

CHILD PROTECTION POLICY TIKANGĀ WHAKARURUHAU TAMARIKI

TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY

Drafted by:	Approved by Board and Whānau on:
Scheduled Review Date:	Version:

PURPOSE | TŪĀPAPA

Te Rangihakahaka Centre of Science and Technology holds the mana and wellbeing of our tamariki and rangatahi as paramount in everything we do.

This policy presents how we will ensure the safety and protection of our tamariki and rangatahi from physical, emotional and/or sexual harm, ill-treatment, abuse, neglect or deprivation. It outlines the procedures and protocols we will follow if child abuse is reported to us or suspected by us.

We must also ensure that we are all responsible for monitoring and managing our own behaviours at all times within our Centre and while working with our tamariki. This policy demonstrates our commitment to supporting the role the Police and Oranga Tamariki (Ministry of Vulnerable Children) play in any situation disclosed to them and how we insure the tamaiti is protected and kept safe at all times.

PRINCIPLES | NGĀ POUTĀUHU

At all times and in any situation, the tamaiti is kept safe and cared for.

- We recognise the rights of whānau to raise, care for and protect their tamaiti and support whānau in doing this
- We are committed to ensuring all staff are able to identify potential abuse and then take appropriate action in response
- We act in a timely manner
- We comply with relevant legislative responsibilities
- We ensure that any and all disclosures about alleged abuse are acknowledged, investigated and appropriate action taken to ensure the safety of tamaiti who make disclosures
- We ensure children and staff have access to appropriate medical, psychological and legal services and support
- The Framework for the principles of the Treaty of Waitangi are implemented throughout this policy

This policy is reviewed annually and is part of the **Staff and Volunteer induction programme**.

The booklet: Working together to keep children and young people safe is filed alongside this policy in the policy manual.

Te Rangihakahaka

Centre for Science & Technology

**CHILD PROTECTION POLICY
TIKANGĀ WHAKARURUHAU TAMARIKI**

PROCEDURES | TĀHUHU – NGĀ POUPOU

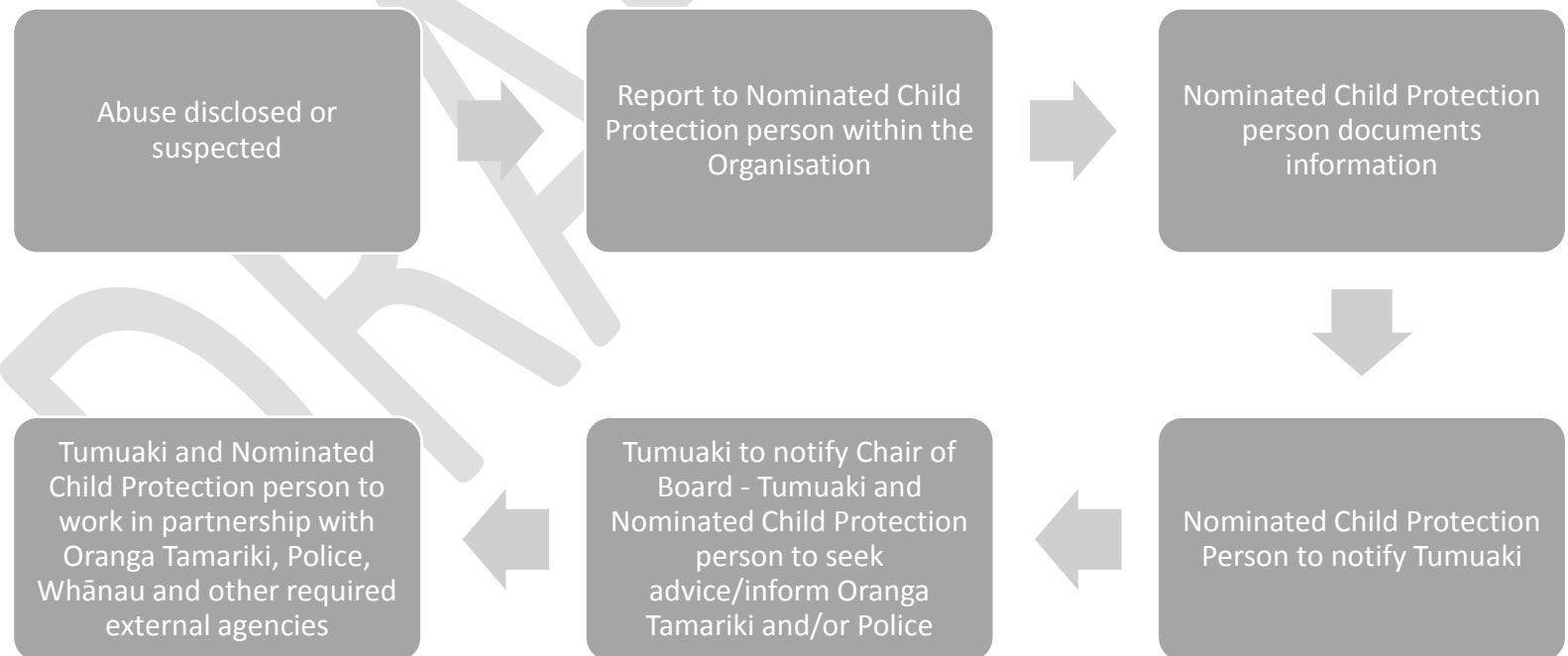
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PROCEDURES | TĀHUHU – NGĀ POUPOU

All Staff, Whānau, Volunteers, Board and members of the community that are associated with Te Rangihakahaka Centre of Science and Technology are responsible for being familiar with and abiding by, this policy.

The Nominated Child Protection Person along with the Tumuaki is responsible for reporting incidences, documenting the facts and contacting the appropriate agencies.

If child abuse is suspected or disclosed the following happens;



ABUSE DISCLOSED OR SUSPECTED

Our tamariki may try different ways to tell someone they are suffering from abuse or neglect. Remember it is unusual for tamariki to make up situations of abuse. If a tamaiti tells you about abuse you should:

Listen and be reassuring – It's really important to make the tamaiti feel safe in telling you:

- Accept what they have to say and make sure you don't say anything critical like, 'Why didn't you tell me sooner?'
- Let them know it's good they told you about it.
- Let them know it's not their fault.
- Let them know it's not ok for things like this to happen to kids.
- Tell them you will get help
- Inform the Nominated Child Protection Person as soon as possible

It's best not to question them about their experience, just listen and be reassuring. The best response might be "thank you for telling me about that, now we're going to get some help for you".

Report the disclosure directly to the Nominated Child Protection Person – As soon as the tamaiti is safe, report the incident to the Nominated Child Protection Person. They will then notify the Tumuaki and take the next appropriate steps of action.

Write it down | Document Information – As soon as possible, write down what the tamaiti tells you, using the same words they say, and how you responded. Use the **Record of Concern** form (appendix 1)

PROCEDURES | NGĀ HEKE

Once the tamaiti is safe and the Tumuaki has been informed, the Chairperson of the Board needs to be informed. The Tumuaki and Child Protection Person is responsible for:

- contacting Oranga Tamariki and/or the Police if and when required
- contacting any specialist agency
- sharing information to others within the organisation while maintaining confidentiality and ensuring the best interests of the tamaiti are protected
- all actions and reason for them are recorded and stored in a secure place with limited access to designated people
- working in partnership with Oranga Tamariki, Police and any other external agency if the need arises
- ensuring the whānau of the tamaiti and the extended Centre whānau are cared for and helped as much as possible to welcome back the tamaiti in to positively engaging in their learning once again

APPENDICES | KŌWHAIWHAI – TŪRAPA

Appendix 1 - Record of Concern

Record of Concern			
Tamaiti Name:			Year:
Date:		Time:	
Korero/Notes: (Write the tamaiti's actual words as much as possible)			
<p style="text-align: center;">Who What When How Where</p>			
Child Protection Person Informed:		Action taken:	
Signed:		Name:	
Position:		Date:	Time:

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MĀRAMATANGA

A tamaiti is better able to learn, be curious and take full advantage of their time at our centre if they are safe and free from any form of abuse, neglect and/or harm. If their mana is intact then they are more able to thrive and prosper and become TOA MATARAU.

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