

CHILD PROTECTION POLICY

1. PURPOSE

- The purpose of this policy is to provide a framework for staff members and volunteers to:
 - ensure the needs, rights, safety, and wellbeing of children is paramount
 - prevent or minimise the risk of abuse of children while they are engaging with all ACW services and programmes
 - report any suspicion of any form of abuse or ill-treatment
 - respond to actual or suspected incidents of abuse, complaints, allegations, concerns, or disclosure of abuse or self-harm
 - keep the organisation safe
 - establish what action is required when allegations are made against ACW staff members and volunteers
 - adhere to safe working practices

2. APPLICATION

- This policy covers all staff members and volunteers of ACW that have direct or indirect contact with children. This includes staff members and volunteers employed directly by ACW, any contracted personnel providing support services to families, and those providing support services to staff members and volunteers. It also includes professionals contracted or invited to provide services to children in the care of ACW and workers whose work is unpaid as part of an educational or vocational training course.

3. DEFINITIONS AND ABBREVIATIONS

| | |
|------------------------------|--|
| ACW | Anglican Care Waiapu |
| Child | Someone under the age of 18. |
| Child protection (CP) | An activity or initiative for the purpose of preventing or responding to a specific incident or incidents of child abuse. |
| CPC | Child Protection Committee |
| Children’s worker | A person who works in or provides a regulated service (as defined in the Children’s Act 2014) that: <ul style="list-style-type: none"> • may or does involve regular contact and/or overnight contact with a child or children (other than children of co-workers); and • takes place without a parent or guardian of the child, or of each child, being present |
| Contact | Physical or verbal communication or any communication through any electronic medium, including writing or visual images. |
| Contracted workers | Workers who are contracted to provide services to children or hold some form of responsibility for them, such as nurses, hearing technicians, and speech-language specialists. |

| Document Code | Revision | Document Status | Owner | Date Approved | Approver | Review Frequency | Next Review Date |
|---------------|----------|-----------------|-------|---------------|----------|------------------|------------------|
| GOVPOL005 | Rev 4 | APPROVED | CEO | 03.2023 | BOARD | ANNUALLY | 03.2024 |

| | |
|--|---|
| Core worker | <p>A children’s worker whose work 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:</p> <ul style="list-style-type: none"> • is the only children’s worker present; or • is the children’s worker who has primary responsibility for, or authority over, the child or children present |
| Designated Child Protection Person (DCPP) | <p>There is one DCPP who provides guidance to the organisation on child protection concerns. The DCPP may instruct staff members to take certain actions in the best interests of the child, including making reports of concern to Oranga Tamariki.</p> |
| Imminent danger/harm | <p>The imminent threat of death or serious physical and / or emotional harm.</p> |
| Growing Through Grief (GTG) | <p>A Waiapu service offering programmes for children, young people, and adults who are experiencing change, loss, and grief in their lives.</p> |
| Manaakitanga | <p>The process of showing respect, generosity, and care for others.</p> |
| Manager | <p>The direct reporting line manager of the staff member concerned, generally the service manager for ACW staff.</p> |
| Non-core worker | <p>A children’s worker who has regular, but limited, contact with children, and is not a core worker.</p> |
| Oranga Tamariki | <p>The Government’s children’s ministry.</p> |
| Police check | <p>The collection of information held by the Police about a person, including information held by the Ministry of Justice and accessed by the Police in accordance with the Privacy Act 1993 in respect of that person’s criminal convictions. The term “Police Vetting” is also applicable as appropriate to overseas Police and criminal history checks when required.</p> |
| Regular contact | <p>The person has contact (other than merely incidental contact) with a child or children overnight, or at least once a week, or on at least four days each month. It does not matter whether the regular or overnight contact is with the same or a different child or children each time.</p> |
| Safety checks | <p>The required checks as set out in ACW Guidelines on ‘Safety Checking’ in accordance with the Children’s Act 2014.</p> |
| Social services | <p>The services provided by ACW, including the delivery of social work, counselling, community-based programmes, mentoring, early childhood education, day programmes for the elderly, Growing Through Grief services, and any programmes involving children.</p> |
| Staff member | <p>A person working for ACW, including an employee, volunteer, contractor, consultant, student, or associate, whether working on a full time, part time, casual, or temporary basis.</p> |
| Visitor | <p>A person who temporarily visits an ACW service or programme, for example a parent, parent helper, or member of the clergy. A visitor does not have any responsibility for clients.</p> |
| Volunteer | <p>A person who freely offers their time to support ACW’s work, whether working on a full time, part time, casual, or temporary basis.</p> |

| | |
|-----------------------|---|
| Whānaungatanga | Relationship, kinship, sense of family connection – a relationship through shared experiences and working together which provides people with a sense of belonging. It develops as a result of kinship rights and obligations, which also serve to strengthen each member of the kin group. It also extends to others to whom one develops a close familial, friendship or reciprocal relationship. |
|-----------------------|---|

4. DEFINITIONS OF ABUSE TYPES

- 4.1 “**Child abuse**” is the harming, whether physically, emotionally, or sexually, ill treatment, abuse, neglect, or deprivation of any child or young person (Oranga Tamariki Act 1989). Child abuse may occur within religious, spiritual, ministerial, pastoral, or administrative contexts.
- 4.2 “**Cumulative harm**” is the compounded experiences of multiple episodes of abuse or ‘layers’ of neglect. The unremitting impact on the child can be profound and exponential, covering multiple dimensions of the child’s life.
- 4.3 “**Emotional abuse**” is when a child’s emotional, psychological, or social well-being and sense of worth is continually battered, and can result in impaired psychological, social, intellectual and/or emotional functioning and development of a child or young person.
- 4.4 “**Family harm**” is violence within a family and can be between adults, children, adult and child, adult, and elderly person, etc.
- 4.5 “**Intimate partner harm**” is physical, emotional, sexual or other abuse by someone with whom a person had or has some form of intimate relationship, such as marriage or cohabitation.
- 4.6 “**Neglect**” is any act or omission that results in impaired physical functioning, injury, and/or development of a child or young person.
- 4.7 “**Physical abuse**” is a non-accidental act on a child that results in physical harm.
- 4.8 “**Physical restraint**” is using physical force to prevent, restrict, or subdue the movement of a child’s body or part of the child’s body.
- 4.9 “**Sexual abuse**” is any act or acts that result in the sexual exploitation of a child or young person, whether consensual or not.

5. GUIDING PRINCIPLES

- 5.1 ACW recognises that all persons are created in the image of God. **Jesus himself showed a special care and concern for children and those who are vulnerable.**
- 5.2 ACW is committed to the wellbeing of children and young people and seeks to safeguard them from harm or abuse.
- 5.3 ACW has a duty of care to the children to whom it provides services. Failure to report a care and protection concern about a child is a breach of that child’s human rights.
- 5.4 ACW is committed to working in partnership with families/whānau, their children, and the community. This will be done using whānaungatanga and manaakitanga to produce the best possible outcomes for the child and to work towards continuous improvement in child protection practices.
- 5.5 The safety and wellbeing of children is our primary concern, with the child at the centre of all decision making.
- 5.6 ACW is committed to acting without fear or hesitation when there is abuse disclosed and/or suspected.

- 5.7 ACW recognises the culture of the family/whānau, its importance and the rights of family/whānau to participate in decision-making about their children.
- 5.8 ACW is committed to open and transparent relationships with service users, including being willing to share concerns about child safety issues with family/whānau unless this would result in an escalation of risk to the child or children and/or staff members and volunteers.
- 5.9 ACW is committed to promoting a culture where staff members and volunteers are confident that they can constructively challenge poor practice and raise issues and concerns without fear of reprisal.
- 5.10 All services or programmes provided by ACW adhere to the principles of partnership, protection, participation, and the rights and responsibilities accorded by Te Tiriti o Waitangi.

6. ROLES AND RESPONSIBILITIES

6.1 ACW will ensure that:

- staff members and volunteers are carefully recruited and selected with the principles of this policy in mind
- staff members and volunteers are appropriately trained in issues of child protection
- staff members and volunteers are aware of the Child Protection Policy and accompanying procedures and guidelines and have provided management with a signed commitment to abide by the Child Protection Policy and procedures

6.2 Within ACW services and programmes, children will not have access to objectional electronic or non-electronic material.

Board and Chief Executive Officer

6.3 Overall responsibility for this policy rests with the Board and CEO. This includes:

- ensuring the needs and rights of children come first, meaning the safety and wellbeing of each child is paramount
- ensuring that the Child Protection Policy is effectively implemented throughout ACW
- ensuring that all staff members and volunteers are aware of, and have access to, full copies of the procedures for reporting child abuse
- ensuring a Designated Child Protection Person is appointed

Child Protection Committee (CPC)

6.4 The Child Protection Committee (CPC) is appointed by the CEO and comprises at least two representatives from ACW's services, the designated child protection person, and other experts as required. The CPC provides support to the CEO by:

- providing guidance to ACW management to ensure systems are in place to recruit and employ all staff members and volunteers in accordance with the safe checking requirements identified in the Children's Act 2014
- ensuring through monitoring that Child Protection training is completed by all staff members and that volunteers receive training appropriate to their role
- reviewing the CPP annually, and following changes to relevant legislation, and suggesting amendments as required
- providing general child protection-related advice and support to the CEO to improve the organisation's approach to child protection matters

- monitoring child protection issues including rates of reports of concern to identify trends or issues that could be changed or improved by an appropriate organisational response
- ensuring that the Designated Child Protection Person is well supported

Designated Child Protection Person (DCPP)

6.5 The CEO will appoint one DCPP for the organisation for a fixed-term period and for a specified minimum number of hours per week. A position description shall be provided for this role.

6.6 The DCCP is not permitted or mandated to investigate allegations. The DCPP will:

- be readily available to staff members and volunteers for consultation and advice, and where required instruction, regarding child protection concerns
- support staff members and volunteers to follow our organisational processes regarding suspected abuse or self-harm
- remain informed of current legislative requirements and advise all staff members and volunteers regarding appropriate actions and responses
- ensure contact details for Oranga Tamariki and Police offices are maintained
- ensure the needs and rights of children come first, meaning the safety and wellbeing of each child is paramount
- be provided with information when there is a suggested potential or actual risk of harm to a child, irrespective of whether the alleged abuse is current, past, or likely to occur
- consult with the CEO and Oranga Tamariki as to how to respond to a concern where advice is required
- instruct manager or programme coordinator to make Reports of Concern where required and review all Reports of Concern to ensure the standard of reporting is adequate
- provide advice about informing parents and caregivers when ACW makes a Report of Concern to Oranga Tamariki. However, this must be done with the consideration of safety for the child, staff, volunteers, and other family members. In keeping with the principle of partnership, the DCPP will consult with Oranga Tamariki regarding who should inform those with parental responsibility about allegations.
- ensure and maintain clear, confidential, detailed, and dated records on child protection cases. These must contain all available information relating to the cause for concern and any subsequent action taken, including when it has been decided not to pass a referral to Oranga Tamariki or Police. These records are essential to verify that the process has been thorough and fair, and all records will be made available for self-audit and inspection purposes.
- report any progress on all investigations to all parties concerned as necessary and appropriate
- ensure that child protection procedures are carried out when concerns are raised about ACW staff and volunteers or staff and volunteers from another organisation. If, in consultation with Oranga Tamariki and the CEO, it is deemed that a Report of Concern is necessary, then this will be carried out irrespective of how the other organisation views the concerns.

Centre, Service, and Programme Managers and GTG Coordinators

6.7 Ensure all child protection concerns arising in their centre, service, or programme are raised with the DCPP **immediately**.

- 6.8 Ensure access to the Child Protection Policy is made available on site for staff members and the public, including clients. Hard copies of the Child Protection Policy must be made available at ACW's Waiapu Kids early childhood centres to meet ECE licensing criteria.
- 6.9 Ensure all staff members and volunteers who require child protection training are provided with access to the required resources and maintain a record of the training undertaken.
- 6.10 Ensure all staff members and volunteers are up to date with the Child Protection Policy and the process to follow when there are care and protection concerns.
- 6.11 Ensure the required recruiting policies and process for all staff members and volunteers are followed including police or Ministry of Justice vetting.
- 6.12 Support staff members and volunteers to follow the child protection processes when there is a care and protection concern.
- 6.13 Ensure own manager is aware of any child protection concern that has been raised with the DCP.
- 6.14 Contact external agencies and work with the staff member or volunteer who has identified the concern to make a Report of Concern if appropriate, working with the DCP where necessary to ensure the correct procedure is followed.
- 6.15 Work in co-operation with the parents and caregivers, unless this compromises the safety of the child, the staff member, volunteer, or any other child.

All Staff Members and Volunteers

- 6.16 Be aware of, and alert to, potential indicators of abuse or neglect.
- 6.17 Be aware of the risk that potential abusers pose to children.
- 6.18 Raise all child protection concerns to their manager immediately.
- 6.19 Work with their manager and the DCP to record a factual account of any concerns they have, or that are brought to their attention, on the ACW Child Abuse Concern Report or the relevant Waiapu Kids Register of Child Concern, whichever appropriate.
- 6.20 Work with the manager and DCP to complete a Report of Concern, if appropriate.

Visitors

- 6.21 All visitors to ACW services and programmes, including parent helpers, must be supervised.

External Providers

- 6.22 Contracted workers who will be providing services to children or hold some form of responsibility for them will be required to sign the ACW Child Protection Policy. For example, nurses who administer before-school checks, hearing technicians, and speech and language specialists.
- 6.23 The contracted provider holds a responsibility to safety check their staff. It is the responsibility of ACW services and programmes to gain assurance from the contracted provider that this safety check has been completed prior to beginning their contracted service. This confirmation must be received in writing.
- 6.24 All contractors who regularly work at ECE centres during hours of operation will be police checked by ACW and be required to sign the ACW Child Protection Policy.

6.25 Contracted service providers with irregular workers who will not be providing services to children or holding any responsibility for them are not required to be police-checked, but it is the manager's responsibility to ensure they are supervised at all times and not left alone with children.

7. TRAINING

7.1 The provision of appropriate training will ensure staff members and volunteers understand their responsibilities that apply to protecting children. It will also ensure any responses to suspected or actual abuse or neglect are appropriate, and in accordance with ACW procedures. Training requirements will be reviewed at least annually, and changes may be made to requirements as a result.

7.2 There are six levels of training mandated for Waiapu Anglican Social Services Trust Board (WASSTB) board members, ACW staff members and volunteers, as follows:

| Levels of Training | Content | Audience | Timeframe Guidelines for Completion & Refresher Training |
|---|--|--|--|
| Level 1: Familiarisation with Child Protection Policy | Introduction to the ACW Child Protection Policy | <ul style="list-style-type: none"> All board members, staff members, and volunteers regardless of whether or not they are in a role that works with or alongside children at ACW All contractors who regularly work in any service or programme that involves contact with children. | <p>Timeframe: On induction within 1 week of starting</p> <p>Refresher: On updates of the policy</p> |
| Level 2: e-Learning - Fundamentals of Child Protection or similar | Recognising and responding to signs of abuse | <ul style="list-style-type: none"> All board members, staff members, and volunteers Regardless of whether or not they are in a role that works with or alongside children at ACW | <p>Timeframe: Within 2 months of starting</p> <p>Refresher: Every 3 years for staff in roles not undertaking any level 3 or above training</p> |
| Level 3: Safer Recruitment of Children's Workers | Training for staff responsible for recruitment of children's worker positions to ensure safe recruitment practices <ul style="list-style-type: none"> Children's Act 2014 regarding the safe recruitment of staff How to follow simple steps to make sure that staff are safe and suitable Safety checks, including police checks, what is needed and how to undertake these Example questions for interviews and reference checks Children's worker risk assessments | <ul style="list-style-type: none"> Education Manager GTG Manager ECE Team Leaders ECE Centre Managers Family Service Managers GTG Coordinators/Training Coordinator Designated Child Protection Person HR Advisor GM People & Culture GM Operations Chief Executive Officer | <p>Timeframe: On induction within 2 months of starting</p> <p>Refresher: On updates of any safe recruitment practices involving children's workers</p> |

| Levels of Training | Content | Audience | Timeframe Guidelines for Completion & Refresher Training |
|---|---|---|---|
| Level 4: Child Protection Workshops, Webinars or Seminars | Various workshops or webinars in child protection training across a wide range of specialist child protection topics. | <ul style="list-style-type: none"> • Education Manager • GTG Manager • ECE Teachers (including in training and provisional) • ECE Team Leaders • ECE Centre Managers • Social workers and counsellors • Family service managers • GTG coordinators/Training Coordinator • Child Protection Committee members • Designated Child Protection Person • GM Operations • Chief Executive Officer | <p>Timeframe: Within 12 months of starting</p> <p>Refresher: Another level 4 training as a refresher every two years (except roles that have completed a level 5 or higher training only in the year it was completed)</p> |
| Level 5: Child Protection Studies Programme (5 days) | NZQA accredited 5-day course designed to provide a comprehensive overview of child protection issues in New Zealand. | <ul style="list-style-type: none"> • Education Manager • GTG Manager • ECE Team Leaders • ECE Centre Managers • Social workers and counsellors • Family service managers • GTG coordinators/Training Coordinator • Child Protection Committee members • Designated Child Protection Person • GM Operations • Chief Executive Officer | <p>Timeframe: New staff - after 24 months of service*</p> <p>* Note: For new staff a level 4 training is to be undertaken within 12 months of starting, given level 5 is required after 24 months</p> <p>Refresher: Level 4 refresher training after three years of completing level 5 training</p> |
| Level 6: NZ Diploma in Child Protection (1 year) | The course consists of six 1-week blocks over a year and is designed to develop leaders in child protection. | Not compulsory for any staff members or volunteers; optional but encouraged for the Designated Child Protection Person as part of their overall professional development plan. | N/A |

8. SAFE RECRUITMENT

8.1 All appointments (permanent, fixed term, student, contractor, casual or volunteer) to positions that have direct and/or regular contact with children or young people will be conditional on safety checks, as outlined in ACW recruitment procedures, including a Police vet.

9. SHARING OF INFORMATION

9.1 ACW shall share information with appropriate agencies (such as health and education providers or other agencies involved with the child's life) if sharing that information will protect or improve the safety, health, or wellbeing of a child. Refer to the GOVPRO006 **Sharing Confidential Information Procedure**.

10. APPLICABLE LEGISLATION AND INTERNAL POLICIES

10.1 The Child Protection Policy relates to the following legislation:

- Employment Relations Act (2000)
- Human Rights Act (1993)
- Privacy Act (2020)
- Health Act (1956)
- Children's Act 2014
- Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015
- Oranga Tamariki Act 1989
- Crimes Act 1961
- Domestic Violence Act 1995
- Care of Children Act 2004
- ECE regulations and licensing criteria

10.2 The Child Protection Policy is to be used in conjunction with the following existing ACW policies, procedures or guidance documents:

- GOVPRO004 Managing Child Abuse Procedure
- GOVPRO006 Sharing Confidential Information Procedure
- GOVPRO007 Managing Child Abuse - Staff and Volunteers Working at a School Facility
- GOVPRO008 Managing Allegations Against Staff and Volunteers Procedure
- GOVGUI002 Identifying Child Abuse Guidelines
- GOVFOR002 ACW Child Abuse/Safety Concern Report Form
- GOVFOR003 Report of Concern to Oranga Tamariki
- GENPOL012 Privacy Policy
- HRPOL004 Criminal Vetting Policy
- HRPRO002 Criminal Vetting Procedure
- HRFOR009 Criminal History Results Risk Assessment Form
- HRFOR019 Child Protection Training Matrix
- HRPOL003 Recruitment Policy
- HRPRO017 Candidate Selection Procedure
- HRPRO020 Employee Onboarding Procedure
- HRTEM011 Interview Questions Children's Worker Template
- HRTEM011 Reference Check Template Children's Worker
- HRFOR025 Children's Worker Risk Assessment Form – Existing Employee
- HRFOR026 Children's Worker Risk Assessment Form – New Worker

- ECEPRO003 Register of Child Concern Procedure
- GTGPRO002 GTG Volunteer Selection and Onboarding Procedure
- GTGTEM001 Interview Questions Template – GTG Companion
- GTGTEM002 GTG Companion Reference Check
- GTGTEM003 GTG Companion Screening & Selection Process Checklist
- ECEPOL004 Positive Guidance Policy
- GOVPOL004 Health and Safety Policy