

CHILD PROTECTION POLICY

1. PURPOSE

- The purpose of this policy is to provide a framework for staff members and volunteers to:
 - Prevent or minimise the risk of abuse of children while they are engaging with all ACW services or parish-based Growing Through Grief services;
 - 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
 - Keep the organisation safe;
 - Establish what action is required when allegations are made against ACW staff and volunteers;
 - Adhere to safe working practices.

2. APPLICATION

- This policy covers all staff and volunteers of ACW and Anglican parish-based Growing Through Grief services in Waiapu that have direct or indirect contact with children. This includes staff and volunteers employed directly by ACW and parish based GTG services, any contracted personnel providing support services to families, and those providing support services to staff and volunteers. It also includes professionals contracted or invited to provide services to children in the care of ACW and parish based GTG services, 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 Childrens Act 2014) that: <ul style="list-style-type: none"> a. May or does involve regular contact and/or overnight contact with a child or children (other than children of co-workers); and b. 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

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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
Core worker	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: <ul style="list-style-type: none"> c. is the only children's worker present; or d. is the children's worker who has primary responsibility for, or authority over, the child or children present
Designated Child Protection Person (DCPP)	There are two DCPPs: Katarina Rakuraku for Early Childhood Education and After School Programmes and Janice Belgrave for Family Services and Growing Through Grief. The DCPPs provide support and guidance to the organisation on child protection concerns.
Diocese	An ecclesiastical territory governed by a bishop
Imminent danger/harm	The imminent threat of death or serious physical harm
Growing through Grief (GTG)	A Waiapu service offering programmes for children, young people, and adults who are experiencing change, loss, and grief in their lives. Some of the GTG services are managed by ACW and some by parishes.
Manaakitanga	The process of showing respect, generosity, and care for others.
Manager	The direct reporting line manager of the staff person concerned, generally the service manager for ACW staff, or the Growing Through Grief management committee chairperson for parish-based Growing Through Grief services.
Non-core worker	A children's worker who has regular, but limited, contact with children, and is not a core worker
Oranga Tamariki	The Government's Children's Ministry
Parish	A ministry unit in a designated geographical area, which meets regularly for worship and service and is under the leadership of an ordained minister or team of ministers authorised by the bishop and a vestry elected by its members
Parish-based Growing Through Grief	Growing Through Grief (GTG) services collectively overseen by the Diocese and managed locally by a committee comprising members of the local parish community or wider community. As with ACW Growing Through Grief services, parish-based services employ a Coordinator (or two Coordinators) who work with teams of volunteer Companions (facilitators) to deliver programmes for children, young people and adults experiencing change, loss, and grief.
Police check	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.

Regular contact	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.
Safety checks	The required checks as set out in ACW Guidelines on 'Safety Checking' in accordance with the Children's Act 2014
Social services	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 after school clubs
Staff member	A person working for ACW, including an employee, volunteer, contactor, consultant, student, or associate, whether working on a full time, part time, casual, or temporary basis
Visitor	A person who temporarily visits an ACW service or parish-based GTG services, for example a parent, parent helper, or member of the clergy. A visitor does not have any responsibility for clients.
Volunteer	A person who freely offers their time to support ACW's work, whether working on a full time, part time, casual, or temporary basis
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.

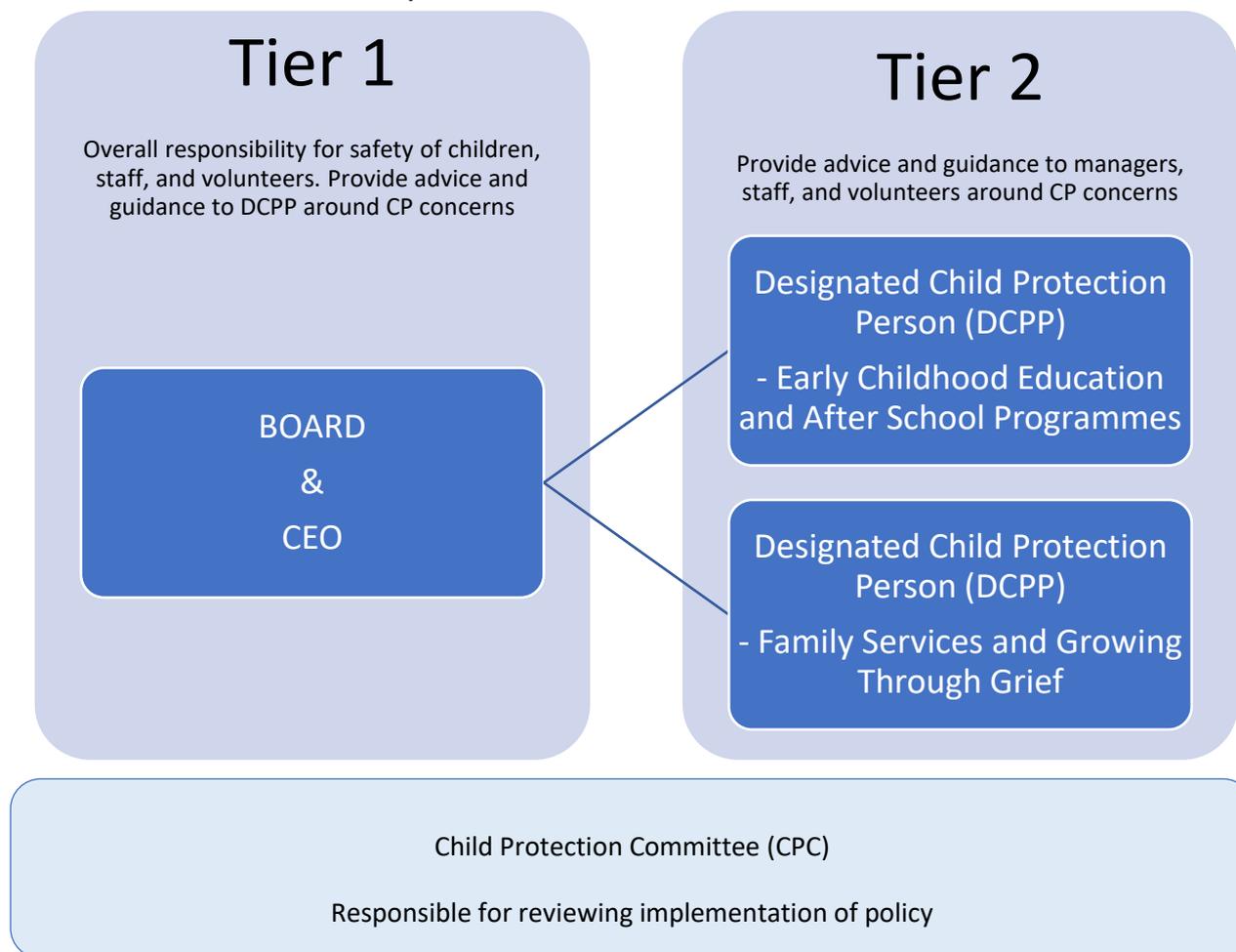
5.8 ACW is committed to open and transparent relationships with service users, including being willing to share concerns about child safety issues with family/whānau unless this would result in an escalation of risk to the child or children and/or staff and volunteers.

5.9 ACW is committed to promoting a culture where staff 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 and parish-based GTG services adhere to the principles of partnership, protection, participation, and the rights and responsibilities accorded by Te Tiriti o Waitangi.

6. ROLES AND RESPONSIBILITIES

Table 1: Structure of roles and responsibilities



7. GENERAL

- ACW and parish-based GTG services will ensure that:
 - Staff and volunteers are carefully recruited and selected with the principles of this policy in mind.
 - Staff and volunteers are appropriately trained in issues of child protection.
 - Staff 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.
- Within ACW services and parish-based GTG services, children will not have access to objectional electronic or non-electronic material.

7.1 Board and Chief Executive Officer

- 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 and parish-based GTG services.
- Ensuring that all staff and volunteers are aware of, and have access to, full copies of the procedures for reporting child abuse.

7.2 Child Protection Committee (CPC)

- 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(s) and other experts as required. The CPC provides support to the CEO by:
 - Providing guidance to ACW management and parish-based Growing Through Grief management committees to ensure systems are in place to recruit and employ all staff and volunteers in accordance with the safe checking requirements identified in the Children's Act 2014.
 - Ensuring through monitoring that Child Protection training is available for all staff 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 Persons are appointed and supported.

7.3 Designated Child Protection Person (DCPP)

- The CEO will appoint two DCPPs; one for Family Services/GTG and one for early childhood services and after school programmes.
- The DCPPs will:
 - Be readily available to staff and volunteers for consultation and advice regarding child protection concerns.
 - Advise on best practice in the event of suspicion or concern of abuse.
 - Remain informed of current legislative requirements and will advise all staff 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.

- Provide advice to managers or programme coordinators to make Reports of Concern where required.
- Provide advice about informing parents and caregivers when ACW or a parish-based Growing Through Grief service 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 DCPs will consult with Oranga Tamariki regarding who should inform those with parental responsibility about allegations.
- **Not** be permitted or mandated to investigate 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, parish-based GTG or 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.

7.4 Managers and/or GTG Coordinators

- Managers and/or GTG Coordinators must:
 - 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 and after school programmes.
 - Ensure all staff and volunteers who require child protection training are provided with access to the required resources and maintain a record of the training undertaken.
 - Take responsibility for providing opportunities for all staff both new and existing to be up to date with the Child Protection Policy and the process to follow when there are care and protection concerns arising.
 - Ensure the required recruiting policies and process for all staff and volunteers are followed including police or MOJ vetting.
 - Support staff to follow the child protection processes when there is a care and protection concern.
 - Be aware of, and alert to, potential indicators of abuse or neglect.
 - Be aware of the risk that potential abusers pose to children.
 - Raise all child protection concerns to the DCP **immediately**.
 - Contact external agencies and work with the staff member 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.
 - Work in co-operation with the parents and caregivers, unless this compromises the safety of the child, the staff, volunteers, or any other child.

7.5 Staff and volunteers

- Staff and volunteers must:
 - Be aware of, and alert to, potential indicators of abuse or neglect.
 - Be aware of the risk that potential abusers pose to children.
 - Record a factual account of any concerns they have, or that are brought to their attention on the ACW Child Abuse Concern Report
 - Notify their manager.
 - Work with the manager to complete a Report of Concern if appropriate.

7.6 Visitors

- All visitors to our services, including parent helpers, will be supervised.

7.7 External providers

- 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.
- The contracted provider holds a responsibility to safety-check their staff. It is the responsibility of ACW and parish-based GTG services to gain assurance from the contracted provider that this safety check has been completed prior to beginning their service. This confirmation must be received in writing.
- All contractors who regularly work at ECE centres during hours of operation will be police-checked by ACW and parish-based GTG services and be required to sign the ACW Child Protection Policy.

7.8 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.

8. TRAINING

8.1 The provision of appropriate training will ensure staff 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.

8.2 There are five levels of training mandated for WASSTB Board members, staff members and volunteers, as follows:

Level	Content	Audience	Timeframe for Completion
Level 1: Familiarisation with Child Protection Policy	Introduction to the content of the ACW Child Protection Policy	All Board members, staff members, and volunteers	On induction
Level 2: e-Learning - Fundamentals of Child Protection	Recognising and responding to signs of abuse	All Board members, staff members, and volunteers	Within 2 months of starting new role

Level	Content	Audience	Timeframe for Completion
Level 3: Child Protection Studies Workshops or Seminars (1-2 days)	various 1- and 2-day workshops in child protection training across a wide range of specialist child protection topics.	ECE Teacher in Training and Provisional, ECE Teacher, ECE Team Leader, ECE Centre Manager, Practice Lead Education, all counsellors and social workers, all Family Service managers, all GTG Coordinators, Seasons for Growth Training Coordinator, After School Programme Supervisor, After School Senior Programme Assistant, After School Holiday Supervisor, Child Protection Committee members, DCPPs, CEO	Within 12 months of starting new role
Level 4: Child Protection Studies Programme (5 days)	NZQA accredited 5-day course designed to provide a comprehensive overview of child protection issues in New Zealand.	Child Protection Committee members, DCPPs, CEO, counsellors, social workers, Family Services managers, ECE centre managers, ECE team leaders, ECE practice lead, GTG coordinators after 24 months in role.	After 24 months* * Note: New staff in Level 4 roles. A level 3 training is to be undertaken within 12 months, given Level 4 is required after 24 months
Level 5: 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 DCPPs as part of their overall professional development plan.	N/A

9. SAFE RECRUITMENT

9.1 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 appointment procedures, including a Police vet.

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 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 procedure
- GOVPRO008_Managing allegation against staff and volunteer's procedure
- GOVGUI002_Identifying Child Abuse Guidelines
- GOVFOR002_ACW Child Abuse Concern Form
- GOVFOR003_Report of Concern to Oranga Tamariki