

**Policy Category:** Health and Safety

**Date Created:** 24/12/2020

**Reviewed:** June 2025

**Next Review Date:** July 2028



## Child Protection Policy

**Position Statement :** The Village Preschool is committed to child protection and its responsibilities under the Children's Act, 2014 as well as under section 6 of the Children, Young Persons and their Families Act, 1989. This policy outlines our commitment to Child Protection. The interest, safety and well-being of tamariki is paramount. Staff are expected to be familiar with this policy and abide by it. This policy will be reviewed every three years or earlier depending on circumstances.

### Purpose :

- The purpose of this policy is to ensure that children are kept safe from harm. We have an obligation to ensure the wellbeing of children in our care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority when investigating suspected and alleged abuse.
- We support the roles of the New Zealand Police and Oranga Tamariki in their investigation of suspected abuse. Our role is to advocate and escalate concerns about a child's safety and we will report suspected alleged abuse to these agencies and the Ministry of Education.
- We support families/whanau to protect their children.
- We provide a safe environment, free from neglect, physical, emotional, verbal or sexual abuse.

### GUIDING PRINCIPLES :

- *The interest and protection of the child is paramount in all actions.*
- *The Village recognises the rights of family/whanau to participate in decision making about their children.*
- *Management (Centre Manager/Team Leaders and Directors) at The Village have a commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response.*
- *Management are committed to supporting all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure our approach to child protection is consistent and of a high standard.*
- *The Village will always comply with legislative responsibilities.*
- *The Village is committed to share information in a timely way and to discuss any concerns about an individual child with colleagues or the Person in Charge.*

- *We aim to promote a culture where employees feel confident to raise issues of concern, keeping tamariki at the center of all decision-making when responding to suspected abuse.*

## **PROCEDURES :**

### **Definitions:**

**Abuse:** *the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any tamariki.*

**Neglect:** *the persistent failure to meet the basic physical or psychological needs of any tamariki, leading to adverse or impaired physical or emotional functioning or development.*

*Neglect may be:*

- *Physical - failure to provide necessary basic needs of food, shelter or warmth*
- *Medical - failure to seek, obtain or follow through with medical care for the child*
- *Abandonment - leaving a child young person in any situation without arranging necessary care for them and with no intention of returning*
- *Neglectful supervision – failure to provide developmentally appropriate or legally required supervision*
- *Refusal to assume parental responsibility - unwillingness or inability to provide appropriate care for a child.*

*From Child Matters website: [www.childmatters.org.nz](http://www.childmatters.org.nz)*

## **IDENTIFYING POSSIBLE ABUSE OR NEGLECT :**

### **EMOTIONAL ABUSE**

Emotional abuse occurs when a child's emotional, psychological or social well-being and sense of worth is continually battered. This includes confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment that may diminish the sense of identity, dignity, and self-worth. We also include exposure to Family Violence in this category.

### **NEGLECT**

Neglect is a pattern of behaviour that occurs over a period of time and results in impaired functioning/development. It is a failure to provide for a child's basic needs.

### **PHYSICAL ABUSE**

Physical abuse can be caused from smacking, punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.

### **SEXUAL ABUSE**

Sexual abuse includes acts or behaviours where an adult, older or more powerful person uses a child for a sexual purpose. There are 2 different types of child sexual abuse.

These are called contact abuse and non-contact abuse.

- **Contact abuse** involves touching activities where an abuser makes physical contact with a child, including penetration.

It includes: sexual touching of any part of the body whether the child's wearing clothes or not; rape or penetration by putting an object or body part inside a child's mouth, vagina or anus; forcing or encouraging a child to take part in sexual activity; making a child take their clothes off, touch someone else's genitals or masturbate.

- **Non-contact abuse** involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing.

It includes: encouraging a child to watch or hear sexual acts; not taking proper measures to prevent a child being exposed to sexual activities by others; meeting a child following sexual grooming with the intent of abusing them; online abuse including making, viewing or distributing child abuse images; allowing someone else to make, view or distribute child abuse images; showing pornography to a child; sexually exploiting a child for money, power or status (child exploitation).

Upon Employment staff should become familiar both with this policy and with possible physical and behaviour clues to child abuse listed on pages 17 and 18 of this document.

#### **RESPONDING TO SUSPECTED ABUSE OR NEGLECT :**

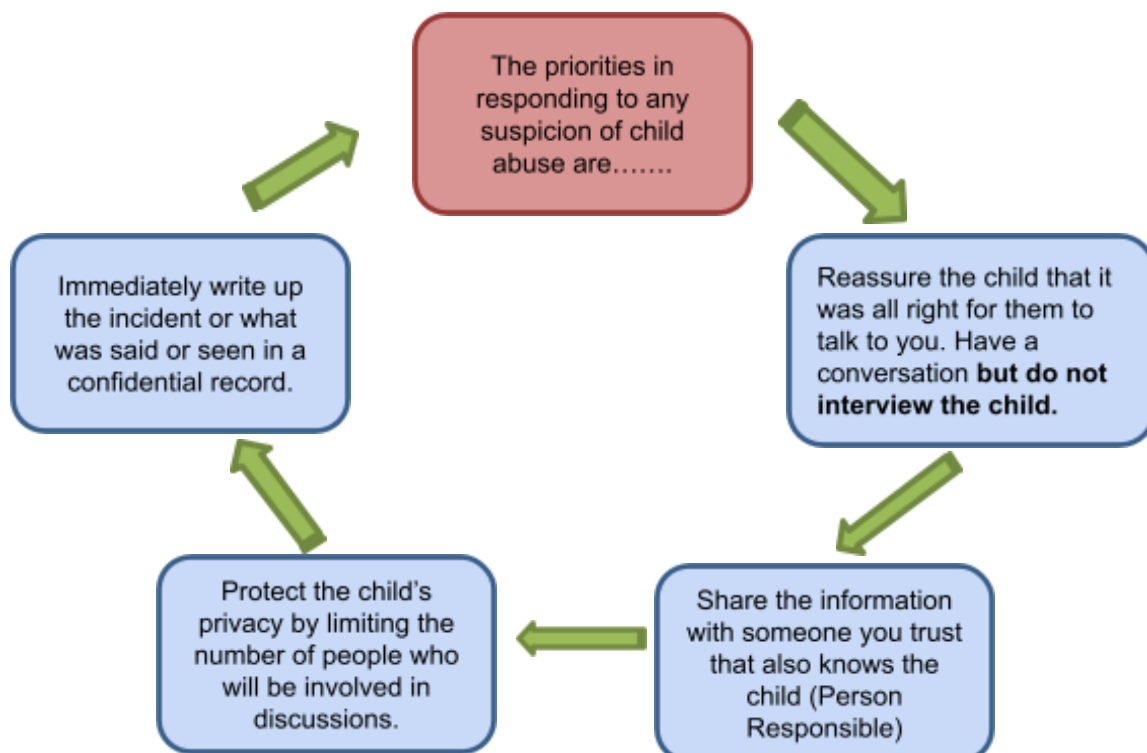
It is essential to continue to maintain a confidential record, including observations of the child's behaviour for a period of time following an allegation or incident. The process for responding to child abuse is given in the **"Reporting Process for Child Abuse"** (*Appendix 1*).

All suspicions or observed incidents or reports of incidents should be reported directly to the Centre Manager or Team Leader as soon as possible, who will take the appropriate steps to protect the child(ren) and record the report. A **Record of Incident or Allegation Report** template (*Appendix 2*) is available from the Team Leaders and also the office.

If there is clear evidence or reasonable cause to believe an instance of child abuse has taken place, the Person Responsible shall notify Oranga Tamariki : 0508 326 459.

**Staff members will discuss suspicions with a senior staff member. Nothing will be done in isolation.**

#### **Immediate response to suspicion of Child Abuse :**



## The Basic Principles for Responding to Suspected Child Abuse.

- *Believe what children tell you and what you see.*
  - *Always take action in the short term to ensure the immediate safety of the child. This may mean contacting Oranga Tamariki or the Police if you think there is an immediate risk of the child being abused again.*
  - *Record clear concerns and observations, factual statements with dates (Documentation needs to be clear and concise).*
  - *We recommend that you do not make decisions alone. Consult with someone experienced. If there is no short-term risk, take time to consult thoroughly in order to make a well-informed decision.*
  - *Act on your concerns. Don't leave it to someone else or hope it won't happen again. If you have told the person you believe is responsible for taking action and they do not act, take further action yourself. Follow up on your queries if you haven't heard anything from who you have told.*
  - *Seek support for yourself. The tasks and situation will be stressful.*
  - *Where abuse may have been perpetrated by a family member or someone close to the family, do not initially inform the family, but ensure that the appropriate person informs them at the appropriate time under guidance from Oranga Tamariki.*
- Early Childhood Services Regulations state 1:5 teacher:child ratios for tamariki 0-2 and 1:10 teacher:child ratios for tamariki aged 2-5. The Village maintains higher teacher:child ratios than those specified by the 2008 Regulations.

### STAFFING :

- New staff will undergo required safety checks that comply with the Children's Act Oranga Tamariki, 2014. This will include: a police vet, identity verification, references and an interview. A work history will be sought and previous employers will be contacted. Before an offer of employment is given a full Risk Analysis will be completed (Appendix 4). If there is any suspicion that an applicant might pose a risk to a child, that applicant will not be employed.
- Teachers at The Village are made aware of this policy and how to raise issues of concern at the time of their employment through verbal discussion and also given this full policy. Once they confirm they are comfortable and aware of what their obligations are they will sign the main policy that will be held in the office.
- The following measures will be taken by all teachers regarding suspected abuse:
  - All allegations of child abuse will be taken seriously.
  - The Privacy Act, 2020 and the Children, Young Persons and Their Families (CYPT) Act, 1989 allow information to be shared to keep tamariki safe when abuse or suspected abuse is reported or investigated.
  - No teacher will act alone regarding suspected child abuse. The Centre Manager will be consulted and she will take further action.
  - Any person disclosing information in good faith regarding suspected abuse will be assured the protection afforded by law (Section 15 & 16 CYPF Act, 1989).
  - If the Centre Manager suspects a child is unsafe, she will report it to the Ministry of Children, Oranga Tamariki (MCOT) - 0508 FAMILY (0508 326 459). Service Providers

will also be contacted through email and phone call to make them aware of the situation, 07 829 5234, info@thevillagepreschool.co.nz.

- If there are any allegations of abuse by an employee of The Village, the authorities will be informed immediately and the employee will be suspended while the matter is investigated. Procedures to follow will align with the individual's employment agreement.
- If any team member sees a child being abused, observes signs of abuse, or a child reports being abused, we will follow the **Reporting Process for Child Abuse**. (Appendix 1).
- We realise and accept our own limitations in dealing with issues of abuse. Professional agencies such as the Police and the Ministry of Children, Oranga Tamariki (MCOT) will be involved in suspected cases of abuse. These agencies are sought for their specialised knowledge.
- Only adults named on the enrollment form are able to collect tamariki from the centre. If a child is to be collected by someone other than the persons on their enrolment form, parents/legal guardians are required to give written or verbal permission to the management including their relationship to the child.
- If tamariki are picked up by anyone other than their parents or legal guardian, parents or teachers are required to record this. Kaiako are instructed that if they are unsure of the person picking up the child they must first check the enrollment form to see if there is written approval that this person can pick up the child, they then ask to check their identification and if they are satisfied this is person is who they say they are they can then release the child. If the team members have not had consent and the person is not on the enrollment form they must call the primary carer to find out if they can release the child to this person.
- Information regarding a child will be shared to both parents unless there are any custodial arrangements in place which will limit this.
- No visiting student is to be left alone with any child or group of tamariki.
- No visiting student is to change or toilet any child without supervision.
- Relievers who are specifically employed by The Village will be allowed to change or toilet tamariki and can be left alone with groups of children as they will have completed all appropriate checks and been made aware of all of the policies and procedures relating to the centre and the room they are working in.
- Any reliever that is employed from an outside agency such as Dynamic Relievers or Talk Recruitment will be firstly asked if they are comfortable toileting, then the child is also to give permission. Team Leaders will make a judgement call on the reliever before this is to occur. They are not to be left alone with the children.
- Parents will be notified of the presence of any student or reliever via a notice at the sign in area, a notification will also go up on Educa, an online tool.
- We value the internet as a learning tool. The Village staff will only access child appropriate websites when exploring with tamariki by using Kiddle. Kiddle is a safe visual search engine for tamariki powered by Google. These learning tools will only be used for learning purposes and will be done so through direct supervision with Kaiako.

## **STAFF PROTECTION :**

At The Village we are committed to providing a safe working environment for all our staff and ensure that employee privacy is protected. We take all reasonable steps to ensure staff safety. The Centre will not disclose personal information (including personal address, phone numbers and personal circumstances) of any employee, to any child, parent or member of the public. Information will be kept secure in a locked filing cabinet in the office and only employees with specific authority will be permitted access to confidential employee information.

It is an expectation that The Village staff are required to be observant. If as a kaiako, you have a concern regarding a child (i.e. observation of an unusual behaviour, evidence of injury etc) then you must document this concern and pass it onto your Person Responsible. We recommend that staff report any such observations immediately to the Person Responsible who will help them determine the appropriate course of action.

We recommend that you don't act alone. Your written observation/statement will be retained by the centre as confidential information and kept on file for our records. We recommend that you consult with other team members and the Person Responsible to make a final decision whether it is appropriate to report your observation to an external agency (guidelines previously stated throughout the policy). Your statement/identity will not be revealed by The Village to any third party (except any agencies required to support The village) and only in consultation with you or as required by law.

For the protection of staff who, through the course of their work, are caring for children's bodily needs the following should be noted. All details of care given in respect to children's genital areas must be recorded with date, time and action taken, as soon as possible after the event. This includes: washing genitals (toileting sheet), applying medication to genitals (medicine book), inspection of genital areas of soreness, itching or injury is suspected (accident book). Children under two years old have this information recorded on their daily record sheet. Teachers are not to be left alone with children where a situation could arise where allegations of sexual abuse could be made.

**Never photograph a child's ano-genital area, even as a record of your concern.**

## **WHEN TO MAKE A MANDATORY REPORT :**

Employers must **IMMEDIATELY** report to the Teaching Council when:

- A teacher is dismissed for any reason.
- A teacher resigns from a teaching position, if within the 12 months preceding the resignation the employer advised the teacher it was dissatisfied with, or intended to investigate, any aspect of the teacher's conduct or competence, or on the expiry of the teacher's fixed-term contract.
- A teacher ceases to be employed by the employer, and within the following 12 months the employer receives a complaint about the teacher's conduct or competence while he or she was an employee.
- An allegation has been made that the teacher has engaged in serious misconduct.
- The employer is satisfied that, despite completing competency procedures with the teacher, the teacher has not reached the required competence level.

## **ALCOHOL, DRUGS, SMOKING OR VAPING :**

The Centre has a zero tolerance for staff use of drugs and suspicions will be reported to the Teaching Council. Our policy **Substance Abuse** (Appendix 5) is in place to ensure that no staff member or adult attempting to come onto the premises is under the influence of drugs or alcohol whilst working at The Village of visiting whanau. If any parent arrives to pick up their child whilst suspected to be under the influence of drugs or alcohol, staff will use their discretion to decide whether the child is safe to be driven by the parent. Staff can offer to call another family member but where drivers are non-cooperative, staff should call the Police (111).

The Village also has zero tolerance for Smoking and Vaping while inside The Village grounds. See **Smoke & Vape Free Policy** (Appendix 6) At The Village we will prevent the detrimental effect of other people's smoking or vaping on the health of all adults and children. Smoking or vaping of any kind is not permitted at The Village either inside or outside at any time and on any day.

#### **VISITORS TO THE CENTRE :**

All kaiako are responsible for ensuring that visitors to the Centre know what adult behaviour is deemed appropriate.

***Inappropriate touching for visitors is:*** hugs, kisses, tickling, stroking, sitting child on knee, carrying children, changing children's clothes.

***Appropriate touching is:*** holding hands (e.g. taking children inside), helping children in or out of a swing, physical removal from potentially dangerous situations.

#### **CHILD CURIOUS BODY PLAY AND BEHAVIOUR**

- We believe that curiosity about bodies and some sex play among tamariki is healthy and normal. However, teachers are there to provide guidelines needed to ensure that the physical and emotional wellbeing of tamariki is protected.
- Tamariki keep their underwear or nappies on, unless they are getting changed.
- Parents will be notified of any inappropriate sex play involving their child.
- Strategies will be developed in consultation with parents should any child engage in unusually regular self-stimulation.
- Teachers will ensure all team members know of instances of frequent or inappropriate sex play.
- Parents should advise teachers of anything their child says which may point to inappropriate sex play having occurred and vice versa. This will be recorded confidentially in the concern's book.
- We use language that promotes a positive body image and awareness, and how to take care of ourselves. Tamariki will be encouraged to have ownership over their bodies and move away from play or say no if they are feeling unsafe and to inform a teacher.
- Teachers will intervene at any point if curious body play is inappropriate, hidden from adults, if there is any coercion, or if the play is frequent.
- Teachers will consult with external agencies for support if required.

#### **SUPERVISION GUIDELINES :**

- Our playground, indoor play areas and tamariki bathroom changing are designed to ensure they can be readily observed by supervising teachers.
- Physical contact of children during changing or cleansing must be for the purpose of that task only and no more than is necessary. Children will be encouraged as much as possible to take care of their own routine tasks and kaiako will only step in when necessary.
- In making physical contact with children, staff should be guided by the principle that they would do so only to meet the child's physical or emotional needs.
- Touching will never be initiated to gratify an adult's needs. Children should not be asked to take care of adult needs, physical or otherwise. Except in an emergency, children are not taken from the service without parental approval, which is in writing and noted on their enrolment forms.

#### **References :**

**Regulation 46 Health and Safety Practices standard: general (1) of the Education (Early Childhood Services) Regulations 2008.**

#### **Licensing Criteria**

**HS11, HS28, HS31:** There is a written child protection policy that meets the requirements of the Children's Act 2014. The policy contains provisions for the identification and reporting of child abuse and neglect, and information about how the service will keep children safe from abuse and neglect, and how it will respond to suspected child abuse and neglect.

The policy must be reviewed every 3 years.

**HS32:** All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

**HS33:** No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

**Vulnerable Children's Act 2014 and associated regulations.**

**NELP 1.2/3**

**Safer Organisations Safer Children**

**Oranga Tamariki Ministry for Children - Working together to support tamariki, rangatahi and their family/whānau.**



## REPORTING PROCESS FOR CHILD ABUSE

You see a child being abused, OR you observe signs of abuse in a child OR a child reports being abused.

### RESPOND TO THE NEEDS OF THE CHILD

- Ensure the child is safe from immediate harm. Call the Police if the child is in immediate danger.
- Attend to any physical or emotional distress in the child – take to hospital if appropriate.
- **Listen to the child.**

Are you a  
staff  
member?

### IMMEDIATELY INFORM YOUR MANAGER

If the suspected abuser is your manager, inform the service owner Abby Mattock 0220613462 OR Oranga Tamariki on 0508 326 459 OR Police Child Abuse Team. Inform the Ministry of Education at the same time

Are you  
in  
charge?

CALL THE  
POLICE IF THE  
CHILD IS IN  
IMMEDIATE  
DANGER

### PREPARE WRITTEN RECORD

Record

- Date, time and place of observation/reporting of abuse.
- Names of anyone present.
- What the child says – exactly.
- Any physical or behavioural signs of abuse.

GIVE THIS TO YOUR MANAGER/SERVICE PROVIDER

### PERSON IN CHARGE

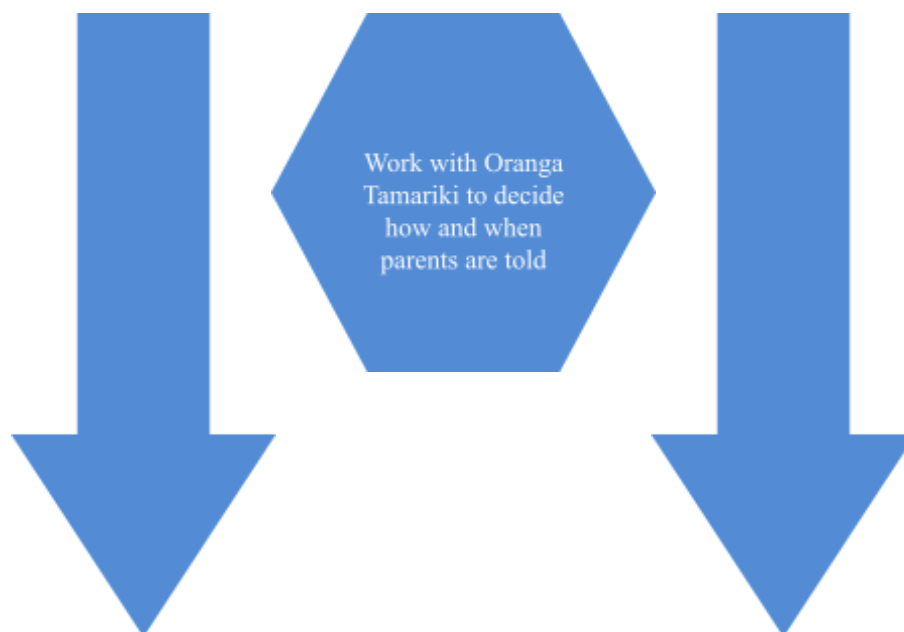
### GATHER INFORMATION

Ensure you have a full report from the person who identified the abuse. Get them to fill our Record of Incident or allegation. Offer them support. Get them to sign the report. Tell them what actions you will take. Ring Oranga Tamariki (0508 326 459) or the Plunket line (0800 933 92) and discuss your concerns. Oranga Tamariki will tell you if you need to do a formal report about your concerns.

### RREPORT ABUSE

Ring Oranga Tamariki on 0508 326 459 (contact@ot.govt.nz) and tell them:  
(If it is an emergency, ring the Police Child Abuse Team)

- Your own name and contact details.
- Name of child/tamariki (also known as/nicknames).
- Date of birth (if known).
- Ethnicity (if known).
- Name of caregivers, parents and other family members and current living situation.
- Current legal custodians.
- Reasons why it is believed that the child has been abused.
- Other significant background information.
- Ministry of Education will be notified and an incident report filed. Rotorua Office POBox 1749, Rotorua, 3040, Ph 07 3497399
- Any concerns for your physical safety in making this notification.



#### **OUTSIDE SERVICE**

- You are most likely to suspect the abuse is by a parent but you cannot assume this. If you are concerned about the child going home, tell Oranga Tamariki or the Police this.
- While the child is in your care, ensure the child is not at risk of being further abused.
- Follow up any report of concerns or phone calls with emails. A copy of any Report of Concern must go to Oranga Tamariki.
- If a verbal conversation has happened with Oranga Tamariki, email a copy of their acknowledgement to the Ministry of Education.

#### **INSIDE SERVICE**

- Maintain close liaison with Oranga Tamariki/Police and discuss any actions you want to take with them first.
- Discuss with Oranga Tamariki/Police who will tell the suspected abuser of the allegation and whether the suspected abuser should remain on the ECE premises.\*
- Recommend the suspected abuser seeks support from their union or lawyer.
- Ensure records are kept of any comments or event relating to the complaint(s) and/or allegations and follow-up action is taken and documented.
- Get employment/legal advice where appropriate.

#### **ATTEND TO HEALING OF YOUR COMMUNITY**

If there is disruption to the ECE service or community, negative impacts on other tamariki and/or staff, or media interest contact

LEARNING SUPPORT TRAUMATIC INCIDENT CO-ORDINATOR for support on 0800 84 8326

**FINALLY! GET SUPPORT FOR YOURSELF**

**Note \*If a centre manager or owner knows of alleged abuse and another incident occurs by the offender at the centre, the owner of the centre is liable for failing to provide a safe educational environment for tamariki.**

## **Appendix 2**

### **RECORD OF INCIDENT OR ALLEGATION**

**Name/s or Child/ren** \_\_\_\_\_ **Age :** \_\_\_\_\_

**Date :** \_\_\_\_\_ **Time :** \_\_\_\_\_

**Kaiako writing report** \_\_\_\_\_

**What happened or was alleged? (Be clear, give as much detail as possible, use back of page if needed)**

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**How did the teacher manage the situation?**

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**How did the child/ren respond?**

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**What action was taken?**

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**Staff involved?**

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## COMPLAINTS PROCEDURE / POLICY FOR KAIAKO

### Aim:

Is to have a centre environment where teachers are able to discuss issues, feel safe and develop confidence in conflict resolution and compliance issues.

### Purpose:

To keep the quality service we provide up to date and functional at the highest level.

To ensure teachers, staff and management have clear guidelines to follow to minimise any problems.

- Non- compliance
- Collegial issues (person to person)
- Leadership
- Parent / whānau

### Procedure :

1. In the first instance, talk to the kaiako involved. If appropriate this can be done on the floor depending on the severity of the issue or concern.
2. Next step if you cannot resolve the issue go to your Team Leader. This conversation may need to be documented.
3. If the Team Leader feels they cannot solve or is part of the concern or issue then you must see the Centre Manager.
4. If the situation is deemed to be a serious misconduct issue then the appropriate steps will be taken as is stated under the code of conduct in Schedule Two of Individual Employment Agreements.
5. If the issue is with a Qualified and Registered Kaiako then the Ministry of Education and Teaching Council will be notified by the Centre Manager.
6. The Centre Directors; Abby Mattock and Sharon Macrury [info@thevillagepreschool.co.nz](mailto:info@thevillagepreschool.co.nz) will be notified with a written brief about the incident or concern.
7. A meeting will be set if needed and any formal disciplinary action will be taken.
8. Follow up will be taken when appropriate.

### 9. **Ministry of Education Contact**

Ministry of Education Office  
PO Box 1749,  
Rotorua,  
3040  
07 3497399  
Terri Maloney: [Terri.Maloney@education.govt.nz](mailto:Terri.Maloney@education.govt.nz)

## **10. Teaching Council Contact**

[enquiries@teachingcouncil.nz](mailto:enquiries@teachingcouncil.nz)

PO Box 5326

Wellington

6140

04 471 1852

### **Mandatory Reporting**

Making a mandatory report to the Teaching Council is a legal obligation for employers under the Education and Training Act 2020.

Reasons for mandatory reporting are:

- If the teacher is believed to have engaged in serious misconduct.
- If a teacher resigns 12 months or less after a conduct or competence issue resulting in performance management.
- Formal complaints about teachers regarding serious misconduct, as long as the complaint is made within 12 months before the teacher's resignation.
- If a teacher is put on a performance management plan.

### **Misconduct**

General misconduct will result in such disciplinary action as per the Disciplinary Procedures. Examples of general misconduct that may constitute a warning include (but is not limited to):

1. Poor safety work methods other than 'danger to life'.
2. Failure to report an accident.
3. Poor attendance.
4. Poor work performance.
5. Horseplay, boisterous or irresponsible behaviour (especially around a child)
6. Poor time keeping, including arriving late for work or taking longer for breaks.
7. Leaving the assigned place of work without permission.
8. Use of abusive language towards your work colleagues
9. Deliberate wasting of time or materials.
10. Failure to contact the Centre within a reasonable time for any absences.

### **Serious Misconduct**

Serious misconduct will result in action as per the Disciplinary Procedures or summary (instant) dismissal. Below are examples of (but are not limited to) what constitutes serious misconduct:

1. Presenting the Centre with any false or deliberately misleading information eg time sheets etc, or where any material fact is suppressed, or the truth has not been told.

2. Failure to report immediately unsafe practices, situations or structures.
3. Insubordination.
4. Breach of the Centre Policies on Privacy and Confidentiality.
5. Unauthorised or misuse of centre equipment, vehicles etc without authorisation.
6. Using a company vehicle in an unsafe manner, or in a manner that caused, or likely to cause damage or danger.
7. Misconduct which is likely to result in serious harm to other people, children, or damage to goods/products
8. Bribery, theft, fraud or dishonesty.
9. Conviction of a criminal offence relating to children.
10. Refusal to obey a lawful instruction or follow standard operating procedures.
11. Sexual harassment another worker/customer/parent.
12. Verbal abuse towards a child.
13. Physical abuse towards a child.
14. Reporting for work intoxicated or under the influence of drugs.
15. Bringing alcoholic liquor or non-prescription drugs into the workplace and/or consuming these without Management's consent.
16. Failure to attend a company paid medical examination on request.

**Reference:**

Education (Early Childhood Services) Regulations 2008, Governance, Management and Administration.

Licensing Criteria for Early Childhood Education and Care Services 2008 :

GMA 7 : Suitable human resource management practices are implemented.

## Appendix 4

### Safety Checking - The 7 Components

	For a children's workers who started after 1 July 2015.	For all other children's workers already employed before 1 July 2015.	For all children's workers every 3 years.
Identity	✓	✓	✓
Work history	✓		
Interview	✓		
Referee	✓		
Membership	✓	✓	✓
Police Vet	✓	✓	✓
Risk Assessment	✓	✓	✓

Name:

Identity:

Work history:

Interview:

Referee:

Membership / Reg:

Police Vet:

Hand written assessment:

## SUBSTANCE ABUSE POLICY

**Position Statement :** The health safety and well-being of children, whanau and kaiako attending The Village is of paramount importance. Any person who is affected by alcohol or drugs may put children and kaiako at risk and are not appropriate role models for children.

**Purpose :** The purpose of this policy is to ensure that children, whanau, teachers and visitors are not affected by anyone who is under the influence of any substance. This policy outlines our centre's approach to maintaining an alcohol and drug free environment.

- All kaiako have a responsibility to report to the Centre Manager or Person Responsible immediately where they have reason to suspect that a staff member or any adult, who is or is attempting to come on to the premises during the hours of operation, is a 'substance abuser'.
- A Substance abuser is defined as a person who is currently using or has recently used and is affected by –
  - A) Alcohol
  - B) Any other drug or substance that has a detrimental effect on the person's functioning behaviour.
- Where the Centre Manager or Person Responsible has reason to believe that a person who is under the influence of drugs or alcohol is attempting to come onto, or is present on the premises, the Centre Manager or Person Responsible will advise that person that their presence is unlawful, and they have to leave immediately.
- If a staff member presents for work and is suspected to be under the influence of drugs or alcohol, they will be asked to go home and their actions will be considered in the terms of their Individual Employment Agreement, Code of Conduct and Centre Disciplinary Procedure.

### References :

Licensing Criteria 2008, Health and Safety, Child Health and Well Being.

**HS33 :** No person on premises uses, or is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

**HS9:** No person on the premises uses or is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the playgroups' hours of operation.



## SMOKE AND VAPE FREE POLICY

**Position Statement :** At The Village we will prevent the detrimental effect of other people's smoking or vaping on the health of all adults and children here. Smoking or vaping of any kind is not permitted at The Village either inside or outside at any time and on any day. We have signs that clearly state NO SMOKING and NO VAPING is permitted on the premises at any times.

**Purpose :** The purpose of this policy is to ensure that children, whanau, teachers and visitors are not affected by smoking or vaping at The Village. This policy outlines our centres approach to maintaining a smoke and vape free environment.

This policy covers both smoking and "vaping". While vaping does not involve tobacco, it echoes the practice of smoking and therefore demonstrates social behaviour that our philosophy does not promote.

**Method :**

- Smoking or Vaping is NOT permitted inside any of the buildings at The Village, within the outside play areas and car park or anywhere within sight of the children.
- Smoking or Vaping is NOT permitted at any time when the teachers / educators are responsible for supervision of the children including trips and excursions.
- Cigarette butts are not to be discarded on centre property as these can easily be picked up by the children.
- Staff who wish to smoke either on their morning tea, lunch or afternoon tea breaks must smoke on the street or in another area that is outside any indoor or outdoor area which may be used by children at any time of the day.
- All staff who choose to smoke either on their breaks or on the way to work will be required to change their clothing to eliminate the risk of second hand smoke being transferred to infants and children. We recommend a change of clothes.
- Staff who carry with them a noticeable smoking odour will be asked to go home and change, with the time taken for this to be unpaid.

- Appropriate “No Smoking” and “No Vaping” signage will be displayed in all entrances and exits to the centre.
- Parents, whanau and visitors are not permitted to smoke or vape at The Village.
- Parents, whanau and visitors whose clothing carries a strong odour of smoking may be asked to remain outside the centre.
- If teachers at The Village notice a parent, whanau member, student or visitor is smoking or vaping they are required to ask them to move outside of centre grounds. If the person does not do this they are required to call the Centre Manager or most senior teacher.
- Visitors, parents, whanau tradespeople, students and all staff are expected to comply with the requirements in this policy.
- All staff who work at The Village are responsible for ensuring that this policy is enforced and these provisions respected at all times. Any concerns to be raised with the Centre Manager.

Procedures :

- The Centre Manager will check signage is appropriate on an annual basis and will include this in the annual plan.
- Team Leaders of each room will be responsible for monitoring second hand smoke within each room

**Licencing Criteria**

**HS8:** No person on the premises smokes or vapes in any area which is available for use by children or for food preparation while children are present.

**HS33:** No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

## RESOURCE 1 : PHYSICAL CLUES TO CHILD ABUSE

### Physical abuse

- Unexplained bruises, welts, cuts, abrasions
- Suspicious locations include: Face, lips, gums, mouth, eyes torso, back, buttocks, back of legs, external genitalia
- Bruises of different colours in different stages of healing
- Shape of suspicious injuries
- Clustered, form regular patterns
- Teeth marks, hand prints, fingertips
- Imprint of article (e.g. belt)
- Unexplained burns
- Small circular burns
- Immersion burns
- Burns showing a pattern (e.g. iron)
- Rope burns on arms, legs, neck, torso
- Unexplained injuries
- Fractures of skull, facial bones, spine
- Dislocations of hip or shoulder
- Multiple fractures at different stages of healing

### Non-organic failure to thrive

Non-organic failure to thrive has traditionally been regarded as due primarily to maternal rejection and neglect. However, a more balanced view of the mother-child relationship should be taken. The basis on which intervention is made should be direct observation of the parent and child relationship in as many different environmental contexts as feasible, especially during feeding.

### Neglect

- Inappropriately dressed for season or weather
- Is often very dirty or unbathed
- May have severe untreated nappy rash or other persistent skin disorders resulting from lack of hygiene
- Inadequately supervised
- Left with inappropriate care-giver
- Has unattended health problems
- Malnourished
- Inadequate housing
- Non-organic failure to thrive

### Emotional abuse

- Bed-wetting or bed soiling
- Frequent psychosomatic complaints
- Non-organic failure to thrive
- Appears pale, emaciated, has sunken cheeks
- BMI extremely low (e.g. wrinkled buttocks)
- Dehydration (skin may feel like paper)
- Prolonged vomiting or diarrhoea
- Falling behind significant milestones
- Malnutrition
- Dressed differently to, or has deprived physical living conditions to, other children in the family

### Sexual abuse

- Unusual or excessive itching or pain in the anogenital
- Torn, stained or bloody underwear
- Bruises, lacerations, redness, swelling or bleeding in the anogenital area
- Blood in urine or stool
- Pain experienced in urination or bowel movement
- Sexually transmitted disease
- Urinary infection

## RESOURCE 2 : BEHAVIOURAL CLUES TO CHILD ABUSE

### Physical abuse

- Cannot recall how injuries occurred
- Offers inconsistent explanations
- Is wary of adults or of a particular individual
- May cringe or flinch if touched
- May display a vacant stare or frozen watchfulness
- May be extremely aggressive or extremely withdrawn
- Indiscriminate affection-seeking behaviour
- Extremely compliant or eager to please
- Tries to protect parents or caregiver
- Acts out negative behaviour or language in play
- Frequently provokes punishment
- Dressed inappropriately to hide bruises or other injuries
- Afraid to go home
- Describes abusive situations
- Regressive behaviour
- General sadness
- Could have vision or hearing delay
- Is aggressive to animals or other children

### Sexual Abuse

- Age-inappropriate sexual play with toys, self, others, e.g. demonstrates explicit sex acts
- Age-inappropriate sexual drawings or descriptions
- Unusual or sophisticated sexual knowledge
- Refuses to go home, or to another's home for no apparent reason
- Discloses or describes sexual activity or hints at it
- Comments like "I've got a secret" or "I don't like uncle"
- Fear of certain people
- Fear of certain places (bathroom, bedroom)
- Regressive behaviour

### Neglect

- Developmental lags, possible global delays
- Demonstrates lack of attachment to carers
- Demonstrates indiscriminate attachment to other adults
- Is left at home alone or unsupervised
- Demanding of affection or attention
- May steal food
- Has a poor social skill
- Has no understanding of basic hygiene
- Discloses

### Emotional abuse

- Developmental lags, possible global delays
- Depression, anxiety, withdrawal or aggression
- Self-destructive behaviour
- Overly compliant
- Displays extreme attention-seeking behaviour
- Extreme inhibition in play
- Models negative behaviour in play (spanking, yelling at dolls)
- Frequent psychosomatic complaints
- Nightmares, poor sleep patterns
- Antisocial behaviour
- Lack of self-esteem
- Obsessive behaviours
- Appears generally sad

### RESOURCE 3 : DESCRIBING INJURIES

**Abrasion** - a superficial scraping injury of the body surface with or without bleeding.

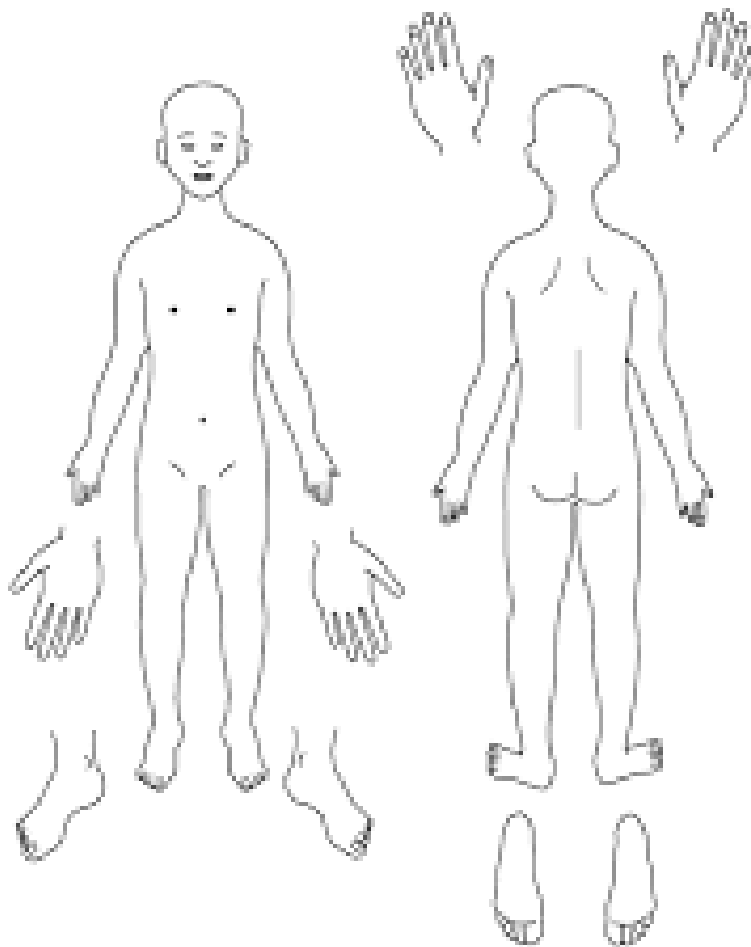
**Bruise** - Leakage of blood from blood vessels discolouring the tissues of the body.

**Incision** - A cutting type injury that severs tissues in a clean and generally regular fashion

**Laceration** - A tear or split in the tissues.

**In describing a wound consider the following features:**

- Site
- Size
- Shape
- Surrounds
- Colour
- Contours
- Course
- Contents
- Age
- Borders
- Classification
- Depth



Tamaiti/Child:

Date:

Time:

Kaiako 1

Kaiako 2:

