

Tikanga Whakahaere

Organisational Policies and Practices

Child Protection Policy



Oasis Preschools

OASIS PRESCHOOLS
Oasis Family Preschool, Oasis Education Centre, Oasis Preschool Mapua
PO Box 299, Motueka, 7143
Office (03) 528 8039, email admin@oasispreschools.co.nz

Learning is fun, Wonder is maintained, Love is fostered.

Updated: Jan 2020

Table of Contents

Child Protection Policy	3
Designated Persons for Child Protection	4
Important Contacts	5
Definition of Child Abuse	6
Child Protection Procedures	7
Risks to Children.....	7
Monitoring Vulnerability	7
Responding and Reporting Child Abuse	8
Managing allegations against a staff member	12
Responding to an allegation against a staff member	12
Quick Reference for Allegations of Child Abuse Against Staff Member	14
Roles and Responsibilities of Staff	15
Confidentiality and Information Sharing	15
Relationships with External Agencies.....	16
Collection of Children & Access Arrangements	16
Appendix 1: Dealing with Disclosures of Abuse	18
Appendix 2: Indicators of Abuse	20
Appendix 3: Vulnerability Monitoring Sheet	25
Appendix 4: Wellbeing Support Record	26
Appendix 5: Tamaiti Sheet/Child's Individual Planning Record	28

Child Protection Policy

Licensing Criteria for Early Childhood Education and Care Centres 2008, HS31, HS32, HS33, GMA7. Education (Early Childhood Services) Regulations 2008, Reg 46, 56, 57,58.

This policy applies to all children who attend Oasis Preschools centres, and to those with whom staff come into contact in the course of their work with Oasis Preschools.

Statement of Commitment

Oasis Preschools are committed to the prevention of abuse and to acting at all times in the best interests of the well-being of children.

Objectives

The safety of the child is our prime consideration at all times.

All children have the right to physical, mental and social well-being, and it is our responsibility to report any concerns of abuse of a child, and provide a safe environment for children.

Related Documents

The child protection policy is to be used in conjunction with the following existing policies:

- Family Violence Policy
- Complaints Policy
- Safe Recruitment & Employment Policy
- Health & Safety Policy
- Supervision Policy
- Privacy Policy
- Digital Technologies Policy

The child protection policy adheres to the following Acts:

- Children's Act 2014
- Oranga Tamariki Act 1989
- Privacy Act 1993
- Domestic Violence – Victim's Protection Act 2018
- Family Violence Act 2018
- Human Rights Act 1993
- Education Act 1989/1998
- Care of Children Act 2004
- Employment Relations Act 2000
- Treaty of Waitangi

Definitions:

'Child' Anyone under the age of 18.

'Staff' Those whom are employed directly by or volunteer for the Oasis Preschools, as well as staff and volunteers of partner organisations whilst they are working with children in the care or supervision of Oasis Preschools.

'Designated Person for Child Protection' A person assigned by Oasis Preschools who holds the responsibility for child protection.

Oranga Tamariki Ministry for Children

DESIGNATED PERSONS FOR CHILD PROTECTION

At the organisational level, Oasis Preschool's Designated Person for Child Protection (DPCP) is **LISA HARING**.

At the centre level, the Team Leader at each Oasis Preschool is the Designated Person for Child Protection.



The **Centre** Designated Person for Child Protection's responsibilities include:

- Being available immediately for advice and support for staff who may have child protection concerns. If immediate contact is not available but required, then the person concerned should contact the Organisational DPCP (Lisa Haring).
- Ensuring concerns are escalated to the Organisational DPCP when required.
- Ensuring child protection records are completed and regularly reviewed.
- Ensuring that child protection is discussed regularly (at least fortnightly) at team meetings.
- Developing and maintain strong relationships with local external support agencies.

The **Organisational** Designated Person for Child Protection's responsibilities include:

- Being available immediately for advice and support for Centre DPCPs or other staff who may have child protection concerns. If immediate contact is not available but required, then the person concerned should contact Oranga Tamariki on 0508 ED ASSIST (0508 332 774). If immediate advice is not required, then the Organisational DPCP will respond as soon as possible.
- Submitting Records of Concern to Oranga Tamariki.
- Ensuring the Child Protection Policy is reviewed every 3 years, and that staff are well informed
- Ensuring required staff have received child protection training, and that this is recorded
- Ensuring practices and procedures within Oasis Preschools have a child protection lens applied
- Maintaining good working relationships with Oranga Tamariki, local Police, and other local external agencies involved in child protection.
- Ensuring that the list of contacts for child protection advice and support are kept up to date.

The Organisational Designated Person for Child Protection should have a good knowledge of child protection matters and should have completed specific training on this topic (ideally a Certificate in Child Protection studies NZQA level 3).

IMPORTANT CONTACTS

Oasis Family Preschool Designated Person for Child Protection:

Vanessa Barr
03 528 8039 (in emergency contact Lisa Haring on 021 149 6287)

Oasis Education Centre Designated Person for Child Protection:

Kevin Rodgers
03 528 4656 (in emergency contact Lisa Haring on 021 149 6287)

Oasis Preschool Mapua Designated Person for Child Protection:

Janine Marr
03 540 3668 (in emergency contact Lisa Haring on 021 149 6287)

Organisational Designated Person for Child Protection:

Lisa Haring
021 149 6287
lisa@oasispreschools.co.nz

Oranga Tamariki

0508 ED ASSIST (0508 332 774) or edassist@ot.govt.nz specifically for the Education Sector
0508 FAMILY (0508 326 459) or contact@ot.govt.nz

Nelson Duty Officer (03) 989 4200

Police

111
Motueka (03) 528 1220
Richmond (03) 543 9500

Nelson Child Protection

(03) 5463840 (for queries about child protection)

DEFINITION OF CHILD ABUSE

The Oranga Tamariki Act, 1989, defines child abuse as;

“...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person”.

Below are some indicators of abuse, these are should not be seen as an exhaustive list or as a check list.

a) Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorizing a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.

b) Physical Abuse

Physical abuse is a non-accidental act on a child that results in physical harm. This includes but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

c) Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example, rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

d) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack: to action, emotion or basic needs.

e) Intimate Partner Violence

A child may be vulnerable to abuse through being a witness of “Intimate partner violence”, this refers to any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship. Such behaviour includes:

- Acts of physical aggression – such as slapping, hitting, kicking and beating.
- Psychological abuse – such as intimidation, constant belittling and humiliating.
- Forced intercourse and other forms of sexual coercion.
- Various controlling behaviours – such as isolating a person from their family and friends, monitoring their movements, and restricting their access to information or assistance.

d) Cumulative harm

Cumulative harm refers to the effects of patterns of circumstances and events in a child or young person's life which diminishes their sense of safety, stability and wellbeing.

Cumulative harm is compounded experiences of multiple episodes of abuse or layers of neglect. Constant daily impact on the child or young person can be profound and exponential, covering multiple dimensions of their life.

For further information about identifying child abuse and neglect can be found in the reference guide published by Child Matters, *How Can I Tell? CYF Working Together Handbook* and *Indicators of Abuse*. All of which are kept as references in the Centre's Tikanga Whakaharāe document folder.

CHILD PROTECTION PROCEDURES

The following procedures clearly outline what should be done if a child discloses abuse or there is a concern that a child is suffering, or at risk of suffering, from abuse or neglect.

Parents will be informed of our organisation's Child Protection Policy at the time of enrolment. A copy of this policy is kept within the centre alongside other centre policy documents, as well as on the Oasis Preschools website.

The procedures must be followed in all circumstances, including if the allegation is made against a parent or caregiver, a member of staff, or someone else.

Risks to Children

The Centre's Person Responsible/Management will take all practicable steps to:

- a) protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).
- b) Exclude any person from coming into contact with children if they have reasonable grounds to believe that the person:
 - has physically ill treated or abused a child or committed a crime against children; or
 - had a role in guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter or protection; or
 - is in a state of physical or mental health that presents any risk of danger to children; or
 - is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour; or
 - is displaying unacceptable behaviour as outlined in the Health & Safety Policy, Managing Aggressive and Threatening Behaviour; or
 - has an infectious or contagious disease or condition.

Monitoring Vulnerability

Oasis Preschools' teaching teams regularly discuss each individual child in their centre, as part of assessment and planning. As part of this process, each child will be given a vulnerability rating in the team meeting. Monitoring vulnerability will allow teams to come to a shared understanding of vulnerability and how best to support each child in their centre. This system will also allow the Centre DPCP to have good oversight of child wellbeing and child protection in their centre.

Vulnerability ratings result in certain actions to be followed:

- A rating of 'Very low level of vulnerability' will result in no further actions, and the child will continue to be discussed in line with the assessment and planning cycle
- A rating of 'Low level of vulnerability' will result in a Vulnerability Monitoring record being completed and signed off by with the Centre DPCP. Ongoing monitoring will happen in line with the assessment and planning cycle or more frequently if needed.
- A rating of 'Medium to higher vulnerability' will result in a Wellbeing Support record being completed, informing the Centre DPCP and the Organisational DPCP and following the process for Responding to Medium or Higher Levels of Vulnerability.

Responding and Reporting Child Abuse

When abuse is suspected or an allegation made against another person, the first consideration will be to ensure the safety of the child.

At ANY time any person who has concerns regarding the safety and protection of a child may ring Oranga Tamariki on 0508 EDASSIST or 0508 FAMILY.

If anyone has reason to be concerned about their own safety in raising a concern about the safety of a child, they should immediately visit the local Police station or contact SVS Living Safe (03) 528 8976 for advice. The Organisational Designated Person for Child Protection should also be contacted to provide support.

Immediate danger response

- If there is concern that the child is in **immediate danger**, the Police must be called by calling **Emergency Services on 111**

Abuse disclosed

- LISTEN to the child and reassure them, but do NOT make promises or commitments you cannot keep.
- Do NOT formally interview the child – obtain only necessary relevant facts.
- Refer to Appendix “Child Matters recommendations for Dealing with Disclosures of abuse”

Recording a concern or disclosure

- Any details of a concern should be documented on a Record of Concern form, including any physical signs observed. The Wellbeing Support Record should be completed by the relevant staff member along with the Centre's DPCP.
- Record any physical or behavioural observations and anything said by the child, using the child's own words as far as possible.
- All records should include the date, time and who was present & as much detail about the observation as possible.
- Anything that is an opinion, or a personal concern will be identified as such and not as being fact.
- The Organisational Designated Person for Child Protection must be notified of all records of concern immediately.
- All Wellbeing Support Records are to be held in a safe and confidential manner.
- The Centre Designated Person for Child Protection will hold a register of concerns.
- The Centre Designated Person for Child Protection will follow up on Wellbeing Support Records on a weekly basis and communicate the outcomes of the reviews with the Organisational DPCP.

Consultation

- No person will act alone on suspicions but will consult with their Centre DPCP or the Organisational Designated Person for Child Protection, who will be committed to taking action as outlined in these procedures. Staff will not act in a way that is outside their knowledge or capacity.

- If a member of staff has a child protection concern, then they must inform their Centre Designated Person for Child Protection (DPCP) immediately. If the Centre DPCP is not available, the person concerned should ring the Organisational DPCP or Oranga Tamariki for advice (0508 EDASSIST).
- The Organisational Designated Person for Child Protection will consult with Oranga Tamariki to clarify whether a notification of concern should take place.
- If it is decided that concerns do not require a notification to statutory authorities, the child will continue to be monitored, and records kept.
- 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 happen 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

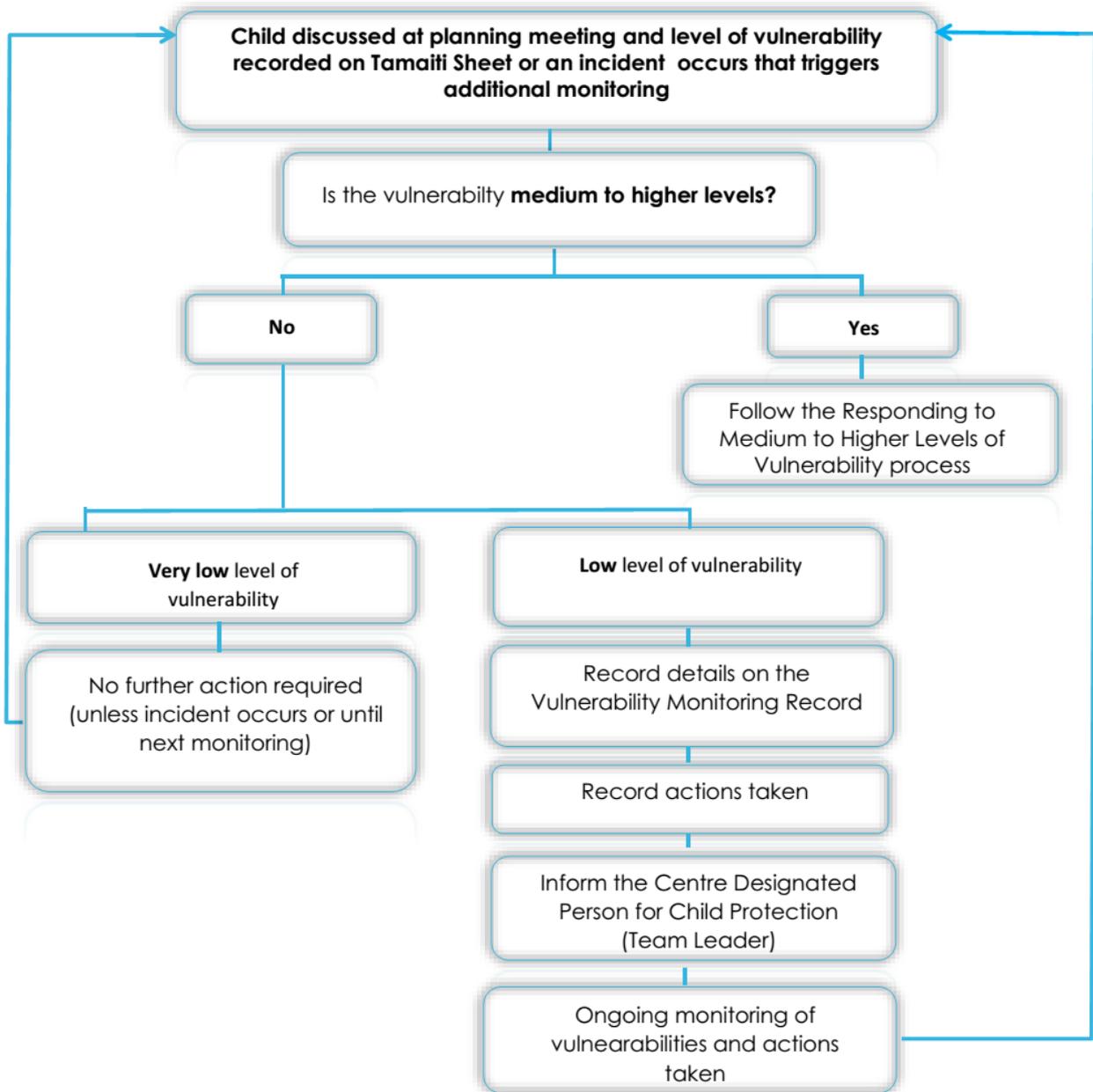
Reporting Concern to Oranga Tamariki

- We recognise that by law, under the Oranga Tamariki Act 1989 any person may report a case of suspected abuse to the statutory agencies (Oranga Tamariki on 0508 EDASSIST, 0508 FAMILY).
- The Organisational Designated Person for Child Protection is responsible for submitting a report of concern to Oranga Tamariki with the assistance of the member/s of staff involved.
- The Organisational Designated Person for Child Protection will follow up on the Report of Concern made to Oranga Tamariki approximately 3 days after the notification was made.
- Re-notifications to Oranga Tamariki will be made when new information is recorded or if the concern still exists.

Review of Records of Concern to Oranga Tamariki

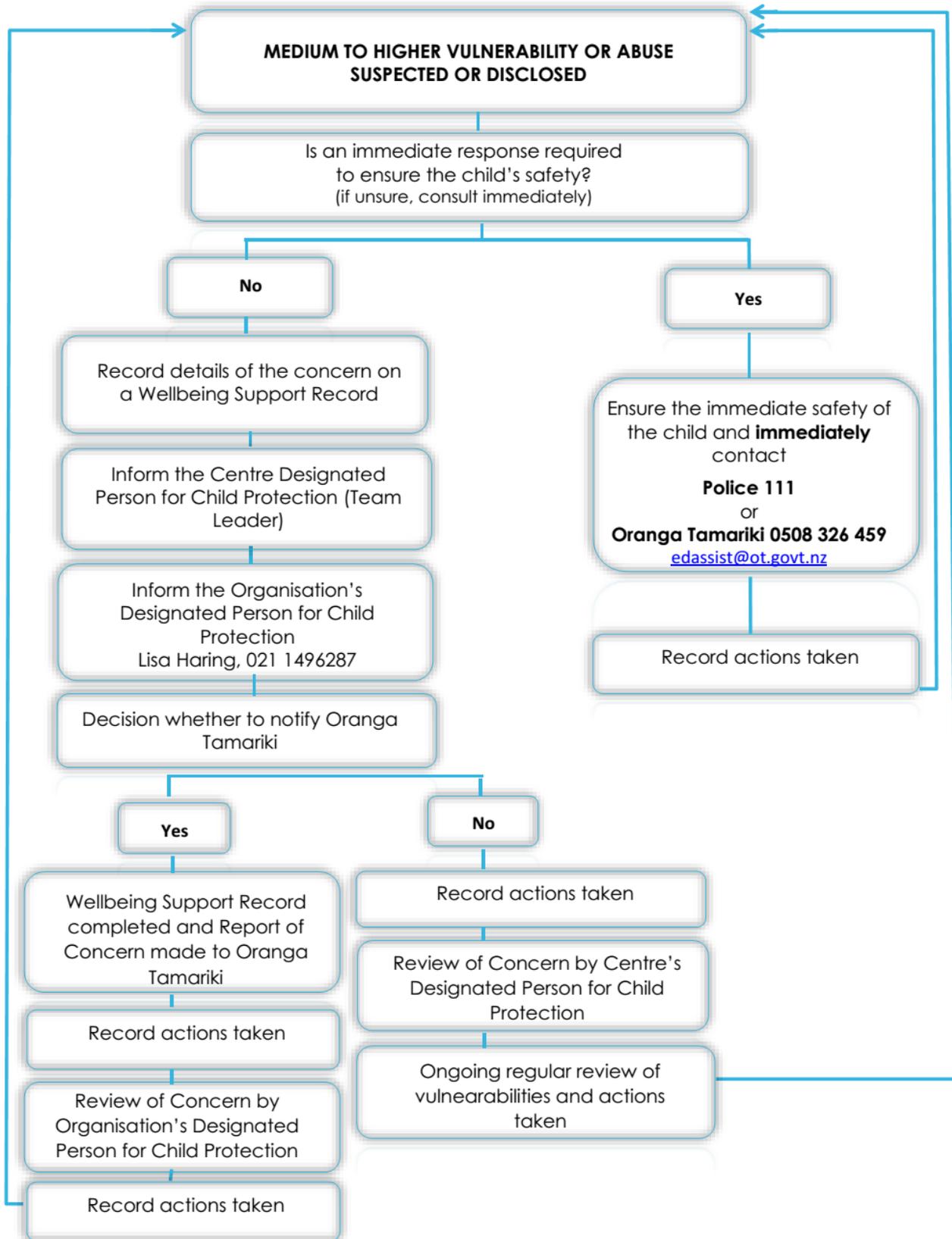
- The Organisational Designated Person for Child Protection will follow up any Records of Concern on a weekly basis and record the outcomes of the reviews.
- All staff members involved will be kept informed as far as possible within the limits of confidentiality and the need to protect the best interest of the child. This will be determined by the Organisational Designated Person for Child Protection in consultation with the Centre DPCP.
- In all cases of suspected abuse, the information and concerns will be made available only to those staff who have a need to know. This will be determined by the Organisational Designated Person for Child Protection.

Quick Reference for Monitoring Very Low to Low Levels of Vulnerability



Updated: Nov 2019

Quick Reference for Responding to Medium to Higher Levels of Vulnerability



Updated: Nov 2019

Managing allegations against a staff member

These procedures should be followed in the event of suspicion or disclosure of abuse against an employee. The child must be protected from harm.

The procedures are to ensure and/or provide:

- The **safety of the child is the first consideration**
- That all complaints are taken seriously and dealt with effectively
- That in the case of a complaint against an employee, action is guided by the applicable employment contract.
- Clear guidance for management and employees in respect of any allegations received concerning children within the Centre environment.

Please note there are two procedures to be followed here:

1. For the child - Reporting and Responding to Child Abuse
2. For the staff member – Responding to an Allegation against Employee.

In all cases it is suggested that no one person should have responsibility for dealing with both the child and employee issues. If the allegation is against the Oasis Preschool Manager or the Organisational Designated Person for Child Protection, then the local office of the Ministry of Education should be contacted immediately (03 546 3479).

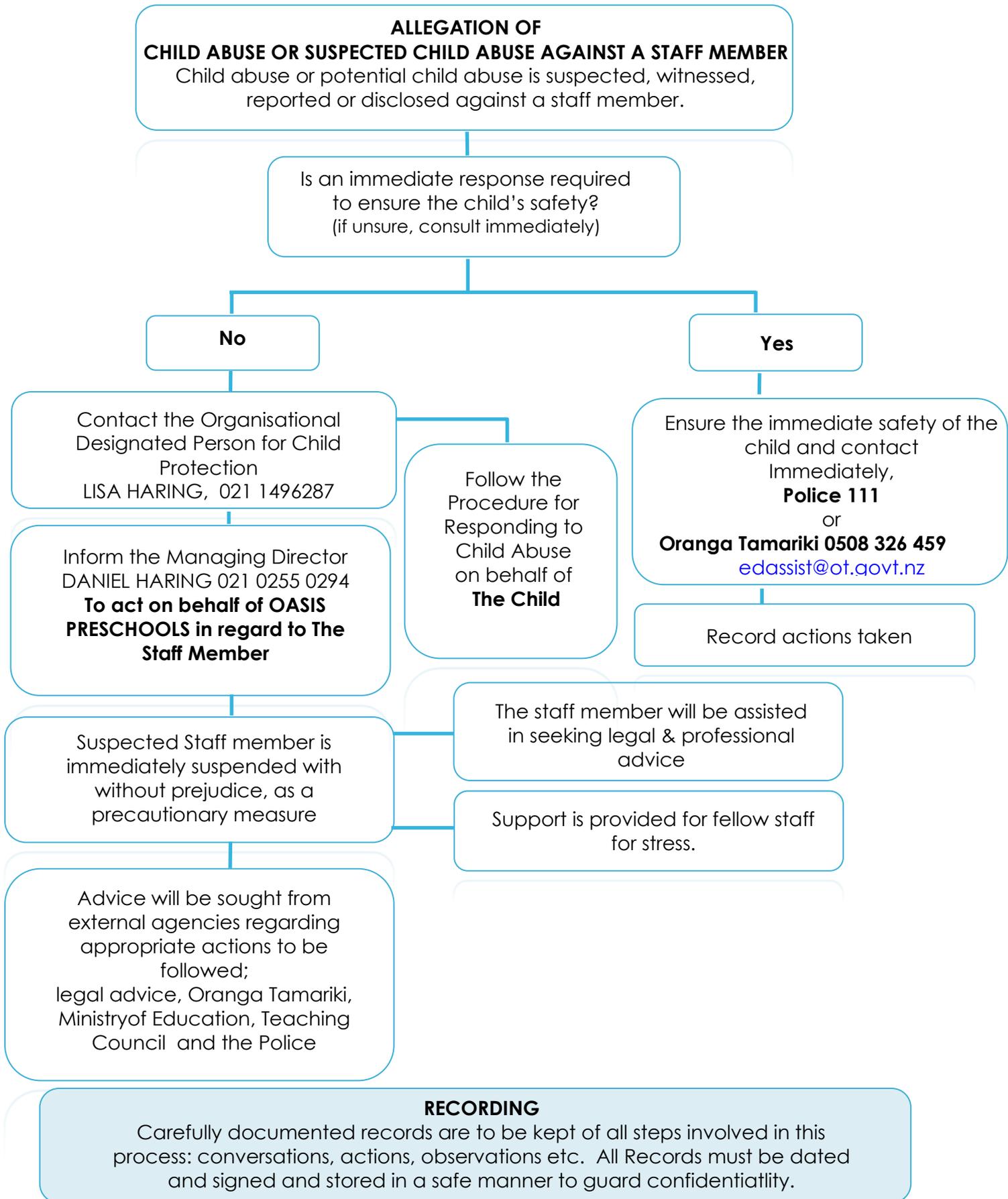
Responding to an allegation against a staff member

1. Oasis Preschools will respond to suspicions and allegations of child abuse by a member of staff in a manner which best ensures children's immediate and long-term safety and will treat suspicions or allegations against a staff member with the same seriousness as suspicions or allegations made against any other person.
2. Oasis Preschools will not act alone and will refer all suspected situations of child abuse to the Police or Oranga Tamariki.
3. When there are suspicions of abuse by a staff member, both staff and child's rights are to be attended to. This means the safety of the child is of first concern, and that the staff member must have access to legal and professional advice
4. As stated above, ensuring the safety of the child will be the primary consideration. No person in this organisation will collude to protect an adult or organisation.
5. The General Manager is to be notified immediately of any suspicions or allegations of child abuse, preferably along with a written notification.
6. When abuse is suspected the process for "Responding to Suspected Child Abuse" included in this policy will be followed for the child.
7. The Managing Director will ensure that the suspected individual is immediately suspended without prejudice, as a precautionary measure to protect all children at the service and the employee concerned.
8. If Oasis Preschools is aware that a member of staff it has placed on precautionary suspension also works with children for another organisation, either as an employee or a volunteer, we 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.
9. The General Manager will liaise with Oranga Tamariki and the Police regarding the process and progress of the investigation.

10. The person managing the child abuse issue will not be the same person as that managing the employment issue.
11. The General Manager will have a dual responsibility in respect of both the child and the employee. Immediate consultation will be sought with the agencies involved. The purpose of this consultation is to enable the Manager to discuss the concern or allegation and to:
 - a. Determine the extent of the assistance they can give to the investigation
 - b. Consider the timeframe to be followed with regard to the possible conflict between what steps the Manager may take as an employer and possible police intervention
 - c. Consider the employer role in conjunction with any procedures outlined in relevant employee contracts.
12. Oasis Preschools will adhere to the principles of the Employment Contract's Act and give the staff member all information regarding their rights.

Oasis Preschools recognises the added stress to fellow staff in such a situation and will ensure support is available.
13. The General Manager will ensure records are kept of any child complaints and/or allegations, and follow-up action.
14. The decision to follow up on an allegation of suspected abuse against an employee should be made in consultation with the following:
 - a. Oranga Tamariki
 - b. New Zealand Police
 - c. Ministry of Education Local Office
 - d. The Teaching Council (if the accused holds a Teaching Council's Practising Certificate)
15. When it has been determined that Oasis Preschools should pursue the matter as an employer, we will advise the person accused of the allegation and seek a response. Oasis Preschools will refer to the relevant employee contract and seek legal support
16. The Manager should take care to ensure actions taken do not undermine or frustrate any investigations being conducted by any external agency. The Manager will maintain a close liaison with Oranga Tamariki and the police to achieve this.
17. 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 the member of staff, which needs to be considered under internal disciplinary procedures.
18. Oasis Preschools is committed to not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerns the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

Quick Reference for Allegations of Child Abuse Against Staff Member



Updated: Nov 2019

Roles and Responsibilities of Staff

Oasis Preschools ensures that all staff working with children are employed in accordance with the Safe Recruitment & Employment Policy. The ability of staff to protect children in their care is critical.

Induction

- Any new permanent staff member will be required to meet with the Designated Person for Child Protection to discuss our Child Protection Policy. This will ensure their knowledge of identifying vulnerable children and recognising and responding to the signs and symptoms of child abuse.
- All permanent staff are to read and have their own copy of the Child Protection Policy.
- Centre Designated Persons for Child Protection will be required to complete child protection training.

Refresher Professional Development

- The Organisational Designated Person for Child Protection will ensure all permanent staff (whose position in Oasis Preschools means they are regularly in contact with children and/or their families) receive annual refresher professional development on child protection.
- The Centre Designated Persons for Child Protection will ensure reference to the Child Protection Policy will be made on a regular basis in staff meetings so that staff remain familiar with the policy statements and procedures.

Safe Working Practices

- Oasis Preschools has guidelines on safe work practices to protect children from abuse and at-risk situations and to protect staff from unwarranted suspicion. Our Safe Working Practices can be found within our Safe Recruitment and Employment Policy.

Confidentiality and Information Sharing

- Oasis Preschools recognises that all staff must act within the legal requirements of the Privacy Act, Oranga Tamariki Act, Children's Act, Family Violence Act and other statutes. There are provisions within each of these acts for sharing information needed to protect children and enable other people to carry out their legitimate functions.
- Information sharing will be restricted to those who have a need to know to protect children and victims of family violence.
- In line with our Privacy Policy, Oasis Preschools encourages the sharing of information to protect or improve the wellbeing of children in our centres. We may share information with appropriate agencies if sharing that information will protect or improve the safety, health or wellbeing of a child. Parental consent to share such information is gained through our enrolment forms.
- Our agency by law can always share information with Oranga Tamariki and the Police.
- Information will only be given after the staff member has identified the person making the request, the actual purpose of the request, what use the information will be put to, and who will see the information.

- In general, staff will not share information if they believe that by doing so this will endanger the child.
- In the case of a Social Worker or Counsel for Child wishing to interview a child while in the care of Oasis Preschools, the staff member must consult with the Organisational Designated Person for Child Protection to be certain that such an interview will be undertaken legally and in the best interests of the child.
- A child's records will be kept as factual as possible, and nothing will be recorded as fact without evidence to back it up. This means, for example, that no entry will be made on a child's record about guardianship of a child without sighting the appropriate documentation.
- In line with our Family Violence Policy, information regarding suspected family violence may be shared with the purpose of identifying, stopping, preventing or responding to family violence.

Relationships with External Agencies

- Oasis Preschools will maintain a good working relationship with Oranga Tamariki and with Police, and be familiar with the laws that serve to protect children from abuse. We will consult with Oranga Tamariki, the Police, and with other appropriate agencies that have specialist knowledge to help us protect children from abuse.
- We believe that to keep children safe, people who suspect or uncover abuse should not be tempted to deal with cases themselves. When there is a relationship of trust and understanding with the statutory agencies, people are more likely to report and enable professional investigation to ensue.
- We will ensure that our contact details for Oranga Tamariki and Police offices are up to date. The Designated Person for Child Protection will maintain this information.
- A list of specialist agencies will be kept and updated by the Designated Person for Child Protection. A copy of this will be made available to all staff.
- The Designated Person for Child Protection will meet regularly with a contact person from a specialist agency to ensure that a trusted relationship is maintained in order that our Centres can seek help easily and appropriately.
- We encourage the networking of agencies.

Collection of Children & Access Arrangements

- Children are not allowed to leave the centre with a person other than their parents or those authorised to pick up on enrolment records. However, if there is a spontaneous arrangement with the parent for an alternative pick up, the Centre will ensure they obtain the parent's verbal consent to release the child into the collector's care, document this process and subsequently obtain the relevant written consent from the parent. Anyone picking up a child must be at least 14 years of age.
- Parents are to be reminded that the centre requires notification in writing of any changes to the persons permitted to collect their child and are to keep the centre informed of any changes to their child's collection routines.
- In the event of a person attempting to uplift a child without parental consent the police will be rung immediately, and staff will ensure the safety the child.

- If there is no legal access order, staff cannot lawfully withhold any child from their parent
- If there is an access agreement, staff will use their best efforts to protect a child without endangering other children or staff members.
- When centre staff are informed of a child being the subject of a custody arrangement or dispute, staff will explain this section of the policy to the parent and ensure they have completed the Custodial Statement section of the child's enrolment form and that a copy of the court order is held on the child's file. All staff will be informed and the child's name and contact details will be clearly displayed on the office notice board. At no time will a child who is the subject of an access order be left in the building with only one staff member.



[Home](#) > [Child Protection Policy](#) > [Section 4 - Additional Resources](#) > Dealing with Disclosures of Abuse

Dealing with Disclosures of Abuse

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance.

When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise and legal action against the abuser.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic.
- Remember that the safety and well-being of the child come before the interests of any other person.
- Listen to the child and accept what the child says.
 - Look at the child directly, but do not appear shocked.
 - Don't seek help while the child is talking to you.
 - Reassure them that they did the right thing by telling someone.
 - Assure them that it is not their fault and you will do your best to help.
 - Let them know that you need to tell someone else.
 - Let them know what you are going to do next and that you will let them know what happens.
 - Be aware that the child may have been threatened.
- Write down what the child says in their own words – record what you have seen and heard also.
 - Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure
- Tell your manager or supervisor as soon as possible.
- Refer to Child, Youth and Family or the Police.
- After making the referral to Child, Youth and Family or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

Important Notes:

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to the children
- Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child is difficult but must be taken seriously and dealt with carefully and fairly.

Things TO SAY when a child discloses

- Repeat the last few words in a questioning manner
- 'I believe you'
- 'I am going to try to help you'
- 'I will help you'
- 'I am glad that you told me'
- 'You are not to blame'

Things NOT TO SAY when a child discloses

- 'You should have told someone before'
- 'I can't believe it! I am shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'

Things TO DO

- Reassure the child that it was right to tell you.
- Let them know what you are going to do next.
- Immediately seek help, in the first place from the designated child protector.
- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period.
- Seek help for yourself if you feel you need support.

Things NOT TO DO

- Do not attempt to deal with the situation yourself.
- Do NOT formally interview the child:
 - Never ask leading questions.
 - Never push for information or make assumptions.
 - Only necessary relevant facts should be obtained, when clarification is needed.
- Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents.
- Do not keep the information to yourself or promise confidentiality.
- Do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.
- Do not permit personal doubt to prevent you from reporting the allegation to the designated child protection officer.

Reference: <http://www.childmatters.org.nz/258/child-protection-policy/section-4-additional-resources/dealing-with-disclosures-of-abuse>

Emotional Abuse

Physical Indicators:

- Bed wetting or bed soiling with no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Non-organic failure to thrive
- Pale, emaciated
- Prolonged vomiting and/or diarrhoea
- Malnutrition
- Dressed differently to other children in the family

Behavioural Indicators:

- Severe developmental lags with obvious physical cause
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Running away from home, avoiding attending at school
- Nightmares, poor sleeping patterns
- Anti-social behaviours
- Lack of self esteem
- Obsessive behaviours
- Eating disorders

Caregiver Indicators:

- Labels the child as inferior or publicly humiliates the child (e.g. name calling)
- Treats the child differently from siblings or peers in ways that suggest dislike for the child
- Actively refuses to help the child
- Constantly threatens the child with physical harm or death
- Locks the child in a closet or room for extended periods of time
- Teaches or reinforces criminal behaviour
- Withholds physical and verbal affection
- Keeps the child at home in role of servant or surrogate parent
- Has unrealistic expectations of child
- Inappropriately involves child in adult issues such as separation or disputes over child's care
- Exposes child to witnessing, either seeing or hearing, situations of arguing and violence in the home

Abuse by Neglect

Physical Indicators:

- Dressed inappropriately for the season or the weather
- Often extremely dirty and unwashed
- Severe nappy rash or other persistent skin disorders
- Inadequately supervised or left unattended frequently or for long periods
- May be left in the care of an inappropriate adult
- Does not receive adequate medical or dental care
- Malnourished - this can be both underweight and overweight
- Lacks adequate shelter
- Non-organic failure to thrive

Behavioural Indicators:

- Severe developmental lags without an obvious physical cause
- Lack of attachment to parents/caregivers
- Indiscriminate attachment to other adults
- Poor school attendance and performance
- Demanding of affection and attention
- Engages in risk taking behaviour such as drug and alcohol abuse
- May steal food
- Poor social skills
- No understanding of basic hygiene

Caregiver Indicators:

- Puts own need ahead of child's
- Fails to provide child's basic needs
- Demonstrates little or no interest in child's life - does not attend school activities, social events
- Leaves the child alone or inappropriately supervised
- Drug and alcohol misuse
- Depressed

Physical Abuse

Physical Indicators (often unexplained or inconsistent with explanation given):

- Bruises, welts, cuts and abrasions
- Burns - small circular burns, immersion burns, rope burns etc.
- Fractures and dislocations - skull, facial bones, spinal fractures etc.
- Multiple fractures at different stages of healing
- Fractures in very young children, especially those not yet mobile

Behavioural Indicators:

- Inconsistent or vague explanations regarding injuries
- Wary of adults or a particular person
- Vacant stare or frozen watchfulness
- Cringing or flinching if touched unexpectedly
- May be extremely compliant and eager to please
- Dresses inappropriately to hide bruising or injuries
- Runs away from home or is afraid to go home
- May regress (e.g. bedwetting)
- May indicate general sadness
- Is violent to other children or animals

Caregiver Indicators:

- Inconsistent or vague explanations regarding injuries
- May appear unconcerned about child's wellbeing
- May state the child is prone to injuries or lies about how they occur
- Delays in seeking medical attention
- May take the child to multiple medical appointments and seek medical treatment without an obvious need

Sexual Abuse

Physical Indicators:

- Unusual or excessive itching or pain in the genital or anal area
- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or stools
- Sexually transmitted infections
- Pregnancy
- Urinary tract infections
- Discomfort in sitting or fidgeting as unable to sit comfortably

Behavioural Indicators:

- Age-inappropriate sexual play or language
- Bizarre, sophisticated or unusual sexual knowledge
- Refuses to go home, or to a specific person's home, for no apparent reason
- Fear of a certain person, place, sound or smell
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Dresses inappropriately to hide bruising or injuries
- Eating disorders
- Compulsive behaviours

Caregiver Indicators:

- May be unusually over-protective of the child
- Accuses the child of being sexually provocative
- Misuses alcohol or drugs
- Invades the child's privacy (e.g. during dressing, in the bathroom)
- May favour the victim over other children

Intimate Partner Violence

Indicators in the Child:

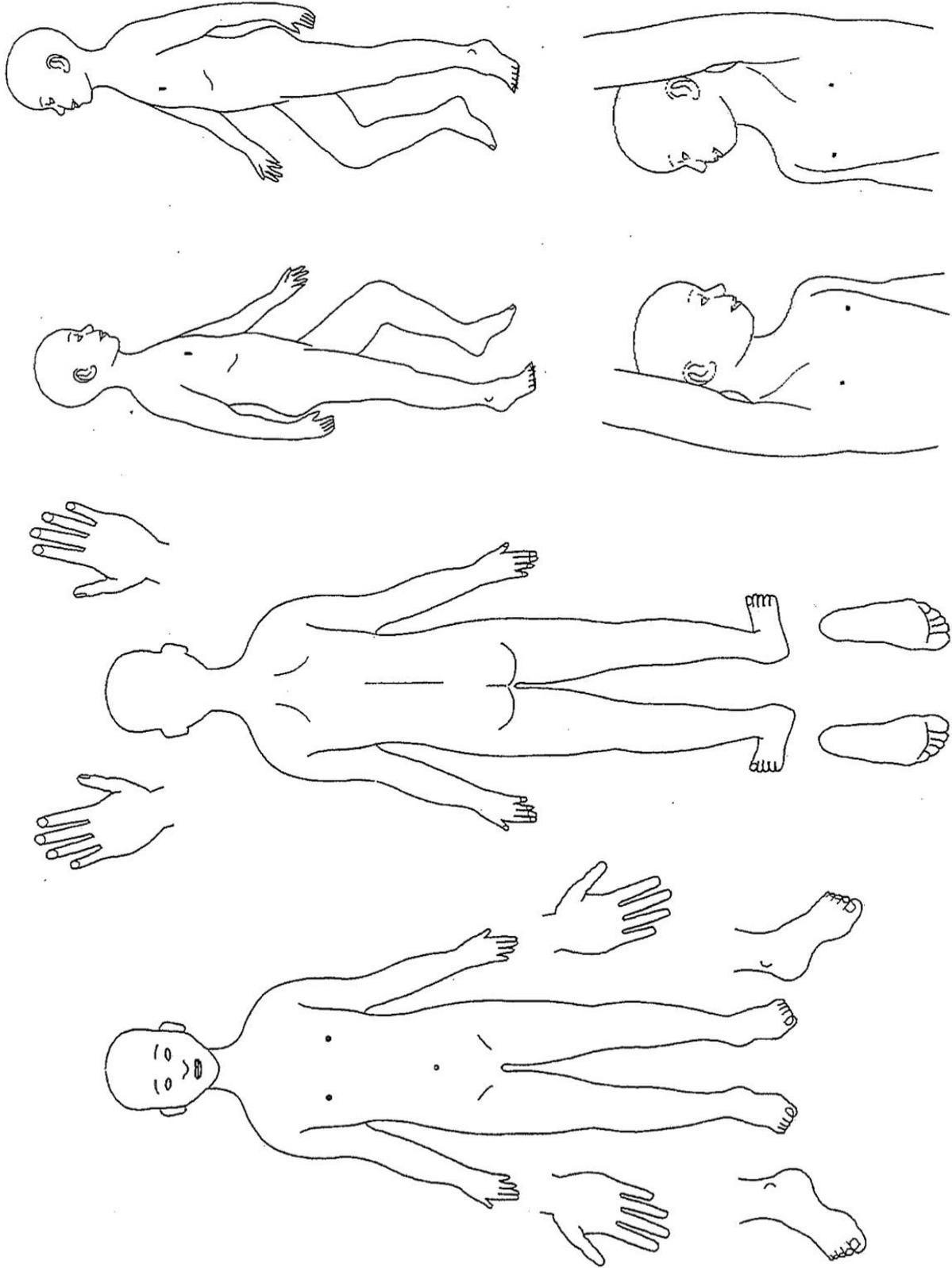
- Physical injuries consistent with the indicators of Physical Abuse
- Absenteeism from school
- Bullying or aggressive behaviour
- Complaints of headaches or stomach aches with no apparent medical reason
- Talking or describing violent behaviours

Indicators in the Victim:

- Physical Injuries including: bruising to chest and abdomen, injuries during pregnancy
- Depression and/or anxiety
- Inconsistent explanations for injuries
- Fearful
- Submissive

Indicators in the Perpetrator:

- Isolates and controls partner and children
- Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- Minimises and denies own behaviour, or blames victim for the perpetrators own behaviour



Updated: Nov 2019

Appendix 5: Tamaiti Sheet/Child's Individual Planning Record

Child's Name:	Wellbeing (diverse needs/behaviour/whānau support): Very low vulnerability <input type="checkbox"/> (this form only)	Link to Oasis Goals:	Learning Priority: 1. Strand (from Te Whāriki): 2. Learning outcome (from Te Whāriki): 3. Learning focus (further defined, measurable, in teachers own words):
Teacher's name:			
Meeting date: <i>at start of cycle</i>	Low vulnerability <input type="checkbox"/> (vulnerability monitoring form) Medium-high vulnerability <input type="checkbox"/> (wellbeing support record)	Non-NZ European Ethnicity/iwi	
Notice: <i>Interests/involved in? (this should be one entry at the start of the cycle, that is the starting point for this learning)</i>	Recognise/Assessment: <i>Learning Dispositions & Attitudes, Knowledge, Skills, e.g. working theories (should show progression of learning over the cycle)</i> Whānau/parent contribution: (what have whānau recognised in relation to learning focus?) Child's contribution: (verbal and/or non-verbal in relation to learning focus?)	Respond/Planning <i>Teaching strategies/provocations/experiences (be specific, show follow-up)</i> Whānau/parent contribution: (what are whānau doing/how are they responding in relation to learning focus?)	

Evaluation/celebration		Meeting date:
<p>Celebration of child's learning:</p> <ul style="list-style-type: none"> • How did this child progress in relation to the identified learning priority? Consider: <ul style="list-style-type: none"> ○ Dispositions & attitudes ○ Knowledge ○ Skills • What learning have we seen happening as a result of the planned learning experiences/teaching strategies? 	<p>Evaluation of teaching/planning:</p> <ul style="list-style-type: none"> • Which teaching strategies worked well and which didn't work so well? • How effective were the planned learning experiences/provocations? • Were there any unexpected outcomes? If so, what? • What did whānau and tamariki input tell us? How did we use their input? • What could we have improved on? 	