



# Big Brothers Big Sisters of Nelson-Tasman

*Tuakana Teina*

## Child Protection Policy

### Statement of Commitment

Big Brothers Big Sisters of Nelson-Tasman is committed to ensuring the safety, wellbeing and protection of all children and young people in the Big Brothers Big Sisters mentoring programme as well as children and young people that come into contact with Big Brothers Big Sisters staff and volunteers through the course of our work. We will ensure that our staff and volunteers are trained to recognise indicators of child vulnerability, neglect and abuse and are confident and able to respond in an appropriate and timely manner. The wellbeing of the child is paramount in all situations and will be the focus of our decision-making process. We are committed to ensuring that all of the children that we come into contact with during our work are safe, healthy, and supported in the different contexts of their lives.

### Policy Statement

The safety and wellbeing of the child is our prime consideration at all times.

### Purpose

The purpose of this policy is to ensure staff and volunteers are able to protect the wellbeing of children and young people by identifying and reporting actual, suspected or potential cases of child vulnerability, abuse and neglect.

### Related Documents/ Policies

This child protection policy is to be used in conjunction with the following Big Brothers Big Sisters policies;

- Child safety and protection policy
- Paramountcy of the child and young person
- Safety of children
- Overnight policy
- Recruitment- mentors- policy- Nelson
- Recruitment- paid staff- policy- Nelson
- Staff Code of Conduct- Nelson
- Crisis Communications Plan
- H&S Transport Safety
- H&S for Activities & Events
- H&S Emergency Management

## **Relevant Legislation**

This child protection policy adhere to the following Acts;

- Oranga Tamariki Act 1989
- Vulnerable Children's Act 2014
- Domestic Violence Act 1995
- Care of Children Act 2004
- Employment Relations Act 2000
- Children, Young Persons and their Families Act 1989
- Vulnerable Children's Act 2014
- Domestic Violence Act 1995
- Care of Children Act 2004
- Employment Relations Act 2000
- Treaty of Waitangi 1840

## **Scope of Policy**

This child protection policy applies to all children and young people up to the age of 18, who are clients of Big Brothers Big Sisters as well as those who come into contact with Big Brothers Big Sisters through the course of our work.

It applies to staff, volunteers, management and board of trustees of Big Brothers Big Sisters. It also applies to any student on placement with Big Brothers Big Sisters.

It also applies to any personnel contracted to provide services for Big Brothers Big Sisters who may come into contact with children and young people.

## **Responsibilities**

The Child Protection Coordinator, Chelsea Routhan, will be responsible for any matter related to child protection concerns.

The Board of Trustees will be responsible for ensuring that the Child Protection Policy is reviewed annually and updated in accordance with current legislation. Any concerns identified by staff, volunteers or management in relation to the Child Protection Policy should be discussed and taken into account to ensure the policy is current, accurate and applicable in the context of practice.

The Child Protection Coordinator will be responsible to the implementation, monitoring and annual review of the Child Protection Procedures. Any concerns identified by staff, volunteers or management should be taken into account to ensure the procedures are current, accurate and applicable in the context of practice.

## **Role of the Child Protection Coordinator**

The Child Protection Coordinator will;

- Be available face to face, telephone or email to support and guide staff and volunteers with any Child Protection concerns.
- Advise staff and volunteers of Best Practice in relation to child vulnerability, suspected abuse and/or neglect or disclosures of child abuse and/or neglect.
- Ensure the safety and wellbeing of the child is the paramount consideration in any decision-making process.
- Assess information to make a decision as to whether the concern warrants a Report of Concern to Oranga Tamariki or a notification to Police and work in partnership with the staff members to ensure that this is done in accordance with the procedures in this policy.
- Ensure relationships are maintained with other agencies such as Oranga Tamariki and the Police and that their contact details are made available for all staff and volunteers.
- Meet weekly with staff members to discuss, review and monitor any active entries in the Register of Concerns regarding concerns about a child.
- Ensure that staff and volunteers are adequately trained in identifying, responding to and reporting actual or potential cases of child vulnerability, abuse or neglect.
- Ensure that any Child Protection concerns are responded to by Big Brothers Big Sisters in an appropriate and timely manner.
- Follow up any Report of Concerns made with Oranga Tamariki within 3 days if no response has been received.
- Ensure that any Report of Concern to Oranga Tamariki or the Police which has not been dealt with in a satisfactory manner, or where there are still concerns held by Big Brothers Big Sisters, is advocated for at senior levels of Oranga Tamariki.
- Ensure that subsequent Report of Concerns are filed to Oranga Tamariki, in accordance with the procedures in this policy, in any case where there are ongoing concerns or situations that may cause harm to the child.

## **Training**

Big Brothers Big Sisters of Nelson-Tasman are committed to ensuring all staff and volunteers are trained to effectively identify and respond to concerns of child abuse, neglect or vulnerability in an appropriate and timely manner.

The Child Protection Coordinator will be expected to complete the Child Matters 5 day Child Protection Programme and participate in regular ongoing professional development opportunities in regard to Child Protection.

Staff will be expected to complete the Safeguarding Children E-learning programme during induction and participate in regular ongoing professional development opportunities in regard to Child Protection.

Volunteers will participate in a four hour orientation training on recruitment which includes identifying and responding to Child Protection concerns. Volunteers will be given a Child Matters "How Can I Tell? Recognising Child Abuse" Handbook with reporting information relevant to BBBS. Volunteers will be encouraged to attend an annual Child Protection seminar organised by Big Brothers Big Sisters.

## **Review**

This Child Protection Policy will be scheduled to be reviewed annually. It will also be reviewed on a change of legislation and after any significant child protection event.

## **Definitions of abuse**

*Physical abuse* is the intentional physical harming of a child or young person. It may include but is not limited to; hitting, slapping, biting, punching, kicking, scratching, burning, misuse of medication or intentionally causing illness.

*Emotional abuse* is persistent ill treatment of a child or young person's emotional wellbeing to cause a negative impact on a child or young person's emotional development. Emotional abuse may include but is not limited to; degradation, name-calling, isolation, corruption, exploitation, repeated patterns of ignoring or rejecting. It also includes the witnessing, hearing, or seeing evidence of the ill treatment of other people/ animals.

*Sexual abuse* involves forcing, coercing or enticing a child or young person to partake in sexual activities (penetrative, non-penetrative contact acts e.g. kissing, touching, rape) it also includes non-physical acts such as exposure, involving children in the production of pornographic images, sexual activity and sexual behaviour. This includes showing children or young people sexual images and inappropriate sexual conversation to or around children. Child sexual exploitation is a form of sexual abuse. This involves the production of images, videos or live streams of abuse of people under the age of 18 and the sharing of this material online. Online child sexual exploitation is constantly changing and evolving by developments in technology, connectivity and growing internet coverage. Staff should always be aware of their 'duty of care' and their responsibilities, a sexual relationship with a child or young person will always be wrong, unequal and unacceptable.

*Neglect* is the persistent failure to meet the developmental, psychological, physical and emotional needs of a child or young person which could result in serious, long term or permanent harm to a child's health and wellbeing. *Cumulative harm* refers to the harm caused by patterns of events and circumstances that impact the safety, stability and wellbeing of a child or young person. Cumulative harm is multiple experiences or reoccurrences of neglect that impact a child or young person daily and in different areas of their life.

*Vulnerability* is the culmination of different factors which increase the risk of children and can make them more vulnerable to abuse. These may be parental factors, environmental contexts or the needs of the child themselves. More information about vulnerability risk factors can be found at appendix 1(b)

*Intimate partner violence* is any action within a relationship which causes physical, psychological or sexual harm to the people in that relationship.

*Bullying* is a form of aggressive behaviour that can be covert or overt. Bullying is intentional behaviour that causes physical and/or psychological harm to another person. It involves a power imbalance between the target and the bully/ initiator which may be based on size, age, gender, status, access, ability. Bullying is usually a repeated incident in which fear and anxiety is instilled into the target regarding the possibility of further incidents. Bullying can cause harm to the target both short-term and long-term. *Cyberbullying* is the use of electronic communication to bully a person. Often this is by sending messages or pictures of an intimidating or threatening nature.

For Indicators of Abuse see appendix 1(a)

### **Procedures for Responding to Vulnerability**

Big Brothers Big Sisters of Nelson-Tasman recognise the importance of responding to risk factors that cause vulnerability as early as possible. Early intervention and prevention is important to provide families with support for their child or young person before the situation escalates. For more information on risk factors that cause vulnerability refer to appendix 1(b).

Any concerns around the wellbeing or vulnerability of a child or young person will be reported by staff and volunteers to the Child Protection Coordinator. The Child Protection Coordinator will record the concerns with the child's name, date and details of concern in the Child Safety Register. The Register will be reviewed at weekly at staff meetings and any ongoing concerns will be discussed. The Child Safety Register will be used to keep a running log of any minor concerns that are not of a nature serious enough to warrant filing a Report of Concern.

If, on review of the Register, staff or the Child Protection Coordinator feel that the concerns are becoming more serious, or revealing patterns of events the Child Protection Coordinator will follow the Procedures for Responding to Suspected Child Abuse or Neglect.

The Child Protection Coordinator will report any vulnerability concerns to the Big Brothers Big Sisters of Nelson-Tasman Board during the monthly meeting.

If at any time, staff or volunteers are concerned about the care, protection or wellbeing of a child or young person, and are dissatisfied with the actions of the Child Protection Coordinator, they may file a Report of Concern with Oranga Tamariki.

## **Procedures for Responding to Suspected Child Abuse or Neglect**

The safety and protection of the child is paramount at all times. Any concerns of abuse or neglect must be taken seriously and acted upon quickly and in an appropriate manner.

Where any Big Brothers Big Sisters staff/volunteer is concerned that a child is at risk of harm from abuse or neglect, receives information from another person, such as a family member, that a child is at risk, the following protocol will be followed:

### If the child is in immediate danger;

1. Call 111 for Police, or call Oranga Tamariki on 0508 FAMILY (0508 326 459)
2. Contact the Child Protection Coordinator, Chelsea Routhan 021 924 255, and give all known information about the situation/event

### Once the child is safe;

3. Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator as soon as possible, but no more than 24 hours after the incident.
4. The Child Protection Coordinator will be responsible for assessing the information to ascertain if the child is considered 'at risk'.
5. If care and/or protection concerns are held the Child Protection Coordinator will complete a Report of Concern with Oranga Tamariki as soon as possible, but no more than 24 hours after the incident.
6. A copy of the Report of Concern will be kept on file, or a record of the Report (if verbal) will be kept on the Incident Reporting Form (Appendix 3).
7. If the child is in a School-Based Mentoring Programme, the child's School Liaison should be notified within 48 hours.
8. If appropriate, and safe for the child, the Child Protection Coordinator should contact the parent or caregiver of the child within 48 hours.
9. If Oranga Tamariki have not responded 3 days after the Report of Concern is filed, The Child Protection Coordinator will make contact and ask to be updated.
10. If no action is taken, the Child Protection Coordinator will re-report to Oranga Tamariki if there are still child care and/or protection concerns.
11. All active child protection concerns will be monitored on a weekly basis by the Child Protection Coordinator and Big Brothers Big Sisters staff. The review will consider any further actions, follow-ups, referrals or ongoing concerns.
12. Any new or additional Reports of Concern may be made to Oranga Tamariki at any time.
13. Records of reviews will be kept by the Child Protection Coordinator and filed in the Child's file.
14. All recorded information regarding suspicions of neglect and/or abuse is to be handled with the utmost sensitivity and held in strictest confidence. Information is kept in secure storage.

# FLOWCHART FOR RESPONDING to Suspected Child Abuse or Neglect

Is the child in immediate danger?

NO

YES

Call Police 111

Once the child  
is safe...

**Call Child Protection Coordinator,  
Chelsea Routhan.**

Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator within 24 hours of the incident.

Refer to CPP appendix 1(a)

## CONTACT DETAILS

Police	111
Oranga Tamariki	0508 FAMILY (0508 326 459)
Chelsea Routhan	021 924 255

**The Child Protection Coordinator will assess the risk.**

If care and/or child protection concerns are held the Child Protection Coordinator will complete a Report of Concern and email to Oranga Tamariki at [contact@mvcot.govt.nz](mailto:contact@mvcot.govt.nz) within 24 hours.

## ALL STAFF ARE EXPECTED TO FOLLOW THIS POLICY

However, any staff member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remain concerns for a child.

**The Child Protection Coordinator will inform:**

The mentees School liaison person within 48 hours if the child is in a School-Based Mentoring programme

The parent or caregiver within 48 hours if it is safe for the child

**Child Protection Coordinator will:**

- Contact Oranga Tamariki if no response after 3 days
- Re-report if necessary
- Monitor active child protection concerns weekly
- Consider any actions, follow-ups, referrals or ongoing concerns

## **Procedures for Responding to Disclosures of Child Abuse and Neglect**

The safety and protection of the child is paramount at all times. Any disclosures of abuse and neglect must be taken seriously and acted upon in an appropriate and timely manner.

For information on dealing with disclosures of child abuse and neglect see appendix 2(a).

### If the child is in immediate danger;

1. Call 111 for Police, or call Oranga Tamariki on 0508 FAMILY (0508 326 459)
2. Contact the Child Protection Coordinator, Chelsea Routhan 021 924 255, and give all known information about the situation/event

### Once the child is safe;

1. Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator as soon as possible, but no more than 24 hours after the incident.
2. The Child Protection Coordinator will be responsible for assessing the information to ascertain if the child is considered 'at risk'.
3. If care and/or protection concerns are held the Child Protection Coordinator will complete a Report of Concern with Oranga Tamariki as soon as possible, but no more than 24 hours after the incident.
4. A copy of the Report of Concern will be kept on file, or a record of the Report (if verbal) will be kept on the Incident Reporting Form (Appendix 3).
5. If the child is in a School-Based Mentoring Programme, the child's School Liaison should be notified within 48 hours.
6. If appropriate, and safe for the child, the Child Protection Coordinator should contact the parent or caregiver of the child within 48 hours.
7. If Oranga Tamariki have not responded 3 days after the Report of Concern is filed, The Child Protection Coordinator will make contact and ask to be updated.
8. If no action is taken, the Child Protection Coordinator will re-report to Oranga Tamariki if there are still child care and/or protection concerns.
9. All active child protection concerns will be monitored on a weekly basis by the Child Protection Coordinator and BBBS staff. The review will consider any further actions, follow-ups, referrals or ongoing concerns.
10. Any new or additional Reports of Concern may be made to Oranga Tamariki at any time.
11. Records of reviews will be kept by the Child Protection Coordinator and filed in the Child's file.
12. All recorded information regarding disclosures of neglect and/or abuse is to be handled with the utmost sensitivity and held in strictest confidence. Information is kept in secure storage.

# FLOWCHART FOR RESPONDING to Disclosure of Abuse or Neglect

## DO NOT PUT THE MOMENT OFF TAKE ACTION IMMEDIATELY

- You may need to find a place of privacy
- Respond briefly, slowly and gently
- Do not assume there is only one child involved
- Keep calm and reassure, don't judge
- Do not ask leading questions or over question
- Re-engage the child with an activity if appropriate
- Let them know you will need to tell someone else
- Find support if necessary
- Inform the child what will happen next

**CHILDREN CAN DISCLOSE DIRECTLY OR INDIRECTLY THROUGH PICTURES, VERBALLY, 3<sup>rd</sup> PARTY, STORY OR PLAY**

Is the child in immediate danger?

NO

YES

Call Police 111

Once the child is safe...

**Call Child Protection Coordinator,  
Chelsea Routhan.**

Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator within 24 hours of the incident. Refer to CPP appendix 1(a).

**ALL STAFF ARE EXPECTED TO FOLLOW THIS POLICY**

However, any staff member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remain concerns for a child.

**The Child Protection Coordinator will assess the risk.**

If care and/or child protection concerns are held the Child Protection Coordinator will complete a Report of Concern and email to Oranga Tamariki at [contact@mvcot.govt.nz](mailto:contact@mvcot.govt.nz) within 24 hours.

### CONTACT DETAILS

<b>Police</b>	<b>111</b>
<b>Oranga Tamariki</b>	<b>0508 FAMILY (0508 326 459)</b>
<b>Chelsea Routhan</b>	<b>021 924 255</b>

**The Child Protection Coordinator will inform:**

- the mentees School liaison person within 48 hours if the child is in a School-Based Mentoring programme
- the parent or caregiver within 48 hours if it is safe for the child

**The Child Protection Coordinator will:**

- Contact Oranga Tamariki if no response after 3 days
- Re-report if necessary
- Monitor active child protection concerns weekly
- Consider any actions, follow-ups, referrals or ongoing concerns

## **Procedures for responding to Allegations or Disclosure of Abuse against Staff**

Big Brothers Big Sisters will respond to concerns and allegations of child abuse by a member of staff/ volunteer in a timely manner which best ensures the child or young person's care, protection and safety. Concerns or allegations against a staff member/ volunteer will be treated with the same seriousness as any concerns or allegations made against any other person.

The Child Protection Coordinator will be responsible for acting for the child by following these procedures;

### If the child is in immediate danger;

1. Call 111 for Police, or call Oranga Tamariki on 0508 FAMILY (0508 326 459)
2. Contact the Child Protection Coordinator, Chelsea Routhan 021 924 255, and give all known information about the situation/event

### Once the child is safe;

3. Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator as soon as possible, but no more than 24 hours after the incident.
4. The Child Protection Coordinator will be responsible for assessing the information to ascertain if the child is considered 'at risk'.
5. The Child Protection Coordinator will contact the Chairperson of the Board, Ross Newman, to inform them of the situation so they can deal with the employment rights and obligations.
6. If care and/or protection concerns are held the Child Protection Coordinator will complete a Report of Concern with Oranga Tamariki as soon as possible, but no more than 24 hours after the incident.
7. A copy of the Report of Concern will be kept on file, or a record of the Report (if verbal) will be kept on the Incident Reporting Form (Appendix 3).
8. If appropriate, and safe for the child, the Child Protection Coordinator should contact the parent or caregiver of the child within 48 hours.
9. If Oranga Tamariki have not responded 3 days after the Report of Concern is filed, The Child Protection Coordinator will make contact and ask to be updated.
10. If no action is taken, the Child Protection Coordinator will re-report to Oranga Tamariki if there are still child care and/or protection concerns.
11. All active child protection concerns will be monitored on a weekly basis by the Child Protection Coordinator and Big Brothers Big Sisters staff. The review will consider any further actions, follow-ups, referrals or ongoing concerns.
12. Any new or additional Reports of Concern may be made to Oranga Tamariki at any time.
13. Records of reviews will be kept by the Child Protection Coordinator and filed in the Child's file.
14. All recorded information regarding disclosures of neglect and/or abuse is to be handled with the utmost sensitivity and held in strictest confidence. Information is kept in secure storage.

The person delegated to act on behalf on the child will not be the same person delegated to act for the employee. The Chairperson of the Board, Ross Newman (03) 547 3554, will be responsible to act for the employee in relation to Employment Rights and obligations;

- In responding to cases of suspected child abuse by a staff member, both staff and children's rights must be considered. This means that the safety of the child remains paramount, and that the staff member must have access to legal and professional advice.
- The suspected staff member will be suspended immediately without prejudice.
- The suspected individual is not to have contact, at any time, with the child that has made the allegation.
- The suspected staff member (or volunteer) will be prevented from having further unsupervised access to any child during an investigation and will be kept fully informed of their legal rights.
- If Big Brothers Big Sisters is aware that a staff member who has been placed on precautionary suspension also works with children under another organisation, in the capacity of either employee, or volunteer, it must ensure that the Police is made aware of the suspension.
- Consultation with Oranga Tamariki or the Police will determine how this situation is managed and how the information is shared in a legal and professional manner.
- Big Brothers Big Sisters should check in with the Police to ensure that the other organisations, to which the staff member is connected, are made aware.
- Big Brothers Big Sisters will not undertake any internal disciplinary investigation while the Police or Oranga Tamariki are involved in the investigation process.
- If there is insufficient evidence to warrant a criminal prosecution, then an internal disciplinary investigation may still be undertaken if there remains "reasonable cause to suspect" that abuse or neglect may have occurred. Internal disciplinary procedures as a result of inappropriate behaviour or poor practice may still be undertaken.
- Big Brothers Big Sisters will not enter into any settlement agreements in situations of disclosure of abuse against staff.
- At no time will any Big Brothers Big Sisters staff member collude with any other staff member or volunteer to protect their actions or any allegations made against them.
- At any time that a staff member feels unsatisfied with the response to situations of disclosure of abuse against staff, any staff member may contact the Police or Oranga Tamariki if they believe there are concerns and this procedure is not effective or being used appropriately.
- Big Brothers Big Sisters recognises the stress caused to co-workers/ fellow staff members in such a situation and will ensure appropriate support is made available.

# FLOWCHART FOR RESPONDING to Allegations or Disclosure of Abuse Against Staff

Is the child in immediate danger?

**NO**

**YES**

Call Police 111

Once the child is safe...

**Call Child Protection Coordinator,  
Chelsea Routhan.**

Record all relevant information on an Incident Reporting Form (Appendix 3) and send/give this form to the Child Protection Coordinator within 24 hours of the incident.

Refer to CPP appendix 1(a)

**The Child Protection Coordinator will act on behalf of the child and follow the Procedures for responding to disclosures or abuse/ neglect**

The welfare of the child is paramount at all times.

## CONTACT DETAILS

Police	111
Oranga Tamariki	0508 FAMILY (0508 326 459)
Chelsea Routhan	021 924 255
Ross Newman	(03) 547 3554

## ALL STAFF ARE EXPECTED TO FOLLOW THIS POLICY

However, any staff member may contact Oranga Tamariki or Police for advice or to make a Report of Concern at any time if they feel this process is not effective and there still remain concerns for a child.

**The Chairperson of the Board will act on behalf of employment matters regarding the staff member.**

The Chairperson of the Board will:

- Not undertake an internal investigation while an investigation is being conducted by the Police or Oranga Tamariki
- Not act alone
- Ensure the staff member does not have contact with the child involved or any other children in their employment
- Inform Police if the staff member is involved with any other roles in other agencies where they may have access to children
- Liaise with Child Protection Coordinator, Police/ Oranga Tamariki, parent and caregivers and other professional bodies
- Action the Employment disciplinary policy

Provide support, professional supervision or counselling for colleagues/ those directly involved or impacted by the situation/ event.

The staff member will be assisted to seek legal and professional advice and support.

## Informing Family/ Whanau

Although the Child Protection Coordinator will usually inform the parent or caregiver of the child of any child protection concerns, there may be situations when those with parental responsibility may not be initially informed. This may occur when:

1. The parent or caregiver is the alleged perpetrator.
2. It is possible that the child may be intimidated into silence or withdrawing.
3. There is a strong likelihood that notifying the parent or caregiver would lead to evidence being destroyed.
4. The child does not want their parent or caregiver involved and they are of an age where they are legally competent to make that decision.

## Dissatisfaction

While it is important that the Child Protection Policies and Procedures are followed, if Big Brothers Big Sisters staff are dissatisfied with the management of any situation regarding child protection concerns or incidents staff should liaise with the Child Protection Coordinator. If staff are unhappy with the handling by the Child Protection Coordinator, further steps should be taken to ensure that the Big Brothers Big Sisters Board and if relevant, Police or Oranga Tamariki are notified and are taking appropriate action.

If Big Brothers Big Sisters staff are dissatisfied with the management of any situation regarding child protection concerns or incidents staff should notify the Child Protection Coordinator to take further action. This action may include notifying other agencies as seen fit to manage child protection concerns.

## Debrief and Counselling for Staff, Volunteers and Families

Big Brothers Big Sisters of Nelson-Tasman understand that dealing with suspected child abuse/ neglect or disclosures of child abuse/ neglect can have an emotional impact on the wellbeing of the staff and volunteers involved. Big Brothers Big Sisters aims to support staff and volunteers through this process by providing a debrief session either individually, or as a group, with the Programme Director. Big Brothers Big Sisters will also provide support to families where needed. If required, staff, volunteers and families will be supported to participate in professional counselling sessions.

## Agencies for counselling services are as follows:

### Barnardos

Level 1, 186 Queen Street, Richmond  
03 539 0019  
[nelnamu@barnardos.org.nz](mailto:nelnamu@barnardos.org.nz)

### Life Linc

03 548 2400

### SVS Living Safe

124 Vanguard Street, Nelson  
03 548 3950

### Te Kahui Hauora O Ngati Koata Trust

Rangikapua Building, Whakatu Marae, 99  
Atawhai Drive, NELSON  
03 546 8018

### Victory Community Centre

2 Totara Street, Nelson South, Nelson 7010  
03 546 838

Date Implemented	Next Review Date	Policy approved on	Signed
October 2017	October 2020		

# Appendices

## Appendix 1(a)

### Indicators of Abuse

#### Emotional Abuse

##### Physical Indicators:

- Bed wetting or bed soiling with no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Non-organic failure to thrive
- Pale, emaciated
- Prolonged vomiting and/or diarrhoea
- Malnutrition
- Dressed differently to other children in the family

##### Behavioural Indicators:

- Severe developmental lags with obvious physical cause
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Running away from home, avoiding attending at school
- Nightmares, poor sleeping patterns
- Anti-social behaviours
- Lack of self esteem
- Obsessive behaviours
- Eating disorders

##### Caregiver Indicators:

- Labels the child as inferior or publicly humiliates the child (e.g. name calling)
- Treats the child differently from siblings or peers in ways that suggest dislike for the child
- Actively refuses to help the child
- Constantly threatens the child with physical harm or death
- Locks the child in a closet or room for extended periods of time
- Teaches or reinforces criminal behaviour
- Withholds physical and verbal affection
- Keeps the child at home in role of servant or surrogate parent
- Has unrealistic expectations of child
- Inappropriately involves child in adult issues such as separation or disputes over child's care
- Exposes child to witnessing, either seeing or hearing, situations of arguing and violence in the home

## **Neglect**

### Physical Indicators:

- Dressed inappropriately for the season or the weather
- Often extremely dirty and unwashed
- Severe nappy rash or other persistent skin disorders
- Inadequately supervised or left unattended frequently or for long periods
- May be left in the care of an inappropriate adult
- Does not receive adequate medical or dental care
- Malnourished - this can be both underweight and overweight
- Lacks adequate shelter
- Non-organic failure to thrive

### Behavioural Indicators:

- Severe developmental lags without an obvious physical cause
- Lack of attachment to parents/caregivers
- Indiscriminate attachment to other adults
- Poor school attendance and performance
- Demanding of affection and attention
- Engages in risk taking behaviour such as drug and alcohol abuse
- May steal food
- Poor social skills
- No understanding of basic hygiene

### Caregiver Indicators:

- Puts own need ahead of child's
- Fails to provide child's basic needs
- Demonstrates little or no interest in child's life - does not attend school activities, social events
- Leaves the child alone or inappropriately supervised
- Drug and alcohol misuse
- Depressed

## **Physical Abuse**

### Physical Indicators (often unexplained or inconsistent with explanation given):

- Bruises, welts, cuts and abrasions
- Burns - small circular burns, immersion burns, rope burns etc
- Fractures and dislocations - skull, facial bones, spinal fractures etc
- Multiple fractures at different stages of healing
- Fractures in very young children, especially those not yet mobile

### Behavioural Indicators:

- Inconsistent or vague explanations regarding injuries
- Wary of adults or a particular person
- Vacant stare or frozen watchfulness
- Cringing or flinching if touched unexpectedly
- May be extremely compliant and eager to please
- Dresses inappropriately to hide bruising or injuries
- Runs away from home or is afraid to go home
- May regress (e.g. bedwetting)
- May indicate general sadness
- Is violent to other children or animal

### Caregiver Indicators:

- Inconsistent or vague explanations regarding injuries
  - May appear unconcerned about child's wellbeing
  - May state the child is prone to injuries or lies about how they occur
  - Delays in seeking medical attention
  - May take the child to multiple medical appointments and seek medical treatment without an obvious need
- 

## **Sexual Abuse**

### Physical Indicators:

- Unusual or excessive itching or pain in the genital or anal area
- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or stools
- Sexually transmitted infections
- Pregnancy
- Urinary tract infections
- Discomfort in sitting or fidgeting as unable to sit comfortably

### Behavioural Indicators:

- Age-inappropriate sexual play or language
- Bizarre, sophisticated or unusual sexual knowledge
- Refuses to go home, or to a specific person's home, for no apparent reason
- Fear of a certain person, place, sound or smell
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour. This can include self-harm, suicide, alcohol and drug abuse
- Overly compliant
- Extreme attention seeking behaviours or extreme inhibition
- Dresses inappropriately to hide bruising or injuries
- Eating disorders
- Compulsive behaviours

### Caregiver Indicators:

- May be unusually over-protective of the child
  - Accuses the child of being sexually provocative
  - Misuses alcohol or drugs
  - Invades the child's privacy (e.g. during dressing, in the bathroom)
  - May favour the victim over other children
- 

## **Intimate Partner Violence**

### Indicators in the Child:

- Physical injuries consistent with the indicators of Physical Abuse
- Absenteeism from school
- Bullying or aggressive behaviour
- Complaints of headaches or stomach aches with no apparent medical reason
- Talking or describing violent behaviours

### Indicators in the Victim:

- Physical Injuries including: bruising to chest and abdomen, injuries during pregnancy
- Depression and/or anxiety
- Inconsistent explanations for injuries
- Fearful
- Submissive

### Indicators in the Perpetrator:

- Isolates and controls partner and children
- Threatens, criticises, intimidates, uses aggressive and physical abuse towards partner and children
- Minimises and denies own behaviour, or blames victim for the perpetrators own behaviour

## **Appendix 1(b)**

Child Matters. *Risk Factors of Child Abuse*

Available at [www.childmatters.org.nz/57/learn-about-child-abuse/risk-factors](http://www.childmatters.org.nz/57/learn-about-child-abuse/risk-factors)

### **Risk Factors of Child Abuse**

- There are many issues that may contribute to child abuse, but some factors increase the risk to children and make them more vulnerable to abuse. They can be found in the background of parents, in the environmental situation and in attributes of the child themselves.
- These factors can be significant in alerting a bystander or family member to offer support to a family and keep a caring eye out.

#### **Parental factors:**

- Parent has already abused a child
- Pregnancy was not wanted
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low education
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has few supports
- Parent has a mental illness or is abusing drugs or alcohol

#### **Environmental factors:**

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Family violence is present
- A non-biological adult living in the house
- Family is experiencing multiple stresses

#### **Child factors:**

- Baby is sickly, colicky or unwanted
- Child has a physical or developmental disability
- Child is the product of an abusive relationship
- Lack of attachment between child and parent

## Appendix 2(a)

### DEALING WITH DISCLOSURES OF ABUSE

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance.

When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise and legal action against the abuser.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic.
- Remember that the safety and well-being of the child come before the interests of any other person.
- Listen to the child and accept what the child says.
- Look at the child directly, but do not appear shocked.
- Don't seek help while the child is talking to you.
- Reassure them that they did the right thing by telling someone.
- Assure them that it is not their fault and you will do your best to help.
- Let them know that you need to tell someone else.
- Let them know what you are going to do next and that you will let them know what happens.
- Be aware that the child may have been threatened.
- Write down what the child says in their own words – record what you have seen and heard also.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure
- Tell your Mentoring Co-ordinator or Designated Person for Child Protection as soon as possible.
- Refer to Oranga Tamariki or the Police.
- After making the referral to Oranga Tamariki or the Police, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

#### **Important Notes:**

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to the children
- Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child is difficult but must be taken seriously and dealt with carefully and fairly.

#### **Things TO SAY when a child discloses**

- Repeat the last few words in a questioning manner
- 'I believe you'
- 'I am going to try to help you'
- 'I will help you'
- 'I am glad that you told me'
- 'You are not to blame'

### **Things NOT TO SAY when a child discloses**

- 'You should have told someone before'
- 'I can't believe it! I am shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'

### **Things TO DO**

- Reassure the child that it was right to tell you.
- Let them know what you are going to do next.
- Immediately seek help, in the first place from the designated person for child protection.
- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period.
- Seek help for yourself if you feel you need support.

### **Things NOT TO DO**

- Do not attempt to deal with the situation yourself
- Do NOT formally interview the child
- Never ask leading questions.
- Never push for information or make assumptions.
- Only necessary relevant facts should be obtained, when clarification is needed.
- Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents.
- Do not keep the information to yourself or promise confidentiality.
- Do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.
- Do not permit personal doubt to prevent you from reporting the allegation to the Designated Child Protection Person

Appendix 3

# Incident Reporting Form

Date:

Child's Name:

Date of Birth:

Address:

School:

Names of Siblings:

GP details:

Person(s) reporting the incident/  
concern:

BBBS Worker:

Type of Incident/ Concern: (*Accident, Abuse, Neglect, Vulnerability*)

CONTACTS	
Police	111
Oranga Tamariki	0508 FAMILY
Chelsea Routhan	021 924 255
Poisons Centre	0800 764 766
Nelson Hospital	03 5461800
Motueka Hospital	03 528 1160
Golden Bay Hospital	03 525 9808
Worksafe	0800 030 040

*Time/ Date of Incident:*

*See Child Protection Policy Appendix 1(b)*

*What was heard?*

Risk Factors:

Physical, emotional indicators:

*See Child Protection Policy Appendix 1(a)*

Behavioural indicators:

*See Child Protection Policy Appendix 1(a)*

Caregiver indicators:

*See Child Protection Policy Appendix 1(a)*

Next of Kin Notified (Time and date):

Proposed plan of action, including ensuring the safety of the young person (including medical attention...etc)

Details of the notification to Oranga Tamariki. Filing a Report of Concern via email is preferred.

*Date, Time*

*Method of communication*

*Copy of any written information*

*Person spoken to*

Date to be reviewed:

Details of Review:

*Date of review*

*Any ongoing concerns*

*Outcome*

*Action taken*

Signature of Mentoring Co-ordinator:

Date:

Signature of Programme Director:

Date: