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## Child Protection Policy

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### 1. Purpose

The purpose of this Policy is to set out the high-level principles and mechanisms that govern child protection practices at Te Herenga Waka – Victoria University of Wellington (the University).

### 2. Application of Policy

This Policy (and its supporting Procedure) apply to all Members of the University Community, particularly those who are involved in providing Children's Services as part of their work or study at the University.

*Note: Ngā Ratonga Kohungahunga – University Kids Wellington (which provides Early Childhood Education services at the University) has additional documentation to support its operations in relation to child protection.*

## Policy Content

### 3. Principles

3.1 The University is committed to protecting the safety and promoting the wellbeing of Children aged under 18 years who are receiving Children's Services from the University. To this end, the University seeks to ensure that:

- (a) this Policy gives effect to the provisions of the Children's Act 2014 (the Children's Act) and its related regulations, as well as other relevant legislation, in relation to the University's provision of Children's Services;
- (b) Children's Services provided by the University are consistent with Te Tiriti o Waitangi Statute, the Equity, Diversity and Inclusion Framework, and other related University policies;
- (c) in keeping with kaitiakitanga (care and guardianship) and hauora (wellbeing), Members of the University Community work together in relation to child protection;
- (d) the Child's safety is always the paramount consideration in the process for reporting suspected abuse or neglect;
- (e) suspected child abuse or neglect must be reported in accordance with the attached Procedure;
- (f) guidance in identifying and managing actual, potential or suspected child abuse or neglect will be provided to all Children's Workers;
- (g) all Children's Workers at the University must be [Safety Checked](#) in accordance with the Children's Act.

3.2 Notwithstanding this Policy and its supporting Procedure, any person who believes that a Child or young person has been or is likely to be harmed, ill-treated, abused (whether physically, emotionally, or sexually), neglected, or deprived, or who has concerns about the wellbeing of a Child or young person, may report the matter to the Chief Executive of Oranga Tamariki or the New Zealand Police. In certain situations, a Protected Disclosure may be made in accordance with the University's Whistleblower Policy.

#### 4. Responsibilities

##### 4.1 The Child Protection Coordinator is –

- (a) the Manager, Student Interest and Conflict Resolution (or delegate);
- (b) the University's point of contact for escalating concerns about suspected child abuse or neglect in relation to Children's Services; and
- (c) responsible for advising Members of the University Community seeking assistance on child protection matters.

##### 4.2 Managers/Supervisors/Course Coordinators/Programme Directors (or equivalent) are responsible for –

- (a) ensuring recruitment and selection processes for Children's Workers (who may be Staff Members or Students or another Member of the University Community) within their areas of responsibility comply with this Policy, including ensuring any applicable safety checking requirements are carried out;
- (b) responding to reports of suspected child abuse or neglect in accordance with the supporting Procedure; and
- (c) ensuring people within their areas of responsibility are familiar with this Policy and its supporting Procedure, particularly if they are involved in providing Children's Services as part of their work or study at the University.

##### 4.3 Members of the University Community involved in providing Children's Services as part of their work or study at the University, are responsible for –

- (a) ensuring they are familiar with this Policy and its supporting Procedure, which provides guidance in relation to potential indicators of child abuse and neglect; and
- (b) reporting any incidents, concerns or allegations of child abuse or neglect and/or seeking advice and support from their manager/supervisor/course coordinator/programme director (or equivalent) in relation to any incidents, concerns or allegations of child abuse or neglect.

#### 5. Definitions

In this Policy, unless the context otherwise requires:

Child/Children	as defined in the Children's Act means a person who is under the age of 18 years.
Child Abuse	means the actual, potential or suspected harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any Child.
Children's Services	as defined in <a href="#">section 15</a> of the Children's Act, which includes services provided to 1 or more Children (a person under the age of 18 years).
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></ul>

	(b) takes place without a parent or guardian of the Child, or of each Child, being present.
Members of the University Community	means Staff Members, Students, independent contractors, adjunct and visiting staff, visiting scholars and interns, professors emeriti, Students undertaking Work as part of an education or vocational training course (and who meet the definition of Children's Worker), and any other persons providing services to the University.
Regular or Overnight Contact	<p>as defined in the Children's Act, a person's work involves regular or overnight contact with Children if:</p> <p>(a) the person has contact (other than merely incidental contact) with a Child or Children:</p> <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> <p>(b) that contact is any of the following kinds:</p> <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>
Regulated Service	means a service identified in <a href="#">Schedule 1</a> of the Children's Act.
Safety Checked	as defined in the Children's Act, in relation to a person at a particular time, means that a safety check that complies with the Children's Act has been completed for the person within the previous three years.
Staff Member	means an employee of the University.
Student	means any person enrolled in a personal course of study at the University, or a person who is studying at the University under an exchange agreement with another institution and includes a resident in a Hall of Residence.
Work	as defined in the Children's Act, means 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](#)  
[Education and Training Act 2020](#)  
[Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)  
[Oranga Tamariki Act 1989 \(Children's and Young People's Well-being Act 1989\)](#)  
[Victoria University of Wellington Act 1961](#)

[Equity, Diversity and Inclusion Framework](#)  
[Health, Safety and Wellbeing Statute](#)  
[Child Protection Procedure for Recognising and Responding to Child Abuse or Neglect](#)  
[Te Tiriti o Waitangi Statute](#)  
[Whistleblower Policy](#)

[Schedule 1](#) of the Children's Act

Information about Children's Workers [Safety Checking](#)

### 7. Document Management and Control

#### *Essential Record*

Approver	Tumu Whakarae – Vice-Chancellor
Approval Date	28 November 2023
Effective Date	8 December 2023
Next Review Date	8 December 2026
Policy Sponsor	Toi Pūmanawa – Director, People and Capability
Policy Owner	Manager, Employment Law & Employment Relations
Policy Contact	Child Protection Coordinator: Manager, Student Interest and Conflict Resolution (or delegate)  Other: Manager, Employment Law & Employment Relations

#### *Modification History*

Date	Approval Agency	Details
11 March 2025	General Counsel	Editorial correction.
28 November 2023	Tumu Whakarae – Vice-Chancellor	Full review. Earlier versions are held by the Policy Office.