



Abuse and Protection Policy

Statement:

Rotorua Girls' High School Childcare Trust is committed to the protection and prevention of abuse of children enrolled in the centre. The welfare of the child is the prime consideration when any decision is made about suspected abuse.

Child protection is taking action to prevent physical, emotional or sexual abuse, maltreatment, neglect or deprivation of any child.

Procedure:

1. All allegations of child abuse will be taken seriously.
2. Any person disclosing information in good faith concerning the suspected abuse of a child will be assured the protection afforded by the law.
3. Any case of suspected abuse must be reported to the 'Person Responsible' immediately. If the 'Person Responsible' is the suspected abuser, the abuse must be reported to the Chairperson of the Trust or Oranga Tamariki/Ministry for Children.
4. When there is suspected abuse of any child (see also Appendix A):
 - a. The teacher suspecting abuse will prepare a written report including grounds for suspicion of abuse and any observations. This will be kept in a confidential file;
 - b. The 'Person Responsible' will take written details and observations. These will be kept in a confidential file;
 - c. The 'Person Responsible' will inform the Service Provider Contact Person or the Trust Board Chairperson of the suspected abuse;
 - d. The 'Person Responsible' may inform parents/whānau of the child regarding concerns prior to arranging a discussion;
 - e. The 'Person Responsible' may discuss, in private, the concerns about the child's wellbeing with the parent/whānau. Both the parents/whānau and the 'Person Responsible' have the right to support person/s.
5. When there is any evidence that there is immediate danger to the child the 'Person Responsible' will inform the Service Provider Contact Person or the Trust Chairperson immediately, and Oranga Tamariki and the Police Child Abuse Team will be contacted.
6. Oranga Tamariki are available for support and advice to any teachers, or parents and whānau. These calls are confidential.
7. If any person in the centre is suspected of child abuse the 'Person Responsible' in accordance with the 'Education (Early Childhood

Centre) Regulations 2008, will *“take all reasonable steps to promote the ... safety of children enrolled in the service.”*

References:

- Privacy Act 1993, Principle 11(f)ii
- Children’s and Young Persons Act. 1989.
- Education (Early Childhood Services) Regulations 2008

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020

Appendix A: Child Abuse Reporting Process

If you see a child being abused OR you identify signs of abuse OR a child reports being abused.

Respond to the Child's Needs

- Ensure the child's safety from immediate harm. Call the Police if the child is in immediate danger.
- Attend to any physical or emotional distress in the child, including seeking medical attention if appropriate
- Listen to the child.

Staff
Member

Immediately Inform the 'Person Responsible'

If the suspected abuser is the 'Person Responsible', inform the Chair of the Trust OR Oranga Tamariki (ph.0508 326 459) OR the Police Child Abuse Team.

**CALL THE
POLICE IF THE
CHILD IS IN
IMMEDIATE
DANGER.**

'Person
Responsible'
OR
Contacted
Person

Prepare a Written Record

- Date, time and place of observation/reporting of abuse;
 - Names of anyone present;
 - Exactly what the child says;
 - Any physical or behavioural signs indicating abuse.
- SUPPLY THIS RECORD TO THE 'PERSON RESPONSIBLE'/THE CONTACTED PERSON.

Gather Information

Ensure that you have a full, written and signed report from the person who identified the abuse. Offer them support. Inform them of the actions you will take.

Report Abuse

Contact the Chair of the Trust Committee and Oranga Tamariki (ph.0508 326 459) to discuss your concerns (note: if it is an emergency, call the Police Child Abuse Team). Oranga Tamariki will inform you as to whether you need to compile a formal report. Tell them:

- Your name and contact details;
- Name of child/children concerned (including nicknames etc.);
- Ethnicity;
- Name of caregivers, parents and other family members, and the current living situation;
- Current legal custodians;
- The grounds for believing abuse is occurring;
- Other significant background information;
- Any concerns for the physical safety of yourself or Centre staff in making this notification.

ASK WHAT HAPPENS NEXT – GET A TIMEFRAME.