

## **CHILD PROTECTION POLICY**

### **PURPOSE & SCOPE**

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Life101 recognises the important role and responsibility staff can have in the accurate detection of suspected child abuse/ or neglect and the early recognition of children at risk of abuse. This policy provides the organisation with a framework to identify and manage actual and/or suspected child abuse and neglect. The policy applies to actions by all staff members of Life101.

A copy of this policy is available on the Life101 website [www.life101.co.nz](http://www.life101.co.nz).

### **PROCEDURE**

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The policy is implemented through the following procedures:

#### **1. Identification**

- a) Child protection concerns can arise either by disclosure, or recognition of signs and symptoms in a child participating in a programme with Life101. It also includes child protection concerns related to a child indirectly involved with a participant, for example in the household.

#### **2. Roles & Responsibilities**

##### **a) Management Responsibilities**

- Worker Safety Checks will be undertaken as required by the Children’s Act 2014. These safety checks will ensure that all children’s workers meet the following requirements:
  - Confirmation of identity – Passport and/or NZ Driver’s Licence
  - At least two referee checks
  - Qualification checks
  - A work history, in chronological order, covering the last five years
  - A formal risk assessment
- Each worker will undergo police vetting before becoming employed with the organisation and the check will be repeated every 3 years.

##### **b) Staff Responsibilities**

- I. Facilitators must remain 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 directly or indirectly involved in Life101 programmes.

- II. Staff who identify child protection concerns should consult with at least one of the following:
  - Notify the Head Facilitator or Chief Executive Officer
  - Contact Oranga Tamariki: Phone 0508 FAMILY (0508 326 459) / Fax: 09 914 1211
  - Email: [contact@ot.govt.nz](mailto:contact@ot.govt.nz)
- III. If there is an immediate safety issue, the staff member should phone the police in the first instance.

### 3. Referrals to Oranga Tamariki

- a) Referrals to Oranga Tamariki are made by phone or fax.
- b) Relevant forms are available at <http://www.orangatamariki.govt.nz>

### 4. Referring a child to Oranga Tamariki who is not a participant

- a) All cases of child protection are to be activated by this service, even if the child concerned is not a participant in the Life101 programme.

### 5. Communication

#### a) Informing parents / caregivers of a referral

- I. Communication with the child's parents or caregivers that a referral to the police or CYF has been made should be managed with consideration to the safety of the child, staff and other family members. Do not inform the caregivers unless it is safe to do so.
- II. Informing the participant / caregivers of a referral should be undertaken in a safe environment for both staff and the participant, parents or caregivers e.g. in the school office, or by telephone. Consult with the Head Facilitator or Chief Executive Officer before this is organised.

### 6. Documentation

- a) Staff are required to document the following:
  - I. Any discussions with the child and school;
  - II. Discussions with the Head Facilitator and/or Chief Executive Officer;
  - III. Notes on what was reported to Oranga Tamariki
- b) All relevant documentation needs to be sent via email to the Chief Executive Officer.

### 7. Security

- a) For circumstances where the safety of the child, family or staff member is at high risk staff are to:
- I. Inform the Head Facilitator and/or Chief Financial Officer
  - II. Consult with the school principal

## 8. Incident Reporting

- a) Staff are to complete an **incident report form** for any related issues, for example threats of harm because a Oranga Tamariki referral is being made.

## 9. Information to Staff and Training

- a) All staff will be informed of this policy, and training /updates given to facilitators, as required.

## Key Relevant Documents

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- Incident Report Form
- Child Protection Risk Assessment Form