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# CHILD PROTECTION POLICY

## Confidentiality Statement

The following Policy has been prepared for the exclusive use of Te Whare Hauora O Ngati Kahu 2000 (Ki Tauranga) Society Incorporated. This Policy must not be distributed to any other person or organization without written permission from the Manager.

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# 1 Overview

## 1.1 Purpose

This policy provides this organisation with a framework to identify and manage actual and/or suspected child abuse and neglect.

It recognises the important role and responsibility staff have in the accurate detection of suspected child abuse and/or neglect, and the early recognition of children at risk of abuse, and also ensures that any services provided or actions taken in respect of child abuse, neglect, or suspected or potential child abuse and neglect situations are guided by this organisation's Child Protection Policy.

## 1.2. Scope

This policy outlines the steps this organisation will undertake to ensure children are safe. It applies to actions by management and employees, and includes students and people working under contract for the service.

# 2 Identification

Child protection concerns can arise either by disclosure, or recognition of signs and symptoms in a child receiving services from this service.

It also includes child protection concerns related to a child indirectly involved with a client, for example in the household.

# 3 Roles and responsibilities

## 3.1 Management Responsibilities

Worker Safety Checks will be undertaken as required by the Vulnerable Children Act 2014. Each worker safety check will be repeated within three years of the previous one.

## 3.2 Staff Responsibilities

Front line staff must be alert to the signs and symptoms of neglect or abuse and take appropriate action to protect the well being of safety of children and young people, whether the child/young person is directly or indirectly a client/patient of the service.

Staff who identify child protection concerns should consult with at least one of the following:

1. A Team Leader, or senior member of staff.
2. Contact CYF  
Phone: 0508FAMILY (0508326459)  
Fax: 09 9141211  
Email: [cyfcallcentre@cyf.govt.nz](mailto:cyfcallcentre@cyf.govt.nz)

If there is an immediate safety issue, the staff member should phone the Police in the first instance. Refer also to Section 7- Security.

## 4. Referring to Child, Youth and Family (CYF)

### 4.1 Referrals to CYF are made by phone or fax

Relevant forms are available:

- Referral form to CYF <http://www.cyf.govt.nz/keeping-kids-safe/if-you-are-worried/>
- Child's Body Diagram (as appropriate) <http://www.starship.org.nz/for-health-professionals/national-child-and-youth-clinical-networks/>

### 4.2 Referring a child to CYF who is not a client

All cases of child protection are to be activated by this service, even if the child concerned is not a client.

## 5. Communication

### 5.1 Informing patients / caregivers of a referral

Communication with the child's parents and caregivers that a referral to the police or CYF has been made should be managed with the consideration to the safety of the child, staff and other family members. Do not inform the caregivers unless it is safe to do so (refer to section 7 – Security).

Informing the client / caregivers of a referral should be undertaken in a safe environment for both staff and the client, parents or caregivers e.g. in the clinic, or by telephone. Consult with an appropriate senior member of staff.

## 6. Documentation

Clinical staff are required to document the following in the clinical notes:

- Observations and assessments – Use the Child's Body Diagram, as appropriate.
- Discussions with the Team Leader and others.
- Documentation of what was to be reported to CYF.

## 7. Security

For the circumstances where the safety of the child, family or staff member is at high risk staff are to:

- consult with a senior member of staff.
- arrange appointments with the family at a venue outside of the home.
- visit in pairs and carry a mobile phone.

## 8. Letter to the Child's GP:

A letter to the child's GP must be completed informing him/her of a referral to CYF.

## 9. Placing a Child Protection Alert

Full documentation is required to alert others in this situation, with the notation of "**Child Protection Alert**" recorded in the child's clinical record. NOTE – the absence of an alert does not mean there are no child protection concerns, and the presence of an alert does not mean the child is currently at risk.

## 10. Staff Support

Staff can access support through:

- A debrief with a senior colleague / team leader.
- The Employee Assistance Programme (EAP)

## 11. Incident Reporting

Staff are to complete an incident report for any related issues, example threats of harm because a CYF referral is being made.

## 12. Information to staff and training

Staff will be informed of this policy, and training/updates given to front-line staff, as required.

## 13. References

1. Child, Youth and Family “*Working together to keep children and young people safe*”  
<http://www.cyf.govt.nz/working-with-others/working-together-to-keep-children-and-young-people-safe.html>.
2. Ministry of Health (2002). Family Violence Intervention Guidelines – child and partner abuse. Wellington.
3. National Child Protection Alert System Memorandum of Agreement with the Ministry of Health and New Zealand Paediatric Society. 2012.
4. Legislation – Vulnerable Children Act 2014.  
<http://legislation.govt.nz/act/public/2014/0040/latest/whole.html>.