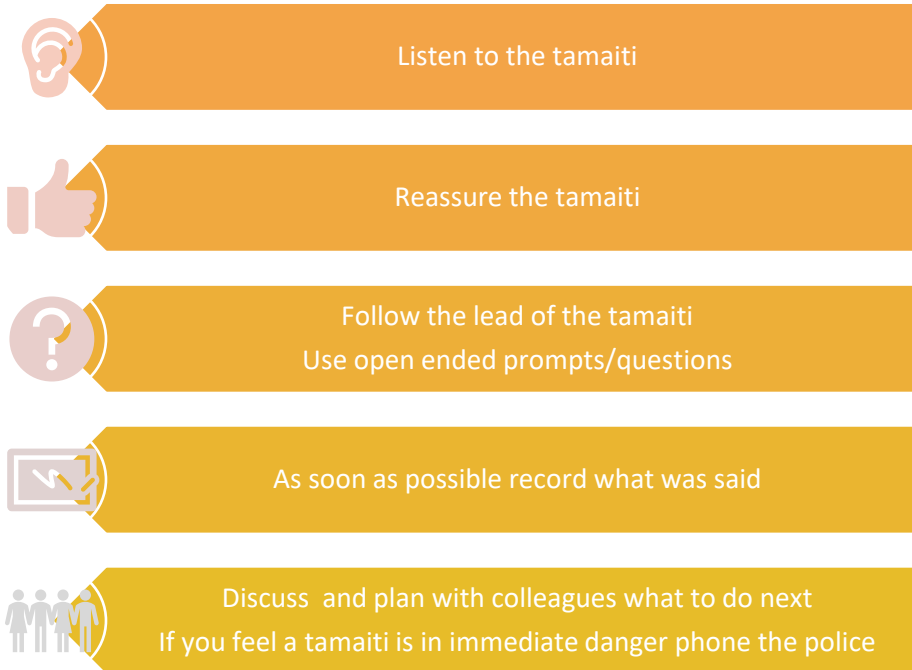
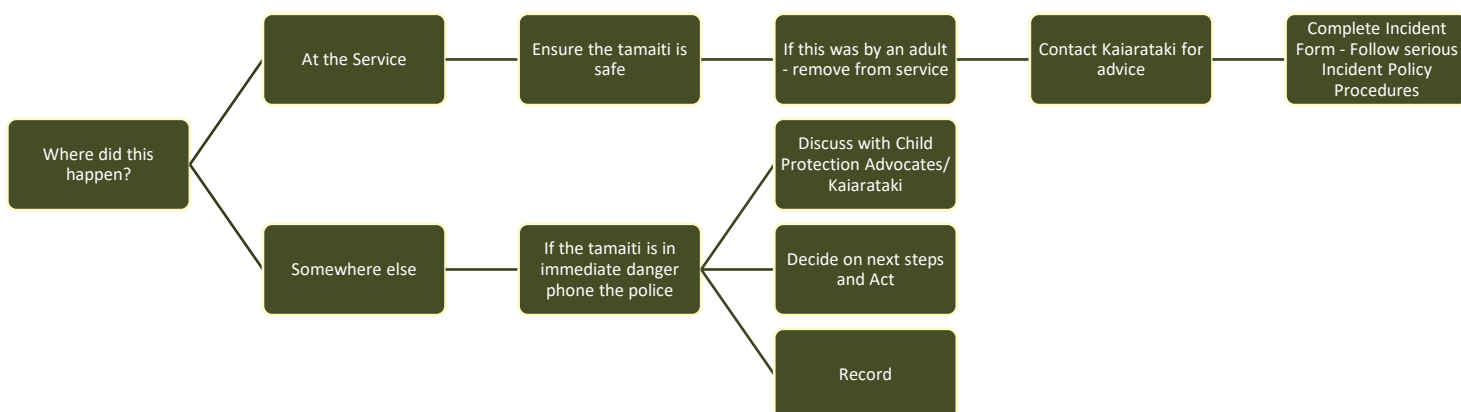


PROTECTION OF TAMARIKI/CHILDREN POLICY

Recognising and Responding to Disclosures.



Reporting Suspected Child Abuse



Refer to the body procedures at the end of this policy for more detail

PROTECTION OF TAMARIKI/CHILDREN POLICY

Purpose	<p>Tamariki have the right to be protected at all times from abuse of any type including physical, verbal, sexual, emotional, family violence and neglect.</p> <p>All Central Kids employees have an obligation to ensure the wellbeing of tamariki in their care and a commitment to the prevention of and protection against child abuse.</p> <p>Protecting tamariki from abuse and neglect is the responsibility of everyone in Aotearoa New Zealand. It is the people and communities around tamariki who are in a prime position to prevent them from experiencing harm or neglect.</p>
Explanation	<p>Early childhood educators and support staff come into contact with tamariki and whānau every day. We all need to be aware of the signs of abuse and neglect as well as knowing what to do should we encounter a child protection concern.</p> <p>Evidence shows tamariki who experience abuse, neglect, stressful and poor-quality childhoods (ACEs) are more likely to: - develop mental health problems; physical health problems; addictions; anti-social behaviours; more likely to perform poorly in school; die sooner than tamariki who have not experienced these</p> <p>Child-centred decision-making informs action, recognising the vulnerability of tamariki.</p> <p>Professional behaviour is the standard for all employees to ensure that tamariki are kept safe.</p> <p>Employees actions and interactions will comply with New Zealand law and support external agencies e.g. Oranga Tamariki policy and procedures.</p> <p>Central Kids support a culture of employees constructively challenging poor practice in which employees feel confident they can raise issues of concern without fear of reprisal.</p> <p>Provision of a safe environment, free from physical, emotional, verbal or sexual abuse is the responsibility of all employees within Central Kids services.</p> <p>The safety and wellbeing of the child is the top priority when investigating suspected or alleged abuse. Central Kids employees recognise:</p> <ul style="list-style-type: none"> • the importance of early intervention. • the principle of applying the least intrusive intervention necessary to protect tamariki • the importance of concerns about the safety of tamariki being taken seriously <p>Whānau shall be supported to protect their tamariki.</p> <p>Employees will be inducted and trained in child protection policies and processes.</p> <p>Employees will be supported through any involvement in child protection issues.</p> <p>There are clear policies and procedures in place that are accessible to employees, along with sources of advice on best practice.</p> <p>Employees understand safe practice. For example, when and how to touch tamariki and what is expected of them when they are alone with a tamaiti.</p> <p>Employees understand the importance of working together with professionals from other agencies, to better address the needs of tamaiti.</p> <p>Best practice, safe recruitment procedures are implemented.</p> <p>Central Kids will work towards continuous improvement in their child protection practices.</p>

PROTECTION OF TAMARIKI/CHILDREN POLICY

Scope	This policy applies to Central Kids employees, trainee teachers, volunteers, unpaid workers undertaking educational or vocational training courses, itinerant teachers, contractors, parents, visitors
Guidelines	<ul style="list-style-type: none"> • The interests and protection of the tamaiti is paramount in all actions relating to this policy. • The rights of the whānau to participate in the decision-making about their tamariki shall be recognised and encouraged. During the induction of tamariki, whanau will be provided with the Tamaiti/Child Protection Statement of commitment • Best practice is to raise vulnerability concerns with whānau and caregivers early. This approach is aimed at preventing child abuse from occurring. By travelling a journey with the whānau honestly and openly, it allows them to engage and get the help they need to meet the needs of the tamaiti at a community level • If you feel at all concerned that sharing this information or making a report of concern could result in a tamaiti being punished, abused or taken away by the whānau or caregivers, then <u>do not</u> inform the whānau. Document why you decided not to inform whānau in the referral form and your notes. • Information regarding any concerns about an individual tamaiti shall be shared by close of day with relevant colleagues such as the Kaiwhakaako/Kaiarataki/Education Leader and/or designated child protection person. • Central Kids has a commitment to ensure that employees are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response. • Central Kids has a commitment to support employees to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are consistent and high quality. • The relevant legislative responsibilities shall be complied with, policies and procedures shall be updated when necessary. • Central Kids has a commitment to promote a culture where employees feel confident that they can constructively challenge poor practice of employees, or other agency employees working with tamariki in Central Kids services, and/or raise issues of concern without fear of reprisal. • This policy shall be included for discussion within each initial employee induction programme. • Kaiwhakaako are responsible for ensuring the employees at their service understand and adhere to this policy. Kaiwhakaako are responsible for ensuring employees within their service have undertaken the appropriate training associated with this policy. <p>Potential indicators</p> <p>Indicators are signs (something observed by you), symptoms (something the tamaiti experiences) or and/or behaviours (how a tamaiti or adult acts) that, when found either on their own or in various combinations, may indicate possible abuse, family violence or neglect leading</p>

PROTECTION OF TAMARIKI/CHILDREN POLICY

you to have concerns about the wellbeing if tamariki. In many cases, indicators are found in combinations or clusters.

All employees who work with tamariki shall become familiar with the potential indicators of abuse.

The chart at the end of this policy illustrates signs, symptoms and behaviours of potential abuse.

Confidentiality and Information Sharing

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

The Privacy Act allows for information to be shared with other relevant professionals when there is a concern about a tamaiti. Learn more about the Privacy Act [here](#)

The Oranga Tamariki Act update in 2019 allows for the sharing of information with relevant professionals to occur if you are concerned about the wellbeing or safety of a tamaiti you can share information. Well-being can be social, emotional, educational or cultural. The intention of sharing information on wellbeing is to this is to support early intervention and prevent situations becoming safety issues.

Prior to sharing information, you should consult with whānau about sharing their information if it is safe, practical and appropriate to do so and take views of whānau into account. However, you do not need their consent. If it is unsafe to consult with whānau or could increase the risk to the tamaiti, do not consult. Document in your recording system the reasons why you chose not to inform whānau. You can always consult with Oranga Tamariki about informing whānau.

You can request information from another service to assist you to understand what is happening for a tamaiti.

As long as requesting information or sharing of information is about wellbeing or safety of tamariki and the service/agency is on the list of regulated services you can:

- Provide or request information from another service/agency to gather pieces of the jigsaw that can help you understand the risks or needs of the tamaiti
- Share a piece of the jigsaw to help another service/agency understand the risks or needs of the tamaiti.

Regulated services you can provide information to or request information from can be found [here](#).

If you are aware of family violence occurring, you must consider sharing this information if you think this will reduce risk or increase safety for any victim of family violence (Family Violence Act 2018)

The Family Violence Act and The Oranga Tamariki Act are above the Privacy Act if by sharing the information you will increase the wellbeing and safety of tamaiti or any other person.

View Oranga Tamariki's website page about information sharing [here](#)

PROTECTION OF TAMARIKI/CHILDREN POLICY

View the information sharing material relating to the Family Violence Act 2018 [here](#)

Protocols to follow when information is required from services by [external agencies](#)

1. Should an employee receive a request for information about a tamaiti from an external agency the request shall be immediately forwarded to the Executive Assistant | Ringa Āwhina Kaihautū.
2. The Executive Assistant | Ringa Āwhina Kaihautū will request information from the Kaiwhakaako.
3. The Kaiwhakaako will provide written Information to the Executive Assistant | Ringa Āwhina Kaihautū within the time specified in the request for information.
4. The Executive Assistant | Ringa Āwhina Kaihautū will collate the information and prepare a response on Central Kids letterhead. This will then be reviewed and approved by the Kaitiaki Ako Torowhānui | Education Leader (or a delegated person - Kaiarataki or CEO).
5. The letter and any supporting documentation shall then be e-mailed to relevant agency.
6. The electronic copy is filed securely at Tari Matua. No copies are to be retained at the service, all requests for information sent to the service shall be destroyed once forwarded to Tari Matua

PROTECTION OF TAMARIKI/CHILDREN POLICY

Safe Working Practices

- Employees shall be aware of the need to avoid being alone with a tamaiti or tamariki in secluded areas of the service.
- Employees shall not change a tamaiti clothing or bathe a tamaiti in a secluded area. If it is necessary to do so, in the interest of the right to privacy of a tamaiti, another adult shall be made aware of this necessity and shall check the area at regular intervals.
- Whānau shall be advised whenever a tamaiti has had to be bathed or changed.
- If it is necessary for a tamaiti to be withdrawn by an adult for their own safety or the safety of others, or because the tamaiti is upset or unsettled, the employee involved must ensure that the tamaiti is withdrawn to an open place where both employee and tamaiti are always visible. At no time shall a tamaiti be withdrawn into a secluded area.
- Any employee who is concerned about the behaviour of another employee, or any other person, within the service in relation to the handling of a tamaiti or tamariki, shall contact the Kaiwhakaako or a Kaiarataki or the Education Leader for advice on how to proceed.
- Employees should be aware of the possibility of being called upon to justify any instance when they touch a tamaiti.
- Physical contact is necessary when working with babies, toddlers and young children. However, employees should be aware that all physical touch should be in response to a tamaiti needs at the time and should be developmentally appropriate and respectful of culture, background and ethnicity.
- Touching should never be initiated to gratify the adult's needs.
- It is not appropriate to persist with physical demonstrations of warmth or affection if the child shows that these are not wanted.
- All practicable steps shall be taken to protect tamariki from exposure to inappropriate material (for example, or an explicitly sexual or violent nature). Inappropriate material comes in many forms e.g. websites, magazines, cards and song lyrics. Each service team should discuss and agree to how this is managed at their service (refer to Annual Plan Workbook).
- No person on the premises shall use, or be under the influence of, alcohol or any other substance that has a detrimental effect on their functioning. Visitors, volunteers and outside instructors should be monitored by employees. Each service team should discuss and agree to how this is managed at their service (refer to Annual Plan Workbook).
- Employees must ensure that any Central Kids policy relating to the issue of child abuse is strictly adhered to.

Recruitment and Employment:

All personnel employed or engaged by Central Kids are safety checked prior to being employed and then every three years after in accordance with the Children's Act 2014. (GMA7A)

If there is any suspicion that an applicant may pose a risk to a tamaiti, employment processes will be followed ensuring that tamariki safety is paramount.

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Safety Checking includes but is not limited to:

- verification of identity (including previous identities)
- an interview
- information about work history
- referee information
- information from any relevant professional organisation or registration body
- a New Zealand police vet
- a risk assessment.

Using the information gathered from Safety Checking, People and Culture and/or the Kaiarataki will conduct a risk assessment of the persons suitability to be employed as a person of trust working with children. The risk assessment involves an evaluation of all information collected to assess if there is any risk to the children's safety.

Central Kids rely on the Police vet undertaken by the Teaching Council of Aotearoa, as part of a teacher's registration and practising certificate process, to fulfil the Police vetting component of the safety check. Where there are any concerns, the People and Culture Leader will consult with the Education Leader before any offer of employment is made.

Training, Supervision and Support:

Training, resources and/or advice shall be made available to ensure that all employees are competent to carry out their roles in terms of this policy.

- On induction, the employee's leader will go through the contents of this policy with the employee. A copy of this induction record will be sent to HR Support within four weeks of starting their role.
- Employees work training records will reflect their initial induction and subsequent refreshers.
- The services professional learning and development budget will include provision for employees to receive training to ensure that they are able to respond to the needs of tamariki accessing the service, including understanding the signs and symptoms of potential abuse or neglect, cultural frameworks for working with children and their whānau and responding appropriately.
- All Kaiako Māraurau will have child protection training every two years.
- Training may be on-line or in person. Child Matters and Safeguarding Children are preferred providers. Child Matters and Safeguarding Children are registered charitable trusts that provide training, guidance, advice, education and support to protect children.
- A record of this training and the date it was completed will be logged in the employees file on People Inc by forwarding a copy of the record/certificate to HRSupport@centralkids.org.nz.
- To ensure that employees who work with tamariki remain conversant with and periodically reflect on the contents of this policy and procedures all teams shall

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participate in child protection discussions each quarter. A record of these discussions are kept in the Annual Plan Workbook.

- Teams shall discuss strategies to implement, should a person enter the premises who is not authorised to have contact with a tamaiti.
- To support employees to identify, evaluate and respond to sexual behaviours that may be of concern, a printed copy of 'Sexual Behaviours in Children and Adolescents' will be readily available for employees to refer to. This can be downloaded from Central Kids intranet.
- Oranga Tamariki has developed the Working Together guide on inter-agency working to identify and respond to potential abuse and neglect. The Kaiwhakaako shall ensure teachers are familiar with this guide.
- Should employees require support following the involvement in any disturbing child protection matter, Central Kids will arrange appropriate care such as counselling.

Designated Child Protection Officer

The Kaiatiaki Ako Torowhānui/Education Leader is the Designated Child Protection Officer for Central Kids. This role includes

- Being the driver of early intervention and child protection culture within the organisation.
- Ensuring that in addition to the Kaiarataki, there are child protection advocates in each rohe.
- Along with Kaiarataki being a "go-to" person for Central Kids employees
- Ensuring the development and implementation of the tamaiti/child protection policy and procedures.
- Along with Kaiarataki sharing advice, information including making reports of concern
- Record keeping and reviewing cases that are notifiable events
- Monitoring of consistent application of the child protection policy and procedures.
- Identifying and implementing training needs for employees.
- Along with the Kaiarataki work with employees who have become desensitised to tamariki who have experienced abuse e.g. neglect.

In addition, each service will identify a child protection advocate from the team This person's responsibility is to

- Ensure that quarterly discussions on tamaiti/child protection are held and recorded (Annual Plan Workbook)
- Ensure that new employees are inducted into the tamaiti/child protection protocols of Central Kids by talking them through the Protection of Tamariki/Children
- Ensure that relievers have access to the Protection of Tamariki/Children Policy

Also, each rohe has two Child Protection Advocates. One is the Kaiarataki and the other is a Kaiwhakaako who has had additional child protection training. This role is to

- Ensure that child protection issues are part of the rohe hui agenda – at least once a year
- Be available for Child protection discussions with other employees from the rohe

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	<div data-bbox="331 327 1493 999" data-label="Diagram"> </div> <p data-bbox="331 1077 528 1106">Non-Employees</p> <p data-bbox="331 1115 1461 1211">Central Kids have formed an agreement with other organisations conducting a safety check on our behalf by completing a Memorandum of Understanding (MoU) or similar as well as an identity check and risk assessment e.g. students on practicum or relieving teacher agency.</p> <p data-bbox="331 1238 1485 1496">Central Kids will request confirmation (orally or in writing) of the safety checking status of children’s workers employed by other organisations who are hosted at our services (such as public health nurses, hearing and vision testers or dental therapists) from those organisations. This is usually done by the service Kaiwhakaako as the onsite representative for Central Kids and the information held in the Occupational Health and Safety Folder B2. There is no need to request this is if the children’s worker is employed by Ministry of Education, Oranga Tamariki or the Education Review Office and has an official identification document from their department.</p> <p data-bbox="331 1523 1485 1630">There is no requirement to safety check contractors who are engaged to work in the service but do NOT work with tamariki such as plumbers, electricians UNLESS that person spends unsupervised time with tamariki. Contractors shall not be left unsupervised with tamariki.</p> <p data-bbox="331 1657 1090 1686">For more information follow this link: Adult Safety Checks</p>
<p>Definitions</p>	<p data-bbox="331 1731 1158 1760">Tamaiti: Anyone below the age of 18 years. Ref: Children’s Act 2014</p> <p data-bbox="331 1787 1485 1895">Child abuse means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any tamaiti or young person. Oranga Tamariki Act 1989 (section 2)</p> <p data-bbox="331 1921 1422 2029">Physical abuse: any acts that may result in physical harm of a tamaiti. Physical abuse is the intentional use of physical force against tamariki that results in, or has a high likelihood of resulting in, risk to the tamaiti’s life, health and wellbeing. Physical abuse includes hitting,</p>

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	<p>beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. It can also include a whānau member pretending that the tamaiti is ill.</p> <p>Sexual abuse: involves forcing or enticing a tamaiti to take part in contact or non-contact sexual activities. Tamaiti may or may not be aware of what is happening. This may involve: physical contact including assault by penetration (rape or oral sex); Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing; non-contact activities such as involving the tamaiti looking at, or in the production of sexual images; watching sexual activities; encouraging tamariki to behave in sexual ways; grooming tamariki in preparation for abuse; forcing or enticing tamariki to take part in sexual acts; exposure to pornography or sexual activities; voyeurism – secretly watching or filming.</p> <p>Emotional abuse: any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. Emotional abuse is a pattern of repeated harm that can break the spirit of the tamaiti.</p> <p>Neglect: the persistent failure to meet a child’s basic physical or psychology needs. This can include but is not limited to nutritional, emotional, educational, physical, supervision, or medical</p> <p>Family Violence: Definitions of childhood exposure to family violence vary but usually include seeing, hearing, getting caught up in or experiencing the results of physical or sexual assaults between their caregivers. Importantly, tamariki do not have to see the violence occurring to be harmed by it. Awareness of violence, living in the atmosphere afterwards or potential violence that might occur at any moment significantly contributes to harm.</p> <p>A secluded space: any area to which another adult has restricted visual access.</p>
References	
Standards	<p>Ngā Tikanga Matatika - Code of Professional Responsibility for the Teaching Profession Children’s Act 2014 Oranga Tamariki Act 1989; Children’s and Young People’s Well-being Act 1989 Oranga Tamariki Act 1989; Children’s and Young People’s Well-being Act 1989 Section 17 VCA Practical Guide Disclosure of health information Early Childhood Regulations Section 56 Licensing Criteria for Centre-Based ECE Services</p> <ul style="list-style-type: none"> • HS27 • HS31 • HS32 • HS33 • HS34 • HS56 • GMA7a <p>Safer organisation safer children Privacy Act 2020</p> <p>Family Violence Act 2018 Sharing information safely</p> <p>Education and Training Act 2020 section 7c and section 491</p>

PROTECTION OF TAMARIKI/CHILDREN POLICY

	<p>How can I tell? - provided by Child Matters</p> <p>Sexual Abuse Education</p> <p>Support Services - provided by Safeguarding children Tiakina ngā tamariki</p> <p>Adult Safety Checks</p> <p>Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015</p> <p>UNCROC - UN Convention on the Rights of the Child</p>
<p>Service Documents</p>	<p>Appointments</p> <p>Appointments of Relievers</p> <p>Annual Plan Workbook</p> <p>Changing children procedure</p> <p>Tamaiti/Child Protection Statement of commitment Childhood Sexualised Behaviours – Traffic Lights</p> <p>Code of Conduct</p> <p>Complaints</p> <p>Custodial Issues</p> <p>Fairness & Disciplinary</p> <p>Hazard Risk Register</p> <p>Health & safety</p> <p>Incident Form</p> <p>Induction Checklist</p> <p>Information and Communication Technology</p> <p>Safety Check Request for Children’s Workers – Non Employees</p> <p>Serious Incident Policy</p> <p>Supervision Plan</p> <p>Trauma policy</p> <p>Use of Kindergarten/Centre</p> <p>Work training records</p>
<p>Policy Review</p>	<p>Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.</p>

PROTECTION OF TAMARIKI/CHILDREN POLICY

Procedures

The four R's of Child protection are recognise, respond, report, record.



Recognise More details and examples of indicators of sexual abuse are available in the book '[How Can I Tell?](#)' (Child Matters)

Emotional Abuse		
<p>Indicators of Emotional Abuse: There may be physical indicators that a tamaiti is being emotionally abused. Some examples of this are:</p> <ul style="list-style-type: none"> • Bed-wetting or bed soiling that has no medical cause • Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains) • Prolonged vomiting or diarrhoea • Not attaining significant developmental milestones • Dressing differently from other tamariki in the family • Being deprived of satisfactory physical living conditions compared with other tamariki in the family 	<p>There may also be indicators in a tamaiti behaviour that could indicate emotional abuse. Some examples of this are:</p> <ul style="list-style-type: none"> • Suffers from severe developmental gaps • Severe symptoms of depression, anxiety, withdrawal or aggression • Severe symptoms of self-destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse • Overly compliant; too well-mannered; too neat and clean • Displays attention seeking behaviours or displays extreme inhibition in play • When at play, behaviour may model or copy negative behaviour and language used at home 	<p>There may be indicators in adult behaviour that could indicate emotional abuse. Some examples of this are:</p> <ul style="list-style-type: none"> • Constantly calls the tamaiti names, labels the tamaiti or publicly humiliates the tamaiti • Continually threatens the tamaiti with physical harm or forces the tamaiti to witness physical harm inflicted on a loved one • Has unrealistic expectations of the tamaiti • Involves the tamaiti in “adult issues”, such as separation or access issues • Keeps the tamaiti at home in a role of subservient or surrogate parent
Neglect		
<p>Indicators of Neglect: There may be physical indicators that a tamaiti is being neglected. Some examples of this are:</p> <ul style="list-style-type: none"> • Inappropriate dress for the weather • Extremely dirty or unbathed • Inadequately supervised or left alone for unacceptable periods of time • Malnourished 	<p>There may also be indicators in a tamaiti behaviour that could indicate neglect. Some examples of this are:</p> <ul style="list-style-type: none"> • Demonstrates severe lack of attachment to other adults • Poor ECE attendance or engagement at ECE • Poor social skills • May steal food • Is very demanding of affection or attention 	<p>There may also be indicators in an adult's behaviour that could indicate neglect. Some examples of this are:</p> <ul style="list-style-type: none"> • Fails to provide for the tamaiti basic needs, such as housing, nutrition, medical and psychological care • Fails to enroll a tamaiti in ECE/ school or permits truancy • Leaves the tamaiti home alone

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<ul style="list-style-type: none"> Severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene 	<ul style="list-style-type: none"> Has no understanding of basic hygiene 	<ul style="list-style-type: none"> Is overwhelmed with own needs and puts own needs ahead of tamaiti needs
Physical Abuse		
<p>Indicators of Physical Abuse: There may be physical indicators that a child is being abused. Some examples of this are:</p> <ul style="list-style-type: none"> Unexplained bruises, welts, cuts, abrasions Unexplained burns Unexplained fractures or disclosures 	<p>There may also be indicators in a tamaiti behaviour that could indicate physical abuse. Some examples of this are:</p> <ul style="list-style-type: none"> Is wary of adults or of a particular individual Is violent to animals or other children Is dressed inappropriately to hide bruises or other injuries May be extremely aggressive or extremely withdrawn Cannot recall how the injuries occurred or gives inconsistent explanations 	<p>There may be indicators in adult behaviour that could indicate physical abuse. Some examples of this are:</p> <ul style="list-style-type: none"> May be vague about the details of the cause of injury and the account of the injury may change from time to time May blame the accident on a sibling, friend, relative or the injured tamaiti Shakes an infant Threats or attempts to injure a tamaiti Is aggressive towards a tamaiti in front of others May delay in seeking medical attention for a tamaiti
Indicators of Sexual Abuse		
<p>There may be physical indicators that a tamaiti is being sexually abused. Some examples of this are:</p> <ul style="list-style-type: none"> Torn, stained or bloody underclothing Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area Blood in urine or faeces Sexually transmitted disease Unusual or excessive itching or pain in the genital or anal area 	<p>There may also be indicators in a tamaiti behaviour that could indicate sexual abuse. Some examples of this in young children are:</p> <ul style="list-style-type: none"> Age-inappropriate sexual play with toys, self or others Bizarre, sophisticated or unusual sexual knowledge Comments such as “I’ve got a secret”, or “I don’t like Uncle” Fire lighting by boys Fear of certain places e.g.: bedroom or bathroom <p>Some examples of this in older tamariki are:</p> <ul style="list-style-type: none"> Eating disorders Promiscuity or prostitution 	<p>There may be indicators in adult behaviour that could indicate sexual abuse. Some examples of this are:</p> <ul style="list-style-type: none"> May be unusually over-protective of a tamariki Is jealous of a tamaiti relationships with peers or other adults or is controlling of the tamaiti May favour the victim over other tamariki Demonstrates physical contact or affection to a tamaiti which appears sexual in nature or has sexual overtones

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	<ul style="list-style-type: none"> • Uses younger tamariki in sexual acts • Tries to make self as unattractive as possible 	
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Sexual development and sexual play are natural and healthy in tamariki. (Eric Hollis)

Knowing how to identify and respond to sexual behaviours in tamariki and adolescents helps adults to support the development of healthy sexuality and protect young people from harm or abuse.

Sexual behaviour may be expressed in a variety of ways including language; touch; exploring one's own body or another's; sexual activity; games and interactions.

When tamariki or adolescents display sexual behaviour that increases their vulnerability or causes harm to another, adults have a responsibility to take action to provide support and protection.

Adults who care for these young people have a duty of care to provide relevant information and support.

By following steps 1, 2 and 3 adults can learn to identify, assess and respond to sexual behaviour in tamariki and adolescents.

Reference: 'Sexual Behaviours in Children and Adolescents'

1. IDENTIFY: What is the behaviour? Green, Orange or Red?

Sexual development is influenced by many factors.

When using the traffic lights framework to categorise behaviour, it is necessary to consider the current social, cultural and familial context.

The table in 'Sexual Behaviours in Children and Adolescents' on the centrefold lists specific examples of red, orange and green light behaviours at various ages. Note that these are examples only and must be considered in context.

Use the traffic lights framework to identify the appropriateness of the behaviour and then follow steps 2 and 3 to evaluate and respond.

All green, orange and red behaviours require some level of attention and support.

Sexual behaviours that are outside what is considered 'normal' – behaviour that is excessive, secretive, explicit, compulsive, coercive or degrading indicate a need for immediate intervention and action.

Sexual behaviours that are outside 'normal' behaviour in terms of persistence, frequency or inequality in age or developmental abilities signal the need to take notice and gather information to assess the appropriate action.

Sexual behaviours that are 'normal', considered healthy – spontaneous, curious, light hearted, easily distracted, experimentation and equality of age, size and ability levels provide opportunities to give the child or adolescent positive feedback and information.

2. EVALUATE: What is the behaviour communicating?

All behaviour communicates.

When tamariki or adolescents do not have the language, experience or ability to seek help, adults must look carefully at their behaviour to find out what they need.

When sexual behaviours are identified as inappropriate or offending, adults must think about why the young person is exhibiting the behaviour.

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Understanding the tamaiti and the issues that may be contributing to the behaviour, guides the planning of effective responses.

3. RESPOND: What can be done to address the tamaiti needs?

All behaviour has a function.

When adults understand why the behaviour may be occurring, they can respond by helping to meet the needs of tamariki and adolescents in more appropriate ways.

Behaviour usually reflects a range of needs. Many strategies may be required to respond to these needs.

It is also important to address the needs of the people who have an impact on the lives of tamariki or adolescents, e.g. family, carers, kaiako and support workers.

What action should adults take?

All green, orange and red-light behaviours require some form of attention and response.

It is the level of intervention that will vary. Form agreements with the team on how you will deal with sexual behaviour.

Green light behaviours may be opportunities to provide positive feedback and information which supports healthy sexuality.

Orange and red light behaviours may require observation, documentation, education, reporting, increased supervision, therapy and/or a legal response.

How serious is the behaviour?

When sexual behaviour raises concern or involves harm to others, the behaviour is serious. Thinking about the context in which the behaviour occurs helps to establish the seriousness of the behaviour.

If sexual behaviour is observed

1. Redirect tamariki to other areas of play following team protocols
2. Inform the person responsible immediately
3. Inform parents/caregivers (verbally and in writing – Incident Form) – provide a copy of Sexual Behaviours in Children and Adolescents and Childhood Sexual Behaviours to the whānau.
Should the Kaiwhakaako believe that this will put the tamaiti at more risk advice on how to proceed will be sought directly from Oranga Tamariki by the Kaiwhakaako or Kaiarataki. A record of this advice shall be recorded (date, time and person spoken to). Include in this record why the decision was made not to inform whānau.
4. Work with the parents/caregivers to form an agreement on how you will work together to respond to this behaviour
5. Forward a copy of the Incident Form to the Kaiarataki



Reporting and responding to suspected abuse or neglect

If an employee has a concern about a tamaiti safety or wellbeing they will, in all instances, report this to their Kaiwhakaako/Kaiarataki. This will be done at the first possible opportunity to best ensure the safety of the tamaiti. The exception to this is when the concern is around the practice or behaviour of the Kaiwhakaako/Kaiarataki in relation to a tamaiti safety or wellbeing and the employee feels unable to raise the issue with that person. In this case the employee will discuss the matter with a Kaiarataki or the Education Leader (Kaitiaki Ako Torowhānui).

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The severity of the suspected abuse or neglect is not up to the employee or Kaiwhakaako/Kaiarataki to determine. The Kaiwhakaako/Kaiarataki has the ultimate responsibility to ensure appropriate authorities are notified. Each situation needs to be taken on its own unique circumstances when deciding how to proceed.

In consultation with their Kaiwhakaako/Kaiarataki, employees should always respond if they suspect abuse or neglect of a tamaiti, regardless of who may be involved, as follows:

- i. **Contact the Police** immediately if a child is in immediate danger. The primary response must be to ensure the safety of the tamaiti.
- ii. **Contact Oranga Tamariki** to discuss appropriate steps where:
 - a) A tamaiti has disclosed abuse or neglect (see table below)
 - b) Abuse or neglect of a tamaiti has been disclosed by the person responsible
 - c) An employee has observed abuse or neglect, or suspects abuse or neglect on the basis of their own observations
 - d) A third party has told an employee of known tamaiti abuse or neglect, or of their suspicions of possible tamaiti abuse or neglect
 - e) There is tamaiti on tamaiti sexualised behaviour that is not considered 'normal' (refer to the Sexual Behaviours document – green is normal, orange and red are not). Explicit sexual acts are deemed 'red'
- iii. Where there is an incident involving tamariki at the service, whānau should be informed immediately, both verbally and in writing (use the Incident Form). Additional information following conversations with whānau shall be recorded and kept with the Incident Form. Should the Kaiwhakaako believe that this will put the tamaiti at more risk, advice will be sort directly from Oranga Tamariki by the Kaiwhakaako or Kaiarataki. A record of this advice shall be recorded (date, time and person spoken to)
- iv. When an 'Outside Agency' has been informed of an incident that occurred on site or during the course of Central Kids operations, the Education Leader must be contacted. It is the Education Leaders responsibility to inform the Service Provider Contact, ensure that MoE are notified and any reports to them are provided. A record of this notification shall be kept.
- v. **Contact local whānau social service providers** (such as Whānau Ora or Strengthening Families) where the concern is more of a general, wellbeing related concern and not specifically about abuse or neglect. The services available in each community will vary and may include a range of government and non-government providers who will be able to help the tamaiti and their whānau. Each Ministry of Education office will have a readily accessible and up to date list of contact details of local social service providers.

Kaiako and support staff have a responsibility to discuss any tamaiti protection or wellbeing concerns with their leader before contacting Oranga Tamariki in relation to any of the above. An exception to this is when the tamaiti is deemed to be in immediate danger.

Kaiwhakaako/Kaiarataki have a responsibility to ensure that the appropriate authority is notified when an employee informs them that a tamaiti has been, or is likely to be, or is suspected of being, abused or neglected. This extends to ensuring that all known information about the tamaiti, young person, and their siblings and whānau, is shared in full with the appropriate authority, to determine the most appropriate response.

Where a **third party** has advised of the abuse, that person should be encouraged to report the information to Oranga Tamariki. The employee should ensure that this is done by following up with Oranga Tamariki.

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Allegations or concerns about Central Kids employees specifically

As an employer, Central Kids has a dual responsibility to the tamaiti and the employee. The decision to follow up on an allegation of suspected abuse or neglect against an employee should be made by the employee's leader, the Education Leader and/or People and Culture Manager and if necessary in consultation with The Ministry of Education, Oranga Tamariki and the Police, to ensure that any actions taken do not undermine any investigations being conducted, or to be conducted, by the external agencies.





If Central Kids has reasonable grounds to believe that a person employed or engaged in the service, or any other person has physically ill-treated or abused a tamaiti or committed a crime against tamariki; or in guiding or controlling a tamaiti, has subjected the tamaiti to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter or protection then that person will be excluded from coming into contact with the tamariki participating in the service ([Education \(Early Childhood Services\) Regulations 2008](#)), Central Kids will:

- Initiate an investigation into the allegation
- Ensure that the person is excluded from contact with tamariki and does not enter or remain in any premises where the service is provided while the investigation takes place.
- recommend that the suspected abuser seeks support from their union or lawyer.
- ensure records are kept in regards to the complaint or complaints and or allegations and follow-up action is taken and documented.
- seek legal employment advice where appropriate.
- ensure all relevant Central Kids policies and procedures are upheld



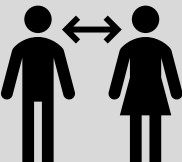
Where there is an allegation pertaining actions of an employee or there is an incident where the care and protection of tamariki is compromised the Education Leader has the responsibility to inform the Service Provider Contact and ensure that MoE are notified and where this pertains to certificated teacher actions, follow the mandatory reporting guidelines in the Education and Training Act 2020 [section 7c](#) and [section 491](#). The Education Leader shall ensure each organisation is kept informed of the situation including preparing written reports to the local MoE office and Teaching Council.

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Responding to a child when the child discloses abuse:

<p>Listen to the tamaiti</p> 	<p>Disclosures by tamariki are often subtle and need to be handled with care, including an awareness of the tamaiti cultural identity and how that affects interpretation of their behaviour and language. Tell the tamaiti that “you believe what they are saying/showing you”.</p> <p>It is important to allow time when a tamaiti discloses and show compassion and empathy – that the adult really cares about what the tamaiti is telling them.</p> <p>Adults need to be aware of all barriers that prevent a child from disclosure e.g.</p> <ul style="list-style-type: none"> • Language and intellectual ability • Communication barriers – lack of language and or intellectual disabilities that may prevent child from disclosing <p>These tamariki may disclose – directly, indirectly through behaviour, emotions, art, appearance, inquiry and discussions, or through a third party.</p> <ul style="list-style-type: none"> • It can be easy for adults to put the abuse indicators down to the tamaiti disabilities, rather than seeing them for what they are.
<p>Reassure the tamaiti</p> 	<p>Let the tamaiti know that they are not in trouble and have done the right thing. While reassuring the tamaiti it is important that you do not agree ‘not to tell anyone’.</p> <p>Tell the tamaiti what is going to happen next</p> <p>Don’t make promises you can’t keep</p>
<p>Ask open ended questions or use prompts, e.g. “What happened next?”</p> 	<p>Do not interview the tamaiti (do not ask questions beyond open prompts for the tamaiti to continue). Your role is to gather information – not to dig for it.</p> <p>You can use these types of questions so you avoid leading the child</p> <ul style="list-style-type: none"> • tell me about it • explain what happened • describe it
<p>If the tamaiti is visibly distressed</p> 	<p>Provide appropriate reassurance and engage in appropriate activities under supervision until they are able to participate in ordinary activities.</p>
<p>If the tamaiti is not in immediate danger</p>	<p>Re-involve the tamaiti in ordinary activities and explain what you are going to do next.</p>

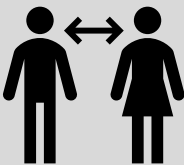


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<p>As soon as possible formally record the disclosure</p> 	<p>Record:</p> <ul style="list-style-type: none"> • Word for word, what the tamaiti said. • The date, time and who was present.
<p>Discuss with your colleagues, leader and/or Kaiarataki</p> 	<p>Explain what happened, Agree on next steps and follow these through.</p>

Recording and notifying Oranga Tamariki of suspected child abuse or neglect

What process to follow	Key considerations
<p>Recording</p> 	<p>Relevant information can inform any future actions Records assist in identifying patterns which may indicate child abuse. Read back to previous documentation to identify patterns and repeated concerns. What you report may be based on an accumulation of concerns (rather than a specific incident).</p> <p>Record to justify decisions made. For example, the reason why you decided not to inform whānau or caregiver about a report of concern you are submitting.</p> <p>Record so that other staff members can understand your concerns, actions taken and outcomes.</p> <p>Record as soon as possible</p> <ul style="list-style-type: none"> • Anything said by the tamaiti. • The date, time, location and the names of any staff that may be relevant. • Record facts not opinions. • The concerns or observations that have led to the suspicion of abuse or neglect (e.g., any physical, behavioral or developmental concerns).

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	<ul style="list-style-type: none"> • Concerns you may have about the behaviour of the adults in the life of the tamaiti e.g. talking irrationally, not communication at all (shutting down), being given different information from different members if the whānau, Agitated and aggressive behaviour towards Kaiako. • The action taken by Central Kids. • Any other information that may be relevant e.g. body map. (DO NOT TAKE PHOTOS) • Record all details and communications of suspected child abuse or neglect. Include the outcomes of each case and advice sought from: <ul style="list-style-type: none"> ○ Your Designated Person ○ Oranga Tamariki or the Police
<p>Decision- making</p> 	<p>No decisions should be made in isolation</p> <p>Discuss any concern with the Kaiwhakaako/Kaiarataki</p> <p>Think "What if I'm right?" Not "What if I'm wrong?"</p> <p>What could it mean for the tamaiti if what you suspect is happening, is occurring?</p> <p>Think the unthinkable.</p>
<p>Notifying authorities</p> 	<p>Phone the Police if you believe the tamaiti to be in immediate danger</p> <p>Phone Oranga Tamariki promptly if there is a suspicion that a child has been or is likely to be abused or neglected.</p> <p>Phone: 0508 ED ASSIST (0508 332 774) for an immediate response Email: edassist@ot.govt.nz</p> <p>Be prepared prior to making your call or making an effective report of concern. Click here for helpful information when making a report of concern.</p> <p>It is then up to Oranga Tamariki to determine what happens next and provide you with any advice</p>
<p>Following the advice of Oranga Tamariki</p> 	<p>Oranga Tamariki advice will include what, if any, immediate action may be appropriate, including referring the concern to the Police.</p> <p>Oranga Tamariki is responsible for looking into the situation to find out what may be happening, whether Central Kids needs to work with the whānau or put them in touch with people in their community who can help.</p>

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Storing relevant information



Securely store: The record of the concern in Discover. Include

- any related discussions (including copies of correspondence, where appropriate).
- A record of any advice received
- The action Central Kids took, including any rationale.
- a copy of any referrals or Report of Concern and outcomes.
- your efforts to share information including emails and unsuccessful attempts.