



MICHAEL PARK SCHOOL AND KINDERGARTEN BOARD OPERATIONAL POLICY

CHILD PROTECTION

Outcome statement

Students at Michael Park School and kindergarten thrive, belong and achieve to the best of their ability. Michael Park School and Kindergarten is committed to the prevention of child abuse and neglect and to the protection of all children.

Scoping

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with Section 15 of the Oranga Tamariki Act 1989, any person in Michael Park School and Kindergarten who believes that any child or young person has been or is likely to suffer harm including to their development and wellbeing (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived must follow school procedures and may also report the matter to a social worker or the local Police.

Delegations

Although ultimate accountability sits with the Board, the Board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Where appropriate the principal may delegate responsibility, e.g., to the kindergarten leader.

Expectations and Limitations

The principal must:

- Take all reasonable steps to promote the physical, emotional and social wellbeing of students
- develop appropriate procedures to meet child safety requirements as required and appropriate to the school
- comply with relevant legislative requirements and responsibilities
- make this policy available on the school's internet site or available on request
- ensure that every contract or funding arrangement that the school enters into requires the adoption of child protection policies where required
- ensure the interests and protection of the child are paramount in all circumstances
- recognise the rights of family/whānau to participate in the decision making about their children
- ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and deal with disclosures by children and allegations against staff members and are able to take appropriate action in response

- support all staff to work in accordance with this policy to work with partner agencies and organisations to ensure child protection procedures are understood and implemented
- promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
- consult, discuss and share relevant information with the Board or designated person in line with our commitment to confidentiality and information-sharing protocols in a timely way regarding any concerns about an individual child
- seek advice as necessary from NZSBA or other relevant professional advisers on employment matters where child safety issues arise
- make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
- ensure that this policy forms part of the initial staff induction programme for each staff member.

Procedures/supporting documentation

- Definitions
- Identification and reporting of child abuse and neglect
- Four categories of abuse (emotional, physical, sexual and neglect)
- How to respond to suspected abuse or neglect
- How to respond to disclosures made by a child
- Recording a disclosure
- Reporting suspected child abuse and neglect
- Confidentiality, information sharing and recording
- Safety checking – safety checklist inc. recruitment and employment of staff
- Police vetting
- Staff capability and professional development
- Safe at work practices
- Physical contact with children
- Working one on one with children
- Transporting children
- Overnight stays/camps
- Hazard register
- Injury and incident reporting
- Social media and technology (internet protection, photo storage)
- Parent help
- EOTC / RAMS
- Alcohol, smoking, vaping and drugs
- Visitors on site
- External contractors
- Before and after-school programmes
- Billeting
- Sun smart
- Socialising with children
- Gifts and rewards
- Intimate care – toileting
- Application of medication and sunscreen
- Managing challenging behaviour and physical restraint policy and procedures
- Allegations against staff
- Staff induction

Legislative compliance

[Children's Act 2014](#)

[Oranga Tamariki Act 1989](#)

More Information

[Oranga Tamariki Ministry for Children](#) – further information and sample child protection templates

Policy type:	Board Operational Policy	NZSBA Governance Framework: D7
Date reviewed:	18/11/2024	Signed for MPS Board: 