

# CHILD PROTECTION POLICY

*anglican care* | **waiapu**  
*Communities Thriving*

Anglican Care Waiapu  
Napier  
New Zealand

Developed in collaboration with Child Matters  
Hamilton  
New Zealand

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## 1. Introduction

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- 1.1 This policy outlines the action to be taken by Anglican Care Waiapu (ACW) to:
- Prevent or minimise the risk of abuse of children while they are engaging with ACW
  - 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
- 1.2 This policy will be reviewed annually, and updated regularly in light of operational experience and in line with changes to legislation and associated policies.
- 1.3 This policy will be made available to all relevant staff, volunteers, and contractors. This policy will be made available for parents to access online, and a hard copy will be available in each of Anglican Care Waiapu’s early childhood education centres.

## 2. Scope

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- 2.1 This policy covers all staff and volunteers of ACW who have direct or indirect contact with children. This includes staff and volunteers employed directly by ACW, any contracted personnel providing support services to families (including early childhood education), 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 workers whose work is unpaid as part of an educational or vocational training course.

## 3. Definitions of phrases and abbreviations within the policy

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- 3.1 **“ACW”** refers to Anglican Care Waiapu.
- 3.2 **“Child”** is defined as someone under the age of 18 for the purposes of this policy.
- 3.3 **“Child protection”** is an activity or initiative for the purpose of preventing or responding to a specific incident or incidents of child abuse.
- 3.4 **“CPC”** refers to the Child Protection Committee.
- 3.5 **“Children’s worker”** means a person who works in or provides a regulated service that:
- 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.

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- 3.6 **“Contact”** means physical, verbal, or any communication through any electronic medium, including writing or visual images.
- 3.7 **“Contracted workers”** means workers who will be providing services to children or hold some form of responsibility for them, such as nurses, hearing technicians, and speech-language specialists.
- 3.8 **“Core workers”** are children’s workers employed by the state sector or government-funded organisations to provide regulated services. In the course of that work, the person is either the only person present or is the children’s worker who has primary responsibility for or authority over the child or children present.
- 3.9 **“Designated Child Protection Person (DCP)”**- there are two DCPs at ACW. The role will be fulfilled by [name of person/role] for Early Childhood Education and [Name of Person/Role] in Family Services and Growing Through Grief.
- 3.10 **“Diocese”** is an ecclesiastical territory governed by a bishop.
- 3.11 **“Imminent danger/harm”** means the imminent threat of death or serious physical harm.
- 3.12 **“Leader”** is any person (paid or unpaid) over the age of 18 who is directly responsible for the control and safety of children placed in their care whilst holding a formal position in a recognised children’s or youth ministry of the church. A leader could include, but is not limited to, crèche leaders, Sunday school leaders, youth leaders, etc.
- 3.13 **“Ministry”** is any organised activity that is authorised by ACW churches.
- 3.14 **“Non-core worker”** is a children’s worker who is not a core worker.
- 3.15 **“Oranga Tamariki”** refers to the Children’s Ministry.
- 3.16 **“Parish”** is 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.
- 3.17 **“Parish member”** is any person, including children, who attends or participates in ACW services.
- 3.18 **“Police check”** means 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.

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- 3.19 **“Regular contact”** means 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.
- 3.20 **“Safety checks”** refers to the required checks as set out in ACW Guidelines on ‘Safety Checking’ in accordance with the Vulnerable Children Act 2014.
- 3.21 **“Social services”** refers to the services provided by ACW, including the delivery of social work, counselling, community-based programmes, early childhood education, day programmes for the elderly, Growing Through Grief services, home-based care for children, and after school clubs.
- 3.22 **“Staff”** refers to people working for ACW and includes employees, contactors, consultants, students, and associates, whether working on a full time, part time, casual, or temporary basis.
- 3.23 **“Visitor”** means a person who temporarily visits an ACW service, for example a parent, parent helper, or member of the clergy. A visitor does not have any responsibility for clients.
- 3.24 **“Volunteer”** means a person who provides services for ACW without being paid.

#### 4. Definition of abuse types

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- 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 **“Intimate partner violence (IPV)” or “family violence”** 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.

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- 4.5 **“Neglect”** is any act or omission that results in impaired physical functioning, injury, and/or development of a child or young person.
- 4.6 **“Physical abuse”** is a non-accidental act on a child that results in physical harm.
- 4.7 **“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
- 4.8 **“Sexual abuse”** is any act or acts that result in the sexual exploitation of a child or young person, whether consensual or not.

*Further information regarding signs and indicators of abuse is included in Appendix 1.*

## 5. Statement of commitment

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- 5.1 Anglican Care Waiapu is committed to the wellbeing of tamariki and rangatahi, and safeguarding them from harm or abuse.

## 6. Guiding Principles

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- 6.1 Recognition that all persons are created in the image of God. **Jesus himself showed a special care and concern for tamariki and those who are vulnerable.**
- 6.2 A commitment to work in partnership with whānau, their tamariki, 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.
- 6.3 Making the safety and wellbeing of tamariki our primary concern, with the child at the centre of all decision making.
- 6.4 A commitment to act without fear or hesitation when there is abuse disclosed and/or suspected.
- 6.5 Recognition of the culture of the family/whānau, its importance and the rights of family/whānau to participate in decision-making about their tamariki.
- 6.6 A commitment to open and transparent relationships with service users and parish members, 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.
- 6.7 A commitment to promote a culture where staff and volunteers are confident that they can constructively challenge poor practice and raise issues and concerns without fear of reprisal.

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- 6.8 All services or programmes provided by ACW for the safety and wellbeing of tamariki adhere to the principles of partnership, protection, participation, and the rights and responsibilities accorded by Te Tiriti o Waitangi.

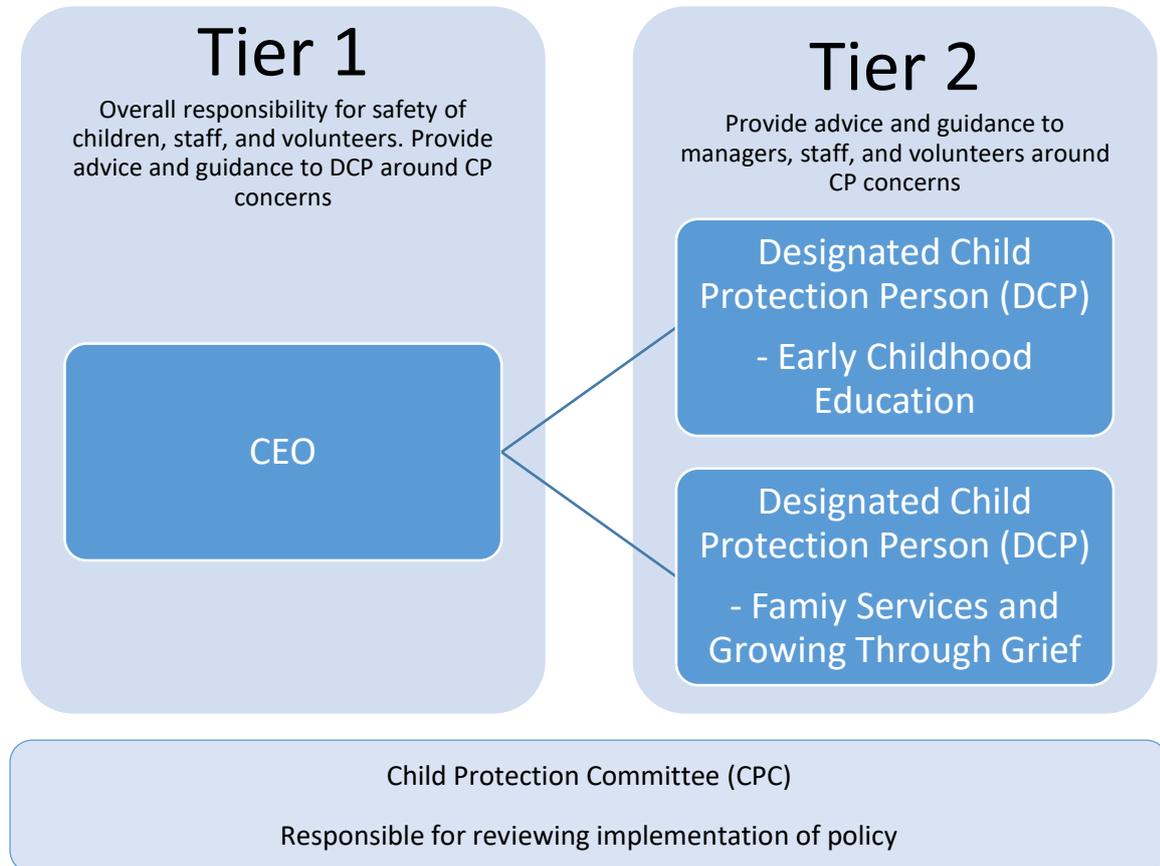
## 7. Applicable legislation and internal policies

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- 7.1 The Child Protection Policy relates to the following legislation;
- Employment Relations Act (2000)
  - Human Rights Act (1993)
  - Privacy Act (1993)
  - Health Act (1956)
  - Vulnerable Children Act (2014)
  - Vulnerable Children (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
- 7.2 The Child Protection Policy is to be used in conjunction with the following existing ACW policies or guidance documents:
- Complaints policy
  - Safer Recruitment procedure
  - Personnel policy
  - Disciplinary guidelines
  - Whistle Blowing
  - Code of Ethics
  - Code of Conduct
  - Police vetting/recruitment policy
  - Transport policy ECE
  - Excursion policy
  - Privacy policy

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## 8. Roles and responsibilities



**Table 1: Structure of roles and responsibilities**

### General

8.1 ACW 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 ACW with a signed commitment to abide by the Child Protection Policy and Procedures

### Chief Executive Officer

8.1 Overall responsibility for this policy rests with the CEO. This includes:

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- 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 and volunteers are aware of, and have access to, full copies of the procedures for reporting child abuse

### **Child Protection Committee (CPC)**

8.3 The Child Protection Committee (CPC) will be appointed by the CEO and will comprise at least two representatives from ACW's services, a clergy representative, and other experts as required. The CPC will provide support to the CEO by:

- Ensuring that the Child Protection Policy is effectively implemented throughout ACW
- Ensuring that all staff and volunteers are recruited and employed in accordance with the safe checking requirements identified in the Vulnerable Children Act 2014 to identify those people safe to work with children
- Ensuring that all staff and volunteers receive the child protection 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

### **Designated Child Protection Person**

8.4 ACW will appoint two Designated Child Protection Persons (DCP); one for Family Services/GTG and one for early childhood services.

8.5 The two Designated Child Protection Persons 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 contacts 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
- Make Reports of Concern where required
- Inform 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 DCP will consult with Oranga Tamariki regarding who should inform those with parental responsibility about allegations

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- **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 or staff and volunteers from another organisation 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

### Staff and volunteers

8.6 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 Record of Concern form (Appendix 3)
- Notify their service manager and refer those concerns and records to the DCP **immediately**, who will then contact external agencies and make a Report of Concern if appropriate
- Work in co-operation with the parents and caregivers, unless this compromises the safety of the child, the staff, volunteers, or any other child

### Visitors

8.7 All visitors to our services, including parent helpers, will be supervised at all times.

### External providers

8.8 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- language specialists.

8.9 The contracted provider holds a responsibility to safety-check their staff. It is the responsibility of ACW 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.

8.10 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.

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- 8.11 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.

## 9 Child protection procedures

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### General

9.1 All staff and volunteers will respond to concerns of child abuse by following the identified procedures, consulting appropriately, and collaborating with external agencies.

9.2 The procedures set out below will help staff and volunteers with:

- The identification of abuse
- Handling disclosures, whether verbal or behavioural, from a child
- Reporting procedures

### Identification of abuse

9.3 If abuse is suspected, staff and volunteers should notify their service manager and consult with the Designated Child Protection Person. If the DCP is unavailable for advice and guidance, then staff and volunteers should consult with the Regional Director or CEO. At any time, staff and volunteers may seek advice from Oranga Tamariki (0508 326 459) regarding child protection concerns.

9.4 Further information regarding signs and indicators of abuse is included in Appendix 1.

### Disclosures from a child

9.5 If a child makes a verbal disclosure to a member of staff or a volunteer it is important that staff and volunteers take what the child says seriously. This applies irrespective of the setting, or the staff member or volunteer’s own opinion of what the child is saying.

9.6 Under no circumstances should a member of staff or volunteer attempt to conduct an investigation or deal with concerns regarding child abuse alone. Any incidents, concerns or suspicions of abuse must be reported following the child protection procedures set out below.

### Child-on-child harmful behaviour

9.7 It is important to be aware that children can harm other children. These behaviours are outside of what may be considered the normal range, and can extend to bullying, violence, or sexual assault. Therefore, when a child alleges inappropriate harmful behaviour by another child, the child protection procedures outlined in this policy must be followed for both the children. Some children with known behavioural issues will have early intervention plans in place as well as other forms of professional support to ensure the safety of other children they come in contact with. If there are any signs of suspected abuse with these children, however, they should be referred to the DCP or OT as outlined in this policy.

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- 9.8 If an incident occurs whereby a child or young person poses a serious threat to the safety of themselves or others, move the other children to safety and call the police immediately on 111.

### Suicidal concerns or self-harming behaviours

- 9.9 It is important to be aware that children can harm themselves or attempt suicide. When a child identifies thoughts of suicide, or self-harming behaviour, this must be immediately communicated to the service manager, the DCP, and the regional director. If the child is in imminent danger phone the mental health team at the local hospital, then notify the service manager, DCP, and regional director immediately afterwards.

### Child protection procedure

- 9.10 If a member of staff or volunteer has concerns about a child, they should discuss the matter first with their service manager and then with the DCP. If it is agreed that support is required but the situation does not warrant a report of concern, a decision can be made about approaching the family/whānau for permission to make a referral to a Children’s Team or a local social service with specialised knowledge in the area of concern. For further information about making Children’s Team referrals see Appendices 4 and 5, and for a directory of community support service agencies see Appendix 6.
- 9.11 All concerns of potential, suspected, or alleged abuse must be brought to the attention of the Designated Child Protection Person. Under no circumstances should a member of staff or volunteer attempt to conduct an investigation or deal with the problem alone. Any incidents, concerns or suspicions must be reported following the procedures set out below.
- 9.12 Time is of the essence when a child’s safety is at risk. Staff and volunteers shall not wait to report suspected abuse.
- 9.13 Staff and volunteers who have concerns about child abuse or receive a disclosure will complete a record of concern form (Appendix 3), notify their service manager, and then provide this information immediately to the DCP.
- 9.14 Effective documentation, including referrals and notifications, must include the following:
- A record of facts, including observations, with time and date
  - What was said and by whom, using the person’s words
  - What action has been taken, by whom and when
- 9.15 Where the child is in imminent danger the staff member or volunteer must make a Report of Concern to Oranga Tamariki or Police **immediately**. The DCP must be notified directly after the report of concern has been made.
- 9.16 Reports of Concern made to Oranga Tamariki are to be kept on a separate notification register in a secure location. This ensures confidentiality and allows for easier identification of patterns

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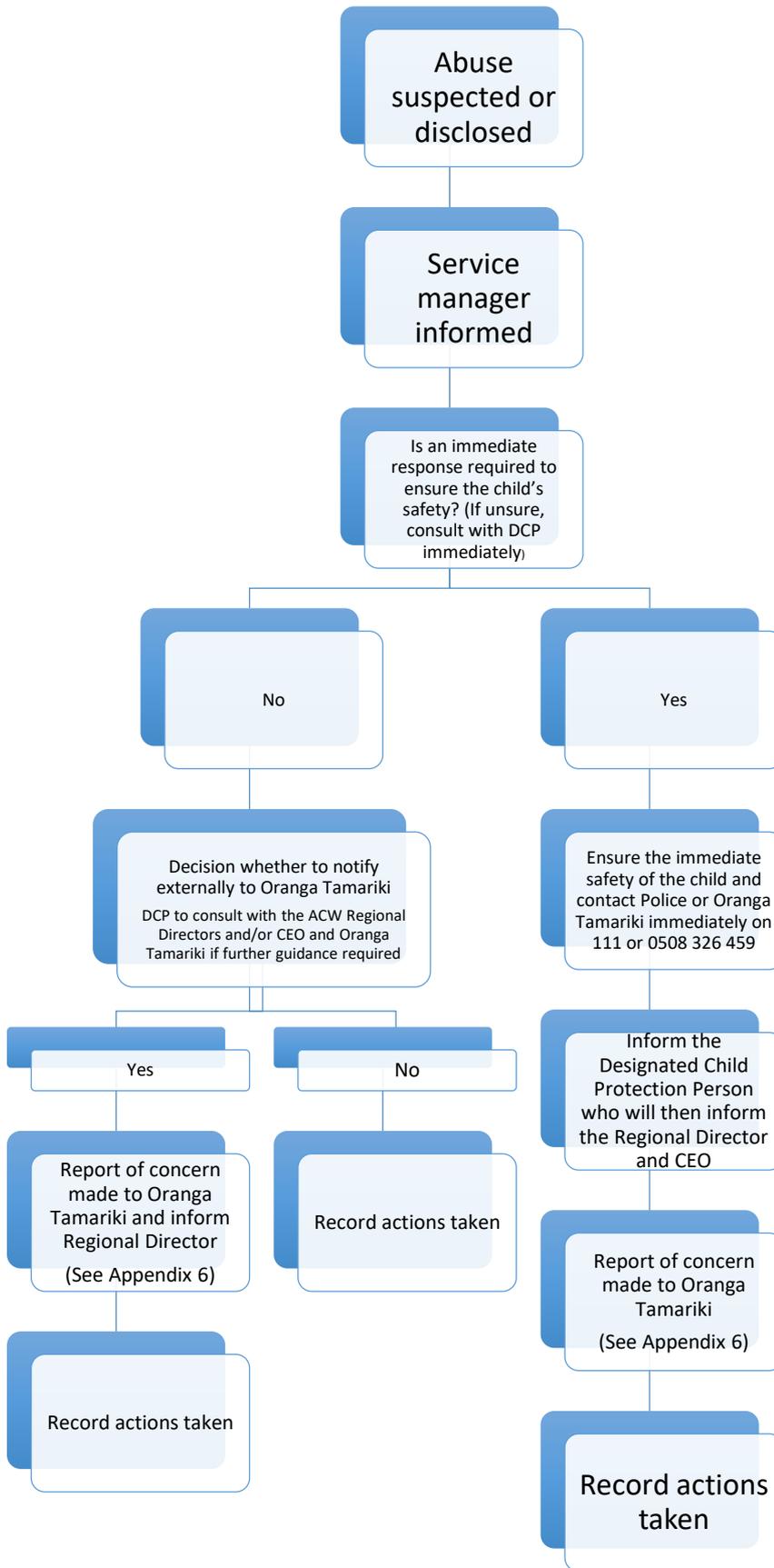
of concern. The integrity of the information in the notification register is the responsibility of each DCP and shall be overseen by the CEO.

- 9.17 ACW will provide support to staff and volunteers, including trauma support, through the formalised process of supervision or the employee assistance programme as required or requested.
- 9.18 At any time, any member of staff or volunteer who has concerns regarding the safety and protection of a child may ring Oranga Tamariki on 0508 326 459 for advice.
- 9.19 Pursuant to section 16 of Oranga Tamariki Act 1989, no civil, criminal, or disciplinary proceedings can be brought against anyone making a Report of Concern to Oranga Tamariki, as long as they have acted in good faith.

**Child protection procedure flowchart**

- 9.20 Procedure for reporting disclosures, allegations, or concerns about child abuse:

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9.21 Further information regarding making referrals to Oranga Tamariki, including Children’s Teams, are included in Appendices 4, 5, and 7.

**Reporting for Staff and Volunteers working on other premises**

9.22 When an ACW worker begins work at a non-ACW facility for the first time, the worker will notify the manager of the facility (e.g. principal or vicar) of ACW reporting obligations and processes regarding child protection.

9.23 The ACW worker must bring all concerns of potential, suspected or alleged abuse to the attention of the person designated within the school to address child protection. This may be the principal, school social worker, or another designated person. If the designated person is unavailable, then consultation should occur with the Principal or Deputy Principal where the Principal is the DPC. A decision will be made as to whether to seek further advice or notify Oranga Tamariki.

9.24 ACW workers are to notify the ACW Designated Child Protection Person of the incident and actions taken.

9.25 In instances where the worker’s views regarding the need to notify Oranga Tamariki do not align with those of the educational facility, the worker should consult with the ACW Designated Child Protection Person and notify their service manager. A decision will be made as to whether to seek further advice or notify Oranga Tamariki.

9.26 If a decision is made to notify Oranga Tamariki, the ACW direct line manager will contact the school to notify the principal or manager of the discussion that was held and the reason for the decision.

9.27 When reporting an incident, staff and volunteers should:

- Inform the Designated Child Protection Person and Service Manager as soon as possible
- Record in writing all conversations and actions taken

9.28 Effective documentation, including referrals and notifications, must include the following:

- A record of facts, including observations, with time and date
- What was said and by whom, using the person’s words
- What action has been taken, by whom, and when

9.29 All decisions must be recorded in writing, including occasions when the concern does not necessitate notifying Oranga Tamariki. Records are to be made for both the contracted school and ACW and kept securely in a Child Protection file with the reasons clearly identified and explained.

**Keeping the child’s family/whānau informed and involved**

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- 9.30 Although the parent or caregiver of the child will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may be when:
- The parent or caregiver is the alleged perpetrator
  - It is possible that the child may be intimidated into silence
  - There is a strong likelihood that evidence will be destroyed
  - The child does not want their parent or caregiver involved and they are of an age when they are competent to make that decision
  - Informing them would put others at risk, such as the referrer and other children or staff

### Confidentiality and Information Sharing

9.31 The purpose of this section is to identify circumstances under which information may or may not be divulged regarding the protection of children and the legal obligation to report incidents.

9.32 Staff and volunteers will refer all requests to the service manager who will follow the procedure below.

- Confirm identity and credentials of person requesting information (letter or email request on letterhead)
- Identify specific information required and purpose
- Check information held to find out if ACW has the information requested
- Discuss with Regional Director and identify way forward
- Depending on the reason for the request and the risk to children as judged on a case-by-case basis, inform the ACW service user that information has been requested, by whom, and seek permission for the release of information. In accordance with the Privacy Act 2011, an agency that holds personal information shall not disclose the information to a person or body or agency without the permission of the client unless sharing the information will reduce the threat to the life or health of others, in which case permission is not required. However, this should be done in consultation with the Regional Director
- Document all steps in process - ensure that all documentation (for instance, email correspondence) is placed on the client file

9.33 The Privacy Principle 11(f) allows for information to be shared when there is a risk of serious threat to an individual.

## 10 Managing allegations against staff and volunteers

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### General

10.1 ACW has a duty of care to the children to whom it provides services. Failure to report a significant concern about a child is a breach of that child's human rights.

10.2 Anyone who has reason to make a complaint will be made aware of the 'Complaints Policy'. There is potential that an issue raised as a complaint may also constitute an allegation of

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abuse. All suspicions, allegations, or disclosures of abuse about a staff member must be escalated to the Regional Director and/or CEO immediately.

- 10.3 It must be remembered that making a disclosure or a complaint against someone in a position of power and authority can be difficult. The person making the disclosure may reconsider and express a wish to retract their allegation. At the outset it must be clearly communicated with the complainant that their concern is being taken seriously and will be responded to in accordance with this policy.
- 10.4 Staff and volunteers are responsible for reporting suspicions, allegations, concerns or complaints of abuse. It is **NOT** the responsibility of staff and volunteers to investigate allegations of child abuse. The Service Manager and/or Regional Director are responsible for dealing with suspicions, allegations, concerns or complaints of abuse immediately, sensitively, and expediently within the procedures outlined in this Policy. Concerns may be raised a number of ways, including:
- Directly by staff and volunteers hearing or observing issues of concern or behaviour of concern
  - Direct disclosure by the child or young person
  - Indirect disclosure e.g. Through written or art work, or through friends
  - Complaint from a parent or caregiver or whānau member
  - Reports by other colleagues or agencies
  - As an anonymous report
- 10.5 The Regional Director and CEO will make a decision in consultation with Oranga Tamariki as to whether or not the matter will be referred to Oranga Tamariki and/or the Police.
- 10.6 If the allegation or concern is in relation to the DCP, this should be reported to the Regional Director and the CEO and they should follow the procedures set out in this policy.
- 10.7 When there are suspicions of abuse by a staff or volunteer, both the staff or volunteer and children’s rights are to be attended to. This means that the safety of the child is of first concern, and that the staff or volunteer must have access to legal and professional advice.
- 10.8 The Regional Director must immediately ensure that the suspected individual does not have any contact with the child who is the subject of the allegation. A risk assessment must be undertaken to determine what level of access, if any, that person should have to other children.
- 10.9 The Regional Director and CEO will be responsible for employment issues and will advise on any action to be taken in response to allegations against ACW Staff and volunteers.
- 10.10 In all child protection cases ACW will co-operate fully with both Oranga Tamariki and the Police in their investigations and assessments.

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- 10.11 If the police decide to undertake a criminal investigation then staff and volunteers may be suspended, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.
- 10.12 If there is insufficient evidence to pursue a criminal prosecution, then a disciplinary investigation may still be undertaken if there is "reasonable cause to suspect" that abuse may have occurred. The allegation may represent inappropriate behaviour or poor practice by a member of staff or volunteer, which needs to be considered under the 'Discipline Guidelines'.
- 10.13 If ACW is aware that a member of staff or a volunteer it has placed on precautionary suspension also works with children for another organisation or in another capacity, either as an employee or a volunteer, the CEO will ensure that the other organisation is informed of the suspension and the subsequent outcome. Consultation with Oranga Tamariki or the Police will determine how this information is conveyed.
- 10.14 Under mandatory reporting requirements, at this time the Regional Director must report to the relevant professional bodies.
- 10.15 The fact that a person tenders his or her resignation, or ceases to provide their services, will not prevent an allegation being followed up in accordance with these procedures.

## 11 Safe working practices

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### General

- 11.1 All ACW Staff and volunteers are required to behave in accordance with the ACW Code of Conduct. Safe Working Practices have been developed for ACW to ensure that staff and volunteers are working consistently, in ways that reduce risk to children and minimise the opportunity for harmful behaviour to occur.
- 11.2 Guidelines for Safe Working Practices can be found in Appendix 8.

## 12 Training

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### General

- 12.1 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.
- 12.2 There are three levels of training for ACW staff and volunteers:

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- 12.3 All staff and volunteers will receive basic awareness training in child protection and this should be refreshed and updated every three years. This training will include:
- A comprehensive outline of the indicators that identify children who are vulnerable to abuse
  - The procedures for responding to concerns and the responsibilities of statutory agencies to respond to concerns
  - An overview of the legislation relating to child protection
  - Ways to safely respond to a child who poses a serious threat to themselves or others

## 13 Safe recruitment

### General

- 13.1 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, including a Police vet.

### Safety check requirements for children's workers

- 13.2 Staff and volunteers who have unsupervised access or hold roles with responsibility for children will be required to undergo safety checking. This includes contracted and unpaid staff and volunteers, for instance, student placements. Volunteers and parent helpers who may have responsibility for children, or be left unsupervised with children on an overnight stay, are

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also required to undergo the following two safety checks.

- a. The first is to gather the following information:
  - Identity verification
  - Candidate interviews
  - Collect information about work history
  - Reference check
  - Gather information from any relevant professional organisation or body
  - Police check
  
- b. The second step is to conduct a risk assessment. This involves:
  - Identifying any unexplained gaps in a person’s work history
  - Looking for patterns of concerning attitudes or behaviours
  - Evaluating and assessing information gathered
  - Making a decision

13.3 If concerns do arise, it is important to give the candidate an opportunity to respond to the concerns. If the candidate has been convicted of a Schedule 2 Offence under the Vulnerable Children Act 2014, ACW must not employ the candidate unless an exemption has been granted through the official Ministry of Social Development Exemption Process.

13.4 In accordance with the Vulnerable Children Act 2014, every three years following their initial check, the following must be completed for each person who is employed as a core or non-core children’s worker:

- a) Confirmation that the worker has not changed their name on the documents produced during the identity confirmation. If there has been a change to the person’s name since he or she was last safety-checked, the person must reconfirm his or her identity by producing a supporting name-change document relating to his or her name change.
- b) Seeking information from any relevant professional organisation or licensing authority, confirming that the person is currently a member of the organisation, or licensed or registered by the authority.
- c) Obtaining and considering information from a recent New Zealand Police vet.
- d) Evaluation of the above information to assess the risk the worker would pose to the safety of children if they continued to be employed or engaged.

13.5 Volunteers and parent helpers who will participate in supervised overnight stays will require ‘basic’ safety checks. This includes, as a minimum:

- e) Verification of identity
- f) Self-disclosure of criminal history
- g) References
- h) Interview

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**Safety check requirements for non-children’s workers**

13.6 Staff, volunteers, and contracted workers who will be providing services but have limited contact with children and no responsibility will be required to undergo a very basic safety check consisting of:

- Police check
- Signed agreement to abide by the ACW Child Protection Policy, or evidence of a signed agreement for the contracted worker to abide by their own child protection policy

**Safety check requirements for contracted staff and volunteers delivering services to children**

13.7 A person who offers services to ACW children but is employed or engaged as a children’s worker by another organisation should be safety-checked by their own organisation.

13.8 The Service Manager is responsible for confirming with the employing organisation that a safety check has been satisfactorily completed in line with the requirements of the Vulnerable Children’s Act 2014 and receiving written confirmation of the fact.

13.9 The Service Manager should also ensure that police checks are completed. Police checks completed by a company contracting a worker to ACW can be relied upon provided they were conducted within the past three years and meet the Vulnerable Children Act 2014 requirements.

**Safety check requirements for parish staff and volunteers delivering services to children**

13.10 Parish staff and volunteers providing services for children will be required to undergo safety checking. This includes contracted and unpaid staff and volunteers, for instance, youth pastors and Sunday school teachers. ACW staff can share Police checks with Waiapu parish staff and vice versa with the permission of the person being safety-checked.

13.11 The safety checking process consists of two steps.:

- a. The first is to gather the following information:
  - Identity verification
  - Candidate interviews
  - Reference check
  - Police check
- b. The second step is to conduct a risk assessment. This involves:
  - Looking for patterns of concerning attitudes or behaviours
  - Evaluating and assessing information gathered
  - Making a decision

13.12 If concerns do arise, it is important to give the candidate an opportunity to respond to the

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concerns. If the candidate has been convicted of a Schedule 2 Offence under the Vulnerable Children Act 2014, ACW must not employ the candidate unless an exemption has been granted through the official Ministry of Social Development Exemption Process.

- 13.13 In accordance with the Vulnerable Children Act 2014, every three years following their initial check, the following must be completed for each person who is employed as a core or non-core children’s worker:
- a) Confirmation that the worker has not changed their name on the documents produced during the identity confirmation. If there has been a change to the person’s name since he or she was last safety-checked, the person must reconfirm his or her identity by producing a supporting name-change document relating to his or her name change.
  - b) Seeking information from any relevant professional organisation or licensing authority, confirming that the person is currently a member of the organisation, or licensed or registered by the authority.
  - c) Obtaining and considering information from a recent New Zealand Police Vet.
  - d) Evaluation of the above information to assess the risk the worker would pose to the safety of children if they continued to be employed or engaged.

**Further Information**

- 13.14 The specific procedures to follow when recruiting staff and volunteers is outlined in a flow chart (Appendix 8).

**14 Appendix**

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- Appendix 1: Identifying Child Abuse
- Appendix 2: Responding to Child Protection Concerns
- Appendix 3: ACW Record of Concern Form
- Appendix 4: Children’s Team Referral Process
- Appendix 5: Referral to Children’s Team
- Appendix 6: Oranga Tamariki Report of Concern Form
- Appendix 7: Child-Focused Recruitment
- Appendix 8: Safe Working Practices

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