
Child Protection Policy

Christchurch Korean Community School (CKCS)

Issued by CKCS CPP Committee

Date: 12/06/22





1. Overview

Christchurch Korean Community School (CKCS) aims to ensure the safety, wellbeing, and security of all children by practising open and accountable child-centred decision-making.

This policy provides guidance to staff on how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.

We acknowledge that child protection is everyone's responsibility and we promote our child protection policies to our school community

"Child", in the context of our school's child protection policies, means a child or young person aged under 18 years (who is not married or in a civil union) – Children's Act 2014.

The interests of the child will be the paramount consideration when any action is taken in response to suspected abuse or neglect.

CKCS commits to support the statutory agencies (*Oranga Tamariki* and the *NZ Police*) to investigate abuse and will report suspected cases and concerns to these agencies as per the process in this policy.

The Child Protection Committee (CPC) will be responsible for the maintenance and triennial review of this policy, in addition to carrying out the responsibilities outlined in this policy.



2. Purpose, scope and principles

Our child protection policy supports our staff to respond appropriately to potential child protection concerns, including suspected abuse or neglect.

It is our school's commitment to protect children from abuse and to recognise the important roles all of our staff have in protecting children.

This policy provides a broad framework and expectations to protect children, including staff behaviours in response to actual or suspected child abuse and neglect.

It applies to all the CKCS staff, including volunteers and part-time or temporary roles and contractors.

In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies – i.e., Oranga Tamariki and the Police – this policy will also help our staff to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our school community

"Oranga Tamariki" Ministry for Children



ORANGA TAMARIKI
Ministry for Children



3. Definition of Child Abuse

- Physical abuse

Any acts that may result in physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.

- Emotional abuse

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.

- Sexual abuse

It involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

- Neglect

It is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs.



4. Abuse recognition, reporting, responding

- Staff

It is the responsibility of staff to be vigilant, have knowledge and be able to **recognise** (Please see [Appendix 1](#)) the indicators of neglect, potential or actual abuse of children and to **report** (as below) any concerns, suspicions or allegations of suspected abuse immediately and **respond** (as below) to a child appropriately in a timely manner **following** the child protection procedures ([Appendix 2](#)). If the concern involves a **staff member and child**, see below and also [Appendix 3](#).

Reporting concerns

- Inform the principal and agree on an appropriate course of action, in a timely manner.
- Advise the board.

Any person can make a direct referral to *the Police*, or *Oranga Tamariki – Ministry for Children* if they believe a child is being abused.

- Make a referral to *Oranga Tamariki – Ministry for Children*:
- for an urgent referral, call the Contact Centre 0508 EDASSIST (0508 332 774), or *the Police*.
- for a non-urgent referral, follow the process on the Children's Teams (referrals) section of the website, or [email edassist@ot.govt.nz](mailto:edassist@ot.govt.nz) if you don't use Children's Teams.
- After making the referral, get support for yourself, if needed.
- Deciding when and who will inform the parent(s) and/or caregiver should be determined by *Oranga Tamariki – Ministry for Children and the police*, in consultation with the school.

Responding to a child

- Listen to the student and reassure them, but do not make any promises or commitments that cannot be kept.
- Ensure that any information or disclosures made by the student are written down.
- Ensure the student is supported and that there is a responsible adult at the school who is available to the student throughout the investigation, and afterwards.
- Ask open-ended questions. Do not formally interview the student. Only obtain necessary and relevant facts.
- Record word-for-word what the student says. Include the date, time, and who was present, in any written notes.

- Child protection special response team (CPSRT)

It is the responsibility of the CPSRT to **respond** to child protection concerns, disclosures or allegations made against members of staff.

The CPSRT consists of the following members:

- Chair of the board of trustees
- Chair of the Child Protection Committee
- School Principal

Reporting concerns

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5. Training

We are committed to maintaining and increasing staff awareness of how to prevent, recognise and respond to abuse through appropriate training.

All CKCS staff and volunteers will receive annual training on child protection and safeguarding at the beginning of each academic school year.

New staff and contractors will receive child protection and safeguarding training at the appropriate level for their role as part of their induction.

6. Confidentiality and information sharing



We will seek advice from *Ministry for Children (Oranga Tamariki)* and/or *the Police* before identifying information about an allegation is shared with anyone, other than the service manager or designated person.

Staff should be aware that:

Under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989 any person who believes that a child has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to *Oranga Tamariki* or *the Police* and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles – i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.

Staff may, however, disclose information under the Privacy Act/Health Information Privacy Code where there is good reason to do so – such as where there is a serious risk to individual health and safety (see privacy principle 11/Code rule 11). Disclosure about ill-treatment or neglect of a child/young person may also be made to *the Police* or *Ministry for Children (Oranga Tamariki)* under sections 15 and 16 of the Children, Young Persons, and Their Families Act 1989.



7. Child safe practice guidelines

- If activities require one to one physical contact (i.e., classes in swimming, gymnastics etc.) parents and caregivers should be advised.
- Staff should be aware of where all children are at all times.
- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- Visitors should be monitored at all times by staff and volunteers and outside instructors should be monitored by staff.
- Ensure that use of photographic images and video are aligned to relevant privacy policies.
- Avoid situations where you are alone with a child. While acknowledging that occasionally there may be no alternative, for example, where a child falls ill and has to be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
- Where possible ask parents/caregivers to be responsible for children or young people in changing rooms. Always ensure that whoever supervises does so in pairs.
- Staff should avoid being alone when transporting a child or young person, unless an emergency requires it.
- That the all people responsible for children and young people at any given time should always remain in an alcohol-free state that they can react appropriately to any situation that might arise.

Appendix 1

PHYSICAL ABUSE is defined as what “happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning, suffocating, fabricated or induced illness”

- POSSIBLE INDICATORS OF PHYSICAL ABUSE

- Unexplained bruises and welts on any part of the body
- Injuries reflecting shape of article used (electric cord, belt, buckle, hand, etc.)
- Injuries that regularly appear after absence or school holiday
- Unexplained burns, especially to soles, palms, back, or buttocks
- Burns with a pattern from an electric burner, iron, or cigarette
- Rope burns on arms, legs, neck, or torso
- Injuries inconsistent with information offered by the child
- Unexplained laceration, abrasions, or fractures
- Avoiding adult contact
- Showing aggressive and/or intimidated behavior
- Fearing parents and fearing going home

EMOTIONAL ABUSE / PSYCHOLOGICAL ABUSE is defined as “a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance”. Children who suffer from emotional abuse often, but not always suffer from other forms of abuse.

- POSSIBLE INDICATORS OF EMOTIONAL ABUSE

- Sucking or biting a particular object constantly
- Behavioral problems (antisocial, destructive behaviors)
- Mental neurogenic reaction (hysteria, pressure, fear)
- Extreme behavior, hyperactivity, suicidal behavior
- Overreacting to making mistakes
- Fearing contact with parents

SEXUAL ABUSE is defined as “the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person”

- POSSIBLE INDICATORS OF SEXUAL ABUSE

- Sexual knowledge, behavior or use of language not appropriate to age level
- Unusual interpersonal relationship patterns
- Evidence of physical trauma or bleeding to the oral, genital, or anus areas
- Difficulty in walking or sitting

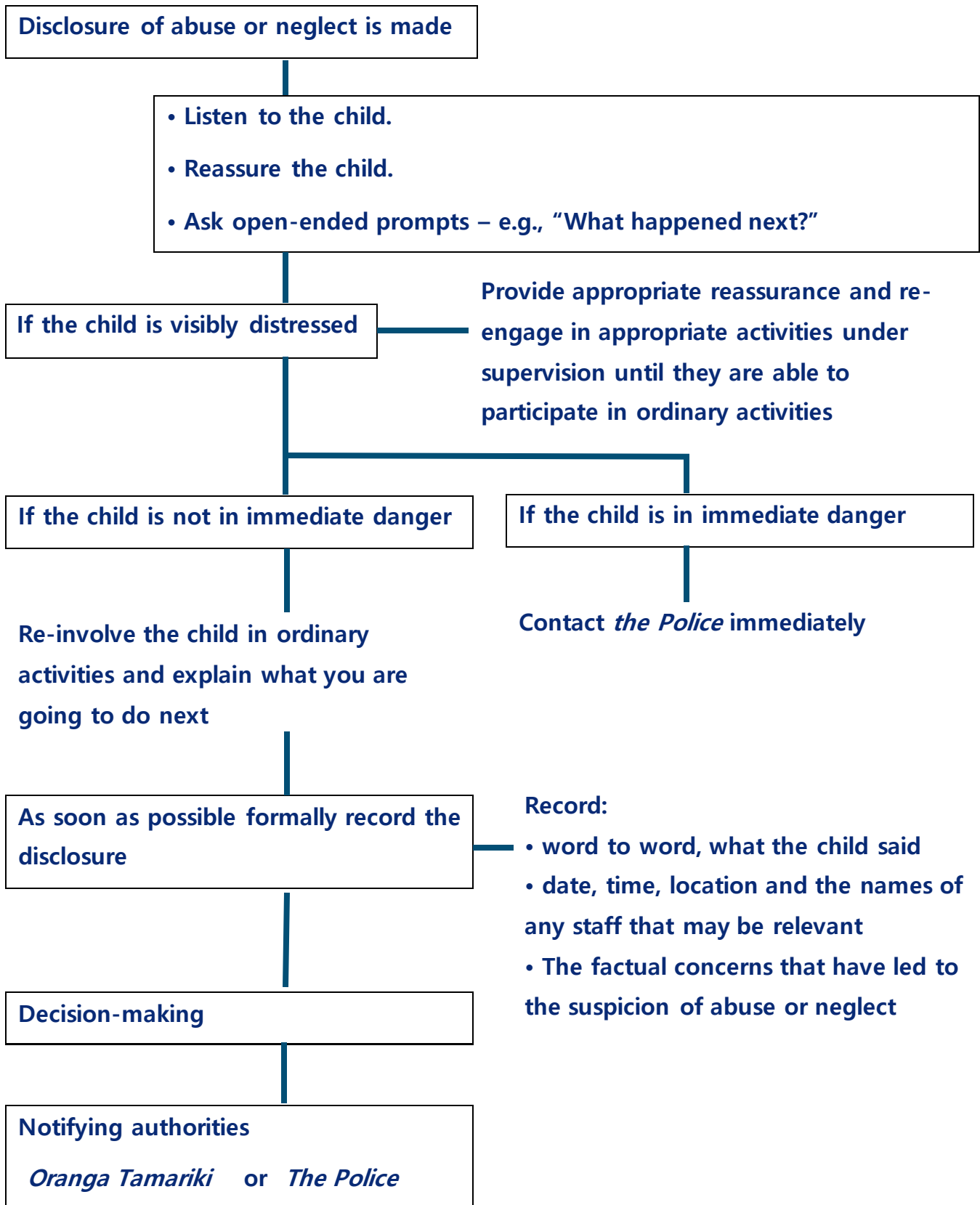
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- Refusing to change into physical education (PE) uniforms, fear of bathrooms
 - Fearing of being alone with an individual especially with an adult
 - Pregnancy, especially at a young age
 - Extremely protective parenting
 - Cruelty towards animals

NEGLECT is defined as “NOT meeting a child’s basic physical and psychological needs”

- POSSIBLE INDICATORS OF NEGLECT

- Child is unwashed and hungry on a regular basis
- Parents are uninterested in child’s learning at school
- Parents do not respond to repeated communications from the school
- Child does not want to go home
- Parents cannot be reached in the case of emergency
- Unhealthy due to not getting vaccination/medical treatment
- Wearing clothes out of season
- Begging for food or stealing
- Coming to school early and going home late
- Constantly feeling tired and insecure
- Sleeping in class
- Frequent absences

Appendix 2



Appendix 3

When an allegation is made against a member of staff

All matters involving allegations, suspicions or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and immediately reported to the Child Protection Special Response Team (CPSRT).

It is not the responsibility of the CPSRT to investigate allegations of child abuse.

However, to ensure the child is kept safe, the CPSRT may take steps to remove the staff member against whom an allegation has been made from the environment, subject to the requirements of the applicable individual or collective employment contract and relevant employment law.

Disclosure/allegation of child abuse by a staff member

1. **CPSRT** to be notified and the emergency meeting to be held.

2. • **CPSRT** to consult with *Oranga Tamariki* or the *Police*.
• **CPSRT** to refer to the relevant employment contract.

3. *Oranga Tamariki* or the *Police* or **CPSRT** to advise employee and seek a response (depending on outcomes of discussions with statutory agencies.)

4. • Employee will be advised of their right to seek support/advice from union or other appropriate representatives.
• Management to contemplate removal of employee from the programme environment, subject to the employment contract.
• Management to maintain close liaison with Child, Youth and Family or the Police

We commit not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerned the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.