

Safeguarding and Child Protection Policy

Polices & Procedures

PART 1 POLICY

Objective of this Policy

This policy will provide a clear guide on how to recognise and respond to suspected or confirmed cases of child abuse. To ensure reported concerns are referred to appropriate child protection agencies or authorities as required.

Scope

This policy applies to every Te Ratonga Poumanaaki staff member in the organisation who directly or indirectly works with or supports children. This includes:

- ALL staff (paid or volunteers), including students on placement, visitors, contractors.
- Executive Management.
- The children Te Ratonga Poumanaaki provides a service to and their family, caregivers, or guardians.
- Visitors.
- Anyone working on behalf of Te Ratonga Poumanaaki, including child protection agencies.

It is the responsibility of every staff member to be familiar with and comply with this policy.

Policy Review

This policy must be reviewed every year.

PART 2 STANDARD OPERATING PROCEDURE

Policy Statement

Te Ratonga Poumanaaki is a client-based child centered Service Provider for children and young persons. In the delivery of our services there may be a genuine and significant opportunity to identify the abuse and neglect of children that might otherwise be undetected.

We are committed to:

- The wellbeing and safety of children and young persons is our paramount concern.
- Helping to protect all children regardless of age, disability, gender, race, religious belief, sexual orientation, or identity.
- Maintaining focus on a child's best interests when responding to suspected or confirmed abuse.
- Recognising the importance of whanau and their right to participate in decisions made about their child(ren) unless this would result in an increased risk to the child(ren).
- Encouraging anyone to report suspected or confirmed child abuse to NZ Police or Oranga Tamariki as guided by Te Ratonga Poumanaaki's Safeguarding and Child Protection Policy.
- Te Ratonga Poumanaaki's Safeguarding and Child Protection Policy is guided by the Children's Act 2014.

Organisation's Responsibility Statement

Te Ratonga Poumanaaki is responsible for maintaining a workable and robust Safeguarding and Child Protection Policy with information, tools, and support to:

- Ensure the safety and wellbeing of children is considered in all aspects of our business.
- Provide a Safeguarding Culture for both children and staff.
- Ensure staff can effectively respond and report concerns.
- Promote a culture where all staff feel confident to challenge poor practice and raise issues of concern.
- Educate staff in Child Protection upon induction and every two years ongoing.
- Create opportunities for staff to be trusted points of contact and positive role models for children and young people in our care.
- Comply with applicable, current legislation and always implement best practice.
- Assign qualified Designated Person in every workplace.
- Facilitate organisational connections with local services and agencies that support families.
- Adopting Safeguarding Culture through procedures and a Code of Conduct for staff and volunteers.
- Sharing information about child protection with children, parents, and staff.
- Sharing information about concerns for children and young people with agencies who need to know and involving parents and children appropriately.

- Providing effective management for staff through induction, supervision, support, and training.

Te Ratonga Poumanaaki Limited – Safeguarding and Child Protection Policy – Our Commitment

Te Ratonga Poumanaaki is committed to ensuring a Culture of Safeguarding and Child Protection that always promotes the safety and wellbeing of children and young people. We acknowledge this Safeguarding and Child Protection Policy is in place to assist us with this, and to positively support our workers in such a way which achieves this goal.

Definitions

Terms used which shows our organisation’s commitment to act in way which reflects the policies standard operating procedures. (See Appendix 3 for list of terms and definitions)

Designated Person

A Designated Person is a person within the organisation who is responsible for providing advice and support to anyone who is concerned about a child or wants advice about the organisation’s Safeguarding and Child Protection Policy.

Our Designated Person for Child Protection is: Te Ratonga Poumanaaki - General Manager

Please contact the Designated Person with any issues relating to child’s safety, wellbeing or for guidance regarding the organisation’s Safeguarding and Child Protection Policy. Designated Person responsibilities are:

- Identify any barriers to implementation and compliance with the Safeguarding and Child Protection Policy and remedy these.
- Ensure the Child Protection Policy and supporting documentation is readily available to all workers.
- Ensure all workers have received regular child protection training as per our Child Protection Policy.
- Communication with staff of any updates.
- Notifying relevant agencies if a child is suffering from suspected or actual abuse or neglect.
- Keep up to date with changes in legislation.
- Promote the organisation’s commitment to a culture of safeguarding.

Confidentiality & Information Sharing

Confidentiality will not override concerns relating to the safety or welfare of a child, young person, or vulnerable adult.

PART 3 RESPONSIBILITIES

Sign-Off/Policy

All staff members will include training in Safeguarding and Child Protection Policy. Sign-off on training by both Designated Person and staff is required before commencement of working with clients.

They are responsible for knowing and understanding the policy and being aware of changes as they occur.

Policy Owner

This policy is controlled by the Designated Person and must be reviewed for currency every 12 months. Any changes must be authorised and signed off by General Manager.

Designated Person will notify all staff whenever the policy changes.

Policy Compliance

All staff and managers are responsible for ensuring that they comply with this policy.

Appendix 1

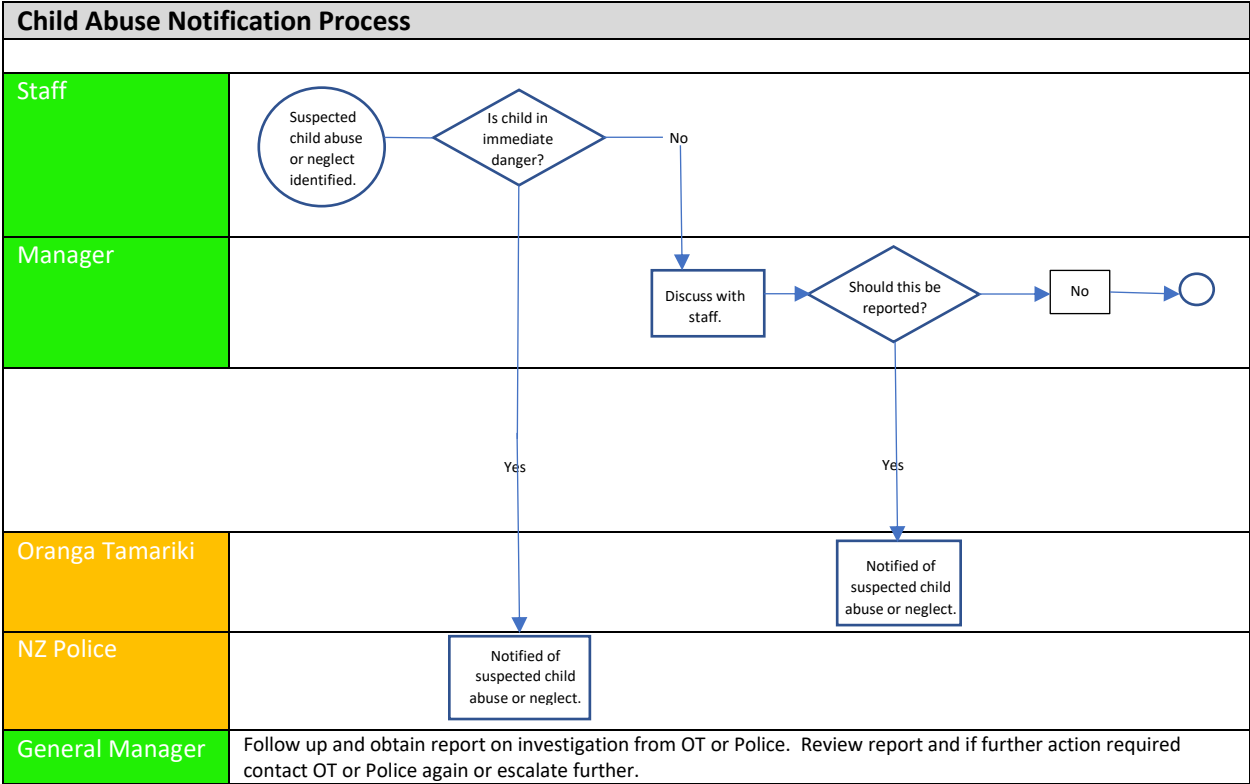
Roles and Responsibilities in relation to the Child Protection Policy

Role	Responsibilities
Designated Person	<ul style="list-style-type: none"> • Is the designated person for child protection within Te Ratonga Poumanaaki. • Must satisfy him/ herself that Te Ratonga Poumanaaki is meeting its obligations under section 16 of the Vulnerable Children Act including: <ul style="list-style-type: none"> ▪ The implementation of the child protection policy ▪ (responsibility for components of the policy are distributed through Te Ratonga Poumanaaki as noted below) ▪ The child protection policy is reviewed, updated and published ▪ contracted children’s services (as defined in the Vulnerable Children Act) are required to have in place child protection policies ▪ annual reporting requirement is met • Escalates any issues requiring strategic leadership attention • Provides support and advice to Managers in relation to <ul style="list-style-type: none"> ▪ application and interpretation of the policy ▪ Links with Children’s Action Plan directorate regarding policy ▪ (reporting and changes) ▪ Approves and promotes the policy
Managers	<ul style="list-style-type: none"> • Ensure staff: <ul style="list-style-type: none"> ▪ understand and adhere to this policy ▪ are aware of the principles and processes in this policy ▪ that have contact with children as part of their job, ▪ understand how to identify and report child abuse and neglect (trained on induction and every three years) • If responsible for contracted or approved services, assess and ensure service providers understand the requirement for, and have in place, a child protection policy. • Escalates concerns to designated person for child protection about the application or interpretation of the policy
All Te Ratonga Poumanaaki Staff	<ul style="list-style-type: none"> • Understand and adhere to this policy • Be aware of the principles and processes in this policy • If they have contact with children as part of their job or manage staff who have contact with children, understand how to identify, and report child abuse and neglect (trained on induction and every three years).
People and Performance	<ul style="list-style-type: none"> • Develop and update training and awareness material to implement this policy

General Manager	<ul style="list-style-type: none"> Authorises any changes to the policy.
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Appendix 2

Notification Process workflow



Appendix 3

Definitions – the table below details the terms used throughout this policy and other related policies.

Term	Definition
Bullying	A deliberate act – that is, harming another person intentionally or misuse of power within a relationship. A one-off act repeated or has the potential to be repeated over time. Bullying involves behaviour that can cause harm.
Child Abuse & Neglect	The harming (physical, emotional, sexual), ill-treatment, abuse neglect or deprivation of any child or young person. It includes actual, potential, and suspected abuse.
Child	Individuals aged 0 - 14 years.
Child Protection	The actions taken to ensure the safety of a child or young person in cases where there is abuse or neglect.
Children’s Worker	A person who works in, or provides a regulated service, and the person’s work.: a) may or does involve regular or overnight contact with a child or children (other than children who are co-workers); and b) takes place without a parent or guardian of the child or children being present.
Core Worker	A children’s worker working in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person: a) is the only children’s worker present; or b) is the only children’s worker who has primary responsibility for, or authority over, the child or children present.
Cumulative Harm	Cumulative harm refers to the effects of patterns of circumstances and events in a child or young person’s life, which diminishes their sense of safety, stability, and wellbeing. Cumulative harm is compounded experiences of multiple episodes of abuse or layers of neglect. Constant daily impact on the child or young person can be profound and exponential, covering multiple dimensions of their life.
Cyberbullying	The use of digital technology to bully a person, typically by sending messages of an intimidating or threatening nature.
Designated Person	The person within an organisation who is responsible for providing advice and support to any individual who is concerned about a child or wants advice about the Safeguarding and Child Protection Policy.
Disclosure	Information about abuse or neglect provided by a child, young person, parent, caregiver, or any other person.
Emotional Abuse	Any act or omission that results in impaired psychological, social, intellectual or emotional functioning and development of a child or young person.
Family Harm	Any violent act inflicted by one family member on another. It has many forms including physical, sexual, emotional, or economic abuse.
Grooming	When someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and sexually abuse them.
Intimate Partner Violence	Any behaviour within an intimate relationship that causes physical, psychological, or sexual harm to those in the relationship.
Neglect	Any act or omission that results in impaired physical/emotional functioning, injury, or development of a child or young person and can include but not limited to: <ul style="list-style-type: none"> • Physical Neglect – not providing the necessities of life. • Neglectful Supervision – leaving children alone or without someone safe to look after them. • Emotional Neglect – not providing comfort, love, and attention the child needs.

	<ul style="list-style-type: none"> • Medical Neglect – failure to meet a child’s health needs. • Educational Neglect – allowing chronic truancy, failure to enrol children in school, in attention to their special education needs.
Non-Core Worker	A children’s worker who is not a core worker.
Physical Abuse	Any behaviour or action which inflicts physical harm to a child or young person. It can include unexplained bruises, welts, cuts, abrasions, unexplained fractures or dislocations, burns, poisoning, or fabricated illness.
Position of Trust	The relationship between a caregiver (adult, 18 years or older) or peer (for example, Youth Leader) and their charges (child, young person) which means they have or are perceived to have, power, influence, or authority as dictated by their role or duties assigned to them by an organisation. A position of Trust is one of privilege. However, this power and influence can lend itself to abuse in the wrong hands.
Regulated Service	Any of the services listed in Schedule 1 of the Children’s Act 2014 – click here to view .
Safety Check	The requirements for safety checks for core and non-core workers are set out in Section 31 of the Children’s Act 2014 and regulations made under Section 32 of the Act – click here to view .
Sexual Abuse	Any act where an adult or more powerful person uses a child or young person for a sexual purpose. It can be direct contact or exposing children to adult materials.
Specified Offence	Any of the offences against the Crimes Act 1961, the Films, Videos, and Publications Classification Act 1993 and the Customs and Excise Act 1996 and listed in Schedule 2 of the Children’s Act 2014 – click her to view .
Staff	Any person brought into the organisation to provide services, including paid staff, managers, contractors, volunteers, apprenticeships, students on placement, and board members.
Vulnerability	Children or young people 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, and in some cases, due to their own complex needs.
Whistleblowing	Whistleblowing is the term used when a worker passes on information concerning wrongdoing via an open, transparent and safe working environment where workers feel able to speak up.
Young Person	Individuals aged 15 – 17 years.

THE LEGAL FRAMEWORK WITHIN WHICH THIS DOCUMENT SITS.

Reporting of ill-treatment or neglect of child or young person

Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or a constable.”

Children, Young Persons & Their Families Act Section 15: amended, on 1 October 2008, pursuant to [section 116\(a\)\(ii\)](#) of the Policing Act 2008 (2008 No 72).

Duty of parent or guardian to provide necessities and protect from injury

Every one who is a parent, or is a person in place of a parent, who has actual care or charge of a child under the age of 18 years is under a legal duty—

- “(a) to provide that child with necessities; and
- “(b) to take reasonable steps to protect that child from injury.”

Failure to protect child or vulnerable adult.

Crimes Amendment Act (No 3) 2011 states

“(1) Every one is liable to imprisonment for a term not exceeding 10 years who, being a person described in subsection (2), has frequent contact with a child or vulnerable adult (the **victim**) and—

- “(a) knows that the victim is at risk of death, grievous bodily harm, or sexual assault as the result of—
 - “(i) an unlawful act by another person; or
 - “(ii) an omission by another person to discharge or perform a legal duty if, in the circumstances, that omission is a major departure from the standard of care expected of a reasonable person to whom that legal duty applies; and
- “(b) fails to take reasonable steps to protect the victim from that risk.

“(2) The persons are—

- “(a) a member of the same household as the victim; or

- “(b) a person who is a staff member of any hospital, institution, or residence where the victim resides.

“(3) A person may not be charged with an offence under this section if he or she was under the age of 18 at the time of the act or omission.

“(4) For the purposes of this section,—

- “(a) a person is to be regarded as a member of a particular household, even if he or she does not live in that household, if that person is so closely connected with the household that it is reasonable, in the circumstances, to regard him or her as a member of the household:
- “(b) where the victim lives in different households at different times, **the same household** refers to the household in which the victim was living at the time of the act or omission giving rise to the risk of death, grievous bodily harm, or sexual assault.

“(5) In determining whether a person is so closely connected with a particular household as to be regarded as a member of that household, regard must be had to the frequency and duration of visits to the household and whether the person has a familial relationship with the victim and any other matters that may be relevant in the circumstances.””