



Privacy Policy

Outcome statement

When you use our services, you're trust us with your information.

We understand this is a big responsibility and work hard to protect your information and put you in control.

Understanding of the types of information we collect as you use our services.

All 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 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 Trust procedures and may also report the matter to a social worker or the local Police.

Delegations

Although ultimate accountability sits with the Board of Trustee, the board delegates responsibility to the Learning Differences Advisor to ensure that all child safety procedures are implemented and available to all contractors, volunteers and parents.

Expectations and limitations

The Learning Differences Advisor must:

- develop appropriate procedures to meet child safety requirements as required and appropriate to the trust.
- comply with relevant legislative requirements and responsibilities
- make this policy available on the trust's internet site or available on request
- ensure that every contract or funding arrangement that the trust 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 contractors and volunteers are able to identify the signs and symptoms of potential abuse and neglect and deal with disclosures by children and allegations against contractors and volunteers and are able to take appropriate action in response
- support all contractors 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 contractors and volunteers 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 Oranga Tamariki advisers on contractor/volunteer matters and other relevant agencies where child safety issues arise
- make available professional development, resources and/or advice to ensure all contractors and volunteers can carry out their roles in terms of this policy
- ensure that this policy forms part of the initial contractors and volunteers induction programme for each contractor and volunteer 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

Contractors and volunteers' capability and professional development

Safe at work practices

- Physical contact with children
- Working one on one with children
- Transporting children
- Overnight stays/camps
- Social media and technology (internet protection, photo storage)
- Parent help
- Visitors on site
- External contractors
- Growing Stars Programme
- Youth/Teen Project
- Socialising with children
- Koha and rewards
- Intimate care – toileting
- Application of medication

Managing challenging behaviour and physical restraint policy

Allegations against contractors and volunteers

Contractor/Volunteer Induction

Legislative compliance

[Children's Act 2014](#)

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

Effectiveness Review

This policy will be reviewed Triennially in accordance with the Board's programme of self-review

Ratified 16 February 2023

Signed [Lisa Tou, Chair](#)

Review Date 16 February 2026