



Child Protection Policy Taitamaiti Whakamaru Here

Version 1 | Mahi Tuatahi
Effective Date | Whakamana tahito : August 2024 | Ākuhata2024
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Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

Introduction | Tīmatanga Kōrero

He Whānau Manaaki o Tararua (He Whānau Manaaki) is committed to the protection and wellbeing of children. He Whānau Manaaki employees play an important role in the prevention, detection and reporting of suspected child abuse. The provision of well-defined procedures, practices and reporting will reduce the incidences, and increase the detection, of child abuse:

- To ensure that children are safe from harm;
- To ensure that any suspected abuse is acted upon;
- To provide a safe environment, free from physical, emotional, verbal, or sexual abuse
- To support parents and whānau to protect their children.

This policy provides all He Whānau Manaaki employees, volunteers, and contractors that have ongoing contact with children, the principles to identify and respond to concerns of abuse and neglect and to understand their role in keeping children safe.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki employees and volunteers who have direct or indirect contact with children. This includes professionals contracted or invited to provide services to children in the care of He Whānau Manaaki. This policy also applies to the Governing Board and their responsibilities in the safety and wellbeing of children.

Definition | Tautuhi

1. "Employee" means any person of any age employed by an employer to do any work for hire or reward under a contract of service as defined in the Employment Relations Act 2000.
2. "Volunteer" means a person who is acting on a voluntary basis (whether or not the person receives out of pocket expenses) as defined in the Health and Safety at Work Act 2015.
3. "Child" means a boy or girl under the age of 14 years. "Young person" means a boy and girl of or over the age of 14 years but under 17 years; but does not include any person who is or had been married or in a civil union as defined in the Oranga Tamariki Act 1989.
4. "Child Abuse" means the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person as defined in the Oranga Tamariki Act 1989.



He Whānau Manaaki Definition | He Whānau Manaaki Tautuhi

1. “Parents and Whānau” means any parent or family member with joint or sole responsibility for the care, development and upbringing of a child or young person.
2. “Caregivers” means a guardian or person who has day to day care of a child or young person but is not primarily responsible either jointly or solely for the care, development and upbringing of a child or young person.
3. “Contractor” or “Independent Contractor” are those engaged by He Whānau Manaaki to perform services under a contract for services. Contractors are self-employed. TONI’s are engaged as contractors to He Whānau Manaaki within the Etu Ao (Home-Based Education) Team.
4. “Service” includes all funded activities under He Whānau Manaaki. This includes all social services, services that are attached to kindergartens and services that are provided in private homes.

General Principles | Mātāpono Whānui

1. The interests and protection of the child is paramount in all decisions and actions made by He Whānau Manaaki.
2. He Whānau Manaaki is committed to all children and young people and ensuring that they feel safe and comfortable with all employees, volunteers and contractors that are working with them.
3. Indicators of child abuse may include but are not limited to, the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person’. This may manifest itself as physical signs, behavioural concerns, or developmental delays.
4. He Whānau Manaaki has a commitment to ensure that all employees are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response.
5. Teachers shall ensure that the curriculum in their kindergarten provides opportunities for children to gain an understanding about personal safety and positive self-esteem.
6. If an employee, volunteer or contractor suspects child abuse of any kind, they will take action according to the policy and processes below. This process is also detailed in the *Concerns for the Safety of a Child Process* which is attached to this policy. The *Concerns for the Safety of a Child Process* should be displayed in a place that is accessible to all employees.
7. He Whānau Manaaki shall provide to employees, as and when needed, contacts of appropriate agencies that deal with child protection matters.

Our Role in Child Protection

Role of the Senior Leadership Team in Child Protection

8. He Whānau Manaaki Senior Leadership Team shall maintain appropriate policies and processes for screening applicants before employing new employees and engaging volunteers or contractors.



9. He Whānau Manaaki shall conduct safety checks of all its employees, volunteers and contractors in compliance with sections 25, 26 and 27 of the Children Act 2014 and as outlined in the *Safety Checking Policy*.
10. Safety Checking Checklist's are as follows:
 - *Safety Checking Checklist - New Employees*
 - *Safety Checking Checklist - Existing Employees*
 - *Safety Checking Checklist - Initial Etu Ao*
 - *Safety Checking Checklist - Ongoing Etu Ao*
 - *Safety Checking Checklist - New Volunteers*
11. He Whānau Manaaki Senior Leadership Team shall ensure that all employees, volunteers and contractors are made aware of this Policy.
12. He Whānau Manaaki Senior Leadership Team shall ensure as and when needed, that employees are provided with contacts of appropriate agencies that deal with child protection matters.
13. He Whānau Manaaki Senior Leadership Team will oversee the specific procedures carried out in kindergartens and outside of kindergarten premises.
14. He Whānau Manaaki Senior Leadership Team will ensure that the Ministry of Education is informed, as required by Regulation (Criteria HS34) when a report of concern is made to a statutory agency including Oranga Tamariki and NZ Police.

Role of the Senior Teachers, Visiting Teachers, Head Teachers of Kindergartens and Managers in Child Protection

15. Head Teachers shall ensure that the He Whānau Manaaki Child Protection Policy is displayed on all kindergarten noticeboards.
16. Visiting Teachers shall ensure that every TONI Educator has a copy of the He Whānau Manaaki Child Protection Policy for parents and caregivers to access.
17. All new parents and caregivers shall be informed of the policy and procedures at the time of enrolment.
18. Teaching Teams shall maintain a confidential file (this maybe in the form of a Concerns Book/Note Book) in the kindergarten in which to document observations of concern regarding the safety of children. Teams will use the Child Protection Confidential Form to document concerns. They can be stored electronically in the Confidential Folder in TEAMS or a paper copy (using this form in a ring binder) stored securely in a locked drawer or cupboard accessible only to the Teaching Team. For Etu Ao services, Visiting Teachers add concerns as a Note to the child's Salesforce profile.
19. Teachers shall inform families and whānau about any relievers, visitors and students in the kindergarten.
20. Whilst in the care of kindergarten, including outside of sessions hours, children shall have two adults present at all times. Similarly, He Whānau Manaaki staff shall have two adults present at all times while caring for children. Whilst in Etu Ao home-based care, children are in the sole care of a TONI educator.
21. The Head Teacher of each Kindergarten must ensure that a copy of all court-related custody and protection orders be kept in the kindergarten. A copy must be sent to He Whānau Manaaki's Head Office and drawn to the attention of the Chief Executive Officer.
22. Visiting Teachers must ensure a copy of all court-related custody and protection orders be kept at Head Office. A copy must be sent to He Whānau Manaaki Head Office and drawn to the attention of the Chief Executive Officer.





23. Head Teachers / Senior Teachers / Managers shall ensure that all staff within their teams are supported appropriately when dealing with child protection concerns.

Role of the Designated Person for Child Protection

24. The Designated Person for Child Protection will ensure the needs and rights of children come first i.e., the safety and wellbeing of each child is paramount
25. Ensure and safeguard clear, confidential, detailed and dated records on all 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 make a notification to Oranga Tamariki or the police. These records will be kept separate from children's records for the purpose of confidentiality
26. Establish a close link with the relevant local agencies to ensure clear and effective communication and be a recognised contact within He Whānau Manaaki to contact regarding concerns.
27. Ensure that all employees, volunteers and contractors are supported appropriately when dealing with child protection concerns
28. Maintain a current awareness of the children who concerns have been identified and regularly highlight these children to the appropriate employees and contractors.
29. In consultation with and with the approval of the Chief Executive Officer (or in their absence a member of the Senior Leadership Team) where appropriate, make Reports of Concern to Oranga Tamariki and the New Zealand Police.
30. Consult with the Chief Executive Officer (or in their absence the Senior Leadership Team and Managers) regarding all child protection concerns.

Disclosures and Identification of Abuse

Handling disclosure from a child

31. If a child makes a verbal disclosure to an employee, volunteer, or contractor it is important that the employee, volunteer, or contractor take what the child says seriously. This applies irrespective of the setting, or the employee, volunteer, or contractors' own opinion on what the child is saying. Employees, volunteers, and contractors will ensure that they respond in a supportive manner to any verbal disclosure by a child.

Identification of Abuse

32. Employees, volunteers and contractors shall contact the Designated Person for Child Protection for advice and guidance on signs and indicators of abuse. If the Designated Person for Child Protection is unavailable, then employees and volunteers should consult with their Senior Teacher, Manager or a member of the He Whānau Manaaki Senior Leadership Team.
33. Further information regarding signs and indicators of abuse can be in the *Signs and Indicators of Abuse Information Sheet*.

Reporting & Disclosures for employees and volunteers in Kindergartens when concerned about a child

34. See the *Concerns for the Safety of a Child Processes Flowchart*

Child Safety is at Risk

35. Where an employee or volunteer has concerns about a child's immediate and imminent safety, they shall:
36. Notify the Police immediately;



37. Notify their Senior Teacher, Manager or Designated Person for Child Protection or the Chief Executive (or in their absence a member of the Senior Leadership team) immediately;
38. Follow the directions given by the Police and/or Senior Teacher and/or Designated Person for Child Protection and/or Chief Executive (or in their absence a member of the Senior Leadership team).
39. If the Designated Person for Child Protection is unavailable for advice and guidance then staff should consult with their Senior Teacher, Chief Executive Officer, or any member of the Senior Leadership Team.

Where a child is not at immediate or imminent risk

40. Before making any notification to authorities that have the statutory responsibility to act, an employee or volunteer who suspects that a child in He Whānau Manaaki's care has been the subject of child abuse shall first discuss the matter with a He Whānau Manaaki Senior Teacher, Manager and/or the Designated Person for Child Protection. Subsequent to that discussion, a recommendation may be made by the employee or volunteer or by the Senior Teacher or Manager to report the suspected abuse to a Social Worker employed by Oranga Tamariki and/or to the Police in accordance with section 15 of Oranga Tamariki Act 1989 (or any legislation is substitution of that Act). However, no referral to an external agency will be made without the Chief Executive Officer (or in their absence a member of the Senior Leadership Team) having first been involved in discussion about the matter.
41. Following discussions with the Chief Executive Officer (or in their absence a member of the Senior Leadership Team) a decision will be made regarding who is the most appropriate person to notify Oranga Tamariki and/or the Police.
42. A Senior Teacher or Manager or the Designated Person for Child Protection shall provide support, advice and guidance to employees when they are dealing with a suspected child abuse case.

Reporting & Disclosures for employees and volunteers *outside* Kindergartens when concerned about a child

43. *See the Concerns for the Safety of a Child Processes Flowchart*
44. Employees, volunteers and contractors shall take seriously any disclosure of alleged child abuse from a child or an adult. Employees and Volunteers shall take action in the short term to ensure the immediate safety of the affected child or children. In any action taken, the safety of the child is paramount.

Child Safety is at Risk

45. Where an employee, volunteer or contractor has concerns about a child's immediate and imminent safety and they are *not* in a Kindergarten setting, they shall:
46. Ensure that the employee, volunteer or contractor is in a safe space
47. Notify the Police immediately
48. Notify their Senior Manager or the Designated Person for Child Protection or Chief Executive Officer (or in their absence a member of the Senior Leadership Team) immediately



49. Follow the directions given by the Police and/or Manager and/or the Designated Person for Child Protection and/or Chief Executive Officer (or in their absence a member of the Senior Leadership Team).

Where a child is not at immediate or imminent risk

50. Employees, Volunteers and Contractors shall consult with their Manager and Designated Person for Child Protection to discuss any concerns that they have regarding suspected child abuse. Subsequent to that discussion, a recommendation may be made by the Manager to report the suspected abuse to Oranga Tamariki and/or to the New Zealand Police in accordance with section 15 of Oranga Tamariki Act 1989 (or any legislation is substitution of that Act). However, no referral to an external agency will be made without the Chief Executive Officer (or in their absence a member of the Senior Leadership team) having first been involved in discussion about the matter.
51. Reporting of any concerns about the well-being of a child enrolled in a service operated by He Whānau Manaaki, to Oranga Tamariki or to the Police, by anyone acting in their capacity as an Employee, Volunteer, Contractor, or representative of He Whānau Manaaki may only be undertaken with the knowledge and consent of He Whānau Manaaki Manager and/or the Designated Person for Child Protection and/or Chief Executive Officer (or in their absence a member of the Senior Leadership Team). Aside from that limitation, reporting of any concerns about the well-being of a child enrolled in a service operated by He Whānau Manaaki, to Oranga Tamariki or to the Police, by any person who is doing so in their personal capacity (i.e. not in their capacity as an Employee, Volunteer, Contractor, or representative of He Whānau Manaaki) is permitted under sections 15 and 16 of the Oranga Tamariki Act 1989, and as a matter of good practice should also at the same time be reported by that person to He Whānau Manaaki management. Those sections of the Act state:

“15 Reporting of concerns to chief executive or constable Any person who believes that a child or young person has been, or is likely to be, harmed, ill-treated, abused, (whether physically, emotionally, or sexually), neglected, or deprived, or who has concerns about the well-being of a child or young person, may report the matter to the chief executive or a constable.”

And,

“16 Providing information about safety or well-being of child or young person No civil, criminal, or disciplinary proceedings shall lie against any person in respect of the disclosure or supply, or the manner of the disclosure or supply, by that person under this Part, of information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.”

52. The Manager and the Designated Person for Child Protection shall provide support, advice and guidance to employees, volunteers and contractors when they are dealing with a suspected child abuse case.
53. Following discussions with the Chief Executive Officer (or in their absence a member of the Senior Leadership team) a decision will be made regarding who is the most appropriate person to notify Oranga Tamariki and/or the Police.
54. Employees, volunteers and contractors shall take seriously any disclosure of alleged child abuse from a child or an adult. Employees, volunteers and contractors shall take action in the short term to ensure the immediate safety of the affected child or children. In any action taken, the safety of the child is paramount.





Recording and Documenting of Disclosures of Child Abuse

55. A copy of all court-related custody and protection orders must be kept in the kindergarten. A copy must be sent to the Chief Executive Officer at He Whānau Manaaki's Head Office.
56. Etu Ao Visiting Teachers must ensure a copy of all court-related custody and protection orders be kept at Head Office. A copy must be sent to He Whānau Manaaki Head Office and drawn to the attention of the Chief Executive Officer.
57. Teaching Teams shall maintain a confidential file (this may be in the form of a "Concerns Book/Notebook") in the kindergarten in which to document observations of concern regarding the safety of children.
58. Documentation about concerns shall not be held on the kindergarten premises indefinitely. It shall be passed on to the Designated Person for Child Protection or Chief Executive Officer at the time the child stops attending.
59. Employees, volunteers and contractors shall keep a record of what has been observed and/or disclosed by the child – a report of the verbal and behavioural observations shall include dates, times and the name of the person making the observations. Any follow-up actions shall be recorded.
60. Employees, volunteers and contractors shall sign and date the documentation. Critical information must not be held back when a report to the relevant agency is made.
61. Any documentation about concerns shall be passed onto the Senior Teacher or Manager and Designated Person for Child Protection or Chief Executive Officer immediately.
62. If the Designated Person for Child Protection is unavailable for advice and guidance, then staff should consult with any member of the Senior Leadership Team.

Staff to not conduct interview

63. Under no circumstances should an employee, volunteer or contractor of He Whānau Manaaki attempt to conduct an investigation or deal with concerns regarding the child abuse alone. Any incidents, concerns or suspicions must be reported following the policy set out below and procedures and processes in the relevant process documents.

Professional Development

64. He Whānau Manaaki has a commitment to ensure that all staff working with children and whānau are able to identify the signs and symptoms of potential abuse and are able to take appropriate action in response.
65. To this end, He Whānau Manaaki shall include as part of its professional learning and development timetable, courses that address issues relating to child abuse and child protection, including indicators of possible abuse.
66. All employees and volunteers working directly with children and whānau, shall be required to attend specific professional learning and development relating to child protection at least once every three years.

Preventative Measures and Toileting and Care Routines

67. Whilst in the care of kindergarten, including outside of sessions hours, children shall have two adults present at all times. Similarly, He Whānau Manaaki employees shall have two adults present at all times while caring for children.
68. Untrained Relievers, visitors, caregivers and volunteers such as parent helpers, and students on placement shall not assist children (other than their own) with toileting or changing clothing.





69. The changing of children's clothing or assisting children with toileting, shall be carried out in a manner that ensures children's dignity is maintained while also ensuring visibility to others.
70. Toileting and clothes changing incidents shall be recorded, including name of child, name of employee, date, incident and action taken.

Accusations concerning or involving employees or volunteers

71. Employees accused of child abuse shall immediately be placed on special leave or suspended, as determined by the Chief Executive Officer and Chief People Officer.
72. Volunteers shall immediately be suspended from volunteering, as determined by the Chief Executive Officer and Chief People Officer.
73. The Disciplinary and Misconduct Policy details He Whānau Manaaki's policy around this.
74. The Investigations Process details the process that will be followed regarding any accusations concerning or involving employees or volunteers.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

- Education and Training Act 2020
- Oranga Tamariki Act 1989
- Crimes Act, 1961
- Family Violence Act 2018
- Health Act, 1956
- Health and Disability Services Act, 2001
- Privacy Act, 2020
- Health Information Privacy Code, 2020
- Children's Act, 2014
- Care of Children Act, 2004
- Employment Relations Act, 2000
- Human Rights Act 1993

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

- Communications with External Agencies regarding Child Protection Guidelines
- Concerns for Child's Safety process
- Safety Checking Policy
- Safety Checking Checklist - New Employees
- Safety Checking Checklist - Existing Employees
- Safety Checking Checklist - Initial Etu Ao
- Safety Checking Checklist - Ongoing Etu Ao
- Safety Checking Checklist - New Volunteers
- Verification of Identity Process

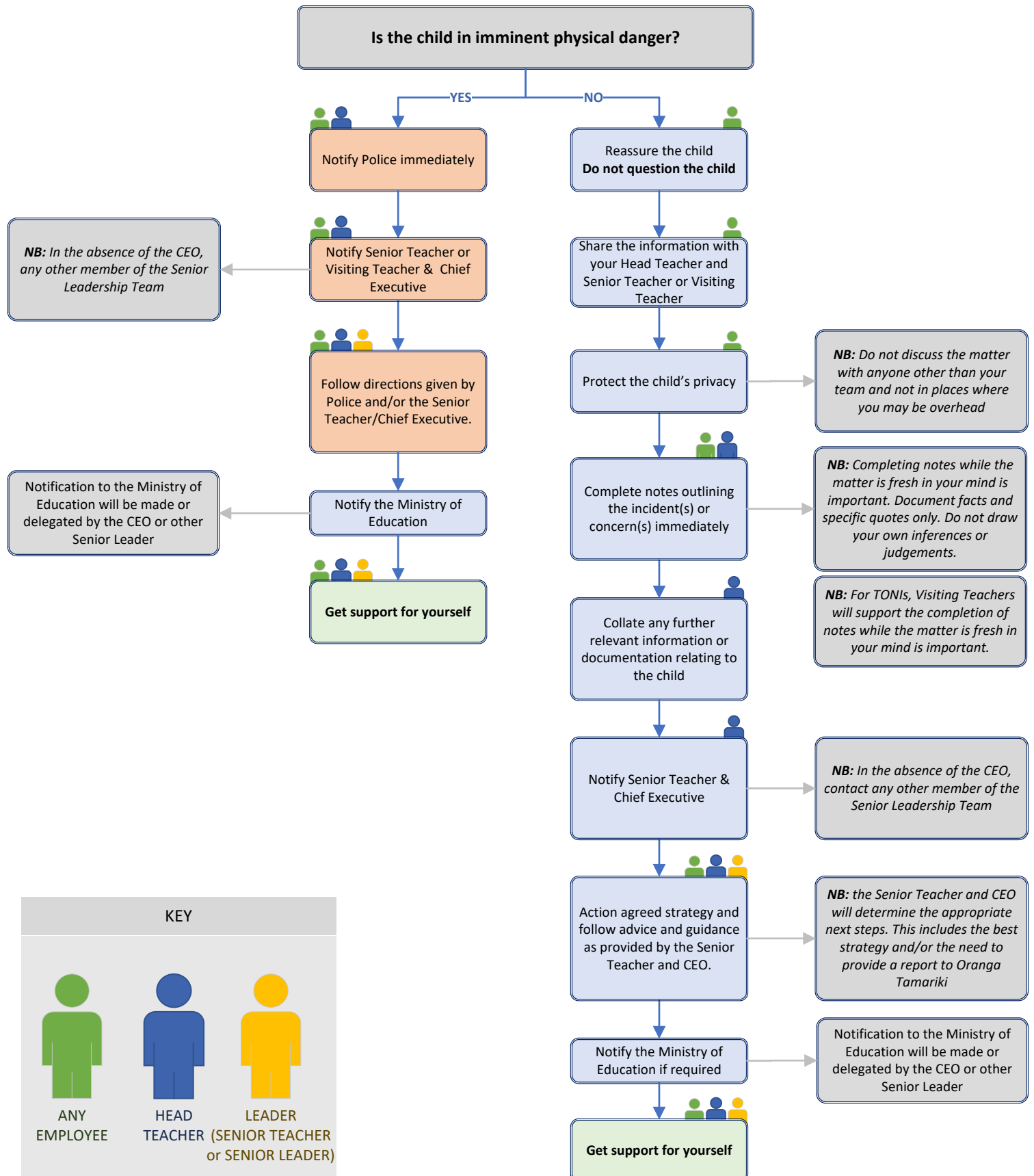
Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.



Concerns for the Safety of a Child | Kaitiaki Tūkanga Tamariki

Version 1 | Mahi Tuatahi
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Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer





Communications with External Agencies regarding Child protection Guidelines

Whakakakau tūkanga tamaiti

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: August 2024 | Ākuhatata 2024

Next Review | ā houanga arotake: August 2026 | Ākuhatata 2026

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Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

Introduction | Tīmatanga Kōrero

He Whānau Manaaki o Tararua (He Whānau Manaaki) is committed to the protection and wellbeing of children. He Whānau Manaaki employees play an important role in the prevention, detection and reporting of suspected child abuse. The provision of well-defined procedures, practices and reporting will reduce the incidences, and increase the detection, of child abuse:

- To ensure that children are safe from harm;
- To ensure that any suspected abuse is acted upon;
- To provide a safe environment, free from physical, emotional, verbal, or sexual abuse
- To support parents and whānau to protect their children.

The safety of a child is paramount. At times a child is unable to speak for or protect themselves. Therefore, He Whānau Manaaki has a greater responsibility to know when and how to share appropriate information with external agencies to protect the safety and wellbeing of children.

Applies To | Ko Wai Whakahāngaitia

These guidelines apply to all Whānau Manaaki employees, volunteers and contractors with responsibilities relating to the protection of children when communicating with the following examples of external agencies but not limited to.

- Oranga Tamariki
- The Police
- Lawyers appointed by the Court as “Lawyer for the Child”
- Lawyers representing families in custody disputes
- Court Appointed Psychologists
- All Government agencies
- All non-Government agencies
- Schools
- Other ECE services

He Whānau Manaaki Definitions | He Whānau Manaaki Tautuhi

For the purposes of this policy, the definition of External Agency is body of organisations that are not funded or under the jurisdiction of He Whānau Manaaki.

A gateway assessment is an interagency process that helps to clarify and identify ways to address the health and education needs of children Oranga Tamariki works with.





Communications with External Agencies regarding Child protection Guidelines Whakakakau tūkanga tamaiti

General Principles | Mātāpono Whānui

1. The Head Teacher of the kindergarten where the child attends or the Manager of a He Whānau Manaaki service is primarily responsible for the handling of communication with external agencies unless they have delegated this responsibility to another teacher/team member.
2. The Chief Executive Officer gives delegation on to the Senior Leadership Team and Designated Person for Child Protection to be consulted and advise on suspected child abuse in their absence.
3. The Chief Executive (or in their absence the Chief Operating Officer or in their absence a member of the Senior Leadership Team) must be consulted and their direction sought before any notification of suspected child abuse is made to any agency or third party and before any information regarding a child is provided to any agency.
4. All employees, volunteers and contractors must enquire and seek appropriate advice by their Head Teacher or Manager if they are uncertain of a situation.

Initial requests for information from external agencies/individuals

1. When initial requests for information from external agencies or individuals are received the following process must be followed:
 - a. Confirm identity and credentials of person requesting information;
 - b. Notify the Head Teacher or Manager in addition to the Designated Person for Child Protection;
 - c. The employee, volunteer or contractor shall inform the person requesting the information that they will refer their request to the Chief Executive Officer.
2. For example, if a person phones the kindergarten or contacts a staff member and says "I am requesting information about John Smith, does he attend your kindergarten and do you have any concerns about him?" the staff member will respond by saying "Thank you for your query, our process is that any information shared regarding children must be cleared with our Chief Executive Officer before we are able to provide information, can I take your name, position and number and I will call you back."
3. A discussion regarding sharing this information with the parents, whānau or caregivers must be had with the Designated Person for Child Protection and/or the Chief Executive Officer (or in the case of their absence a member of the Senior Leadership Team). Depending on the reason for the request, and the risk to children as judged case by case, the Designated Person for Child Protection or the Chief Executive Officer will advise whether the parents, whānau or caregivers are informed. In the case they are informed, they will be informed that information has been requested, by whom as well as seeking permission.
4. All Official Information Act (OIA) requests must be referred directly to the Chief Executive Officer.





Communications with External Agencies regarding Child protection Guidelines Whakakakau tūkanga tamaiti

Handling of information given to External Agencies

5. Information shared by the Head Teacher or Manager about alleged child abuse or by the kindergarten with an agency shall be factual. Conversations shall be documented, and a copy retained by the Head Teacher or Manager. A copy must be sent to the Chief Executive Officer at He Whānau Manaaki's Head Office.
6. If the information is shared over the telephone, the Head Teacher or Manager shall ensure that there is another He Whānau Manaaki employee present during the conversation.
7. He Whānau Manaaki may request copies of correspondence from the agency or individual of any documents or information obtained from its staff about suspected child abuse.

Sharing information with schools and other Early Childhood Education services

8. Before sharing written information with schools and other Early Childhood Education services, regarding concerns about a child in relation to child protection, a staff member shall first discuss the matter with a He Whānau Manaaki Senior Teacher and the Chief Executive Officer. No written information, other than information relating to teaching and learning, will be shared to a school or Early Childhood Education service without the Chief Executive Officer (or in their absence a member of the Senior Leadership Team) having first been involved in discussion about the matter.

Completion of Gateway Assessments

9. Kindergartens may be asked to contribute relevant information to the Gateway Assessment process. All requests for information towards Gateway Assessments must be approved by the Chief Executive Officer (or in their absence a member of the Senior Leadership Team).
10. Support will be given to teachers by a Senior Teacher and / or the Chief Operations Officer to complete such a document.

Visits to the Kindergarten

11. If external agency staff contact the kindergarten or team and are wanting to interview children who are attending our kindergartens, the Chief Executive Officer (or a in their absence a member of the Senior Leadership Team) must be informed about this request immediately.
12. In most cases the external agency will ring ahead if they wish to visit and make a suitable time, agreed upon by the teacher/s. However, in some instances, social workers, lawyers, or the Police may require immediate access to the child. Immediate access should be given; however, the Chief Executive must still be informed by the kindergarten.
13. Head Teachers will explain to external agencies that in order to meet He Whānau Manaaki policies children can only be interviewed if a kindergarten staff member is present. The child's interests and needs are paramount.





Communications with External Agencies regarding Child protection Guidelines Whakakakau tūkanga tamaiti

Visits to places of service

14. All employees, contractors and volunteers must follow procedures under sections Initial requests for information from external agencies/individuals.

15. In most cases, external agencies will make contact with the employee or contractor prior to their visit to organise an agreed day, time and venue. However, in some instances, social workers, lawyers or the Police may require immediate access to the child. Immediate access should be given, however, the Chief Executive Officer (or in their absence a member of the Senior Leadership Team) must still be informed by the employee or contractor.

16. Head Teachers will explain to external agencies that in order to meet He Whānau Manaaki policies children can only be interviewed if a kindergarten staff member is present. The child's interests and needs are paramount.

Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Education and Training Act 2020
- Oranga Tamariki Act 1989
- Crimes Act, 1961
- Family Violence Act 2018
- Health Act, 1956
- Health and Disability Services Act, 2001
- Privacy Act, 2020
- Health Information Privacy Code, 2020
- Children's Act, 2014
- Care of Children Act, 2004
- Employment Relations Act, 2000
- Human Rights Act 1993

Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

- Child Protection Policy | Taitamaiti Whakamaru Here
- Concerns for Child's Safety process

Guidelines Review Cycle | **Kaupapa Arotake Hurihanga**

These guidelines are to be reviewed every two years. Whānau Manaaki may amend or cancel these guidelines or introduce new guidelines, as it considers it necessary within the current cycle of the guidelines. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The guidelines will continue on the same review cycle.





Signs and Indications of Abuse Information Sheet Whakamihi tūtohu kaioraora pārongo

Reference: *Child Matters: Educating to Prevent Child Abuse*

Indicators of Emotional Abuse

There may be **physical indicators** that a child is being emotionally abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family.

There may also be **behavioural indicators** that child or young person is being emotionally abused. Some examples of this are:

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug
- or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home.

There may be **indicators in adult behaviour** that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child or young person names, labels the child or publicly humiliates the child
- Continually threatens the child or young person with physical harm or forces the child to witness
- physical harm inflicted on a loved one
- Has unrealistic expectations of the child or young person
- Involves the child or young person in “adult issues”, such as separation or access issues
- Keeps the child or young person at home in a role of subservient or surrogate parent.
-

Indicators of Neglect

There may be **physical indicators** that a child or young person is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper
- care or lack of hygiene.





Signs and Indications of Abuse Information Sheet Whakamihi tūtohu kaioraora pārongo

There may also be **behavioural indicators** that child or young person is being neglected. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene.

There may be indicators in **adult behaviour** that could indicate neglect. Some examples of this are:

- Fails to provide for the child or young person's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child or young person in school or permits absenteeism
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child or young person's needs.

Indicators of Physical Abuse

There may be **physical indicators** that a child or young person is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be **behavioural indicators** that child or young person is being physically abused. Some examples of this are:

- Is wary of adults or of a particular individual
- Is violent to animals or other children or young people
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations

There may be indicators in **adult behaviour** that could indicate physical abuse. Some examples of this are:

- May be vague about the details of the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child or young person
- Shakes an infant
- Threats or attempts to injure a child or young person
- Is aggressive towards a child in front of others
- May delay in seeking medical attention for a child or young person.





Signs and Indications of Abuse Information Sheet Whakamihi tūtohu kaioraora pārongo

Indicators of Sexual Abuse

There may be **physical indicators** that a child or young person is being sexually abused. Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area.

There may also be **behavioural indicators** that child or young person is being sexually abused. Some examples of this are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as “I’ve got a secret”, or “I don’t like uncle”
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom
- Some examples of this in older children or young people are:
- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible.

There may be indicators in **adult behaviour** that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child or young person
- Is jealous of a child or young person’s relationships with peers or other adults or is controlling of
- the child or young person
- May favour the victim over other children
- Demonstrates physical contact or affection to a child or young person which appears sexual in
- nature or has sexual overtones

