

Introduction

Ko Taku Reo Preschool, Auckland has an obligation to provide a safe environment that ensures all children:

- Are treated with dignity and respect.
- Are free from physical, emotional, sexual abuse, and neglect.
- Have their physical and emotional wellbeing nurtured.
- This policy includes reference to procedures when child abuse or neglect is suspected by us. It also includes procedures on measures to be taken to prevent child abuse and share concerns about children's wellbeing.
- This policy applies to all children, their families, staff and visitors to Ko Taku Reo Preschool.

Purpose

To support staff to notice, recognise and respond appropriately to suspected abuse/neglect. To support staff to report to the Child Protection Lead as needed.

- **The Child Protection Lead is the Ko Taku Reo Executive Principal. Access through Ko Taku Reo Record of Concern on KELVAN/Sharepoint.**

Procedures

- Procedures within this Policy are consistent with Oranga Tamariki Ministry for Vulnerable Children - Children's Act 2014.
- All complaints and issues of concern are taken seriously and dealt with effectively.
- All adults are subject to a seven-point safety check to ensure their suitability to work with children.
- Teachers must be registered with the Teaching Council. Workers in the Ko Taku Reo Preschool are subject to a full safety checking procedure. Refer to Ko Taku Reo Safety Checking Policy for further information found on School Docs.
- Supervision guidelines for teachers and other adults present in the Preschool will minimise the risk of abuse to children, an "open door" policy is always maintained.
- While attending the Preschool parents/caregivers are not at any time responsible for children other than their own (unless by arrangement of the parent/caregiver themselves).
- Supervision rosters for staff ensure all areas of the Preschool are always supervised by a staff member.
- Refer to Ko Taku Reo Toileting Procedure for safe practices for adults in the Preschool.
- All visitors to the Preschool are asked to record their attendance on the sign-in tablet located by the main entrance to the building.
- Children are not taken from the Preschool by any adult other than those whom parents have given their permission for.
- Adult: child ratios as outlined in the Early Childhood Regulations 1998 are always maintained.

Substance Abuse

- **Duty of Care:** ECE services have a responsibility to not release a child to someone who is unable to care for them safely.
- **Right to Refuse:** While we generally cannot stop a legal guardian from accessing their child, regulations allow centres to manage or restrict access if someone is impaired and poses a risk to the child.

- If a parent arrives to drop off or pick up their child and appears to be under the influence of a controlled substance (drugs or alcohol) stop them to chat, ask if they are ok, offer them a drink of water or coffee, stall. Alert management.
- If the parent takes the child or becomes aggressive ring 111.

Risky Material:

- Staff will always check a website, video or link before showing it to the children.
- Our IT team at Ko Taku Reo blocks certain websites by categories, the categories are listed here <https://www.n4l.co.nz/wp-content/uploads/2026/01/Web-filtering-categories-websites-Palo-Alto-Jan26.pdf>
- This helps us to ensure no distressing content is accessed by mistake on our premises.

Child Abuse, Neglect or Wellbeing concern

- Our approach to ensuring the protection of children in our care will follow the “**4 Rs** of Child Protection”:
- **Recognise** - signs of abuse or neglect:
 - Neglect – e.g. always hungry/dirty or chronic untreated eczema or poor dental hygiene.
 - Physical Abuse – e.g. always arriving with unexplained bruises/burns or fingerprint marks on the child’s body.
 - Sexual Abuse – e.g. sexualised behaviour in play, abnormal genitals observed (nappy/toileting).
 - Emotional Abuse – e.g. withdrawal from familiar adults/seeking connection with unknown people.
- **Respond** - to concerns or disclosures. Always take a concern or disclosure seriously:
 - TED (Tell me more, Explain, and Describe) - in the event of someone making a disclosure use these questions but do not interrogate them.
- **Report** - within our organisation and externally.
 - For all concerns complete a Record of Concern on Kelvan - follow advice given by the Child Protection Lead.
- **Record** - concerns for reference, pattern recognition, and quality information sharing.
- Document all concerns and conversations with as much detail as possible i.e. “speech marks”, NZSL GLOSS in Teams tab or unite documents and then upload.
- The 4R’s are covered during staff training (See PD opportunities section).
- Child protection is the responsibility of all staff working in the Ko Taku Reo Preschool, and all concerns will be reported to the Child Protection Lead via the record of concern on Kelvan.
- All staff can share any concerns or records about a child or family/whānau with other staff of Ko Taku Reo, schools, ECEs or other agencies working with the child or family. This sharing of information is mandated by the Privacy Act, The Children's Act 2014, and the Oranga Tamariki Act 1989, allowing sharing of concerns around child wellbeing and safety between organisations.
- In the event of disclosure or suspicion regarding a staff member working in the Centre, the Ko Taku Reo Concerns and Complaints and Protected Disclosure Policies will be followed.
- Teachers must be familiar with the ethical procedures involved in the protection of children and must act professionally when dealing with any incidents of abuse or neglect. All teachers adopt the thinking “what if I am right?”, rather than “what if I am wrong?”.

- In the event of a staff member suspecting a case of child abuse, or neglect, staff will refer to:
Ko Taku Reo Policies found on School Docs
deafeducation.schooldocs.co.nz <https://deafeducation.schooldocs.co.nz/>
Username: deafeducation
Password: school
 - Child Protection
 - Care and Management of Students
 - Sexual Behaviour in Children
 - Abuse Recognition and Reporting
 - Definitions and Indicators of Child Abuse/Neglect/Family Violence
 - Concerns and Complaints
 - Protected Disclosure
 - Make a protected disclosure
- All concerns or suspected concerns about safety or wellbeing should be noted by staff in written form. All notes and reports relating to suspected or disclosed child abuse must be kept in a secure location. This will likely be in Preschool records, either digitally or on paper, and then uploaded to our Ko Taku Reo SMS if appropriate.

Professional development opportunities for staff:

- Opportunities will be provided to allow staff to undertake professional development to be able to recognise abuse and to respond professionally to any disclosure by children and adults about abuse.
- New staff members and relieving staff members will familiarise themselves with all procedures and policies associated with the protection of children from abuse.
- Staff will keep up to date with the current information that is available on the Oranga Tamariki Ministry for Children website
<https://www.orangatamariki.govt.nz>
- All staff are required to complete regular child protection training (at least once every two years) as a team.

Information for parents/whānau:

- Parents and whānau are made aware of the Preschool's Child Protection policy and procedures. Parents and whānau are made aware of the Family Resources available <https://www.orangatamariki.govt.nz> on the Ministry for Children Oranga Tamariki Ministry for Children website

Appendices:

- N4L Web Filtering categories and websites https://www.n4l.co.nz/wp-content/uploads/2024/11/17-Web-Filtering-categories_Nov24.pdf
- Child Protection Policy and Procedure PowerPoint [Child Protection Policy and Procedure Powerpoint.pptx](#)

Reviewed	April 2026
Review partners	Lead Teacher, Staff, Parents
Next review date	April 2029
Signed:	
Preschool Lead	Susan Swolfs

Child Protection Reporting Flow Chart

