

## BUDDIES POLICIES AND PROCEDURES

# CHILD PROTECTION POLICY

### SCOPE

Kites Trust Board, Kites Manager, Kites Trust Staff, Volunteers and Contractors

### PURPOSE

This policy ensures that the requirements of the Vulnerable Children Act 2014 and its amendments, and other legislative and regulatory requirements are met. It sets out the service’s commitment to the reporting of any suspected child abuse and neglect.

It is intended to protect all children that staff, volunteers, and contractors may encounter, including siblings, the children of adults accessing services and any other children encountered by staff, volunteers and contractors as they provide their service. This policy provides guidance when referring suspected child abuse and neglect to the statutory agencies – i.e., Child, Youth and Family (CYF), and the New Zealand Police (the Police) – and this policy will help to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

### DEFINITIONS

CHILD	any child or young person aged under 17 years and who is not married or in a civil union partnership.
CHILD PROTECTION	activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.
DISCLOSURE	information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.
PHYSICAL ABUSE	any acts that may result in physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.
SEXUAL ABUSE	any acts that involve forcing or enticing a child to be subjected to sexual activities, whether or not they are aware of what is happening.
EMOTIONAL ABUSE	any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development.
NEGLECT	neglect is the most common form of abuse and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be: <ul style="list-style-type: none"><li>• physical (not providing the necessities of life like a warm place, food and clothing);</li></ul>

Document Number: 3.18	Date of Approval: 7/10/2015	Approved by: Amanda Reid
Review Due: 2017	Version: 1.1	Page   1

## BUDDIES POLICIES AND PROCEDURES

- emotional (not providing comfort, attention and love);
- neglectful supervision (leaving children alone without someone safe looking after them);
- medical neglect (not taking care of health needs); and
- educational neglect (allowing chronic truancy, failure to enroll in education or inattention to education needs).

### POLICY

This policy provides Kites Trust and Buddies Peer Support Service with a framework to identify and manage actual and/or suspected child abuse or neglect. It supports staff, volunteers, and contractors to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation’s commitment to protect children from abuse and to recognise the important role we have in protecting children.

Kites Trust commits to support the statutory agencies (CYF and the Police) to investigate abuse and will report suspected cases and concerns to these agencies as outlined in the procedures of this policy.

### PROCEDURES

#### 1. TRAINING:

Kites Trust and Buddies Peer Support Service is committed to maintain and increase staff and volunteer awareness of how to prevent, recognise and respond to abuse through appropriate training. Staff, volunteers and contractors will be informed of this policy, and training/updates given as required.

#### 2. IDENTIFYING CHILD ABUSE AND NEGLECT:

Staff must be alert to the signs and symptoms of neglect or abuse and take appropriate action to protect the wellbeing and safety of children and young people, whether the child/young person is directly or indirectly involved with Kites Trust or Buddies Peer Support Service.

#### 3. TAKING ACTION

Staff, volunteers and contractors who identify child protection concerns should:

- a. Consult with the Kites Manager or Buddies Peer Support Coordinator
- b. Contact CYF to report their concerns
  - Phone: 0508 FAMILY (0508 326 459)
  - Fax: 09 914 1211
  - Email: cyfcallcentre@cyf.govt.nz
- c. If there is an immediate safety issue, the staff member, volunteer or contractor should phone the Police on 111 in the first instance.

#### 4. REFERRAL

- a. Referrals to CYF are made by phone or fax.
  - Helpful information and relevant forms are available here:  
<http://www.cyf.govt.nz/keeping-kids-safe/if-you-are-worried/>
- b. All cases of child protection are to be activated by this service, even if the child concerned is not directly involved with Kites Trust or Buddies Peer Support Service.

Document Number: 3.18	Date of Approval: 7/10/2015	Approved by: Amanda Reid
Review Due: 2017	Version: 1.1	Page   2

## BUDDIES POLICIES AND PROCEDURES

### 5. COMMUNICATION

Informing parents/caregivers of a referral:

- a. Communication with the child’s parents or caregivers to inform that a referral to the police or CYF has been made should be managed with consideration to the safety of all parties including the child and other family members. Do not inform the parents/caregivers unless it is safe to do so (refer to Section 6 - Security).
- b. Informing parents/caregivers of a referral should be undertaken in a safe environment e.g. in the Kites Trust office, or by telephone. Consult with the Kites Manager on the course of action to take.

### 6. SECURITY

For circumstances where the safety of the child, family or staff member, volunteer or contractor, is at high risk:

- a. Consult with the Kites Manager;
- b. Arrange appointments with the family at a venue outside of the home;
- c. Visit in pairs and carry a mobile phone.

### 7. STAFF/VOLUNTEER/CONTRACTOR SUPPORT

Staff, volunteers and contractors can access support through:

- a. A debrief with the Kites Manager, or
- b. Peer or Clinical Supervision.

### 8. REPORTING

Staff, volunteers and contractors are to complete an incident report for any related issues, for example threats of harm because a CYF referral is being made. Refer to Related Documents for relevant policies and forms.

### 9. CONFIDENTIALITY AND INFORMATION SHARING

- a. Kites Trust and Buddies Peer Support service will adhere to the Privacy Act 1993, the Health Information Privacy Code 1994, and any amendments to these.
- b. Staff, volunteers, and contractors will only pass on related information and documentation to CYF or the Police.
- c. Once used all information and documentation shall be disposed of in a secure and timely manner.

## ROLES AND RESPONSIBILITIES

Our Designated Person for Child Protection, the Kites Manager, will be responsible for the maintenance and biannual review of this policy, in addition to carrying out the responsibilities outlined in this policy.

## MANAGEMENT RESPONSIBILITIES

Worker Safety Checks will be undertaken as required by the Vulnerable Children Act 2014. Each worker safety check will be repeated within 3 years of the previous one. Worker Safety Checks will

Document Number: 3.18	Date of Approval: 7/10/2015	Approved by: Amanda Reid
Review Due: 2017	Version: 1.1	Page   3

**BUDDIES POLICIES AND PROCEDURES**

also be carried out if any evidence of concerns are brought to management attention within the 3 year period.

**RELATED DOCUMENTS**

DOCUMENT TITLE	DOCUMENT NUMBER
Health and Safety	3.7
Prevention and Reporting of Abuse/Neglect	3.13
Reporting Accidents/Incidents	3.15
Collection of Information	4.1
Incident Report	3.14