



POLICY AND PROCEDURES

Human Resource Management 15

CHILD PROTECTION

POLICY

Sport BOP is committed to the safety and protection of children for whom it directly provides a service for or comes in contact with during the course of work. Sport BOP will work to up skill all staff using the Sport BOP Child Protection Framework to ensure employees are able to identify and manage indicators of actual and/or suspected child abuse and direct referrals onto the appropriate professional agency to best protect children.

This policy recognises the important role and responsibility staff have in identification of suspected child abuse and/or neglect, and the early recognition of children at risk of abuse, and also ensures that any services provided or actions taken in respect of child abuse, neglect, or suspected or potential child abuse and neglect situations are guided by this organisation's Child Protection Policy and Procedures.

Active Families Advisors often visit their clients within the home setting. Sport BOP recognise that staff may observe and identify suspected child abuse and/ or neglect and require clear processes to ensure the protection of the child is a priority focus. In addition, Sport BOP staff interact with large numbers of children when providing or assisting with school sporting events and, as such, must have the necessary processes to report any child protection concerns.

For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.

PROCEDURES

These procedures outline the steps staff and Sport BOP as an organisation will undertake to ensure children are safe. It applies to actions by management and employees, and includes students and people working under contract for the service.

Training

- All staff / volunteers working directly with children will receive specific training and instruction in how to recognise and respond to suspected child abuse or neglect. Training will include signs of potential abuse, knowledge of the procedures to follow if confronted with allegations or evidence of child abuse and an understanding the roles of agencies involved in child abuse preventions.
- All staff will attend an annual Child Protection 'in-service' as part of an SDM.
- The Child Protection Officer will present the Child Protection Policy and Procedures to new staff members as part of the induction process.
- An acknowledgement of the Sport BOP Child Protection Policy and Procedures and Indicators of potential abuse or neglect is required in specific employment agreements of 'front line' staff members.

Identification of potential abuse or neglect

- Child protection concerns can arise either by disclosure, or recognition of possible indicators, signs or symptoms in a child receiving services from Sport BOP. It also includes children who are not direct clients, but may be observed through a Sport BOP role, for example during a home visit, or at a Sport BOP led or directed activity

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Recruitment

- Ensuring that robust recruitment processes are followed, with all new staff fully safety checked prior to working unsupervised with children. This will include identity checking and police vetting. Refer to the Police Vetting Policy and Recruitment and Selection Policy for full details.

Police Vetting of existing staff

- Ensuring that all existing staff whose roles are covered by the Vulnerable Childrens Act (VCA) will have a police vetting check every 3 years.

Performance & Development

- Child protection core competencies will be inserted in the KPI forms of front line staff, and will be discussed as part of the annual P&D process.

Child Protection Officers

- Sport BOP will appoint a Child Protection Officer (CPO) to the main responsibility for assisting staff in matters in relation to child protection. There will also be an appointed Deputy Child Protection Officer (DCPO) should the other staff member be unavailable.

Staff responsibilities

- All volunteers, work experience students or visitors must be under direct supervision of a staff member and never be alone with a child or young person.
- Front line staff in particular must be aware of and alert to the possible indicators of neglect or abuse and all staff will have an awareness through in-service and induction training.
- Where there are concerns about suspected abuse or neglect staff must follow the guidelines outlined in the Sport BOP Child Protection Framework relating to appropriate actions to protect the wellbeing and safety of children and young people, whether the child/young person is directly or indirectly a client/patient of the service
- Staff will ensure they keep themselves and their younger clients safe by adhering to these rules:
 - All staff should examine the opportunities or possible situations there are for staff to be alone with children. This should be avoided wherever possible. Extremely careful judgement is required if there is a situation when this occurs.
 - Wherever possible, an open door policy for all spaces should be used.
 - Unless required by children or parents, there is no need to assist school aged children with toileting. If the situation arises, communicate with another staff member that this is happening.
 - All staff must avoid inappropriate physical contact with children or young persons. Physical contact must be child initiated and done so to meet the needs of the child or young person's physical or emotional needs only.
 - Adult conversations should not be held in front of the child or young persons.
 - Staff clothing should be appropriate for participating in activities and a role model for children.
 - Do not enter any house or situation that feels uncomfortable about on arrival.
 - If any safety concerns are raised on a referral form or initial phone contact with the child's family; arrange any required visits to be had at an alternative venue i.e. Sport BOP office or school,.

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- Document the address of the home visit in the staff member's electronic diary and communicate with another staff member on expected return time.
- If there is an **immediate safety issue**, the staff member should **phone the police (Dial 111)** in the first instance.

Responding to suspected abuse or neglect

- Staff should refer to the 'Responding to Suspected abuse or neglect' flow charts and procedures when dealing with a suspected case of abuse or neglect. -.
- If suspicions have not been confirmed as significant, continue to monitor the situation closely in consultation with others. If concerns are confirmed as significant, then follow flow chart procedure for **Recording and notifying Oranga Tamariki – Ministry for Children of suspected child abuse or neglect.**
- The wellbeing and safety of the child will be the primary concern when any decision or action is taken regarding concerns about a child's wellbeing.

Referrals to Child, Youth and Family (CYF)

- Staff and/ or management are not required to seek parental permission to report their concerns.

Referrals process

- Referrals to Oranga Tamariki – Ministry for Children are made by phone or fax.

0508 326 459

Lines open 24/7, or email us at contact@mvcot.govt.nz.

After 5pm and on weekends social workers are only available for emergency situations, but we still urge you to call so we can assess your needs.

- Relevant forms are available:
 - Referral Form to CYF: <http://www.cyf.govt.nz/keeping-kids-safe/if-you-are-worried/>
 - Child's Body Diagram (as appropriate) <https://www.starship.org.nz/for-health-professionals/national-child-and-youth-clinical-networks/>

Referring a child to Oranga Tamariki who is not a client (i.e., during a school sport event)

- All cases of child protection are to be activated by Sport BOP, even if the child concerned is not a client. Refer to the procedures on the flow charts.

Confidentiality and Information Sharing

- All notes and observations from an investigation shall be kept confidentially. Care should be taken for the staff member to share verbal confidential details only with the CPO / Deputy CPO or if they are not available, their team leader.

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Allegations or concerns about staff

- All matters involving allegations against staff need to be escalated to the management team, who will investigate the complaint.
- The manager will inform the complainant of the process to be followed, what information will be considered, and when the investigation is likely to be completed.
- To ensure the child is kept safe, management may take steps to remove the staff 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 procedures.
- Management will consult with Oranga Tamariki and/or the Police before taking any further actions.
- Sport BOP commits not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerns the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

Documentation

Sport BOP staff are required to:

- Document there was an incident on the client's database file if they are a client
- Complete the Record of Concern Form or referral to Oranga Tamariki if appropriate
- The above to be completed as soon as practicable after the incident. Care should be taken to record the information accurately and appropriately. Records should be factual (not opinion or hearsay)
- A copy of all reports/ incident forms to be scanned and kept on G Drive (both for Sport BOP clients and those who are not) under the Health and Safety folder which will have restricted access to only CPO and Deputy CPO.
- A letter to the child's GP will be completed if appropriate (to be discussed with CPO) informing him/her of a referral to Oranga Tamariki. Ensure that the Sport BOP CPO is aware and has checked this correspondence before sending. Only for families on Active Families Programmes.

Staff Support

Staff can access support through:

- A debrief with the Child Protection Officer or your team leader or manager
- Sport BOP will pay the cost of a staff member seeing an independent counsellor as specified in the Workplace Wellness Policy.

Incident Reporting

- Staff are to report and complete an incident report for any related issues, for example threats of harm because a Oranga Tamariki referral is being made.

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RELEVANT FORMS AND LINKS

- The Privacy Act 1993
- Children, Young Persons and their Families Act 1989 – specifically Sections 15 and 16
- Child, Youth and Family “*Working together to keep children and young people safe*”
- <https://www.orangatamariki.govt.nz/>
- Ministry of Health (2002). Family Violence Intervention Guidelines – child and partner abuse. Wellington.
- National Child Protection Alert System Memorandum of Agreement with the Ministry of Health and New Zealand Paediatric Society. 2012
- Legislation – Vulnerable Children Act 2014
- <http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html>



HEIDI LICHTWARK
CHIEF EXECUTIVE OFFICER

DATE: 16 November 2020

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Appendix 1

INDICATORS OF POTENTIAL ABUSE OR NEGLECT

- <https://www.orangatamariki.govt.nz/identify-abuse/>

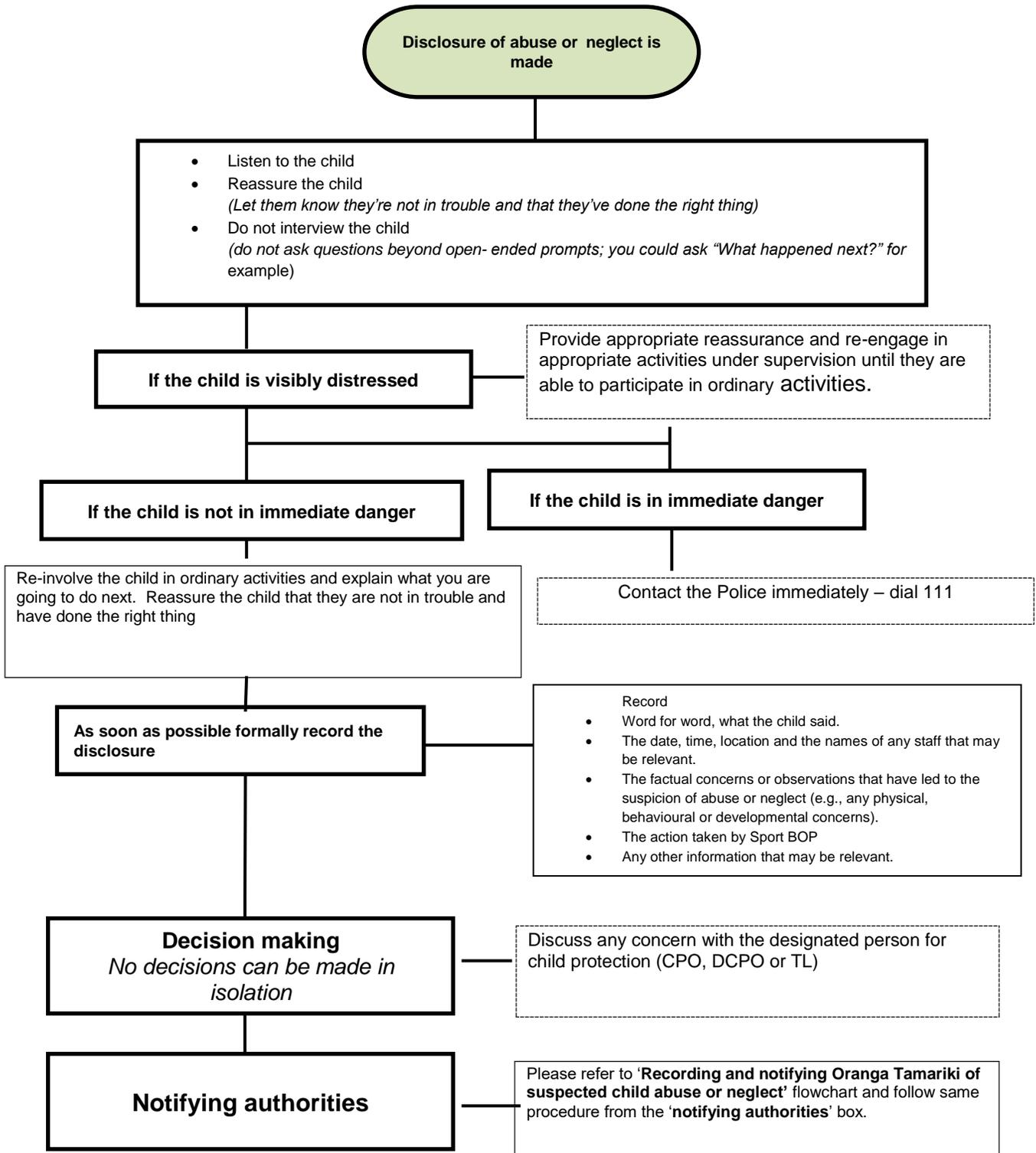
Indicators of potential abuse.

- Physical signs (e.g. unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, and sexually transmitted disease).
- Developmental delays (e.g. small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional abuse/neglect (e.g. sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and/or evidence of self-harm).
- Behavioural concerns (e.g. age-inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement/neediness, aggression).
- The child talking about things that indicate abuse (sometimes called an allegation or disclosure).

Indicators of potential neglect:

- Physical signs (e.g. looking rough and uncared for, dirty, without appropriate clothing, underweight).
- Developmental delays (e.g. small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional abuse/neglect (e.g. sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and/ or evidence of self-harm).
- Behavioural concerns (e.g. disengagement/neediness, eating disorders/substance abuse, aggression).
- Neglectful supervision (e.g. out and about unsupervised, left alone, no safe home to return to).
- Medical neglect (e.g. persistent nappy rash, or skin disorders or other untreated medical issues)

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Recording and notifying CYF of suspected child abuse or neglect

Recording
Relevant information can inform future actions
Use Record of Concern Form

- Formally record:
- Anything said by the child
- The date, time, location and the names of any staff that may be relevant
- The factual concerns or observations that may have led to the suspicion of abuse or neglect. (eg any physical, behavioural or developmental concerns)
- The action taken by your organisation
- Any other information that may be relevant

Decision making
No decisions can be made in isolation

Discuss any concern with the designated person for child protection (CPO, DCPO or TL)

Notifying authorities

Notify Oranga Tamariki 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 CYF (see below) as this enables both parties to discuss the nature of the concerns and appropriate response options

Phone: 0508 Family (0508 326 459)
Email: contact@mvcot.govt.nz

Oranga Tamariki 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 concern to the police

Following the advice of Oranga Tamariki - Ministry for Children

Oranga Tamariki advice will include what, if any, immediate action may be appropriate, including referring the concern to the police

Oranga Tamariki is responsible for looking into the situation to find out what may be happening, whether our organisation needs to work with the family/whanau or to put them in touch with people in the community who can help

Storing relevant information
Records assist in identifying patterns

- Securely store:**
- The record of the concern
 - A record of any related discussions (including copies of correspondence, where appropriate)
 - A record of any advice received
 - The action Sport BOP took, including any rationale
 - This concern with any earlier concerns, if the notification is based on an accumulation of concerns