the vulnerable Children's Act 2014 ALL staff and kaiako must undergo our 7 Point Employee Safety Check and successfully meet all requirements that form this check PRIOR to any employment and/or contact with tamariki.

All staff and kaiako will be police checked prior to enrolling and before any care commences. In addition to this, if care is taking place in an kaiako home (i.e. not the child's own home) then any members over the age of 17 living in the household where care is taking place will also undertake a police check. This check is undertaken using the Playschool Police Vetting form as part of the enrolment process. Additional police checks are undertaken for anyone having lived overseas in the past 10 years.

Playschool will not engage or employ any staff and kaiako that have known crimes against tamariki including any of the aforementioned types of abuse and may refuse any staff/kaiako enrolment for other criminal convictions at their discretion. Playschool will take ALL possible steps to identify individuals who they suspect have omitted information relating to the types of abuse through our 7 Point Employee Safety Check.

Playschool will support all those involved in any abuse allegations in a fair and respectful manner and all allegations will be taken seriously. Any person disclosing information in good faith will be assured the protection afforded by the law.

Parents will inform Playschool of any custody orders (and amendments too) by declaring this on the Child Application form and supplying a copy of any such custody orders. Any kaiako caring for a child bearing a custody order is to be informed of the custodial and access arrangements in writing. Kaiako are not to become involved in, or attempt to mediate disputes arising from custody orders or similar. If difficulties arise that are not covered by these procedures, kaiako should immediately contact Playschool Management for advice.

Part Two: Kaiako Obligations – ALL KAIAKO

Playschool will supply kaiako with verbal information and printed material relating to child protection, abuse prevention and recognising and responding to suspected child abuse. This includes the Educator Induction and Training Manual and Child Matters, How Can I tell? booklet.

Kaiako are required to successfully complete Module One of the Kaiako Induction and Training Manual 'Child protection' within 6 weeks of enrolment.

As additional information and support become available, additional training will be offered and this may include printed information, service-led courses and third party courses.

The following measures will be taken by all kaiako regarding suspected abuse:

- Kaiako will follow Playschool's Reporting Process for Suspected or Disclosed Child Abuse flow chart.
- Kaiako will remain professional at all times by maintaining confidentiality.
- Kaiako will act in the child's best interest at all times and adhering to all guidelines supplied by Playschool and supporting agencies.
- Kaiako will not allow any adult other than the child's parents to conduct a nappy

change or clothes change, or allow anyone into the home where care takes place that may be under the influence of alcohol, or any other substance, that may have a detrimental effect on their functioning or behaviour.

- Kaiako will note any marks or bruises considered excessive in nature that look as though they are not formed as part of regular play in the Accident Register and continue to monitor any patterns. PC's will review all Accident Registers during their educational visits, and report any concerns to our child protection and abuse prevention advocate.
- Kaiako will take all practical steps to protect tamariki from exposure to inappropriate material following the plan outlined in the Active Supervision Plan.
- No kaiako will act alone regarding suspected child abuse and will contact Playschool Immediately.
- If the allegations are against the kaiako, the kaiako will be suspended immediately pending a full investigation by Management and MVTOT and any other agencies that may become involved.
- Where a serious incident involving a child has occurred while at the service, the kaiako must indicate this when completing the Illness and Incident register in the Child Portfolio. Playschool staff must be notified as soon as possible. Once reported to Playschool, we will immediately notify both the MOE and the specified agency best placed to deal with the serious incident along with the Education Council (if the accused is a registered Teacher).

Part Three: Playschool staff Obligations – ALL PLAYSCHOOL EMPLOYED STAFF

Playschool will offer third party professional development throughout the year, which will cover topics ranging from positive guidance strategies through to child protection, abuse prevention and recognising and responding to suspected child abuse.

Internal sharing of this information is encouraged (unless it breaches the Privacy Act).

The following measures will be taken by all Staff regarding suspected abuse:

- Playschool staff will remain professional at all times by maintaining confidentiality.
- Playschool staff will act in the child's best interest at all times and adhering to all guidelines supplied by Playschool and supporting agencies.
- Playschool staff will regularly consult kaiako regarding the child's health and well being and report any concerns to our child protection and abuse prevention advocate.
- No Playschool staff member will act alone regarding suspected child abuse and will contact Playschool Management immediately.
- If the allegations are against a Playschool staff member, the staff member will be suspended immediately pending a full investigation by Management, MOE and MVCOT. If the allegations are against Playschool Management, then the case will be handled directly by MOE, MVCOT and NZ Police.
- Once Playschool has been notified of a serious incident involving a child while at the service, Playschool will immediately notify the specified agency best placed to deal with the serious incident including the Ministry of Education along with the Education Council (if the accused is a registered Teacher).

Reporting for Suspected or Disclosed Child Abuse

Child abuse is either suspected or disclosed
Ensure the child or young person is safe from immediate harm



- Physical/ behavioural observations and anything said by the child should be carefully documented (include date, time, who was present, sign name on document).
- Consult immediately with Playschool Education's person responsible.
- Playschool Education contact person or person responsible that has been advised of the suspected or disclosed child abuse should contact MVCOT (0508 326 459) or the police and also notify the Ministry of Education. If the accused is a registered teacher then also contact The Education Council.
- If advised to do so, complete a referral form to MVCOT/Police. Referral forms are available from the contact centre for both MVCOT and Police, either by fax or email.
- If there is a disruption to Playschool Education's operation or the community, negative impacts on other tamariki and/or staff, or media interest, you may seek support from a Special Education Traumatic Incident Coordinator (0800 84 8326).



**Alleged abuse by
contact person/
person responsible/
other staff**



Alleged abuse by someone outside the service
Playschool Education, person responsible or contact person should do the following:

- Follow the advice of MVCOT/Police and Ministry of Education.
- Avoid further risks to the child/ren.
- Ensure there is no contact between the child and the person whom the allegation is against while the child is attending the service.

Managing situations where a staff member has been accused of child abuse

The person managing the situation will need to do the following:

- Maintain close liaison with the police and avoid any action that may compromise their investigation.
- Notify the staff member of the allegation and advise of the potential consequences – this should be done in consultation with the police. Note it is important that the person that makes the notification to Police/MVCOT/Ministry of Education is not the same person who advises the staff member of the allegation against them.
- Consider whether it is appropriate for the staff member to remain with Playschool Education- premises- this should be done in consultation with Police and Playschool Education.
- Recommend staff seek support from the union or another representative.
- Ensure records are kept of any comments or event relating to the complaint(s) and/or allegations and follow-up action is taken and documented.

Deciding when and who will inform the parent(s) and/or caregiver will be determined by MVCOT and/or Police in consultation with the ECE service.