

Fairfield Primary Child Protection Procedure

1. A referral to Ministry of Vulnerable Children Oranga Tamariki may be made at any time.
2. As part of their induction, new staff are made aware of the policy on child protection.
3. All staff are required to undertake child abuse and neglect intervention training . The training might include but not be limited to: attending workshops, carry out professional reading, attending advanced training for the Principal and/ or Assistant/ Deputy Principals.
4. We will seek advice from Oranga Tamariki (CFYs) and/or the Police before identifying information about an allegation is shared with anyone, other than the Principal or Assistant / Deputy Principals.
5. We will act on the recommendations of statutory agencies, including Oranga Tamariki (CYFs) and the Police. We will only inform families/whānau about suspected or actual abuse after we have discussed this with these agencies.
6. When we respond to suspected child abuse or any concerning behaviour we write down our observations, impressions and communications. These records will be kept in a sealed envelope stamped confidential in a separate file (Child Protection) in the Principal's office.
7. To avoid situations where staff may be alone with children, all staff should identify possible situations where this might be the case. Wherever possible an open door policy for all spaces should be used (excludes toilets). Staff should be aware of where all children are at all times.
8. One off visitors will sign in at the office and wear a visitors label. Regular volunteers, outside educators and others that attend regularly will not be required to wear these.
9. Any non-core workers should be directly supervised at all times by staff.
10. Where one to one physical contact is required for safety or instruction (i.e. classes in swimming, etc.) staff will take every practicable step to ensure contact is carried out in a professional and responsible manner that is age appropriate. See [NZEI Guide](#) for detail.
11. Where a child or young person requires assistance, e.g., if they are intellectually or physically disabled, if possible involve the parents/caregivers and outside agencies (such as the Ministry of Education's Special Education group) to assist in developing protocols/ procedures.
12. Staff should avoid being alone when transporting a child or young person, unless in an emergency or where circumstances require it. Except in an emergency, children and young people are not to be taken from the school grounds, or from the programme we provide, without parental consent.
13. In the event of a report from outside the school, the school will direct the complainant to a helping agency and will not become directly involved.