



## Aim of this Policy:

- ✓ Ensure the safety of the child is always paramount.
- ✓ Affirm Birkenhead United (the Club) as a supportive environment for parents and caregivers to get help early in times of stress to avoid risk to children.
- ✓ Help us all know how to tell when children may be at risk of abuse or neglect.
- ✓ Help us know what to do and where to go for help.

## Expectations:

- ✓ Everyone will know about this.
- ✓ All new families will be given a copy.
- ✓ Everyone will be responsible for recognising concerns and getting help.

## What is child abuse and neglect?

Child abuse is defined in the Oranga Tamariki / Children's and Young People's Well-being Act 1989, as "the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any child or young person."

*More information about the meaning of abuse and neglect and how to recognise it is found in the booklet "How Can I Tell." The Club has a copy, and to receive your own copy go to [www.childmatters.org.nz](http://www.childmatters.org.nz)*

## Club Procedures:

- ✓ If you are concerned about a child, you must talk with someone. Talk to one of the Committee, who are all designated as a Responsible Person for Child Protection at the Club.
- ✓ If a child is in immediate danger don't wait, call Police on 111.
- ✓ Every situation is different, and it is important to consider the whole child's life and environment. In some instances, the involvement of government agencies may not be necessary.
- ✓ If required, for confidential advice and support, you can call:
  - Oranga Tamariki – 0508 326 459
  - Parent Help – 0800 568 856
  - Are You OK – 0800 456 450 (Family Violence Info)
  - Plunket line (24 hours) – 0800 933 922
  - Health line (24 hours) – 0800 611 116
  - Alcohol Drug Helpline – 0800 787 797
  - Barnardos for family counselling – 0800 472 736
- ✓ Any concerns known to the Club will be written down and kept confidential (private).
- ✓ All children at the Club must have an identified parent, guardian or carer for their child before & after practice and games.



Attached to this policy is a flow-diagram detailing what steps to take should you observe cases of neglect or abuse. It details how to talk with children and how to get help.

Further to this NZ Football has the following guidance: [Working With Children](#)

### **Safety checking:**

Club Volunteers will not be given unsupervised access to children for whom they do not have parental responsibility.

Where coaches are recruited into paid roles, safety checking will be carried out. A safety check is made up of seven (7) components:

1. verification of identity (including previous identities),
2. an interview,
3. information about work history,
4. referee information,
5. information from any relevant professional organisation or registration body,
6. a New Zealand police vet,
7. a risk assessment.

A record of all the safety checks made, and all of the results, will be kept.

We **ALL** have an important role to play in providing our children with consistent, sound and positive guidance, as they relate to other children and adults in their environment. *(Please refer to our Behaviour Management procedures).*

This policy will be reviewed every three years.

Approved by:	Date:
Reviewed by parent/s:	Date:
Next review date:	Date:



## Reporting Process for Child Abuse and Neglect

You see a child being abused OR a child reports being abused  
OR you observe signs of abuse in a child  
Refer to your procedures or "HOW Can I Tell?" booklet

### Respond to the Child's Needs

- ensure the child is safe from immediate harm
- attend to any physical or emotional distress in the child, listen to the child

Call the **Police (111)** if the child is in immediate danger

### Responding to Disclosures by Children

If a child comes to you and starts talking about abuse:

- o listen to the child
- o reassure the child
- o inform your Designated Person for Child Protection
- o *Do not ask leading questions*
- o *Do not ask who, what, when why*

### Responding to Suspected Child Abuse or Neglect

If you observe signs of abuse in a child:

- o immediately inform your Designated Person for Child Protection
- o discuss what action needs to be taken

### Document Events and Disclose Information

1. Write: "word for word" what the child said
2. Write: time, date, location and the names of any person(s) present
3. Write: any physical, behavioural, or developmental concerns of abuse that have led to the discussions
4. Sign the report

### Consultation

Call Oranga Tamariki (0508-326-459) or Plunketline (0800-933-92) and discuss your concerns

These agencies will tell you if you need to do a formal report.

### Making a Referral

A referral involves giving Oranga Tamariki (0508-326-459) or the Police (111) information about concerns relating to the child so that enquiries can be undertaken by the appropriate agency, followed by any necessary action.

### Report Required

- o if a report is required, document events and disclose information
- o make a referral

Deciding when and who will inform the parent(s) or caregiver will be determined by Oranga Tamariki and / or the Police in consultation with the Playgroup

The Playgroup should ensure that any records made in relation to a referral should be kept confidentially and in a secure place

**ENSURE YOU SEEK HELP FOR YOURSELF IF YOU FEEL YOU NEED SUPPORT**