

# CHILD & YOUTH PROTECTION POLICY and PROCEDURES

## 1 Child & Youth Protection Policy

### 1.1 Statement of Commitment

***SCOUTS New Zealand places the well-being of young people as its paramount concern. We are committed to acting in the best interests of children and young people at all times.***

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## 1.2 Definitions

*Adults* refers to anyone aged eighteen or over who is involved in SCOUTS New Zealand, including all warranted leaders, Rovers, those employed directly by or who contract services to the organisation, or any person who volunteers their time for SCOUTS New Zealand in any form regardless of whether they are an invested member or not. Where the term '*adult members*' is used, this refers specifically to warranted adults or Rovers in the Movement.

*Duty Child Protection Officer (DCPO)* is a senior SCOUTS New Zealand team member appointed to support with Child & Youth Protection matters and be placed on the 0508 SCOUTHELP roster.

*Line leader* is a person that an adult member or staff member reports to (e.g. Group Leader or Zone Leader)

*Ministry for Vulnerable Children, Oranga Tamariki* – hereafter referred to as Oranga Tamariki

*National Child Protection Officer (NCPO)* is a person/s appointed by the Chief Executive of SCOUTS New Zealand, responsible for maintaining an oversight of concerns and disclosures of alleged child abuse.

*Safeguarding* is the action that is taken to promote the welfare of young people and protect them from harm.

*Screening* means verifying identity and gathering information through application forms, interviews, police vetting, and reference checks.

*Vetting* means the formal process of obtaining checks from another agency, e.g. the Police vetting service, criminal record checks.

*Young people* refers to any child or young person under the age of 18 engaged with a SCOUTS New Zealand activity, whether an invested member or not.

## 1.3 Purpose

The purpose of this policy is to:

- outline the Movement's 'Safe From Harm' focus, particularly in protecting young people involved with all activities associated with the Scout Movement;
- provide the overarching principles that guide our approach to Child & Youth Protection;
- assist everyone involved in SCOUTS New Zealand to identify abuse and neglect;
- facilitate and guide the Movement's Child & Youth Protection culture.

We have a responsibility to keep young people safe from harm. We will do this by supporting them through implementing systems, processes and learning to foster a safe and secure environment – both for young people and the adults who work alongside and care for them.

We will ensure that all disclosures of alleged abuse are acknowledged, and appropriate action is taken to ensure the safety of young people who make disclosures.

As a leading organisation in positive youth development, we put youth at the centre of all we do, and as such we will up-skill and empower both young people and adults to identify and report behaviours of concern. This is the Scout Method demonstrated in action.

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## 1.4 Scope and Responsibilities

This policy and its associated procedures apply to all young people and adults engaged with any activity operated by SCOUTS New Zealand. All participants in SCOUTS New Zealand activities will receive the same protection regardless of age, disability, gender identity, ethnicity, religious belief or sexual orientation.

Child & Youth Protection is everyone's responsibility. Safeguarding all young people requires the constant co-operation of the entire SCOUTS New Zealand community and anyone else we involve in our programmes, from bus drivers to flying instructors to camp cooks.

In order to develop a 'Safe from Harm' culture, as outlined in the 'Youth at the Centre' priority of our Better Prepared strategy, all adults, young people and parents/caregivers involved with SCOUTS New Zealand need to understand, support and comply with this policy. Any adult member with line leadership or activity/project leadership responsibilities will ensure that all adults engaged with SCOUTS New Zealand in any capacity are familiar with this policy.

This policy should be referred to in conjunction with SCOUTS New Zealand's Code of Conduct/Duty of Care.

*This Child and Youth Protection Policy is approved by the National Executive Committee and will be reviewed at least every two years, or earlier if review of incidents determines a review is necessary.*

*The procedures and appendices associated with this policy are operational and may change from time to time as required. Any changes will be communicated with the Movement and the most up to date copy of the policy and procedures will always be available on the SCOUTS New Zealand website.*

## 1.5 Commitment to Te Tiriti O Waitangi and the Importance of Tamariki and Rangatahi

SCOUTS New Zealand acknowledges Te Tiriti o Waitangi and will always ensure our commitment to young people through acknowledging the unique space that Māori hold as tangata whenua (the indigenous people) of this land.

Further, the kaupapa of valuing tamariki and rangatahi (children and young people) as important members of our rōpu and whānau (organisation and family) is reflected in SCOUTS New Zealand's approach to Child & Youth Protection. Young people's well-being is paramount.

## 1.6 'Safe From Harm' Culture

SCOUTS New Zealand is committed to developing a culture where all members feel equipped to challenge inappropriate behaviour.

SCOUTS New Zealand will keep young people safe through:

- providing good information to young people and parents about our 'Safe From Harm' practices;
- exposure to safety messages in our programmes and training;
- ensuring a robust recruitment policy for adults;
- making procedures to report concerns straight-forward and safe.

The learning and development of adult members and young people is an essential part of this culture, and we will develop learning opportunities in organisational Child & Youth Protection good practice through three key avenues:

- educating young people about keeping safe;
- educating all adult members on our policies and procedures for protecting young people and for ensuring their own safety, and building their confidence to report on unusual or unacceptable behaviour;
- informing parents and caregivers regarding protecting their children.

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SCOUTS New Zealand will protect our adults against the potential of false accusations through active education of our Code of Conduct/Duty of Care, role modelling good practice, robust recruitment policies and proactively encouraging a team approach to all activities.

A 'Safe from Harm' culture benefits adults and the Movement as much as it does the young people; adults have an important part to play in always acting beyond reproach.

## 1.7 Indicators of Abuse and Neglect

The sad reality is that most child abuse occurs in what would otherwise be seen as a 'safe' environment, often undertaken by a trusted family member, friend, teacher or mentor.

All adult members must have the knowledge to identify typical indicators of abuse, and have the confidence to take appropriate action if abuse is suspected, or where behaviours could indicate additional support is required. Training modules will be available to up-skill adult members in this critical area.

The appendices provide helpful information for defining different types of abuse and neglect (*Appendix 3*), as well as *common indicators (Appendix 4)* and *vulnerability factors (Appendix 5)*.

## 1.8 SCOUTS New Zealand's Code of Conduct/Duty of Care

The Code of Conduct/Duty of Care outlines the acceptable behaviours of all adults involved with SCOUTS New Zealand activities. The best approach to avoiding false accusations is to avoid unaccompanied and unobserved activities with young people wherever possible. For their own protection, adults must avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance at all times while supervising and/or accompanying young people. This includes for the transportation of young people.

## 1.9 Managing Allegations against Adult Members

Firstly, it's important to note that anyone in SCOUTS New Zealand has the right to report any concerns or suspicions about another member in confidence and free from harassment. *Please see SCOUTS New Zealand's Whistle blowing policy for further information (currently being developed).*

Any allegation that an adult has behaved in an inappropriate or unsafe way must be taken seriously and handled in an appropriate manner that ensures the young person's safety first, as well as respecting the confidentiality (where appropriate) of the adult member.

SCOUTS New Zealand will not act alone and will respond to suspicions and allegations of child abuse by an adult member in a manner which best ensures the young person's immediate and long-term safety. We will treat all suspicions or allegations against adult members and staff members with the same seriousness. No person in SCOUTS New Zealand will collude to protect an individual or the Movement. The safety and wellbeing of young people will remain paramount in all situations.

This policy permits escalation past a line leader if there is an immediate need for protecting the safety of a young person. This includes any situation where a concern may be about any person at any level of the organisation.

SCOUTS New Zealand will support members who report concerns about abuse in good faith, even if an investigation results in no further action being taken. The law will also protect any person disclosing or supplying information in good faith.

The DCPO must immediately ensure that any reported individual does not have any contact with the young person making the allegation and will be prevented from having further unsupervised access to young people during any investigation.

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It is important that no internal enquiry is undertaken, and no evidence gathered that might prejudice any criminal investigation. If the Police decide to undertake a criminal investigation, then the adult member may be temporarily withdrawn from all SCOUTS New Zealand activities as a precautionary measure. If SCOUTS New Zealand is aware that an adult member who it has placed on precautionary suspension also works with young people for another organisation, either as an employee or a volunteer, it will ensure that New Zealand Police is informed of the suspension and the possible membership of another organisation.

Allegations will be treated in such a way that the rights of adults and the stresses associated with potential false allegations are also taken into consideration and SCOUTS New Zealand will ensure appropriate support is made available. If a criminal prosecution is not pursued, then a disciplinary enquiry may still be undertaken if there are "reasonable grounds for concern" around adherence to any organisational policy. The allegation may represent inappropriate behaviour or poor practice by an adult member which needs to be considered under internal disciplinary procedures.

The National Child Protection Officer will ensure a debrief and/or review is undertaken after each reported incident and any learnings are noted to improve SCOUTS New Zealand good practice.

## 1.10 Safe Recruitment

The vast majority of adults working with young people provide a safe and supportive environment. Unfortunately, there will also be adults who wish to gain access to young people for abusive purposes, and may attempt to use volunteering, employment or contracting with SCOUTS New Zealand as a means for this opportunity.

An effective point at which SCOUTS New Zealand can minimise the possibility of abuse to young people in its care is in the recruitment of adult members. SCOUTS New Zealand will ensure that all adult members have been appropriately vetted and screened through the warranting or employment process. *See Safe Recruitment Policy for further details (currently being developed).*

## 1.11 Ongoing Appraisal of Adult Members

SCOUTS New Zealand will conduct three yearly police vetting checks on all adult members. This is a requirement for an ongoing warrant with SCOUTS New Zealand.

Leaders of adults must ensure that the standard of care and behaviour provided for young people involved with SCOUTS New Zealand does not fall to an unacceptable level by ensuring there is ongoing support and monitoring of adults.

## 1.12 Training of Adult Members

SCOUTS New Zealand will ensure that Child & Youth Protection training is available to all adult members through our Adult Development Policy.

Training will enable adult members to:

- identify when young people are vulnerable and are at risk of abuse;
- take thorough and effective preventive action;
- respond in the most appropriate way to young people who are suspected of being abused;
- report their concerns appropriately;
- provide support where required;
- recognise their responsibilities regarding suspected poor practice or possible abuse.

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Sound practice and adult training can act as a deterrent to offenders who are seeking to work around young people, and also minimise any opportunity for potential abuse to occur. Records of training will be kept to ensure that training is appropriate and regularly updated. SCOUTS New Zealand will review the content of Child & Youth Protection training on a two-yearly basis to ensure that it remains current good practice. Training will also be reviewed if incident reviews identify shortfalls.

*Induction Training* - SCOUTS New Zealand recognises that induction and Child & Youth Protection training for new adult members is critical to the safety of young people. Child & Youth Protection training will be compulsory for all adult members upon joining the Movement.

*On-Going or Refresher Training* - the ability of adult members to protect young people is critical. All adult members will be expected to undertake ongoing refresher training in Child & Youth Protection at a level appropriate to their position.

## 1.13 Connection with Other Policies

This Child & Youth Protection Policy and Procedures are to be used in conjunction with the following organizational policies and documents:

Policy Organisation and Rules	Youth Development Policy
Code of Conduct/Duty of Care	Adult Development Policy
Complaints Policy	<i>Health &amp; Safety Policy (being developed)</i>
Equal Opportunities Policy	<i>Privacy Policy (being developed)</i>
An Introduction to SCOUTS New Zealand (booklet for new leaders)	<i>Whistle Blowing Policy (being developed)</i>
Social Networking Sites and Scouting Policy	<i>Safe Recruitment Policy (being developed)</i>

## 1.14 Links to Legislation

This policy has been informed by the following sources of legislation:

Children Young Persons and Their Families Act 1989	Human Rights Act 1993
Vulnerable Children Act 2014	United Nations Convention on the Rights of the Child 1989 (ratified in NZ 1993)
	Privacy Act 1993

## 1.15 Acknowledgements

*Our thanks to Safeguarding Children Initiative for providing a professional external review of our previous Child Protection Policy. Thanks also to Heidi Mills (Infinite ConnectionZ) for interpreting the SCI recommendations to this reviewed policy.*

*We acknowledge Child Matters for their excellent resources which have helped inform this policy. Further information and a range of excellent training opportunities can be found on their website: <http://www.childmatters.org.nz/>*

*Sincere thanks to Dave Marshall (National Director Big Brothers Big Sisters) and Alex Warriner (Health & Safety Advisor for SCOUTS New Zealand) for their input and peer review, Ruth Hughes (Child Protection Officer for SCOUTS Ireland) for advice, and to Alistair Kendrick (National Council) for quality assurance checking. The development of this policy and procedures was led by Shaun Greaves (Head of Learning & Delivery for SCOUTS New Zealand).*

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## 2 Child & Youth Protection Procedures and Reporting Processes

### 2.1 Reporting of Concerns

Any concerns of suspected child abuse must be taken seriously and handled in an appropriate manner that ensures the young person's safety. *Please read the following information in conjunction with the flow chart in Appendix 2 which outlines the process for reporting a Child & Youth Protection concern.*

If you have an immediate concern about a young person's safety and/or well-being:

*You can contact the Police (111) or Oranga Tamariki (0508 FAMILY) at any time if you believe a young person is at risk of harm/abuse. Inform the DCPO on 0508 SCOUTHELP of any action you have taken.*

*Oranga Tamariki is also available to provide advice, as well as for reporting cases of suspected abuse. Anyone can contact Oranga Tamariki (or Police) directly at any time.*

- ➔ If there is no apparent imminent danger to the young person, it is still encouraged to make a report of concern to Oranga Tamariki;
- ➔ Please also advise the DCPO on 0508 SCOUTHELP and follow the steps outlined below. If required, they can also help you with the process to make a report of concern to Oranga Tamariki, and can assist you in filling out the *Child & Youth Protection Reporting Form (Appendix 6)*.

### **If a young person talks to you about suspected abuse by someone else:**

*Your responsibility is to listen and refer; not investigate.*

- Remember that the safety and well-being of the young person comes before the interests of any other person;
- Listen to them, allow them to speak without interrupting them;
- Do not promise not to talk to anyone else about their situation. Say that, depending on what they tell you, you may need to seek further help;
- Accept what they say;
- Look at the young person directly, but do not appear shocked;
- Do not seek help while the young person is talking to you (this can be off-putting to them);
- Offer reassurance, without passing any judgement;
- Assure them that they have done the right thing by telling someone, that it's not their fault, and you will do your best to help;
- Be aware that the young person may have been threatened;
- Let them know that you need to tell someone else;
- Let them know what you are going to do next and that you will let them know what happens.

Ensure that while the young person is talking with you that you are not alone with them, or that you are at least in visual sight of others.

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Once away from the young person, the following steps are important:

- Immediately contact the DCPO on 0508 SCOUTHELP;
- Write careful notes of what was said; use actual words wherever possible, use the Child & Youth Protection Reporting Form (see *Appendix 6*);
- Sign, date and send your Child & Youth Protection Reporting Form to the DCPO;
- Make sure that no further Scouting situation could arise to cause any further concern;
- Please maintain contact with the DCPO if you learn that anything around the situation with the young person changes;
- Ensure you keep your line leadership informed as required (e.g. Group Leader, Zone Leader, Regional Development Manager).

*If for any reason you cannot get hold of the DCPO, please contact your Zone Leader or Regional Development Manager who may be able to advise regarding the appropriate next steps and information.*

If the situation calls for it, the DCPO is to inform NZ Police and/or Oranga Tamariki as appropriate, and will maintain contact with these agencies with any updates about the young person, to re-report if situations stay the same or get worse, and to ensure SCOUTS New Zealand is kept informed. They will arrange for advice and support to be made available for all affected parties when child abuse is suspected. They will follow the correct protocols and inform the Chief Executive of SCOUTS New Zealand. If anyone is concerned about how a situation is being managed once a concern has been raised, they can contact the appropriate line leader or person listed in the *Key Contacts List in Appendix 1*.

The NCPO will debrief with necessary parties and conduct a review after each concern has been raised to ensure that the procedures and reporting lines remain robust and effective.

If you receive any external or media queries, please direct them to the Head of Communications or Chief Executive at the National Scout Centre by calling 0800 SCOUTS. If it is after hours, refer these to the 0508 SCOUTHELP line.

## 2.2 Confidentiality and Information Sharing

The NCPO is responsible for on-going liaison with New Zealand Police and Oranga Tamariki for the release of information and documentation relating to a reported issue. The NCPO will ensure the genuine identity of any person who requests information.

Consideration needs to be given to procedures regarding contacting the parents/caregivers. These decisions will be made in consultation with Oranga Tamariki and/or Police to ensure that the risk to the young person is not increased or that the investigation is not hindered in any way.

SCOUTS New Zealand recognizes that all members must act within the legal requirements of the Privacy Act, Children Young Persons and their Families Act, Health Information Act and other relevant legislation. There are provisions within each of these acts for sharing information needed to protect young people and enable other people to carry out their legitimate functions. Information sharing will be restricted to those who have a need to know to protect young people and all affected parties.

The National Scout Centre will securely store written records of all communications and transactions of information for audit purposes. The National Executive Committee will also assess risk trends based on summary reports from the Chief Executive.

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## 2.3 Relationships with External Agencies

SCOUTS New Zealand recognises that by law, [Sec 15 of the Children, Young Persons and Their Families Act 1989] any person may report a case of suspected abuse to the statutory agencies. Adults who suspect or uncover abuse must not investigate cases themselves; they must follow this policy and report to the DCPO and/or to New Zealand Police and/or Oranga Tamariki.

The NCPO will ensure that it has contacts for Oranga Tamariki and Police offices and maintain this information. A list of specialist agencies will be kept and updated by the NCPO.

## 2.4 Duty Child Protection Officer and 0508 Urgent Reporting Phone Line

This urgent reporting phone line is staffed 24/7 by trained staff members on a roster system. Each DCPO will be trained to be able to support with emergency reporting through the 0508 number.

This mechanism does not preclude the standard SCOUTS New Zealand reporting system for non-emergency events. Please direct non-urgent queries or reports through your line leader (e.g Group Leader, Zone Leader).

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## 3 Appendices

### 3.1 Appendix 1 – Key Contacts List

Role/Position	Contact Details
	<i>Insert your local contact details where required</i>
SCOUTS New Zealand Safety Hotline Duty Child Protection Officer	0508 SCOUTHELP 0508 726 884 <a href="mailto:scouthelp@scouts.org.nz">scouthelp@scouts.org.nz</a>
Your Zone Leader	
Your Regional Development Manager	
National Child Protection Officer	
Head of National Development	
Chief Executive	
Head of Communications <i>For media enquiries</i>	<a href="mailto:media@scouts.org.nz">media@scouts.org.nz</a>
Head of Learning & Delivery	
Health & Safety Advisor	

### Member Assistance Programme

Child & Youth Protection issues can be stressful and the welfare of our members, both young people and adults, is important. We make available a free member support service through our partner OCP. They can be contacted on:

0800 377 990

[support@ocp.co.nz](mailto:support@ocp.co.nz)

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## 3.2 Appendix 2 – Flowchart for Suspected or Reported Abuse or Neglect

**You are concerned about a young person because you have:**

- been made aware of possible harm/abuse of a young person via your involvement in SCOUTS and/or;
- observed indicators of abuse and/or;
- Received a disclosure from them about some form of abuse

Respond to the youth member in an appropriate manner and advise that you will need to report this. Take notes. See steps outlined in policy.

**Do your concerns relate to a young person in immediate danger and need of protection?**

**YES**

**CONTACT *Police (111) or Oranga Tamariki (0508 FAMILY)***

**AND**

Contact the Duty CPO on 0508 SCOUTHELP

*Advise them of your concern and action taken i.e. if you have contacted Police or Oranga Tamariki already*

**NO**

**Do you have concerns that a young person may be dealing with a form of abuse?**

**YES**

Complete the Child Protection Reporting Form and send to the DCPO within 24 hours

**The DCPO/NCPO will:**

- consider all information and take action as required and advise
- arrange for advice and support for all affected parties
- arrange a debrief.

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## 3.3 Appendix 3 - Child Abuse: Important Terms

This section explains common terminology used in child protection. The Children, Young Persons and their Families Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person". The following definitions give context to the four types of abuse or neglect. *Appendices 4-5 provide examples of indicators of abuse or neglect and vulnerability factors that may increase exposure to risk for a young person.*

**Physical abuse** is a non-accidental act on a young person that results in physical harm, or the fabrication or inducement of illness.

**Emotional abuse** is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effect on the young person's emotional development.

**Sexual Abuse** involves forcing or enticing a young person to take part in sexual activities of any kind. Sexual abuse occurs solely because of behaviours or decisions made by the person abusing and not because of any particular quality of a young person. A sexual relationship between an adult and a young person will always be wrong, unequal and unacceptable.

**Neglect** is the persistent failure or lack of action to meet a young person's basic physical and/or psychological needs, causing long term serious harm to the young person's health or development.

*Other useful Child & Youth Protection terms to be aware of include:*

**Cumulative harm** refers to the effects of patterns of circumstances and events in a young person's life which reduces their sense of stability, safety and wellbeing. Cumulative harm is compounded experiences of multiple events of abuse or layers of neglect. Constant daily impact on the young person can be profound and exponential, covering multiple dimensions of their life.

**Grooming** is when someone builds an emotional connection with a young person to gain their trust for the purposes of sexual abuse or exploitation.

- young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional
- groomers may be male or female and can be any age (including close to the young person's age)
- many young people do not understand that they have been groomed, or that what has happened is abuse.

**Intimate partner violence<sup>1</sup>** refers to any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship. Such behaviour includes:

- acts of physical aggression – such as slapping, hitting, kicking, and beating
- psychological abuse – such as intimidation, constant belittling, and humiliating
- forced intercourse and other forms of sexual coercion
- Various controlling behaviours – such as isolating a person from their family and friends, monitoring their movements, and restricting their access to information or assistance.

**Vulnerability** - young people are naturally vulnerable to people more powerful than they are. Some young people in certain situations can be more at risk than others. *Appendix 5 outlines some vulnerability factors to be aware of.*

<sup>1</sup> <https://nzfvc.org.nz/content/intimate-partner-violence>

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## 3.4 Appendix 4 – Indicators of Abuse or Neglect

Indicators that can point to possible abuse can be physical or behavioural. Indicators do not necessarily prove that a young person has been harmed. They are clues that alert us that abuse may have occurred and that a young person may require help or protection. Sometimes indicators can result from life events which do not involve abuse. For example – divorce, accidental injury, the arrival of a new sibling etc. Please note that there may be more than one indicator present.

### **Physical Abuse**

#### **Physical indicators**

- questionable or unexplained bruises, burns, welts, bite marks, cuts/lacerations, fractures, abrasions, redness, swelling
- torn, stained, bloody clothing
- poor hygiene e.g. dirty and smells
- unusual sickness (e.g. from poisoning)

#### **Behavioural indicators**

- wary of adults or of a particular individual
- is violent to animals or other children
- is dressed inappropriately to hide bruises or other injuries
- may be extremely aggressive or extremely withdrawn
- cannot recall how the injuries occurred or gives inconsistent explanations

### **Indicators in Adult Behaviour**

- may be vague about the details of the cause of injury and the account of the injury may change from time to time
- may blame the incident on a sibling, friend, relative or the injured young person themselves
- threats or attempts to injure a young person
- Is aggressive towards a young person in front of others
- may delay in seeking medical attention for the young person
- fabricating or inducing illness

### **Emotional Abuse**

#### **Physical indicators**

- bed-wetting or bed soiling that has no medical cause
- frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- prolonged vomiting or diarrhoea
- has not attained significant developmental milestones
- dressed differently from other children in the family
- has deprived physical living conditions compared with other children in the family

#### **Behavioural indicators**

- unusual fears and sudden mood changes or behaviour
- eating disorders
- nervousness, watchfulness
- suffers from severe developmental gaps
- severe symptoms of depression, anxiety, withdrawal or aggression
- severe symptoms of self destructive behaviour – self harming, suicide attempts, engaging in drug or alcohol abuse
- overly compliant; too well-mannered; too neat and clean
- displays attention seeking behaviours or displays extreme inhibition in play
- when at play, behaviour may model or copy negative behaviour and language used at home
- runs away

### **Indicators in Adult Behaviour**

- constantly calls the young person names, labels the young person or publicly humiliates the young person
- continually threatens the young person with physical harm or forces the young person to witness physical harm inflicted on someone else
- has unrealistic expectations of the young person, or imposition of age or developmentally inappropriate expectations
- involves the young person in "adult issues", such as separation or access issues
- keeps the young person at home in a role of subservient or surrogate parent
- behaviours that are isolating, corrupting, exploiting, terrorising

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## Sexual Abuse

### Physical indicators

- torn, stained, bloody underclothing
- complaints about genital/anal areas (eg unusual or excessive itching or pain)
- blood in urine or faeces
- sexually transmitted infections
- nightmares and bedwetting
- poor hygiene e.g. dirty and smells

### Behavioural indicators

- bizarre, sophisticated or unusual sexual knowledge or fixation on sex
- age-inappropriate sexual play with toys, self, others
- inappropriate sexual language
- comments such as 'I've got a secret' or 'I don't like xx person'
- fire lighting by boys
- fear of certain places such as bedroom or bathroom
- eating disorders
- promiscuity or prostitution
- uses younger children in what appear like sexual acts
- tries to make self as unattractive as possible

### Indicators in Adult Behaviour

- demonstrates physical contact or affection to a young person which appears sexual in nature or has sexual overtones
- may be unusually over-protective of a young person
- is jealous of a young person's relationships with peers or other adults or is controlling of the young person
- may favour the victim over other young people

## Neglect

### Physical indicators

- poor hygiene e.g dirty and smells
- extreme hunger or malnourishment
- inappropriate dress for the weather
- lack of supervision or left alone for extended periods of time
- not engaged in education, scavenging, compulsive stealing, running away
- persistent fatigue
- may have persistent skin disorders or rashes resulting from improper care or hygiene

### Behavioural indicators

- demonstrates severe lack of attachment to adults
- poor school attendance or performance
- poor social skills
- may steal food
- is very demanding of affection or attention
- has no understanding of basic hygiene

### Indicators in Adult Behaviour

- fails to provide for young person's basic needs, such as housing, nutrition, medical and psychological care
- fails to enrol a young person in school or permits truancy
- leaves the young person at home alone frequently
- is overwhelmed with own problems and puts own needs ahead of the young person's needs.

*Please note that a young person may make a disclosure that may be vague and in language appropriate to their age.*

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## 3.5 Appendix 5 – Vulnerability Factors

There are vulnerability or risk factors that lower a young person’s defences against abuse and make them less able to protect themselves or get the help they may need. Having an awareness of these can go some way to recognizing when a young person may be at risk of harm or abuse.

### Risk Factors for Young People

The factors below can increase risk for abuse and are not necessarily considered to be causes of child sexual abuse; sexual abuse can occur without any of these factors present. These traits are not predictors or indicators of sexual abuse, but rather aspects of a young person’s life that can make them more vulnerable. When several of the factors below are true, a young person may be less able to see a sexual violation as unacceptable, less able to find the resources to get protection, or perhaps even more willing to tolerate the sexual interaction in exchange for whatever it is they might be offered – protection, love, privileges, treats, friendship or money.

*Some examples of risk factors in a young person’s environment or household:*

- settings where secrecy is frequently permitted or encouraged
- significant stress in family (death, current divorce, or job loss)
- children being viewed or talked about in adult sexual terms
- witnessing situations where sex is exchanged for money, drugs, privileges or protection
- alcohol abuse/misuse or illegal drug use in the home
- domestic violence in the home
- repeated exposure to other forms of violence.

*Risk factors in a young person’s relationships:*

- Weak or absent ongoing connection to a trusted safe adult
- Young person sees themselves as not deserving protection or respect
- Young person feels emotionally isolated or neglected
- Developmental challenge or disability in the young person or other family members
- Young person is expected to fill the emotional or intimate needs of adults
- Young person is a victim of physical or emotional abuse. <sup>2</sup>

<sup>2</sup> Acknowledgement to Stop It Now - <http://www.stopitnow.org/ohc-content/understanding-what-makes-kids-vulnerable-to-being-sexually-abused>

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# CHILD & YOUTH PROTECTION POLICY and PROCEDURES

## 3.6 Appendix 6 - Child & Youth Protection Reporting Form

An email sent to the DCPO detailing all relevant information is also acceptable.

**Report sent to:**

**Date:**

### Details of the affected young person:

Full name:	Date of Birth:	Age:
Telephone:	Gender: Female Male Gender diverse	
Address:	Names of Carers/Parents:	

### Details of person reporting concern:

Full name:	Occupation:
Address:	Relationship to young person:
Telephone:	
Are Carers/Parents aware that this concern has been reported?	Who has been informed? Mum Dad Other (who)
Comment:	

**Details of report:** concerns, allegations, incident, date, time, location, description of any observed injuries, who was present, member's view and carer's/parent's view.

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### Details of person(s) allegedly causing concern in relation to the member:

Full name:	Occupation:	
	Relationship to member:	
Address:	Age:	Gender: Female Male Gender diverse

### Details of person completing this form:

Full name:	Occupation:	
Telephone number:	Signature:	Date:

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