



Child Protection Guidelines

1 Introduction.

Ensuring the wellbeing and safety of children, including prevention of child abuse or maltreatment, is an important goal of Art Deco Trust. These guidelines provide guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.

- a. The process for responding to a concern about a child is attached as Appendix B.
- b. The interests of the child will be the paramount consideration when any action is taken in response to suspected abuse or neglect. This organisation commits to support the statutory agencies Oranga Tamariki and the New Zealand Police (the Police) to investigate abuse and will report suspected cases and concerns to these agencies as per the process in these guidelines.
- c. The Art Deco Trust Child Protection Officer will be responsible for carrying out the responsibilities outlined in these guidelines. Staff will not assume responsibility beyond the level of their experience and training. Our organisation commits to ensuring staff have access to the information and training they need.
- d. These guidelines were authored by Art Deco Trust Child Protection Committee on Friday, 24 September 2021. Art Deco Trust Child Protection Committee is responsible for the maintenance and three yearly review of these guidelines. A digital copy can be found on our website at <https://www.artdeconapier.com/about/policy>. These guidelines are due to be updated on an annual basis. It is consistent with Oranga Tamariki and Police guidelines and will be updated when new guidance is issued.

2 Purpose, Scope and Principles

Our child protection guidelines support our staff to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and to recognise the important roles all our staff have in protecting children, in accordance with **The Children's Act 2014** (the Act – formerly the Vulnerable Children Act 2014).

- a. These guidelines provide a framework and expectations to protect children, including (but not limited to) staff behaviours in response to actual or suspected child abuse and neglect. It applies to all the Art Deco Trust staff, including volunteers and part-time or temporary roles and contractors.
- b. In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies – i.e., Oranga Tamariki and the Police – these guidelines will also help our staff identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.
- c. We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our community.

3 Definition of Child Abuse

The Children, Young Persons and their Families Act 1989 defines child abuse as ‘...the harming (whether physically, emotionally, sexually) ill-treatment, abuse, neglect or deprivation of any child or young person”.

- a. Physical abuse is any act that may result in physical harm of a child or young person. It can be but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.
- b. Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child’s emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.
- c. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.
- d. Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, causing long term serious harm to the child’s health or development. It may also include neglect of a child’s basic or emotional needs.

4 Roles and Responsibilities of Staff

- a. It is the responsibility of staff to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported.
- b. Art Deco Trust will have an appointed a Child Protection Officer. This function will be held by: Jane Roberts, Finance and Administration Officer, Art Deco Trust

5 Child Protection Procedures

- a. All concerns of potential, suspected or alleged abuse must be brought to the attention of the Art Deco Trust Child Protection Officer.
- b. If a child/young person makes a verbal disclosure to a member of staff it is important that staff take what the member says seriously.
- c. Staff are to listen carefully to what the member is saying and are not to interview them or ask too many questions, ask the very basics i.e. Who/when?
- d. Once the basics have been ascertained, no further questions are to be asked. What the member has said is to be documented, this should include time, date and who was present. This information will be passed onto authorities as soon as possible.
- e. Advise Ministry Oranga Tamariki or Police promptly when a disclosure is made.
- f. Deciding when and who will inform the parent(s) and/or caregiver will be determined by Ministry Oranga Tamariki and Police in consultation with the Art Deco Trust Child Protection Officer.

6 Training

- a. All staff will receive child protection training at the appropriate level for their role.

7 Confidentiality and Information Sharing

- a. We will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone, other than the service manager or designated person. Staff should be aware that:
- b. Under sections 15 and 16 of the Children, Young Persons, and Their Families 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 Oranga Tamariki or the Police and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
- c. When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles – i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.
- d. Staff may, however, disclose information under the Privacy Act/Health Information Privacy Code where there is good reason to do so – such as where there is a serious risk to individual health and safety. Disclosure about ill-treatment or neglect of a child/young person may also be made to the Police or Oranga Tamariki under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989.

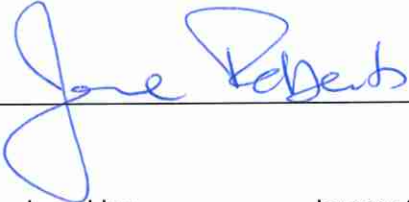
8 Child Safe Practice Guidelines

- a. If any form of physical contact is required ask the person's permission, explain what you are doing and why to both the child and their parents/caregivers.
- b. If it's necessary to do things of a personal nature for a child, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible, the child. Let them know what you are doing and why.
- c. Avoid situations where you are alone with a child. While acknowledging that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
- d. Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- e. Ensure that any claims of abuse by a child are taken seriously and that the guide to report suspected or actual abuse included in these guidelines as an appendix is followed.
- f. Ensure that use of photographic images and video are aligned to relevant privacy policies.
- g. That the all people responsible for children and young people at any given time should always remain in an alcohol-free state that they can react appropriately to any situation that might arise.

9 Allegations made against members of Staff

- a. Allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the Art Deco Trust Child Protection Officer will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.
- b. It is not the responsibility of the staff to investigate allegations of child abuse.
- c. If the Police decide to undertake a criminal investigation then the member of staff may be suspended, without prejudice, as a precautionary measure.
- d. It is important that no internal investigation is undertaken and no evidence gathered that might prejudice the criminal investigation.

Ratified by Art Deco Trust Child Protection Committee (Chair):

Signed:  Date: 12/06/2024

Guidelines developed by: Jeremy Smith, Heritage Manager/GM
Date reviewed and adopted: 24 September 2023
Due date for Guidelines Review: 24 September 2024
File location: Business Drive/Board/Board Policies

APPENDIX A: Definitions

Art Deco Trust Child Protection Committee – is comprised of members of the Art Deco Trust Staff

Child – any child or young person aged under 17 years and who is not married or in a civil union.

Child protection – activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.

Designated person for child protection – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection guidelines.

Disclosure – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.

Oranga Tamariki - Ministry for Children – 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 immediate danger and for working with Oranga Tamariki – Ministry for Children in child protection work and investigating cases of abuse or neglect where an offence may have occurred.

Staff – staff includes all Trust employees, contractors and volunteers.

APPENDIX B: Indicators of Abuse:

Indicators of Emotional Abuse

There may be **physical indicators** that a child is being emotionally abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea
- 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

There may also be **behavioural indicators** that child or young person is being emotionally abused. Some examples of this are:

- 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

There may be **indicators in adult behaviour** that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child or young person names, labels the child or publicly humiliates the child
- Continually threatens the child or young person with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child or young person
- Involves the child or young person in “adult issues”, such as separation or access issues
- Keeps the child or young person at home in a role of subservient or surrogate parent

Indicators of Neglect

There may be **physical indicators** that a child or young person is being neglected. Some examples of this are:

- 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

There may also be **behavioural indicators** that child or young person is being neglected. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

There may be **indicators in adult behaviour** that could indicate neglect. Some examples of this are:

- Fails to provide for the child or young person's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child or young person in school or permits absenteeism
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child or young person's needs

Indicators of Physical Abuse

There may be physical indicators that a child or young person is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be **behavioural indicators** that child or young person is being physically abused. Some examples of this are:

- 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

There may be indicators in **adult behaviour** that could indicate physical abuse. Some examples of this are:

- 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
- May delay in seeking medical attention for a child or young person

Indicators of Sexual Abuse

There may be **physical indicators** that a child or young person is being sexually abused. Some examples of this are:

- 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

There may also be **behavioural indicators** that child or young person is being sexually abused. Some examples of this are:

- 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

Some examples of this in older children or young people are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

There may be indicators in **adult behaviour** that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child or young person
- Is jealous of a child or young person's relationships with peers or other adults or is controlling of the child or young person
- May favour the victim over other children
- Demonstrates physical contact or affection to a child or young person which appears sexual in nature or has sexual overtones

APPENDIX C: Guide to responding to a Child when the Child Discloses Abuse or neglect

The exchanges can be a bit of a minefield – It is probably quite important here to note other points – you may be in a position where you are completely alone with the child and for your safety too, sometimes (where possible), you need to think about:

- Am I in a room and the door can be ajar – keep the child secure, but ensure someone knows I'm here too?
- Is someone else there who can check in occasionally – under the guise of 'Do you need a glass of water or something to eat? Etc. – make sure the child knows you know this person and they are not some random!
- Don't touch the child or have them on your knee etc. – you want to be able to reassure them, but be mindful of position. Sit across from them so they know they have your utmost attention and are listening while maintaining appropriate distance.

This will be the really scary bit for some staff – what on earth do I do (and not do) here?

Some good advice here: [Handling Disclosures of Child Abuse \(childmatters.org.nz\)](http://childmatters.org.nz)

Listen to the child	Disclosure by children are often subtle and need to be handled with care, including an awareness of the child's cultural identity and how that affects interpretation of their behaviours and language
Reassure the child	Let the child know that they are not in trouble and have done the right thing. While reassuring the child it is important that <u>you do not agree</u> 'not to tell anyone'.
Ask open ended prompts, eg "What happened next?"	Do not interview the child (do not ask questions beyond open prompts for the child to continue)
If the child is visibly distressed	Provide appropriate reassurance and engage in appropriate activities under supervision until they are able to participate in ordinary activities.
Manage you own reactions	Reporting abuse to an adult is scary for many children. Keep your reactions neutral. Do not display horror or shock and do not show disapproval of parents or the child.
If the child is not in immediate danger	RE-involve the child in activities and explain what you are going to do next.
As soon as possible formally record the disclosure	Record: Word for word, what the child said on the Child Protection form (Appendix D)

APPENDIX D: Child Protection Form

Child Protection Guidelines Form to record information from Child/witness/third party	
Date, Time, Location	
<ul style="list-style-type: none">• Name of person taking the record• Job Title• Company	
Other relevant people / organisations involved	
Child's name	
What did the child say (word for word if possible – accuracy is key)	
The factual concerns or observations that have led to the suspicion of abuse or neglect (eg – any physical, behavioural)	
The action taken	
Any other information that may be relevant	

APPENDIX E: Steps for reporting suspected or actual child abuse

CHILD ABUSE IS EITHER SUSPECTED OR DISCLOSED

Ensure the child or young person is safe from immediate harm



LISTEN

Listen carefully to what the child is saying DO NOT interview the child or ask too many questions, ask the very basics i.e. Who/when?

Once you have ascertained the basics DO NOT question them further.

Document what the child as said, include time, date and who was present so you can pass this information to authorities as soon as possible.

Report your concern to the Art Deco Trust Child Protection Officer.



HOW TO REPORT YOUR CONCERN

If you ever think a person is in immediate danger, call the **Police (111)**.

Advise **Oranga Tamariki on 0508 FAMILY (0505 326 459)**
or Police promptly when a disclosure is made.



POLICE

The Police have a dedicated team of investigators who focus on Child Protection in all 12 Districts.

Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the Art Deco Trust Child Protection Officer.

Report early so there is time to consider what's best for the child.

Police and Oranga Tamariki will arrange interviews of the children.

DO NOT conduct an investigation of your own before making a report of concern.



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Child Protection Guidelines
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