

Aratoi Regional Trust
(Aratoi Wairarapa Museum or Art and History)

Child Protection Policy

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1. Introduction

1.1 Statement of commitment

Aratoi Regional Trust (ART) is committed to the prevention of abuse, to the well-being and safety of children, young persons and their families. ART recognises the important role and responsibility of all our staff in protecting children from abuse. ART is committed to supporting our staff to reduce risk of child abuse or neglect and to respond appropriately to potential child protection concerns.

1.2 Purpose

The purpose of this policy is to outline ART's commitment and responsibility to ensuring the safety and wellbeing of any children and young persons, with whom our staff interact.

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.

1.3 Scope

This policy applies to:

- All staff, management, volunteers and contracted service staff of ART
- All children and young persons whom our staff interact with in the course of their work related activities

1.4 Roles and responsibilities

Although ultimate accountability sits with the board, the board delegates responsibility to the director to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers, parents and caregivers. The chair of the board is responsible for the three yearly review of this policy.

ART's designated person for child protection is the director.

All staff of ART are responsible for actively seeking clarification of this policy and for acting within the policy guidelines to protect all children with whom they interact, and to reduce risk of abuse or neglect of these children.

1.5 Publication and review

- This policy will be made available on request.
- This policy and all associated forms are available to staff on ART intranet in the Policy and Procedure folder.
- This policy will be reviewed every three years.
- Following review the policy will be approved by the chair of the board.

Issue date	Next review date
4 June 2021	4 June 2024

1.6 Policy authorisation

This policy has been authorised by:

Name	Role	Review/ signoff date
	Chair of the board of Aratoi Regional Trust	

2. Policy procedures

2.1 Key principles

- Aratoi Regional Trust will make sure all staff whose duties involve contact with children, are able to identify signs of potential abuse or neglect and respond appropriately.
- Aratoi Regional Trust will support staff to follow this policy.
- Aratoi Regional Trust will seek advice through appropriate agencies in all cases of suspected or alleged abuse.
- Aratoi Regional Trust will handle concerns of suspected abuse and neglect in a way that is in line with confidentiality and information sharing obligations set out in Privacy Act 2020.
- All staff know they can report suspected child abuse and neglect to a social worker or local police, In line with section 15 of the Oranga Tamariki Act 1989.

2.2 Safer recruiting

ART ensures that all staff paid or volunteer, who work with children and may have unsupervised interactions with children through their work activities, have been safety checked through screening and vetting processes, as per obligations outlined in Children's Act 2014.

ART must apply for a police vet of new children's worker staff, and it must be completed no more than two week after the staff member begins work for ART.

Until the police vet is received the person must not have unsupervised interactions with children. ART must apply for a new police vet for individual children's worker staff every three years. ART will ensure strict confidentiality around any police vet records.

2.2.1 Screening

An internal process for identifying suitable candidates who can be relied on to keep children in our care safe. Having assessed the risk, the screening process allows ART to collect enough information to ensure, having assessed the risk, the candidate is safe to work with children in the role they are applying for.

Through the screening process ART will:

- Verify identity as per guidelines set by New Zealand Police. See appendix 1 for these guidelines.
- Gather information about candidates relating to their previous experiences with children, their attitudes towards children and their commitment to child protection, through application forms and interviews.
- Reference check

2.2.2 Vetting

A formal process of obtaining checks from another agency, e.g. The New Zealand Police vetting service, criminal record checks. Police vetting form is included in appendix 2 of this policy.

2.3 Training

As part of their induction new staff (including voluntary and contracted staff) are made aware of our child protection policy and their role and responsibility in ensuring child safety and wellbeing.

ART will provide necessary training and information to all staff to maintain and increase awareness of how to prevent, recognise and respond to abuse or neglect of children in our care.

2.4 Recognising and responding to potential child abuse or neglect

ART's approach for identifying and responding to potential child abuse or neglect is guided by the following principles:

- We understand that every situation is different and staff must look at all available information about the child and their environment before deciding what to do.
- We understand that staff should talk with their manager before deciding what to do in response to suspected child abuse or neglect.
- We understand that there are different definitions for child abuse and neglect, however the important thing is for us to consider the overall wellbeing and safety of a child. It is not so important to be able to categorise the type of abuse or neglect.
- We understand that it is normal to feel uncertain, however the important thing is that we should be able to identify when something is wrong, especially if we notice a pattern forming or a cluster of signs that make us concerned.

ART will seek advice through appropriate agencies in all cases of suspected or alleged abuse.

Definition, examples and signs of potential child abuse and neglect are set out in appendix 3 of this policy. More information on identifying abuse and neglect can be found in Oranga Tamariki guide 'Working Together'.

2.5 Reporting child abuse or neglect

ART expects that staff will proactively respond to all instances of suspected or disclosed child abuse or neglect.

A written record of all suspected or disclosed child abuse or neglect is required, including observations, impressions, actions and communications. These records are to be stored separate from other records and access is strictly controlled by the designated child protection person (the director). A copy of the Record of Concern form can be found in appendix 5 of this policy.

2.6 Confidentiality and sharing of information

ART will seek advice from Oranga Tamariki and/or New Zealand Police before identifying information about an allegation or abuse or neglect is shared with anyone other than the designated child protection person (the director).

In line with section 15 of the Oranga Tamariki Act 1989, any person in our organisation who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived must follow policy procedures and may also report the matter to a social staff or the local police.

2.6.1 Collecting information

When collecting information about individuals, it is important to be aware of the requirements of the privacy principles stipulated in Privacy Act 2020. For example the need to collect information directly from the individual concerned and when doing so to be transparent about:

- the purpose of collecting the information and how it will be used
- who can see the information
- where it is held
- what is compulsory or voluntary information
- that people have a right to request access to and to request correction of their information

2.7 Staff Welfare

Staff involved in a case of suspected child abuse are entitled to have support. We will endeavour to connect involved staff with individuals, agencies and organisations in the community that provide appropriate support.

2.8 Glossary of terms

The following definitions apply to this policy:

ART – Aratoi Regional Trust also known as Aratoi Wairarapa Museum of Art and History
Child – any child or young person aged under 17 who is not married or in a civil union

Child protection – actions carried out to ensure children are safe in suspected cases of abuse or neglect or are at risk of abuse or neglect

Allegation – a claim or assertion that someone has abused or neglected a child

Disclosure – information given to a staff member by a child, parent, caregiver or third party in relation to child abuse or neglect

Staff – those employed by ART either directly or by volunteer or by contracted services

2.9 References to legislation and guidelines

Children’s Act 2014

Oranga Tamariki Act 1989

Privacy Act 2020

Vetting User Guide – New Zealand Police

Working Together Guide – Oranga Tamariki

Creating a Safe Organisation – Child Matters - 2014