



Child Protection, Abuse Prevention & Privacy Policy

Rationale: To identify and stop abuse through child protection and through safeguarding children. By enforcing procedures and policies that safeguard against potential child abuse will enable a safe environment for all children engaging in care and education with the Educator. Through education, knowledge and skills in identifying of child abuse and how to act accordingly if it has been identified. KiwiEd. will review the child protection policy and abuse policy yearly ensuring all procedures meet current legislation.

Procedure : There are several types of abuse, **Sexual :** sexual exposure by an adult , pornography used with sexual intent, physical touching with sexual intent. **Physical :** excessive force, smacking , beating , shaking , choking, hitting. **Neglect :** limited medical care , insufficient nutritional, poor supervision, deprivation, confinement, limited control or care for the child. **Emotional :** verbal bullying , rejection/isolation, witness to family violence.

KiwiEd. will not condone any form of abuse, if abuse has been brought to KiwiEd. staff attention through a person employed or engaged in this service, that person in question will be separated from coming into contact with the children involved. The household in which care takes place will also be withdrawn from KiwiEd. if there has been a breach of the abuse policy.

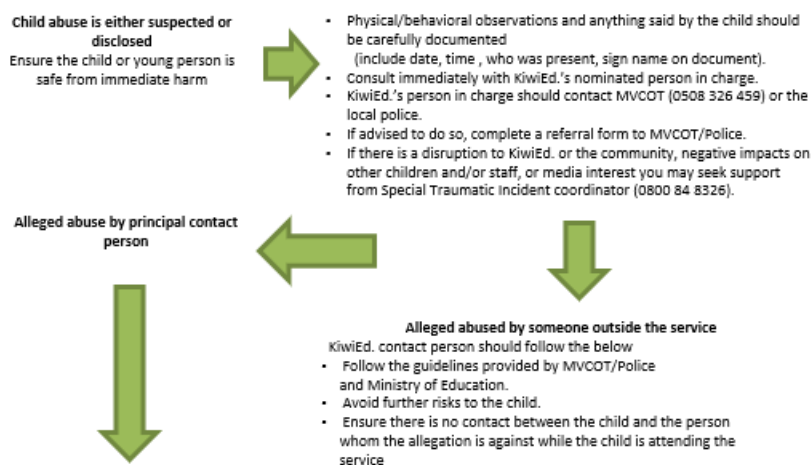
Abuse in any form should be identified and reported as soon as possible. Even if abuse is not confirmed but suspected this needs to be reported as soon as possible also, having proof that any form of abuse has taken place is NOT a necessity. KiwiEd. has a trained child safety support person who has been allocated to keep up to date with current child protection procedures, this support person will be available 24/7 , anytime, day or night should any person have concerns or questions surrounding the welfare of their children or child/children in care.

Child safety support person: Kirsty 0210451179

Please do not hesitate to contact this person

Alternativity you can also contact Oranga Tamariki- The Ministry for Vulnerable Children: 0508 326 459

Reporting for Suspected or Disclosed Child Abuse



Managing situations where a staff member has been accused of child abuse

The person managing the situation will need to do the following :

- Maintain close contact with the local police and avoid any actions that may inhibit their investigation.
- Inform the staff member that is in question of any potential consequences. This process should be done in consultation with the Police. Ensure the person raising the concern to Police/MVCOT/Ministry Of Education is not the same person who advises the staff member of the allegation against them.
- Consultation with the police should be done when considering if the staff member should be allowed on KiwiEd. premises.
- KiwiEd. recommends that the staff member in question seeks outside support or a representative.
- KiwiEd. expects records to be kept of any comments or events relating to the complaint/s , allegations.

Deciding when and who will inform the parent and/or caregiver will be determined by MVCOT and/or Police in Consultation with the ECE service

Employed KiwiEd. staff responsibilities:

Employed KiwiEd. staff will ensure that current legislation, awareness, skills and ongoing learning about child abuse protection and abuse prevention will be covered throughout the year via professional development from an outsourced third party. Professional development course topics will endeavor to cover the areas such as Abuse prevention, Child protection and Positive guidance strategies etc. All staff members will be encouraged to attend, however if unable a written presentation of the course taken by a staff member will be completed at a staff meeting to ensure all employed staff are aware of current information.

Some indicators of abuse could be:**Physical abuse;**

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures
- Is wary of adults or of a particular individual
- Is violent to animals or other children or young people
- 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
- 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 child or young person
- Shakes an infant
- Threats or attempts to injure a child or young person
- Is aggressive towards a child in front of others

Neglect;

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished
- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene
- Demonstrates severe lack of attachment to other adults
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene
- Child left home alone

Sexual abuse;

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or feces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area
- Age-inappropriate sexual play with toys, self, 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

Emotional abuse indicators;

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self-harming
- 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

Family violence indicators;

- Difficulty eating / sleeping
- Slow weight gain (in infants)
- Physical complaints
- Eating disorders
- Aggressive behaviour and language
- Depression, anxiety
- Appearing nervous and withdrawn
- Difficulty adjusting to change
- Regressive behaviour in toddlers
- Delays or problems with language development
- Psychosomatic illness
- Restlessness and problems with concentration
- Dependent, sad or secretive behaviours
- Bedwetting
- 'Acting out', for example cruelty to animals
- Fighting with peers
- Over protective or afraid to leave mother
- Abuse of siblings
- Exhibiting sexually abusive behaviour
- Feelings of worthlessness

Actions to be followed by KiwiEd. staff for suspected abuse:

- Maintain confidentiality and act professional
- KiwiEd. management should be notified as soon as possible, employed KiwiEd. staff should be supported and not left alone to deal with this if suspected abuse has been notified.
- Child best interest will be at the fore - front of KiwiEd. staff while following the procedures of KiwiEd. and outsourced agencies.
- Well-being of the child will be monitored at all times by KiwiEd. through continually asking Educators.
- KiwiEd. Staff will be trained to report any concerns or suspicions of Child Abuse to the KiwiEd. advocate of child protection and abuse prevention.
- The MOE, MVCOT and the NZ Police will be notified if any allegations are raised regarding a KiwiEd. management staff member. Should an allegation be raised for a KiwiEd. staff member to our management team, that staff member will be stood down immediately followed by a full investigation by the management team.
- If an incident has been reported to KiwiEd., KiwiEd. will notify the Ministry of Education immediately and any other outsourced agency to aid in the matter at hand. If the suspected person is a registered teacher, the New Zealand Teaching Council will also be notified immediately.

Enrolling as a Visiting Teacher (VT) or Educator with KiwiEd.:

All Visiting Teachers and Educators that would like to enroll with KiwiEd. must undergo and successfully be signed off after completing a full 7-point safety check prior to employment and care taking place for any children involved according to the Children's Act 2014. KiwiEd. will take all possible procedures to identify any individuals who fail to disclose any information or show suspicions relating to the types of abuse while conducting our 7-point safety check

Police Vetting is compulsory for the following and will be processed using a KiwiEd. vetting form:

- ✓ All Visiting Teachers
- ✓ All Educators prior to taking care of children
- ✓ If care is taking place in Educator's home- all people residing in that property over the age of 17 years
- ✓ Individuals that have lived abroad within the last 10 years

KiwiEd. can refuse enrollment if any other forms of criminal charges have risen from the above vetting. KiwiEd. will not engage or employ any VT or Educator where criminal records directly relate to children, in relation to Emotional, Neglect, Physical and Sexual abuse.

If KiwiEd. encounters any form of abuse the appropriate steps to support the child and family will be taken, all cases will be taken seriously and KiwiEd. will act with respect and care for all parties involved.

Parents involved with KiwiEd. will be expected to provide all information surrounding custody orders that are in place or going to be in place with children enrolled prior to enrolling through disclosure of this on the child's enrolment form. If any custody orders are in place all Educators will need to be made aware of this in writing and if any changes take place they will need to be notified before changes take place. No Educator will be subjected to being involved in or mediate disputes that arise from these custody orders and if any Educator feels unsure surrounding this, they should contact KiwiEd. for further advise.

All Educator Responsibilities:

Educators will be provided with verbal information surrounding recognising and responding, prevention and suspected child abuse and protection, added information will also be available in the Child Learning Journal and Educators will also be given a copy of the Child Protection , Abuse Prevention and Privacy policy in hard copy form on enrolling with KiwiEd. KiwiEd. will also keep Educators well informed of any updates or changes in relation to child abuse and prevention as this becomes available, this includes but is not limited to printed material, any courses available etc.

Actions to be followed by Educators for suspected abuse:

- Follow flow chart above
- Confidentiality and professionalism is to be expected from all Educators
- While acting upon suspected child abuse Educators are to maintain the children's best interest whilst adhering to KiwiEd. policies and procedures as well as supporting authorities
- Educators will not permit any person into the home of care if they are deemed to be under the influence of drugs or alcohol
- Educators will not permit any person permission other than the child's parent to change nappies or clothing.
- It is expected that no Educator will act alone whilst dealing or suspected abuse is evident and will immediately contact KiwiEd.
- Inappropriate material will not be accessed by children as outlined in the Active Supervision Plan, Educators are expected to be very aware of this and take necessary steps to protect children against this.
- Educators will be expected to note down, within the accident register and continually monitor any suspicious marks or bruises that they notice on children that they feel have occurred outside of normal play if concerned. KiwiEd. VTs will oversee the accident register in their scheduled visits. The VT will report all concerns to the abuse prevention advocate.
- Any Educator with an abuse allegation laid against them will be suspended immediately pending a full investigation by KiwiEd. , MVCOT and any other agencies needed.
- Educators will be expected to record any serious incidents within the Illness and Incident register within the Child Learning Journal. Once KiwiEd. has been notified, The Ministry of Education and any other appropriate agency will be contacted immediately to address the issue. KiwiEd. Will contact the Teaching Council if the accused is a registered teacher.

Privacy

Privacy for families, children and Educators enrolled with KiwiEd. is a number one priority which is why KiwiEd. adheres too and has a clear understanding of the obligations of the Privacy Act. Information that will be collected for enrolment purposes will be protected against loss or willful disclosure. Hard copies of this information will be stored within the office where only KiwiEd. staff will have access too, should they require it to complete their work duties. Electronic copies of this information will also be stored on a secure computer accessible by relevant KiwiEd. staff via a password. These files will also be stored in a digital lock box on a USB. This data will be available at any time upon request, relating only to that person along with a copy of that documentation.

Data such as enrolment information and attendance records will be kept as per the Privacy Act for a 7-year period or during the enrolled period- whichever is longer.

KiwiEd. uses digital images for the delivery of the programme (Child Learning Journal, Educator story and programme planning), as well as the use of digital images for media such as workshops, conferences, resources, newsletters, facebook and Instagram. KiwiEd. seeks permission at time of enrolment through the child enrolment form for this essential part of the service. This is optional; however this may effect enrolment eligibility, KiwiEd. understands this is completely optional and will not challenge any personal decision.

Any restrictions that the parents may have surrounding the use of digital images of their child will be made aware of and expected to be followed by the KiwiEd.VT. Digital images taken by VTs or parents during a KiwiEd. event that may contain images of other children are not to be used without permission from all children in image.

KiwiEd. VTs and parents agree to honouring the Section 626 Education Training Act 2020 by allowing KiwiEd. management and Ministry of Education access their premise of care during the hours that are stated in the care arrangement for unannounced visits and/or checks.

For the purpose of licensing and operational processes all KiwiEd. staff vehicles have GPS tracking devices installed. Families and Educators will be informed if the vehicle is to visit their home or place of care during the enrolment process.

KiwiEd. dedicates a commitment to strong privacy, if you feel your or someone's privacy has been breached please review our complaints procedure policy for further guidance on how to lay a complaint.

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