

CHILD PROTECTION

Introduction:

Ko Taku Reo Early Years Whānau Centre has a commitment to provide a safe environment that ensures all children:

- Are treated with dignity and respect
- Are free from physical, emotional and sexual abuse
- Have their physical and emotional wellbeing nurtured

This Policy includes reference to procedures when child abuse is suspected by us. It also includes procedures on measures to be taken to prevent child abuse..

Purpose:

Te Whāriki: Well Being

Children and adults experience an environment where they are kept safe from harm

New Zealand and international legislation provide a strong foundation to promote and safeguard the unique rights of tamariki and assist in their protection from abuse and neglect.

Procedures:

- Procedures within this Policy are consistent with Ministry for Vulnerable Children - Oranga Tamariki Guidelines.
- All complaints and issues of concern are taken seriously and dealt with effectively.
- Procedures are in place to screen teachers and other adults in paid employment or volunteering in the Centre. These adults will be screened to ascertain that no person with a conviction relating to child abuse is employed. All teachers must be registered with the Teaching Council. Workers in the Early Years Whānau Centre are subject to full a safety checking procedure. **Refer to Ko Taku Reo Safety Checking Policy for further information.**
- Supervision guidelines for teachers and other adults present in the Centre will minimise the risk of abuse to children:
 - an “open” door policy is always maintained. The parents and whānau of children enrolled at the Early Years Whānau Centre are present at all sessions their child attend.
 - while attending the Centre 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 Centre are always supervised by a staff member.
- Refer to Early Years Whānau Centre Toileting/Nappy Changing Hygiene Control for safe practices for adults in the Centre.
- All visitors to the Centre are asked to record their attendance on the sign-in tablet located by the main entrance to the centre
- children are not taken from the Centre by any adult other than those whose parents have given their permission for.
- adult: child ratios as outlined in the Early Childhood Regulations 1998 are always maintained

Child Abuse, Neglect or Wellbeing concern

- Our approach to ensuring the protection of children in our care will follow the “7 R’s of Child Protection”. Staff will:
 - **Recognise** signs of abuse or neglect.
 - **Respond** to concerns or disclosures following the procedures here
 - **Report** within our organisation and externally using the flowchart attached below.
 - **Record** concerns for reference, pattern, recognition, and quality information sharing.
 - **Renotify** If the situation doesn’t change, deteriorates or new information is known
 - **Reflect**, seek support, review the situation in a timely way.
 - **Review**, case progressions within our organisation and externally

- All staff are required to complete regular child protection training (at least once every two years).

- Child protection is the responsibility of all staff working in the Early Years Whānau Centre, The Child Protection Lead will be notified of all child safety and wellbeing concerns.
The Child Protection Lead is the Head of Early Years and Service Development, or any Senior Leader of Ko Taku Reo.

- All staff can share any concerns or records about a child or family with other staff of Ko Taku Reo, schools, ECE’s or other agencies working with the child or family. This sharing of information is mandated by the Privacy Act, The Vulnerable Childrens Act 2014 and the Oranga Tamariki Act 1989, allowing sharing of concerns around child 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 Polices will be followed


- Teachers are well informed of appropriate referral procedures: refer to the attached flowchart for child protection reporting

- 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 the **Ko Taku Reo Policies found on School Docs:** <https://deafeducation.schooldocs.co.nz/>
 - **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**
 - **Sexual behaviour in students**

- 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 Centre 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 Ministry for Vulnerable Children Oranga Tamariki website: www.mvcot.govt.nz
- Information for parents/whānau:
 - parents and whānau are made aware of the Centre’s Child Protection procedures
 - parents and whānau are made aware of the Family Resources available on the Ministry for Vulnerable Children Oranga Tamariki website: www.mvcot.govt.nz

Reviewed	November 2022
Review partners	EY Programmes Lead, Staff, Parents
Next review date	February 2025
Signed:	
Early Years Programmes Lead	Tina Harrison



IS THE CHILD IN IMMEDIATE DANGER?

If unsure, call Oranga Tamariki (0508 326 459)
IF YES Act to ensure child's safety
CALL POLICE on 11 Follow Police advice
RECORD actions taken on your

CONSULT IMMEDIATELY
With Child Protection Lead:

Head of Early Years
Sarah de Heer
02108442885

OR

Acting Executive Principal
Denise Powell

CPL and Staff Member to work together

If no immediate danger, consider whether a
REPORT OF CONCERN TO ORANGA
TAMARIKI IS REQUIRED

If unsure, Child Protection Lead will contact Oranga Tamariki

REPORT OF CONCERN REQUIRED:

- Child Protection Lead and staff member will complete Oranga Tamariki Report of Concern and send by email to contact@ot.govt.nz or phone
- Child Protection Lead will retain a copy and maintain own records that are securely stored
- Child protection led will call Oranga Tamariki if no response has been received from them within 3 working days
- Child Protection Lead will re-report if concerns are still held.

