

Early Childhood Learning Centre

Categories: Health and Safety

Last Modified: Jan 2024

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Rationale

Children have a right to be kept safe from harm.

Purpose

To ensure that children are protected from harmful effects of physical, verbal, emotional or sexual abuse and neglect*.

Guidelines

1. Ensuring staff are safe to work with children
 - a. Management will undertake pre-employment checks, including police vetting in accordance with the Children's Act 2014, of all staff as part of the recruitment procedures. If there is a suspicion that an applicant might pose a risk to a child, that applicant will not be employed.
 - b. Management will police vet all staff who are not registered with the Education Council, every three years.
 - c. Staff will not leave the Centre with children unless ratios and guidelines in the Excursion Policy are adhered to.
 - d. Staff are aware of and sensitive to responding to children to ensure that the safety of children is paramount at all times.
 - e. The following people are allowed to undertake toileting and nappy changing routines:
 - The child's parents
 - ECLC teachers employed by the University on a continuing basis
 - Approved long-term relievers
 - Students on teaching practice who are supervised by their associate teacher
 - f. The design and layout of the Centre ensures that all staff are visible and supervised at all times.
2. Ensuring professionalism
 - a.

At the time of enrolment, parents/legal guardian can include, on the Enrolment Form, the names of other persons 14 years old and over who can collect the child. Changes to this can be made on the Change of Details form at any time by the parent / legal guardian.

Parent / legal guardian must provide a written consent/note if another person 14 years old and over who is not registered on the Enrolment form or Change of Details form is collecting the child. Staff will not release the child to the person without written consent from the parent / legal guardian.

- d. Staff should be aware of strategies for protecting themselves from suspicion of abuse or acting in a manner inappropriate to their professional conduct as an employee of the University.

3. Responding to suspected abuse or neglect

- a. All suspicion or observed incidents or reports of incidents should be made directly to the Team Leader or Manager as soon as possible, who will immediately take steps to protect the child(ren), record the report and make the decision to report the concern to Oranga Tamariki and/or the police.
- b. If there is clear evidence or reasonable cause to believe an instance of child abuse has taken place, the Team Leader or Manager shall notify Oranga Tamariki and/or the police.
- c. 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 child protection policy will also help staff to identify and respond to the needs of children whose wellbeing is of concern.
- d. Where appropriate, the person making the allegation will be given a copy of this policy.
- e. **Staff may make a report of concern to Oranga Tamariki and a report must also be made to Ministry of Education**

4. Procedures when staff respond to child abuse (to be read in conjunction with 3. - ~~3.1 (d) (v) (2) + 2 (g) + 11.5.7.96~~)

***Definition**

Abuse is harming a child:

- physically (eg, giving them hidings)
- emotionally (eg, yelling or swearing at them, shaming or rejecting them)
- sexually (eg, involving them in sexual activities).

Neglect is failing to meet a child's physical and emotional needs – that is, not giving them the care, supervision, love and attention they need to grow up safely and happily (eg, failure to provide food, warm clothing or health care).

[Source: Ministry of Health]

Related documents

- Excursion Policy
- Enrolment and financial policy
- Suspected Abuse Incident Report Sheet
- Procedures for raising a concern
- UC Code of Conduct
- UC Staff Disciplinary Policy
- [Vulnerable Children's Act 2014](#)