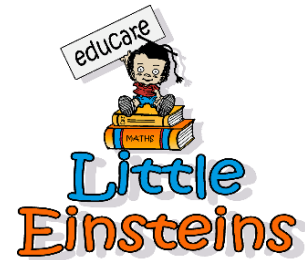


Procedure for Responding to allegations of abuse and/or neglect of a child.



Rationale: In accordance with the 2015 policy changes due to the implementation of the Vulnerable Children Act 2014, this procedure is to be followed in the event an allegation is made against a parent/caregiver or staff member.

Disclosure of abuse or neglect is made

In the first instance, ALL allegations/disclosures must be referred to Management.

- Listen to the child
- Reassure the child
- Ask open ended prompts – e.g. “what happened next?”

If the child is visibly distressed

Provide appropriate reassurance and re-engage in appropriate activities under supervision until they are able to participate in ordinary activities.

If the child **IS NOT** in immediate danger

If the child **IS** in immediate danger

CONTACT THE POLICE IMMEDIATELY

Re-involve the child in ordinary activities and explain what you are going to do next.

As soon as possible formally record the disclosure.

- Record:
- Anything said by the child
 - The date, time, location and the names of any staff that may be relevant
 - The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g. any physical behavioural or development concerns)
 - The action taken by your organisation
 - Any other information that may be relevant

Decision making

Discuss any concern with the manager / supervisor or the designated person for child protection. No decisions should be made in isolation.

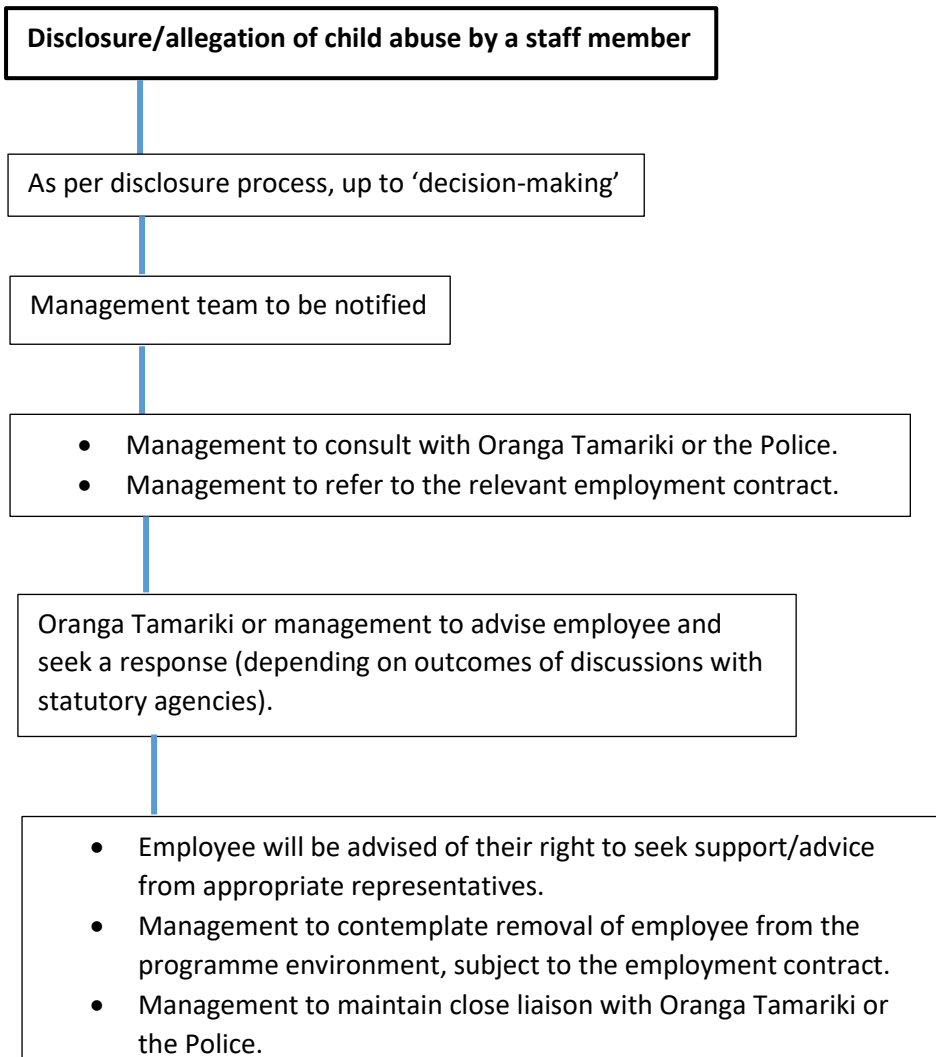
Notifying Authorities

Notify Oranga Tamariki promptly if there is a belief that a child has been, or is likely to be abused or neglected.
 Phone: 0508 Family (0508 326 459)
 Email: contact@ot.govt.nz

When an allegation is made against a member of staff

All matters involving allegations against staff need to be escalated to the management team.

To ensure the child is kept safe, management 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.



This procedure should be read in conjunction with Little Einsteins' 'Child Protection Policy' to assist to define Abuse and Neglect.