



## Child Protection Policy and Procedures

Licensing Criteria: Health and Safety HS 31 -33

- **Definitions:** “*Child abuse means the harming (whether physically, emotionally or sexually), ill treatment, neglect or deprivation of any young child or young person*” This is the legal definition of child abuse from section 2 of the Children, Young Persons and their Families Act (1989).
- Neglect is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child.
- For the purpose of this policy, abuse is used in the context of adult to child. This could be staff to child or an adult (outside the kindergarten) to the child.
- Abuse relating to child to child or child to adult is not within the scope of this policy.

### Rationale

The Redwoods Country kindergarten is committed to protecting tamariki from the harmful effects of abuse and neglect. We support families/whānau to protect their tamariki. Our kindergarten is committed to working with New Zealand Police (the Police) and Oranga Tamariki where necessary, in the investigation of suspected abuse and will report suspected/alleged abuse to these agencies.

Kaiako operate under the Teaching Council Code of Professional Responsibility which sets a high standard for professionals and we are committed to meeting the requirements of The Children's Act 2014.

### Objectives

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- All tamariki will be kept safe from potential harm by the kaiako and management of our kindergarten.
- All those who work in kindergarten will be trained to work in a safe way with tamariki and be aware of how they can and should identify and report suspected abuse and neglect promptly and appropriately.
- Ensure the Kindergarten procedures protect staff and management from unjustified allegations of abuse.

## Procedures

### **Procedure for staff appointments and training:**

- Safety checking of all staff will be carried out in accordance with the Ministry of Education requirements and The Children's Act requirements (see Safety checking of children's workers policy and procedures).
- At the time of induction all kaiako are made aware of this policy and the issues of emotional, physical, verbal and sexual abuse.
- Staff will also be directed to read the document "How Can I Tell?" - Recognising Child Abuse, to ensure they are well informed about what to look for and how to help reduce the risk of harm to children.
- All staff know and understand what abuse and neglect are and how to recognise the signs (Appendix 1)
- Further training for kaiako will be undertaken as necessary.
- The kindergarten will have educational resources for kaiako, children and adults on child abuse.

### **Procedure for using relevant professional agencies:**

- The Oranga Tamariki helpline number -0508 326 459 will be prominently displayed in the kaiako office.
- The Kindergarten may choose to run a child safety programme as part of the curriculum.
- It is recommended that when running a parent workshop in this area that an appropriate counsellor or Police Education Officer is requested to "present" the information and be available throughout as necessary.

### **Procedures for responding to suspected child abuse:(see flow chart appendix 2)**

- All allegations of child abuse will be taken seriously.
- Information will be shared between kaiako in a timely and confidential manner - informally as soon as possible and/or formally at staff meetings.
- No teacher will act alone regarding suspected child abuse. Management will be consulted and they will take further action.

- Staff will always maintain confidentiality -failure to do so will be regarded as Serious Misconduct.(see disciplinary policy and procedure)
- A confidential file of appropriate and accurate records will be documented within the child's personal profile on the Discover Child Management System
- Any person disclosing information in good faith regarding suspected abuse will be assured the protection afforded by law.
- If Management suspect a child is unsafe, they will follow the flow chart and report it to Oranga Tamariki.
- If a notification is made to the authorities, kaiako must first inform their Ministry of Education advisor.
- **If the accused is:**
  1. An employee or member of the management team of the Redwoods Country Kindergarten,, the authorities will be informed immediately and the employee will be excluded from the kindergarten while the matter is investigated. The employee will be advised to seek legal advice and support from their union if applicable.
  2. A parent/ whānau member, the management will notify Oranga Tamariki immediately and be advised by them on how to proceed
- The Redwoods Kindergarten will offer support to all those involved in any abuse allegations.
- Staff will not inform families/whānau of suspected or actual abuse unless this has been discussed with, and approved by Oranga Tamariki.

### **General Procedures for keeping children safe at Kindergarten**

#### **Environment/Supervision:**

- Adult to child ratios will meet the legal requirements as stated in the Early Childhood Regulation 2008.
- To avoid situations where kaiako may be alone with children, employees must always comply with the adult to child ratio, and all other procedures, protocols and agreed practices that cover situations where opportunities present themselves for adults to find themselves alone with tamariki..
- Our outdoor environment and indoor play spaces are designed to ensure they can be easily observed by supervising kaiako and that kaiako are visible to each other at all times.
- Kaiako ensure adequate supervision of private spaces e.g. bathroom and toilet area. The bathroom is designed to have access from both inside and outside and there is a window positioned above the change table to allow visibility from every angle.
- No person other than employed staff over the age of 17 years will be given tasks which involve nappy changing, toileting or responsibility for the supervision of children. This includes student teachers and visitors.

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- Parents/whānau will be informed of any visitors/student teachers participating in the daily programme through a visitors book and whiteboard notices.
- Visitors to kindergarten will be supervised at all times by a 'person responsible, without exception. 'Visitors' include (but are not limited to): volunteers, parents and whānau members, student teachers on practicum, Ministry of Education and Education Review Office officials, health workers, children's entertainers and contractors.

#### **Collection of Children/Excursions:**

- Written permission from parents is required for any child to leave the kindergarten and to participate in any excursion. The Excursion Policy and Procedures are followed by all kaiako and other participating adults at all times and this includes planned and purposeful supervision of tamariki throughout the excursion (see excursion policy and procedures)
- No child is to be taken from the kindergarten by any staff member or adult, without the written permission of a parent. Only adults named on the enrolment form are able to collect children from the centre except in the case of an emergency where verbal permission has been obtained from the person responsible.

#### **Relationships:**

- Kaiako will form strong responsive and reciprocal relationships with parents/whānau and be aware of any issues which may contribute to hardship for the child/whānau.
- Parents/whānau are encouraged to visit at any time during the day. Parents/whānau settling children into the centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave.
- Kaiako will respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs.
- Physical contact during the changing or cleansing of children must be for the purpose of that task only and not be more than is necessary for the job.
- Whānau are made aware of the Child Protection Policy and Procedures in the welcome pack and a copy is displayed next to the Complaints Procedure.
- The Complaints Procedure is displayed and ensures issues of concern are dealt with appropriately. Parents are encouraged to express their feelings and concerns in order that the operation of the kindergarten can be constantly improved.

#### **Review**

Policy will be reviewed annually as per our review schedule or when a change is required .

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Ratified	
Date	24 March 2019
Review Date	
Consultation undertaken	

## References

Education(Early Childhood Services)Regulations 2008, Regulation 46,  
Licensing Criteria for Early Childhood Education and Care Centres 2008- HS 31,32,  
The Children's Act 2014  
Concerns and Complaints Procedure  
Safety Checks for Children's workers Policy and Procedure  
Communication Policy and Procedure  
ICT and Social Media Policy and Procedure  
Substance and Alcohol abuse Procedure  
Appointment of Teachers Procedure  
Te Whāriki-Goal 3-Wellbeing -Children are kept safe from harm  
"How Can I Tell?"- Recognising child abuse Child Matters CPS 2011.

