



Child Protection Policy

Policy Statement:

MRVA is committed to the prevention of child abuse and to the protection of children and young people. The well-being and safety of children and young people is important to our organisation.

This policy acknowledges that MRVA has a responsibility both under legislation and in society to provide a safe environment that ensures all children participating in our events/programmes/activities/competitions:

- Are treated with dignity and respect
- Are free from physical, emotional and sexual abuse
- Are entitled to physical and emotional well-being
- All those who come into contact with children and families in their everyday work, including those that do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children

Scope:

This policy covers all MRVA staff, whether paid or voluntary, including those staff contracted or on placement.

Purpose

The purpose of this policy is to:

- Ensure MRVA provides services in a manner consistent with section 6 of the Children Young Persons and Their Families Act 1989 and the Vulnerable Children Act 2014
- Provide guidelines and training for all MRVA staff who work with children and young people
- Raise awareness of the importance of our role in maintaining the safety, welfare, and interests of any child or young person we come into contact with through work
- Identify procedures for staff to follow should a suspected case arise or an accusation be made about inappropriate behavior by a staff member by providing training, support, and guidance to all staff
- Identify external agencies to be contacted, the services they provide and the appropriate reporting procedures



Definitions

- “Child and Young Person” - for the purpose of this policy a “child” means a boy or girl under the age of 14 years and “young person” means a boy or girl of or over the age of 14 years but under 17 years (Children, Young Person, and Their Families Act 1989, Section 2).
- “Staff” – anyone working for MRVA, whether paid, voluntary, contracted or on placement.
- “Employees” – those formally employed by MRVA on a casual, fixed term, part time or full time basis.
- “Child abuse” - means the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation of any child or young person.” (Section 2, Children and Young Persons Amendment Act, 1994).

Statutory considerations:

The following pieces of legislation are considered in the creation of this policy. They are:

- The Human Rights Act 1993.
- The Privacy Act 1993.
- The Employment Relations Act 2000.
- The Vulnerable Children Act 2014.

Guidelines:

MRVA’s commitment to the well-being and safety of the child or young person, means that the interest and welfare of the child or young person will be the primary consideration when any decision is made about suspected child abuse.

Professional ethics will provide the basis of all processes and actions taken. The privacy of those concerned will be respected.

MRVA supports the roles of statutory agencies (the Police and Child, Youth and Family) in the investigation of abuse and will report cases of suspected child abuse to these agencies according to the processes outlined in this policy. Deciding who will inform the parent or caregiver will be the responsibility of the MRVA Board in consultation with the statutory agency involved.

Vetting and Screening:

- All staff working alongside children and young people will be required to undergo a Police Vetting check from the Ministry of Justice as part of their recruitment process.
- All staff working supervised alongside children and young people will be required to undergo basic screening which includes:
- A trusted referee to endorse the identity of the candidate (Refer to Child Matters, “Safer recruitment, Safer children” document).
- Complete an interview process to assess authenticity.
- In combination with one of the above, check photographic identification when they arrive for training or work.

- All employees not qualified to apply for police vetting will undergo a Criminal Conviction History Third Party check from the Ministry of Justice.
- The police vetting process will be undertaken by two key personnel within the organisation (Office Manager to apply and receive results who will pass the results onto the MRVA Board to manage staff sign-offs).
- Where any staff or potential recruit is found to have serious convictions, they be restricted or excluded from roles that involve working alone with, or with primary responsibility for children.

Training:

MRVA is committed to establishing and increasing staff awareness through appropriate training to help staff recognise abuse and neglect, and respond appropriately and accordingly.

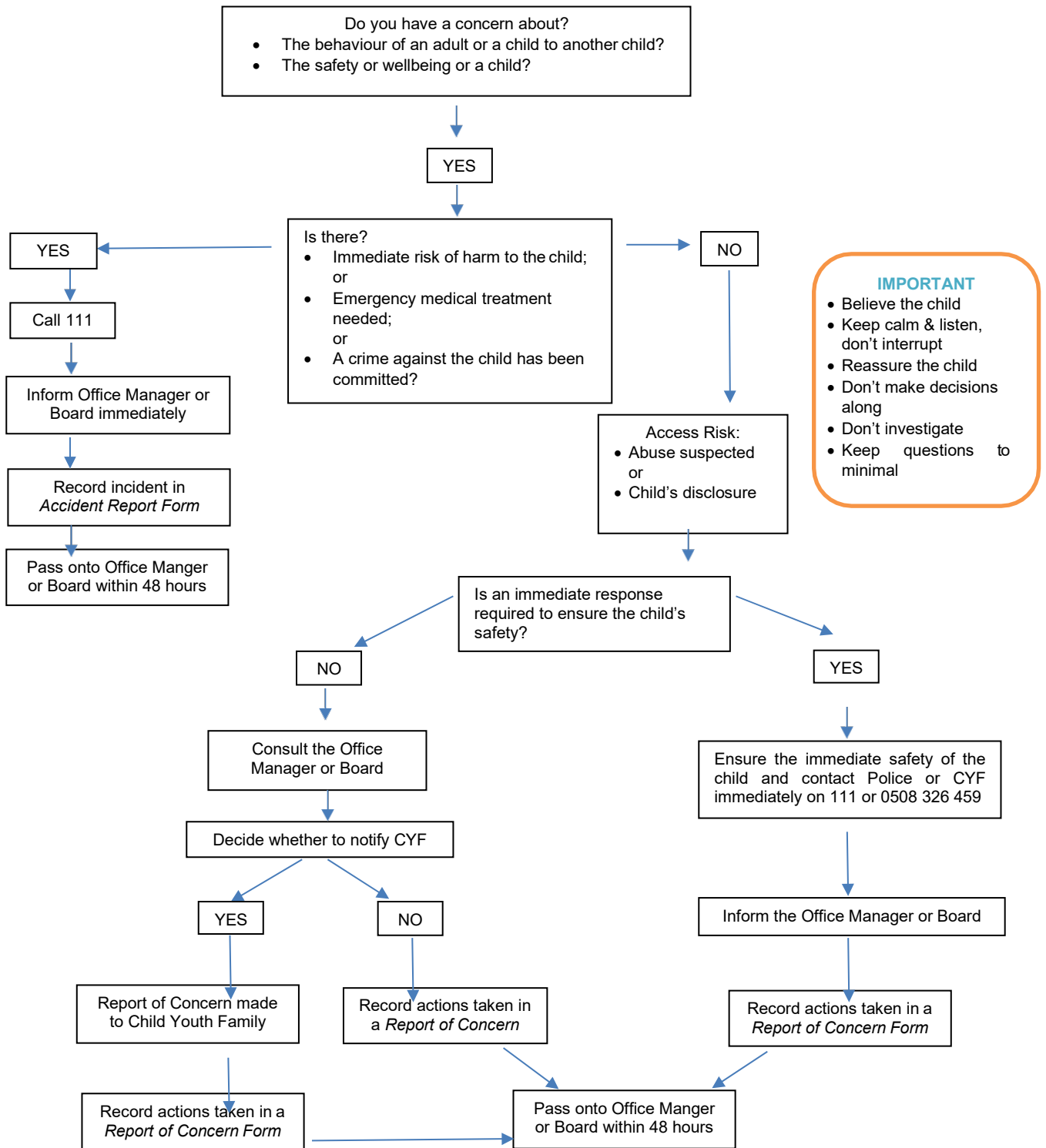
- MRVA will ensure that all relevant staff will be trained in identification of child abuse and neglect.
- MRVA will ensure that all staff members are familiar with and know how to access this Child Protection Policy.
- MRVA will encourage all staff to read child protection resource materials.

Types of Child Abuse:

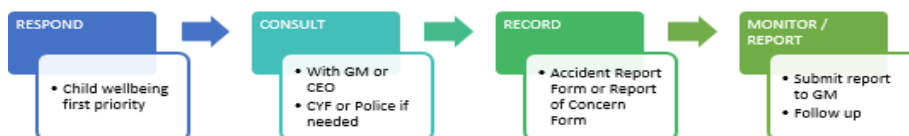
- **Sexual abuse** “is any act or acts that results in the sexual exploitation of a child or young person, whether consensual or not”.
- **Emotional abuse** “is any act or omission that results in impaired physical functioning, injury and / or development of a child or young adult”.
- **Neglect** “is any act or omission that results in impaired psychological, social, intellectual and / or emotional functioning and development of a child or young person”
- **Physical abuse** “is a non-accidental act on a child that results in physical harm”
- **Cumulative harm** “is the existence of compounded experiences of multiple episodes of abuse or ‘layers’ of neglect. The unremitting daily impact on the child can be profound and exponential, covering multiple dimensions of the child’s life”

MRVA CHILD PROTECTION POLICY

Responding to a disclosure/concern about child abuse procedure

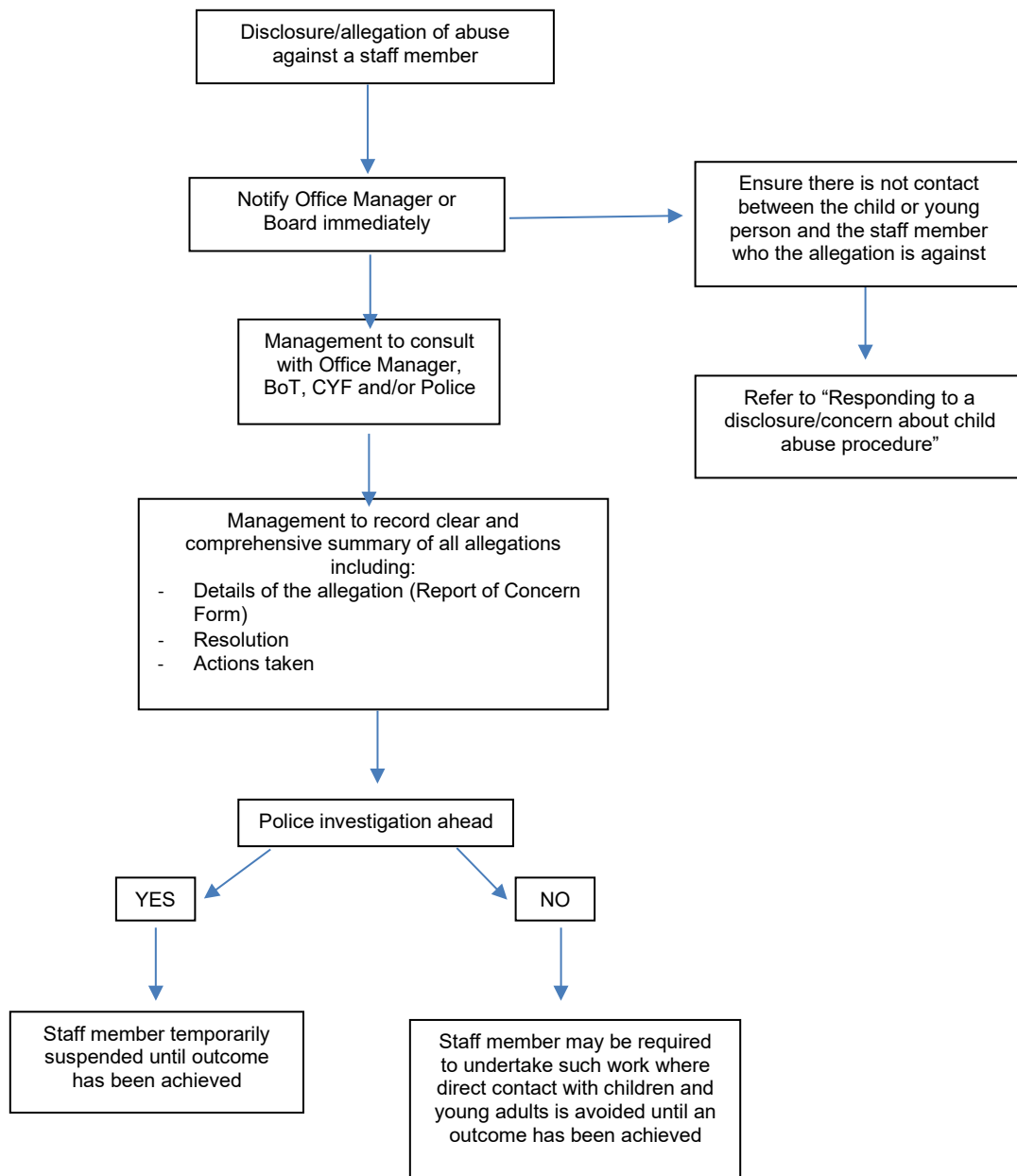


ALWAYS FOLLOW THE STEPS...



MRVA CHILD PROTECTION POLICY

Responding to an allegation of abuse made against a staff member



ALWAYS FOLLOW THE STEPS...



1. Contacts and Information

Agencies

Child Youth and Family Services

www.cyf.govt.nz

0508 326 459

New Zealand Police – Southland

www.police.govt.nz/about-us/structure/police-districts-southern

03 211 0400

Employment Assistance Programme (EAP)

www.eapservices.co.nz

0800 327 669

Websites

Child Matters

www.childmatters.org.nz

Ministry of Social Development

www.msd.govt.nz/what-we-can-do/families/index.html

Working for Families

www.workingforfamilies.govt.nz

Family Services Directory

www.familyservices.govt.nz/directory

Community Link

www.workandincome.govt.nz/about-work-and-income/community-link/index.html

Strengthening Families

www.strengtheningfamilies.govt.nz

2. Related Documents

Document	Location	Designed for
Child Protection Policy	M:\Policies & Procedures\Child Protection\1-POLICY (Hard copy can also be found in hallway library)	All Staff
Record of Concern	M:\Policies & Procedures\Child Protection	Staff who witness or suspect abuse
Accident and Incident Report Forms	M:\Health and Safety\TEMPLATE Accident Investigation Form.pdf	Staff who witness or suspect abuse
Safer recruitment, Safer children	Safer-Organisations-safer-children.pdf	Management writing policy and procedures
eLearning Basic Awareness and Child Protection online modules	https://nzfvc.org.nz/education-and-training#online	All Staff

APPENDICIES

APPENDIX ONE: CODE OF BEHAVIOUR AND GOOD PRACTICE FOR STAFF

- All staff members have a duty to raise concerns, without prejudice to their own position, about behaviour by staff, managers, volunteers, students, or others, which may be harmful to those in their care.
- Staff are required to report any accident, incident of abuse, or cause for concern which arises in the course of their work with children.
- Staff are required to take all reasonable measures to ensure that all children can participate fully and safely in their activity programmes.
- Staff should avoid inappropriate physical contact with children. Any contact must be child initiated, with consent, and done to meet the needs of the child's physical or emotional needs only
- Staff should avoid situations where they are alone with a child. Where discretion is required, ensure another member of staff is aware of what you are doing
- Staff should not forward any personal details of the child or family to a third party, except when requested by the Police or social services.
- If a member of staff feels that they may be at risk from becoming the subject of unwarranted allegations in connection with a child or young person, they should alert their manager immediately.

APPENDIX TWO: BEHAVIOUR MANAGEMENT GUIDELINES:

Children are expected to behave within the following guidelines:

- To behave in such a manner that does not impinge on the rights of enjoyment of others, or damage equipment or property
- To follow staff, coaches and designated volunteers instructions
- To follow rules of the programme (and when on school property, the school rules)
- To remain in the area of the programme, as defined by the staff, unless authorised by a staff member or parent to leave
- To behave in a non-abusive manner

If staff considers a child's behaviour beyond the behaviour management resources at the programme, they may call on the parent or caregiver to remove that child for that day without delay, notifying the Office Manager first.

Appropriate behaviour by children is rewarded by:

- Verbal recognition! Praise.
- Special privileges - e.g. helping with the equipment, getting more turns at activities

If a child's behaviour is inappropriate, the following management options may be used by staff:

- Verbal reprimand, with preferred behaviour stated
- Natural and logical consequences, (e.g. picking up what has been thrown down, not able to use that activity for a set length of time)
- Loss of privilege
- Use of time out (e.g. the child is asked to remain in an area sitting for a short length of time to consider other ways of behaving in situations)
- If time out is required twice in a session, the child's parent/caregiver will be telephoned and asked to come and collect their child straight away
- If stood down a second time, the child's right to attend the remainder of the programme or event may be waived

If stood down three times, the child may be excluded for following programme or events scheduled. The Programme or Event Coordinator, and parent/caregiver will discuss the matter; the child's space in the programme is not guaranteed. The child's behaviour and any disciplinary procedures will be recorded on the Incident or Accident Report Form and reported through the Health and Safety Committee.

The decision to stand down or exclude is taken after other options have been explored with the child and parent/caregiver and Manager.

All staff, including volunteers will not use punitive discipline at any time (e.g. the staff will not isolate, hit or ridicule a child).

Extreme Behaviours

If a child's behaviours are considered to be extreme (i.e. a serious safety risk to themselves, other children or staff) consideration may be given to expelling the child without right of return and without following above. The Coordinator, and parent/caregiver will discuss the matter; the child's place in the Sport Southland

Programme or Event is not guaranteed. Parent/caregivers may reapply to the programme at a later date.

