

	<b>CHILD PROTECTION POLICY</b>	Policy #	SD2.7.1
		Version #	1
		Date Approved	10/02/25

This policy outlines TToTW commitment to child protection. It includes our procedures when a child abuse is reported or suspected by us. It also includes notes on measures we will take to prevent child abuse. Kaimahi are expected to be familiar with this policy and to adhere to it.

### 2.7.1.1 PURPOSE

TToTW have an obligation to ensure the wellbeing of the children in our care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is the priority when investigating suspected or alleged abuse.

We support the roles of the New Zealand Police (the Police) and Child, Youth and Family in the investigation of suspected abuse and will report suspected/alleged abuse to these agencies.

We support families/whānau to protect their children. We provide a safe environment, free from physical, emotional, verbal or sexual abuse.

### 2.7.1.2 APPLICATION

This policy applies to all children or young person's 17 years of age and under receiving TToTW services, and to those who come in contact with our kaimahi in the course of their mahi.

It applies to all kaimahi, people on placement or doing work experience, and volunteers of TToTW. It also applies to any contracted personnel providing support services to whanau and members, (including child care), and to those providing support services to kaimahi.

### 2.7.1.3 PRINCIPLES

- The rights, welfare and safety of the child/ tamariki, young person/rangatahi are our first and paramount consideration.
- Services should contribute to the nurturing and protection of children and advocate for them.
- Services for the care and protection of children are built on a bicultural partnership in accordance with the Treaty of Waitangi.
- Māori children/tamariki, young person's/rangatahi are assessed and managed within a culturally safe environment.
- Wherever possible the family/whānau, hapu and iwi participate in the making of decisions affecting that child/tamariki young person/rangatahi.
- All kaimahi are to recognise and be sensitive to other cultures.
- Kaimahi are competent in identification and management of actual or potential abuse and/or neglect through the organisation's policy and procedural structures and education programme.

#### Organisational Commitment to Child Protection

Our Management team will ensure:

- There are organisation-wide policies for the appropriate response to, and management of, child abuse and neglect.
- That the child protection policy and procedures comply with legislative requirements, the principles of the Treaty of Waitangi, clinical audits and best practice standards.
- Organisation-wide procedures exist to provide appropriate, adequate support for, and supervision of, kaimahi affected by child abuse and neglect.

All employees of our organisation have responsibility for the safe management of identified and suspected child abuse and neglect. Those responsibilities include:

- To be conversant with our Child Protection Policy and related policies.
- To understand the statutory referral processes and management of identified or suspected abuse and neglect.
- To attend initial training, refresher training and regular updates appropriate to their area of work.
- To seek advice when child abuse is suspected or identified.

- We have established a Child Safety Team which is situated with our Social & Health Services at 7 Moody Place, Ōpōtiki, responsibilities include:
  - Review the Child Protection Policy and procedures as required.
  - Coordinate a system-wide response to child abuse and neglect.
  - Develop a training plan and ensure initial refresher and advanced training of kaimahi is available cyclically.
  - Ensure documentation tools are in place and accessible to kaimahi for the recording of care and protection concerns (i.e., a Child Protection database).
  - Ensure audit and evaluation tools are in place to assess child protection policy, processes and practice.
  - Ensure regular audits of child protection practice occur.
  - Access and provide resources required to support the programme and make these available for kaimahi and clients.
  - Develop functional internal and external relationships with key stakeholders (government, local government and community-based organisations).
  - Provide support and advice to kaimahi regarding child abuse and neglect.

All public areas within our organisation will display information, brochures and posters pertaining to accessing support and interventions for child abuse and neglect. These must be provided in a range of languages that reflect the cultural diversity of the wider region.

## DEFINITIONS

Child abuse refers to the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect, or serious deprivation of any child/tamariki, young person/rangatahi (Section 14B Children, Young Persons, and Their Families Act 1989).

This includes actual, potential and suspected abuse.

- Physical abuse – any acts that may result in physical harm of a child or young person.
- Sexual abuse – any acts that involve forcing or enticing a child to take part in sexual activities, including child sexual exploitation, 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 – the persistent failure to meet a child’s basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.

Child, Youth and Family – the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.

New Zealand Police – the agency responsible for responding to situations where a child is in imminent danger and for working with Child, Youth and Family in child protection work, including investigating cases of abuse or neglect where an offence may have occurred.

### Identifying possible abuse or neglect

Information on identifying possible abuse or neglect is detailed in ‘Working together to keep children and young people safe. An Interagency Guide. This document should be read in conjunction with this policy.

In brief, kaimahi need to be aware of the indicators of potential abuse and neglect. These indicators as noted in Working Together include:

Physical signs	Behavioural concerns
Developmental delays	The child talking about things that indicate abuse ( <i>sometimes called an allegation or disclosure</i> )
Physical neglect	Neglectful supervision
Medical neglect	Abandonment

Every situation is different and it's important to consider all available information about the child and their environment before reaching conclusions. For example, behavioural concerns may be the result of life events, such as divorce, accidental injury or the arrival of a new sibling etc.

Kaimahi are to seek advice from their Manager or Child Safety Team members if they suspect or identify signs of abuse or neglect.

## 2.7.2 RESPONDING TO SUSPECTED ABUSE OR NEGLECT

In all cases where a Kaimahi has a concern about a child/tamariki/young person/Rangatahi being or likely to be abused or neglected (refer to Definitions) by an adult or another child/tamariki or young person/Rangatahi, they will report this to their manager/supervisor and make referrals/notify key Kaimahi to assist in the formulation of a plan to address the care and protection concerns.

A referral to Oranga Rangatahi may be made at any time.

It is mandatory for all concerns to be reported/referred to the Child Protection Coordinator within a time period which allows for effective consultation/advice to be given.

The decision to inform a parent/caregiver about a referral to Oranga Tamariki and/or the Police will be done with consideration to the immediate safety of the child.

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 may be destroyed

Permission of a parent/guardian is required for any medical examination of a child or young person under 17 years.

Exceptions are: Authorised persons working under Section 125, Health Act 1956, who have the statutory power to enter a school or early childhood centre to examine a child without a court order or parental consent. These authorised persons are a Medical Officer employed in the Ministry and person authorised by the Ministry of Health i.e. Public Health Nurses.

Victims should always be consulted where a support person is being provided for to ensure that the person is appropriate, and acceptable to the victim and does not further endanger them.

Kaimahi will not question extensively a child who has disclosed abuse, or who is displaying signs of possible abuse. However, it is important that a child is listened to and responded to appropriately.

In all cases of suspected abuse, the information and concerns will be made available only to those Kaimahi who have a need to know. This will be determined by management and Child Safety Team.

All Kaimahi 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 Child Safety Team.

*Responding to a child when the child discloses abuse:*

Listen to the child	Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the child's cultural identity and how that affects interpretation of their behaviour and language.
Reassure the child	Let the child know that they: <ul style="list-style-type: none"> <li>• Are not in trouble.</li> <li>• Have done the right thing.</li> </ul>
Ask open-ended prompts, eg: What happened next?	Do not interview child (in other words, do not ask questions beyond open prompts) Do not make promises that can't be kept, eg: I will keep you safe now.
If the child is visibly distressed	Provide appropriate reassurance and re-engage in appropriate activities under

	supervision until they are able to participate in ordinary activities
If the child is not in immediate danger	Re-involve the child in ordinary activities and explain what you are going to do next.
If the child is in immediate danger	Contact the Police immediately.
As soon as possible formally record the disclosure	Record: <ul style="list-style-type: none"> <li>• Word for word, what the child said.</li> <li>• The date, time and who was present.</li> </ul>

*Recording and notifying Child, Youth and Family of suspected abuse or neglect:*

<b>What process to follow</b>	<b>For example,</b>	<b>Key considerations</b>
Recording	Formally record: <ul style="list-style-type: none"> <li>• Anything said by the child.</li> <li>• The date, time, location and the names of any kaimahi that may be relevant.</li> <li>• The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g., any physical, behavioural or developmental concerns).</li> <li>• The action taken by your organisation.</li> <li>• Any other information that may be relevant.</li> </ul>	Relevant information can inform any future actions.
Decision- making	Discuss any concern with the manager/supervisor or the designated person for child protection.	No decisions should be made in isolation.
Notifying authorities	Notify Oranga Rangatahi promptly if there is a belief that a child has been, or is likely to be abused or neglected. A phone call to the National Contact Centre is the preferred initial contact with Oranga Rangatahi as this enables both parties to discuss the nature of the concerns and appropriate response options.	Oranga Rangatahi will Make the decision to inform the parents or caregivers, in consultation with our organisation. Advise what, if any, immediate action may be appropriate, including referring the conc
Following the advice of Oranga Rangatahi	Oranga Rangatahi advice will include what, if any, immediate action may be appropriate, including referring the concern to the Police.	Oranga Rangatahi is responsible for looking into the situation to find out what may be happening, whether our organisation needs to work with the family/whānau or put them in touch with people in their community who can help.

Storing relevant information	Securely store: <ul style="list-style-type: none"> <li>• The record of the concern.</li> <li>• A record of any related discussions (including copies of correspondence, where appropriate).</li> <li>• A record of any advice received</li> </ul> Records assist in identifying patterns. <ul style="list-style-type: none"> <li>• The action your organisation took, including any rationale.</li> <li>• This concern with any earlier concerns, if the notification is based on an accumulation of concerns (rather than a specific incident).</li> </ul>	Records assist in identifying patterns.
------------------------------	---	---

### 2.7.3 REPORTING CONCERNS TO ORANGA TAMARIKI OF SUSPECTED ABUSE OR NEGLECT

All reports of concern to Oranga Tamariki must be approved the Manager. All reports of concern must be recorded on the “Reports of Concern Register”.

Reports of concern can be made by calling the free phone 0508 326 459. Oranga Tamariki does not have a form to report these concerns.

### 2.7.4 ALLEGATIONS OR CONCERNS ABOUT KAIMAHI

All matters involving allegations against kaimahi need to be escalated to the Senior Management team. To ensure the child is kept safe, management may take steps to remove the kaimahi member against whom an allegation has been made from the environment, subject to the requirements of the applicable individual or collective employment contract and relevant employment law, including the Human Resources disciplinary PROCEDURESs.

Senior Management will consult with Oranga Tamariki and/or the Police before taking any further actions.

The investigation will seek to establish if there are reasonable grounds to believe that the person has physically ill-treated or abused a child or committed a crime against children; or in guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection (Education (Early Childhood Services) Regulations 2008 Reg. 56). Where the investigation concludes that there are reasonable grounds to believe the allegation, the kaimahi member (or volunteer) concerned will continue to be excluded from licensed premises and prevented from having any further access to children pending implementation of appropriate Human Resources processes for serious misconduct and/or dismissal. It is vital to follow ordinary disciplinary policies, guided by the employment contract/collective employment contract and relevant statutory obligations.

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 a member of kaimahi, which needs to be considered under internal disciplinary procedures.

We commit not to use ‘settlement agreements,’ where these are contrary to a strong culture of child protection. Some settlement agreements allow a member of kaimahi to agree to resign provided that no disciplinary action is taken, and the centre agrees to provide a future employment reference. 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.

### 2.7.5 PROTECTED DISCLOSURE

The Protected Disclosures Act 2022 encourages employees to disclose and report information about serious wrongdoing in the workplace. This Act provides protection for these employees from criminal and legal retribution and outlines the internal procedures to be followed when investigating the matter.

## 2.7.6 WHEN TO MAKE A MANDATORY REPORT

Under the Education and Training Act 2020, employers must make a mandatory report to the Teaching Council of Aotearoa New Zealand (Teaching Council) in certain circumstances. It is the expectation of the Teaching Council that an employer will bring an allegation of serious misconduct to their attention **early in the process** and that a conclusive assessment of the circumstances is **not** required by the employer prior to doing this. Failing to make a report is an offence, which carries a fine of up to \$25,000 unless there is reasonable justification.

Employers must IMMEDIATELY report to the Teaching Council when:

- a teacher is dismissed for any reason;
- a teacher resigns from a teaching position, if within the 12 months preceding the resignation the employer advised the teacher it was dissatisfied with, or intended to investigate, any aspect of the teacher's conduct or competence, or on the expiry of the teacher's fixed-term contract;
- a teacher ceases to be employed by the employer, and within the following 12 months the employer receives a complaint about the teacher's conduct or competence while he or she was an employee;
- an allegation has been made that the teacher has engaged in serious misconduct.
- the employer is satisfied that, despite completing competence PROCEDURESs with the teacher, the teacher has not reached the required competence level.

*Download a Mandatory Report Form from the Teaching Council's website.*

## 2.7.7 CONFIDENTIALITY AND INFORMATION SHARING

All observations, after an investigation has been notified, shall be kept in writing but the file will be sealed for confidential reasons.

The Privacy Act 2020 and the Oranga Tamariki Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the Oranga Tamariki Act 1989, any person who believes that a child has been, or is likely to be harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Child, Youth and Family or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

**Best Practice:** Inform parents of your intention **if it is safe** to do so. However, **parental consent is not required to transfer this information as it will be used to prevent harm to a tamaiti**. Where parents object, the facts should be recorded and note the reasons for your decision to transfer information.

## 2.7.8 RECRUITMENT AND EMPLOYMENT (SAFETY CHECKING)

TTOTW recruitment policy reflects a commitment to child protection by including comprehensive screening procedures. Safety checks will be carried out, as required by the Vulnerable Children Act 2014.

*Please refer to TTOTW HR4 Recruitment and Selection Policy*

## 2.7.9 TRAINING SUPERVISION AND SUPPORT

Management will support initial child protection training for all service delivery kaimahi.

All kaimahi with service delivery responsibilities are required to undertake child abuse and neglect intervention training. The training will consist of:

- A three-hour training session.
- Refresher training.
- Advanced training for designated kaimahi.

## 2.7.10 VOLUNTEERS AND PRACTICUM STUDENTS

Volunteers/students will be welcome into the Centre subject to safety checking.

- At no time will a volunteer or student be left alone with a child but will always be supervised by the Person Responsible or a registered teacher.
- Volunteers/students will not be placed on nappy changing duty.
- Where we rely on a Tertiary Education Organisation (TEO) to carry out the safety check for students on our behalf, we will obtain a letter from the TEO confirming this. If any

components of the safety check have not been completed by the TEO, we are responsible for completing these. We always complete the identity check and risk assessment, even if these have already been completed by the TEO. A separate letter should be obtained for each named student teacher.

### **2.7.11 PROTECTION OF KAIMAHI AND SUPERVISION GUIDELINES**

TTotW is committed to providing a safe working environment for all our kaimahi and to ensuring that employee privacy is protected. We take all reasonable steps to ensure kaimahi safety. TTotW will not disclose personal information (including personal address, phone numbers and personal circumstances) of any employee to any child, parent or member of the public. Information will be kept secure in a locked filing cabinet in the office and only employees with specific authority will be permitted access to confidential employee information.

Kaimahi working in the ECE Centre are well supervised and visible in the activities they perform with children. We maintain a supervision plan that ensures an awareness of our learning environment and clear lines of sight.

We require kaimahi to be observant. If you have a concern regarding a child (i.e. observation of an unusual behaviour, evidence of injury, etc.) then you must document this concern and pass it onto your Person Responsible. We recommend that kaimahi report any such observations immediately to the Person Responsible who will help them determine the appropriate course of action. We recommend that you do not act alone. Your written observation/PURPOSE will be retained by the Centre as confidential information and kept on file for our records.

Physical contact of children during changing or cleansing must be for the purpose of that task only and no more than is necessary. Encourage children to take care of themselves if possible. In making physical contact with children, kaimahi should be guided by the principal that they do so only to meet the child's physical or emotional needs. Touching should never be initiated to gratify an adult's needs. Children should not be asked to take care of adult needs, physical or otherwise. Except in an emergency, children are not taken from the service without parental approval, which must be in writing and noted on their enrolment card.

For the protection of kaimahi who, through the course of their work, are caring for children's bodily needs the following should be noted:

- Children will be accorded dignity and respect in relation to personal care.
- All details of care given in respect to children's genital areas must be recorded with date, time and action taken, as soon as possible after the event. This includes washing genitals (toileting record), applying medication to genitals (medicine book), inspection of genital areas if soreness, itching or injury is suspected (accident book). Children under two years old have this information recorded on their daily record sheet.
- Teachers are not to be left alone with children where a situation could arise where allegations of sexual abuse could be made.

#### **Never photograph a child's ano-genital area, even as a record of your concern.**

Parents should perform care-taking tasks only with their own children. Visitors to the Centre will not perform care-taking tasks with children or be alone with them. There is an open-door policy for private spaces where intimate care-taking of children is required, e.g. toileting, nappy changing and sleeping.

### **2.7.12 VISITORS TO THE ECE CENTRE**

The Person Responsible will ensure that all visitors to the Centre know what adult behaviour is deemed appropriate. Visitors may include contractors, whānau, prospective whānau, older children or any other person that is not kaimahi or an enrolled child. Visitors will always be supervised by a member of the teaching kaimahi.

This Centre has established rules about acceptable touching of children, which are discussed regularly with kaimahi and other adults (Positive Guidance Policy). If a child initiates physical contact in the seeking of affection, reassurance, or comfort it is appropriate to respond. It is not appropriate to force unwanted affection or touching on a child.

**Inappropriate touching for visitors is:** Hugs, kisses, tickling, stroking, sitting child on knee, carrying children, changing children's clothes.

**Appropriate touching is:** Holding hands (e.g. taking children inside), helping children in or out of a swing, physical removal from potentially dangerous situations.

The Person Responsible arranges with teachers to inform visiting students of our policy and speaks personally to the students where possible before any students arrive. Visitors, trainees etc. never toilet or change nappies.

### 2.7.13 PREVENTION OF ABUSE IN THE ECE CENTRE

The supervision plan will ensure effective deployment of kaimahi to keep children safe.

- No closed doors on children's toilets
- Toilet/baby change door to be always open when children are in the room
- Sleeping room and office to have glass windows
- Office door to be kept open if a child is present
- No child is to be in the garden shed.
- No child is to accompany a solitary kaimahi member on any trip outside the Centre.
- Trips to any private home or building are only to be undertaken with more than one Kaimahi member and/or adult present.

### 2.7.14 ECE CURRICULUM

Safety from abuse is part of our education programme. We ensure that children develop respect for their own and others' bodies, minds and spirits. We encourage good self-esteem, awareness of body health, and such concepts as "My body belongs to me" and "I have the right to say no." Our educational programme is based on the *Amazing ME* and *Keeping Ourselves Safe* and a range of books including the following:

Briggs, F. & Hawkins, R. (1997). *Child Protection: a guide for teachers and childcare professionals*. Australia, NSW: Allen & Unwin

Frederico J. (2008). *Some parts are not for sharing*. USA, OK: Tate Publishing

Hansen D. (2007). *Those are my private parts*. USA, CA: Empowerment Productions

King Z. & King K. (2010). *I said No!* USA, CA: Boulden Publishing

Barden, P. (2013). *I'm the boss of my body*. ISBN: 9780646931968

Sanders, J. (2015). *Body Safety Education: A parents' guide to protecting kids from sexual abuse*. Australia, Victoria: E2E Publishing. ISBN 978-0-9871860-8-9

Sanders J. & Zamazing C. (2015). *No Means No*. Australia, Victoria: Upload Publishing. ISBN: 978-1-925089-22-6

### Resources

- Booklet: Sexual Abuse SAY NO! Published by Sexual Abuse Education (Rotorua)
- Booklet: Working Together: An inter-agency guide. Oranga Tamariki (2018)
- Booklet: How can I tell? Published by Child Matters (Hamilton) 07 838 3370
- Booklet: Sexual Behaviours in Children, Published by Sexual Abuse Education
- Parent Leaflet: What can you do about child sexual abuse? Sexual Abuse Education
- Leaflet: When a child tells. Sexual Abuse Education (Rotorua)
- Website: [www.sexualabuse.org.nz](http://www.sexualabuse.org.nz)
- Website: [www.safeguardingchildren.org.nz](http://www.safeguardingchildren.org.nz)
- Website: [www.childmatters.org.nz](http://www.childmatters.org.nz)
- Website: [www.orangatamariki.govt.nz](http://www.orangatamariki.govt.nz)
- Website: [www.safenetwork.org.nz](http://www.safenetwork.org.nz)
- Website: <https://womensrefuge.org.nz>

**Child Protection e-learning Module:** <https://training.education.govt.nz>

*This is a free resource and accessible for all kaimahi employed in the early childhood education sector through the Ministry of Education's Learning Management System. You will need to login using your Education Sector login, then look for Area of Interest – Early Learning.*

Physical clues to child abuse



**Physical abuse**

- Unexplained bruises, welts, cuts, abrasions
- Suspicious locations of injury include: Face, lips, gums, mouth, eyes torso, back, buttocks, back of legs, external genitalia
- Bruises of different colours in different stages of healing
- Shape of suspicious injuries
- Clustered, form regular patterns
- Teeth marks, hand prints, fingertips
- Imprint of article (e.g. belt)
- Unexplained burns
- Small circular burns
- Immersion burns
- Burns showing a pattern (e.g. iron)
- Rope burns on arms, legs, neck, torso
- Unexplained injuries
- Fractures of skull, facial bones, spine
- Dislocations of hip or shoulder
- Multiple fractures at different stages of healing
- Bald patches from hair pulling
- Any fractures in infants

**Sexual abuse**

- Unusual or excessive itching or pain in the anogenital area
- Torn, stained or bloody underwear
- Bruises, lacerations, redness, swelling or bleeding in the anogenital area
- Blood in urine or stool
- Pain experienced in urination or bowel movement
- Sexually transmitted disease
- Urinary infection

**Neglect**

- Inappropriately dressed for season or weather
- Is often dirty or unbathed
- May have severe untreated nappy rash or other persistent skin disorders resulting from lack of hygiene
- Inadequately supervised
- Left with inappropriate caregiver
- Has unattended health problems
- Malnourished
- Inadequate housing
- Non-organic failure to thrive

**Emotional abuse**

- Bed-wetting or bed soiling
- Behavioural clues to child abuse

**Physical abuse**

- Cannot recall how injuries occurred
- Or offers inconsistent explanations
- Is wary of adults or of a particular individual
- May cringe or flinch if touched
- May display a vacant stare or frozen watchfulness
- May be extremely aggressive or extremely withdrawn
- Indiscriminate affection-seeking behaviour
- Extremely compliant or eager to please
- Tries to protect parents or caregiver
- Acts out negative behaviour or language in play
- Frequently provokes punishment
- Dressed inappropriately to hide bruises or other injuries

- Afraid to go home
- Describes abusive situations
- Regressive behaviour
- General sadness
- Could have vision or hearing delay
- Is aggressive to animals or other children

#### **Sexual Abuse**

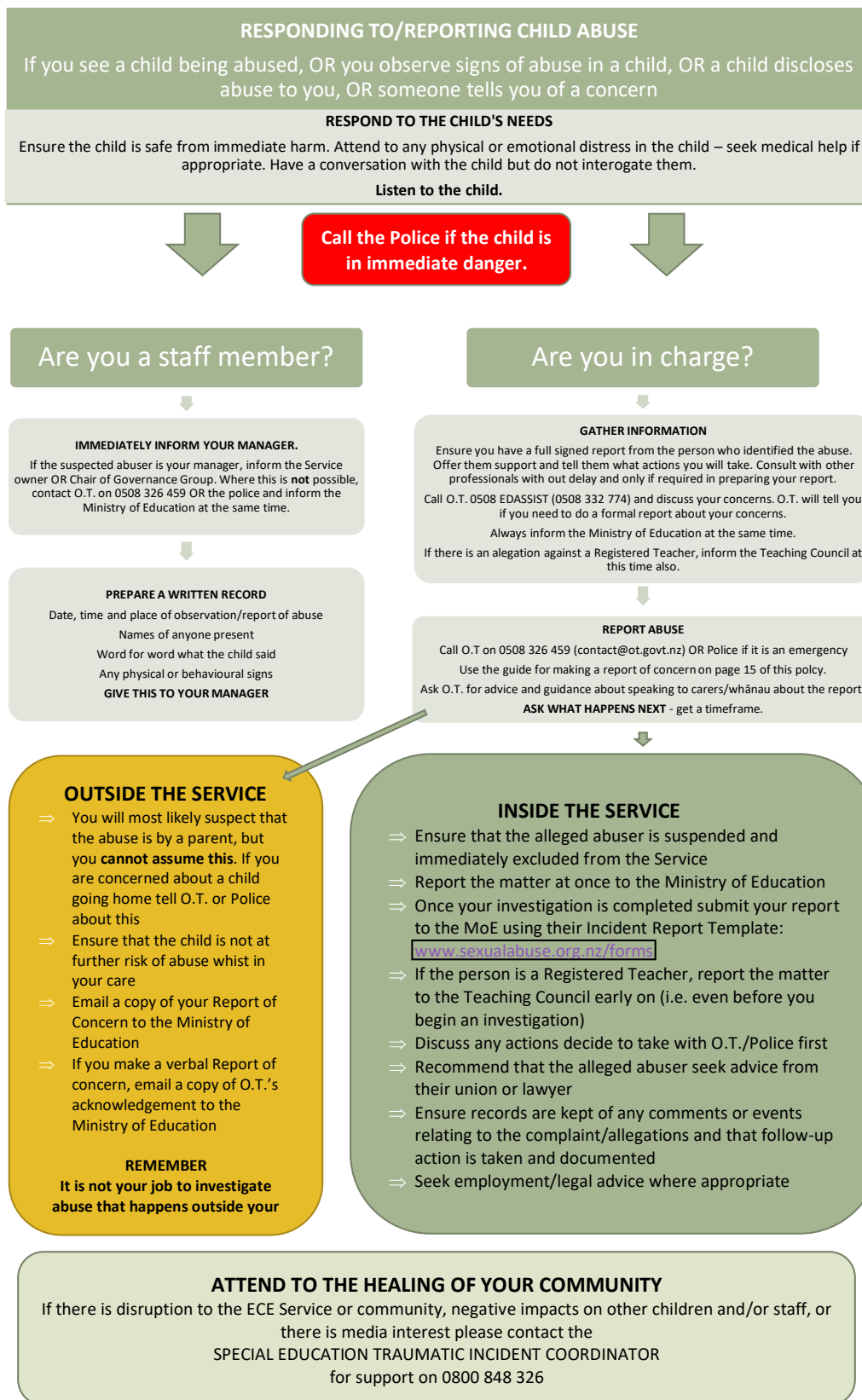
- Age-inappropriate sexual play with toys, self, others, e.g. demonstrates explicit sex acts
- Age-inappropriate sexual drawings or descriptions
- Unusual or sophisticated sexual knowledge
- Refuses to go home, or to another's home for no apparent reason
- Discloses or describes sexual activity or hints at it
- Comments like "I've got a secret" or "I don't like uncle"
- Fear of certain people
- Fear of certain places (bathroom, bedroom)
- Regressive behaviour

#### **Neglect**

- Developmental lags, possible global delays
- Demonstrates lack of attachment to carers
- Demonstrates indiscriminate attachment to other adults
- Is left at home alone or unsupervised
- Demanding of affection or attention
- May steal food
- Has a poor social skill
- Has no understanding of basic hygiene
- Makes a disclosure

#### **Emotional abuse**

- Developmental lags, possible global delays
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour
- Overly compliant
- Displays extreme attention-seeking behaviour
- Extreme inhibition in play
- Models negative behaviour in play (spanking, yelling at dolls)
- Frequent psychosomatic complaints
- Nightmares, poor sleep patterns
- Antisocial behaviour
- Lack of self-esteem
- Obsessive behaviours
- Appears generally sad



- Presence of pathognomonic injuries (characteristic injuries), including loop marks; forced immersion burn pattern; and classic abusive head trauma findings of subdural hematoma, retinal haemorrhage, and skeletal injuries

# Guidance for making a Report of Concern

When you make a Report of Concern you are advocating for the child. It is important that you provide high quality information as this can be key to the child receiving the help they need. When making a Report of Concern take time to consider the information that needs to be included in the report. Consider these points:

- Will the person receiving the report be able to easily understand your concerns?
- Ask a colleague to read your report in confidence before you submit it, just to ensure that your concerns are clear.
- How will you follow up with the agency you filed the report with to ensure your concerns are being addressed?

Here is a list of information useful for Oranga Tamariki or Police to both identify the child and to better understand your concern(s). The more detail you can provide the more effective your report becomes.

- Child's name
- Date of birth or approximate age
- Residential address
- Name(s) of parent/caregiver
- Telephone numbers of carers
- Name(s) of any other children in the household if known
- Name(s) of any other adults in household/whānau
- If relevant, name(s) of the person you are concerned about and their relationship or connection to the child or Early Childhood Centre
- Name of GP or Plunket nurse if known
- What are you concerned about? What have you seen or heard?
- Who was present when you noticed something? When did it happen?
- What did the child say? Use the child's actual words.
- What did the adult say or do that concerned you? Use speech marks. Is it a one-off incident or often occurring?
- If injury is present or disclosed, provide detail of where on the body. Use the body map on page 18.
- Using the child or adult's own words, record how any injury happened and any other details disclosed.
- Provide details of any questions you have asked, and the response given.
- What have you done to safeguard or protect the child?
- Who else is aware of or shares your concern(s)?
- Have you spoken to the child's family of your concern(s)? If not, detail why, for example, fear for child's or your own safety. Do the family know you are making a Report of Concern? If yes, what was their response?
- If you have any reason to believe that a child will be at increased risk of harm because of submitting the Report of Concern, please ensure you highlight this concern in your report.
- Include your full name, job title or relationship to the child or young person. Also, your contact number and name of organisation.

You have the choice to remain anonymous. However, if you include your details in the report the agency will be able to contact you for more detail or clarification if necessary.

If you choose to remain anonymous, please indicate this in your report and clearly state the reason why. Ensure you have included as much detail as possible as the agency will be unable to contact you for more detail or clarification.

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

Where they feel that no action has been taken, ECE staff (from teachers through to the cleaners, cooks, parent help – everybody) are free to make a Report of Concern to Oranga Tamariki about suspected or actual harm and are legally protected from any repercussions by Section 16 of the Oranga Tamariki Act 1989.

## **PHYSICAL SIGNS AND SYMPTOMS**

**Physical indicators that should raise suspicion for maltreatment include the following:**

- Injury pattern **inconsistent** with the history provided
- Multiple injuries/multiple types of injuries
- Injuries at various stages of healing
- Poor hygiene
- Presence of pathognomonic injuries (characteristic injuries), including loop marks; forced immersion burn pattern; and classic abusive head trauma findings of subdural hematoma, retinal haemorrhage, and skeletal injuries

**Bruising over bony prominences is common in childhood, but patterns of bruising that raise the concern of possible abuse include the following:**

- Involvement of multiple areas of the body beyond bony prominences
- Bruising of ears, facial cheeks, buttocks, palms, soles, neck, genitals
- Bruises at many stages of healing
- Bruises in a non-ambulatory child
- Patterned markings resembling objects, grab or slap marks, bites, and loop marks
- Oral injury, lingula or labial frenula tears

**Skeletal injuries in children younger than 2 years may not be obvious; therefore, a skeletal survey screening is recommended. Fractures that raise a high degree of suspicion for inflicted injury include the following:**

- Any fracture in a non-ambulatory infant without clear accidental and consistent mechanism
- Metaphyseal fractures (the neck portion of a long bone)
- Multiple, bilateral, differently aged posterior rib fractures
- Multiple and complex skull fractures if only simple impact history
- Spinous process fractures (a break or crack in the back part of a vertebra)
- Scapular fractures

**Burn patterns that may suggest physical maltreatment include the following:**

- Patterned contact burns in clear shape of hot object (eg, fork, clothing iron, curling iron, cigarette lighter)
- Classic forced immersion burn pattern with sharp stocking-and-glove demarcation and sparing of flexed protected areas
- Splash/spill burn patterns not consistent with history or developmental level
- Cigarette burns
- Bilateral or mirror image burns
- Localized burns to genitals, buttocks, and perineum (especially at toilet-training stage)
- Evidence for excessive delay in seeking treatment, and the presence of other forms of injury.

### Describing injuries

**Abrasion** - A superficial scraping injury of the body surface with or without bleeding

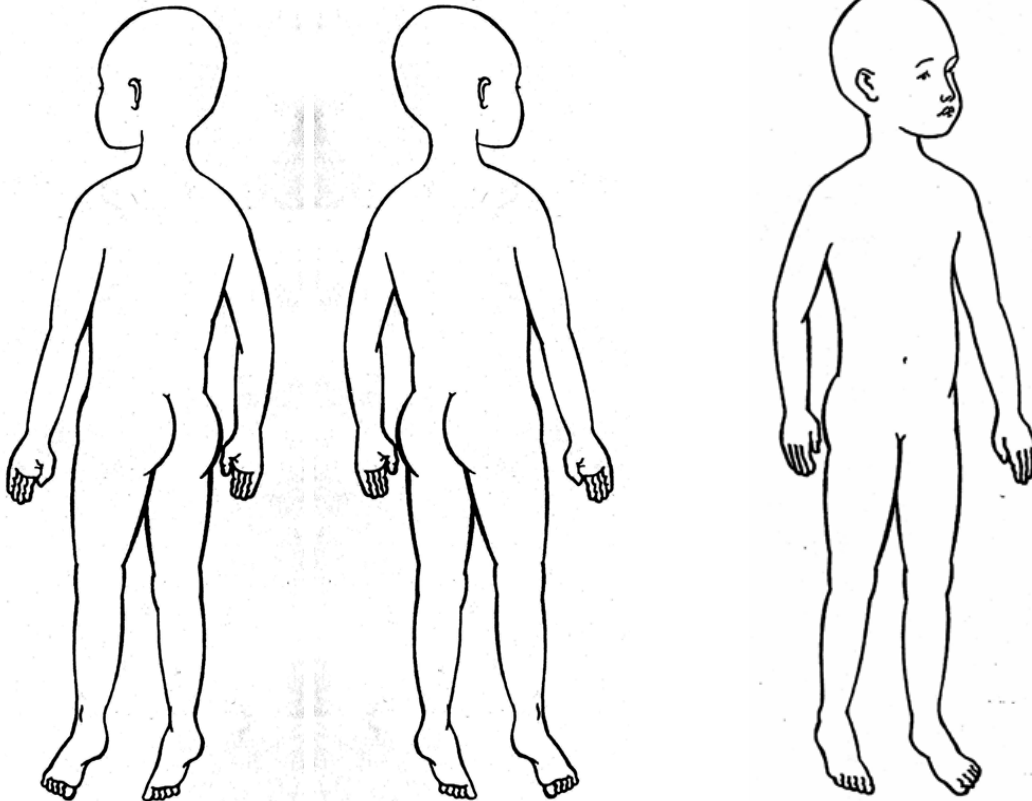
**Bruise** - The skin is discoloured due to ruptured underlying blood vessels/bleeding under the skin

**Incision** - A cutting type injury that severs tissues in a clean and generally regular fashion

**Laceration** - A tear or split in the tissues

In describing a wound consider the following features:

- Site
- Size
- Shape
- Surrounds
- Colour
- Contours
- Course
- Contents
- Age
- Borders
- Classification
- Depth



Tamaiti/Child: Date: Time:

Kaiako/Teacher 1: Kaiako/Teacher 2:

## Goals for Adult Behaviour

Adults working with children will:

- foster harmonious working relationships with other adults, including parents/caregivers and kaimahi;
- model appropriate behaviour and relationships with other adults as well as with children;
- affirm the positive in their approach to child guidance;
- be consistent and reliable in their behaviour with children;
- demonstrate empathy with children's feelings;
- help children to recognise their feelings and to express them in appropriate ways;
- have realistic expectations of what children at different stages can be expected to do or cope with;
- establish a few clear, constant rules about what is acceptable and what is unacceptable behaviour;
- encourage children to care for equipment, the environment, and other people;
- use the management of behaviour as a positive opportunity for learning appropriate social skills, and for thinking about concepts such as justice;
- use clear, simple, and friendly direction;
- value mistakes as learning opportunities;
- be objective when assessing children's behaviour;
- consider the child's behaviour within the context of the environment.

Inappropriate practice for adults working with children includes:

- inflicting verbal or physical punishment;
- isolating children;
- labelling children with derogatory words;
- shaming or comparing children;
- ignoring unacceptable behaviours.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation.

Kaimahi accused of or observed engaging in inappropriate practice **will be suspended** and excluded from the licensed premises pending full investigation.

The Protected Disclosures Act 2000 encourages employees to disclose and report information about serious wrongdoing in the workplace. This Act provides protection for employees who make such a disclosure from criminal and legal retribution and outlines the internal procedures to be followed when investigating the matter.

Who can you speak to if you have a concern?

Date:

Signed by member of kaimahi:

## Contacts

AGENCY	PHONE NUMBER	INFORMATION
New Zealand Police	111	If you believe a child is in immediate danger, call NZ Police on 111.
<a href="#">Oranga Tamariki</a>	0508 EDASSIST (0508 332 774) or email <a href="mailto:edassist@ot.govt.nz">edassist@ot.govt.nz</a> (this is the dedicated contact for schools and early learning services)	If you are worried about a child or want to discuss, report, or refer a concern, contact Oranga Tamariki.
<a href="#">Healthline</a>	0800 61 11 16	Healthline can provide you with advice about a child who appears unwell or hurt, or has any symptoms of sickness.
<a href="#">Shine Helpline</a>	0508 74 46 33	Shine can provide advice and support for anyone seeking information about family harm.
<a href="#">Crimestoppers</a>	0800 55 51 11	If you have any concerns about reporting a potential case of family harm, Crimestoppers will support you to pass on key information anonymously.
<a href="#">Are You Ok</a>	0800 456 450	Are You OK helpline will be able to provide information and advice on family violence. As well as referrals to local family violence services.
<a href="#">Safe to Talk</a>	0800 044 334 or email <a href="mailto:support@safetotalk.nz">support@safetotalk.nz</a>	Safe to Talk helpline will be able to provide information and advice on sexual harm. As well as referrals to local sexual harm services.
Special Education Traumatic Incident Coordinator	0800 84 83 26	Support if there is disruption to the ECE Service or community, negative impacts on other children and/or kaimahi, or there is media interest.

If you're required to notify another agency of an incident, you **must notify MoE** at the same time (HS34). This includes any notification to WorkSafe, the Teaching Council, Oranga Tamariki or health authorities etc.