

---

## Child Protection Policy

---

### 1. Purpose

- a) The purpose of this Policy is to protect the safety and promote the wellbeing of children aged under 18 years who are receiving Children's Services from Victoria University of Wellington (the University).
- b) The intention of this Policy is to give effect to the provisions of the Children's Act 2014 (the 'Children's Act') and its related regulations, so far as they relate to situations where the University is providing Children's Services.

### 2. Application of Policy

- a) This Policy (and its associated Procedures) applies to a Staff Member or a Student who meets the definition of a Children's Worker.

## Policy Content

### 3. Child Protection

- 3.1 The University is committed to ensuring the safety and wellbeing of Children receiving Children's Services at the University. Therefore:
  - (a) Suspected child abuse or neglect must be reported in accordance with the attached Procedures for Recognising and Responding to Child Abuse or Neglect
  - (b) Guidance in identifying and managing actual, potential or suspected child abuse or neglect will be provided to all Children's Workers.
  - (c) All Children's Workers at the University must be Safety Checked in accordance with the Children's Act.

### 4. Responsibilities

#### 4.1 Child Protection Co-ordinator

- (a) The Child Protection Co-ordinator will be the University's point of contact for escalating concerns about child abuse or neglect in relation to Children's Services and is responsible for advising staff and students seeking assistance on child protection matters.

#### 4.2 Managers

- (a) Are responsible for ensuring recruitment and selection processes for Children's Workers within their areas of responsibility comply with this Policy;
- (b) Respond in accordance with the Procedures for Recognising and Responding to Child Abuse or Neglect to reports of suspected child abuse or neglect;

- (c) Ensure that Children's Workers within their areas of responsibility are familiar with this Policy and, particularly, the Procedures for Recognising and Responding to Child Abuse or Neglect.

#### 4.3 Children's Workers

- (a) Are responsible for ensuring they are familiar with this Policy;
- (b) Are aware of potential indicators of child abuse and neglect;
- (c) Report any incidents, concerns or allegations of child abuse or neglect and/or seek advice and support from their manager in relation to any incidents, concerns or allegations of child abuse or neglect.

### 5. Definitions

In this Policy, unless the context otherwise requires, the following definitions shall apply:

Child	As defined in the Children's Act, means a person who is under the age of 18 years
Child Abuse	The actual, potential or suspected harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child.
Children's Worker	As defined in the Children's Act, means a person who works in, or provides, a Regulated Service and the person's work: <ul style="list-style-type: none"> <li>(a) may or does involve Regular or Overnight Contact with a child or children (other than with children who are co-workers); and</li> <li>(b) takes place without a parent or guardian of the child, or of each child, being present.</li> </ul>
Regular or Overnight Contact	As defined in the Children's Act, a person's work involves regular or overnight contact if: <ul style="list-style-type: none"> <li>(a) the person has contact (other than merely incidental contact) with a child or children:             <ul style="list-style-type: none"> <li>(i) overnight; or</li> <li>(ii) at least once each week; or</li> <li>(iii) on at least four days each month; and</li> </ul> </li> <li>(b) that contact is any of the following kinds:             <ul style="list-style-type: none"> <li>(i) physical contact;</li> <li>(ii) oral communication, whether in person or by telephone;</li> <li>(iii) communication through any electronic medium, including by way of writing or visual images.</li> </ul> </li> </ul>

Regulated Service	Means a service identified in Schedule 1 of the Children's Act (attached at Appendix A).
Safety Checked	In relation to a person at a particular time, means that a safety check in accordance with the Children's Act and this Policy has been completed for the person within the previous three years.
Staff member or student	Includes employees, contractors, adjuncts, visiting scholars, interns, volunteers, and students undertaking Work as part of an education or vocational training course, and who meet the definition of Children's Worker.
Work	Work that is paid work, or unpaid work that is undertaken as part of an educational or vocational training course.

### Related Documents and Information

#### 6. Related Documents

[Children's Act 2014](#)

[Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)

[Oranga Tamariki Act 1989 \(Children's and Young People's Well-being Act 1989\)](#)

[Education and Training Act 2020](#)

#### 7. Appendices

Appendix A: Schedule 1 of the Children's Act

Appendix B: [Procedures for Recognising and Responding to Child Abuse or Neglect](#)

Appendix C: [Checklist for Children's Worker Safety Checking](#)

#### 8. Document Management and Control

Approver	Vice-Chancellor
Approval Date	2 August 2018
Effective Date	2 August 2018
Last Modified	11 July 2019
Review Date	2 August 2021
Sponsor	Director, Human Resources
Contact Person	Contacting the Child Protection Co-ordinator: General Manager, Student Health, Ext. 6441; or Manager, Student Counselling, Ext. 5310  Other: Manager, Employment Law and Employment Relations, Ext. 5174

## Appendix A

# Schedule 1 of the Children's Act 2014

## Regulated services

The following are regulated services for the purposes of [Part 3](#):

### *Welfare, support, and justice services*

- (1) services provided (including the performance or exercise of functions and powers) under the [Oranga Tamariki Act 1989](#) by the department responsible for the administration of that Act, or by any care and protection co-ordinator or youth justice co-ordinator:
- (2) services provided at, or in relation to the operation of, any residence within the meaning of [section 2\(1\)](#) or [364](#) of the [Oranga Tamariki Act 1989](#) (excluding, for the avoidance of doubt, services provided by an individual with whom a child is placed under [section 362](#) of that Act):
- (3) services provided by any person, organisation, or body approved under [section 396](#) or [403](#) of the [Oranga Tamariki Act 1989](#):
- (4) services provided (including the performance or exercise of functions and powers) under any order, direction, or recommendation of a court made under the [Oranga Tamariki Act 1989](#), the [Care of Children Act 2004](#), or the [Adoption Act 1955](#) by—
  - (i) the department responsible for the administration of the [Oranga Tamariki Act 1989](#); or
  - (ii) any other person, organisation, or body:
- (5) services provided by any person, body, or organisation pursuant to any decision, recommendation, or plan made by a family group conference under the [Oranga Tamariki Act 1989](#):
- (6) services provided at prisons, secured facilities, and children's health camps:
- (7) services provided as part of a condition of bail made under the [Bail Act 2000](#):
- (8) services and facilities of the kind referred to in [sections 4\(1\)\(a\)](#) and [7\(2\)\(b\)\(i\)](#) of the [Oranga Tamariki Act 1989](#):
- (9) social or support services, including (but not limited to) victim support services, drug and alcohol rehabilitation services, and childcare services:
- (10) mentoring and counselling services:
- (11) youth services and youth work:
- (12) participating in a telephone communication service that is likely to be used wholly or mainly by children:
- (13) moderating an electronic interactive communication service that is likely to be used wholly or mainly by children (but a person does not moderate a public electronic interactive communication service unless he or she has access to the content of the matter or contact with users of the service):
- (14) services provided to escort, track, or transport children for the purposes of the [Oranga Tamariki Act 1989](#):
- (15) out-of-school care and recreational services:

### *Health services*

- (16) services provided at a public hospital:

- (17) services provided at a publicly funded medical practice or facility, including blood and cancer centres, treatment centres, outreach clinics, and mental health services:
- (18) services provided through medical practices belonging to primary health organisations (PHOs):
- (19) services provided by health practitioners:
- (20) Well Child Tamariki Ora (WCTO) services (eg, Plunket):
- (21) home-based disability support services:
- (22) residential disability support services:
- (23) ambulance services:
- (24) maternity services, including lead maternity carers and midwives:

### *Education services*

- (25) services provided at a registered school (as defined in [section 10\(1\)](#) of the Education and Training Act 2020):
- (26) services provided at an early childhood service (as defined in [section 10\(1\)](#) of the Education and Training Act 2020):
- (27) services provided by a trades academy, a service academy, or an alternative education provider for or on behalf of a school:
- (28) services provided at any off-site location for or on behalf of a registered school or early childhood service, including teen parent units, school camps, and learning centres:
- (29) services provided to ensure enrolment and attendance at school in accordance with [sections 35](#) and [36](#) of the Education and Training Act 2020:
- (30) services provided at a playgroup (as defined in [section 10\(1\)](#) of the Education and Training Act 2020):
- (31) services provided at any location on behalf of a limited child care centre (as defined in [section 2\(1\)](#) of the Health and Safety in Employment Act 1992):
- (31A) services provided at a hostel (as defined in [section 10\(1\)](#) of the Education and Training Act 2020):

### *Transport services*

- (32) work driving a vehicle that is being used only for the purpose of conveying children and any persons supervising or caring for the children (for instance, school bus services):

### *Policing services*

- (33) specialist child and family policing services provided by Police employees (as defined in [section 4](#) of the Policing Act 2008):

### *Local authority services*

- (34) social and support services, including (but not limited to) mentoring and counselling services and community outreach, advocacy, and engagement services:
- (35) education services, including (but not limited to) learn-to-swim programmes and digital literacy programmes:
- (36) services provided at community facilities, including (but not limited to) sports and recreation centres, libraries, swimming pools, galleries, and community centres:
- (37) services provided in public environments, including (but not limited to) surf and beach patrols, skate park guardians, and road safety co-ordinators.