

Child Protection Policy

4 March 2023



Foundation

Ensuring the wellbeing and safety of children, including prevention of child abuse or maltreatment, is a paramount goal of the Te Pae Tawhiti Trust. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect.



Introduction

The Process for responding to a concern about a child will be provided to you.

The **interests of the child will be the paramount consideration** when any action is taken in response to suspected abuse or neglect.

This organisation commits to support all statutory agencies to investigate abuse.

We will report suspected cases and concerns to any responsible agency as per the process in this policy.

Our Project Director on any engagement will assume the additional role of Child Protection Advisor and will be responsible for carrying out the responsibilities outlined in this policy.

Staff will not assume responsibility beyond the level of their experience and training.

Our organisation commits to ensuring staff have access to the information and training they need.



This policy was authored by the global Corporate Headquarters of TSC Global Limited under the guidance and oversight of the Chairman and the Board and adopted by Board Resolution dated 27 August 2020. Our CEO Corporate is responsible for ensuring compliance by all our regional offices, to ensure that the policy is maintained and adhered to, and that a three-yearly review of this policy is undertaken. A digital copy has been uploaded to our website at www.tsc.dev. The policy is due to be updated on 1st November 2023.



The Policy is consistent with international best practices guidelines and will be updated as required.

Purpose, Scope, & Principles

Our child protection policy supports our staff to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and to recognise the important roles all our staff have in protecting children.

- This policy provides a framework and expectations to protect children, including (but not limited to) our employees and contractors' behaviour in response to actual or suspected child abuse and neglect.
- It applies to all employees and contractors of TSC Global in all our regional offices, including volunteers and part-time or temporary roles and temporary contractors.
- This policy will help us identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.
- We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our wider communities in which we engage.

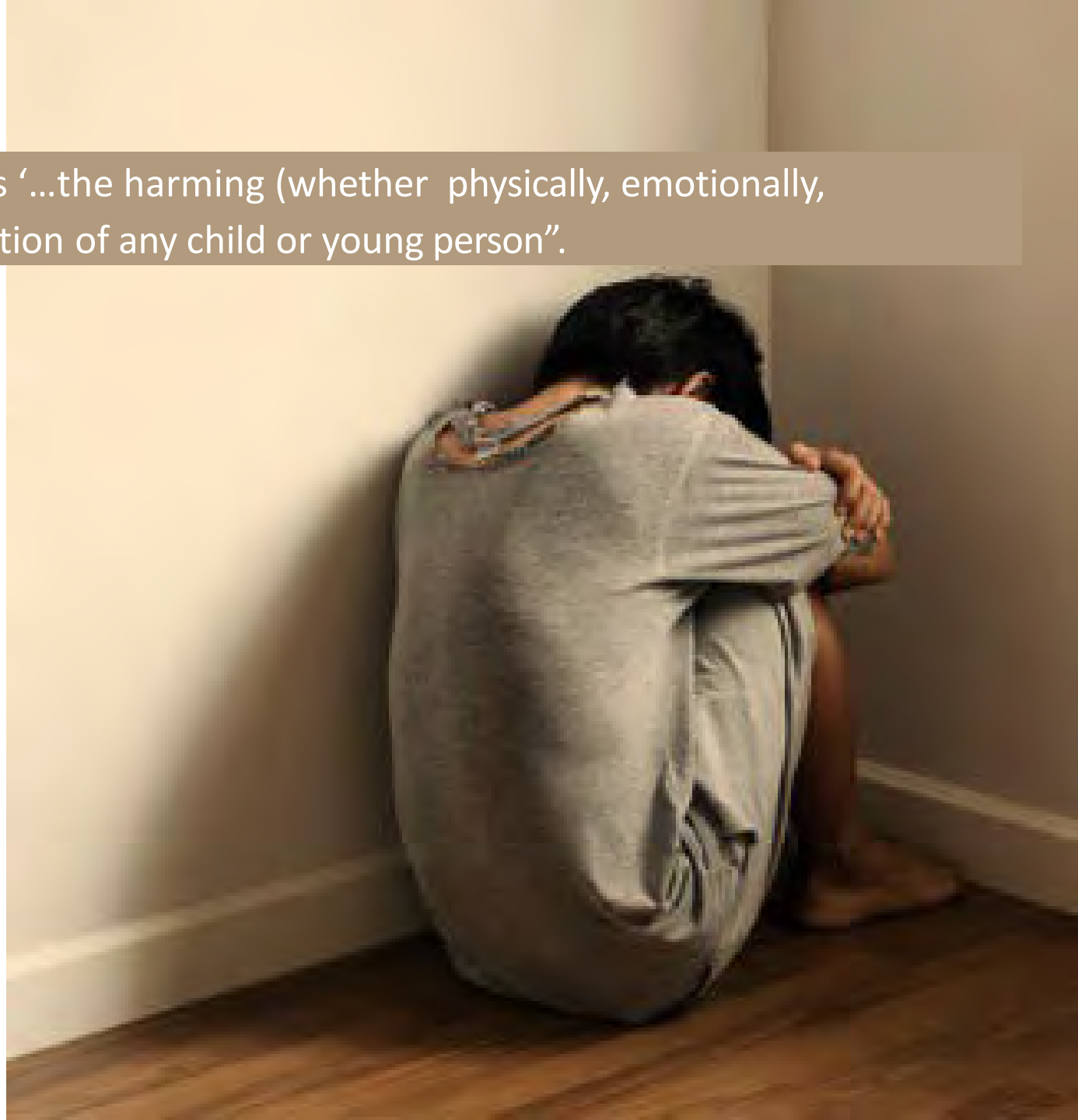


Definition of Child Abuse

International best practice defines child abuse as ‘...the harming (whether physically, emotionally, sexually) ill-treatment, abuse, neglect or deprivation of any child or young person’.

Physical abuse is any act that may result in physical harm of a child or young person. It can be but is not limited to bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child’s emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing or hearing the ill-treatment of others.



Definition of Child Abuse

- *Sexual abuse* involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviors.
- *Neglect* is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs.



Roles and Responsibilities of our people

- The Corporate Board has mandated that Worker Safety Checks will be undertaken across all our regions. Each worker safety check will be repeated within 3 years of the previous one.
- It is the responsibility of our employees and contractors to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions, or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported.
- Staff who identify child protection concerns should consult with at least the HR division in their region or email confidentially abuse@tsc.dev



Child Protection Procedures

- All concerns of potential, suspected or alleged abuse must be brought to the attention of your project director, manager or HR department.
- If a child/young person makes a verbal disclosure to a member of staff it is important that staff take what the member says seriously.
- Staff are to listen carefully to what the member is saying and are not to interview them or ask too many questions, ask the very basics i.e. Who/when?
- Once the basics have been ascertained, no further questions are to be asked. What the member has said is to be documented, this should include time, date and who was present. This information will be passed onto authorities as soon as possible.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by the relevant statutory agency in your region, in consultation with your HR Department.





Training

All staff will receive child protection training at the appropriate level for their role.

Confidentiality and Information Sharing

- We will seek advice before identifying information about an allegation is shared with anyone, other than the service manager or designated person. Staff should be aware that:
- Any person who believes that a child has been or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report this matter to an appropriate project director internally or an external agency, and provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
- When collecting personal information about individuals, it is important to be aware of the requirements of the privacy principles – i.e., the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/voluntary information; and that people have a right to request access to and correction of their information.



Child Safe Practice Guidelines

- If any form of physical contact is required ask the person's permission, explain what you are doing and why to both the child and their parents/caregivers.
- Where possible ask parents/caregivers to be responsible for children or young people in changing rooms. Always ensure that whoever supervises does so in pairs.
- Where there are mixed teams away overnight, teams should always be accompanied by an adult male and female coach or helper.
- If it's necessary to do things of a personal nature for a child, make sure you have another adult accompanying you. Get the consent of the parent/caregiver and if possible, the child. Let them know what you are doing and why.
- Avoid situations where you are alone with a child. While acknowledging that occasionally there may be no alternative, for example, where a child falls ill and must be taken home. However, one-to-one contact must never be allowed to occur on a regular basis.
- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching.
- Ensure that any claims of abuse by a child are taken seriously and that the guide to report suspected or actual abuse is followed.
- Ensure that the nature and intensity of training and competition does not exceed the capacity of a child's immature growing body and ability.
- Ensure that use of photographic images and video are aligned to relevant privacy policies.
- That all people responsible for children and young people at any given time should always remain in an alcohol-free state that they can react appropriately to any situation that might arise.



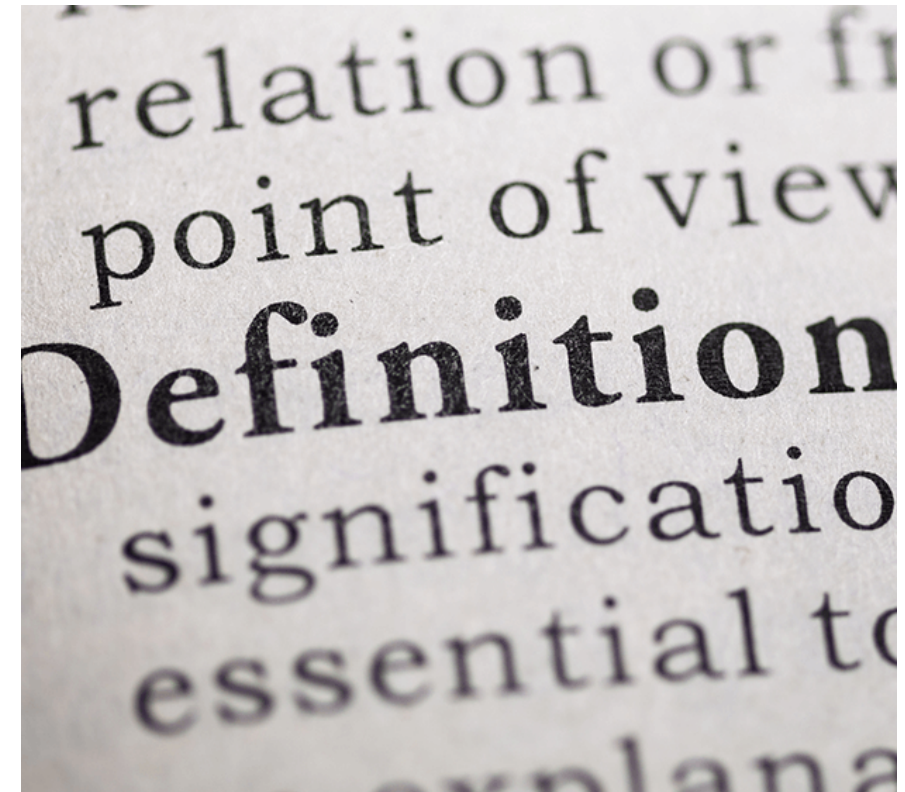
Allegations made against members of Staff

- Allegations, suspicions, or complaints of abuse against staff, volunteers or representatives of other agencies must be taken seriously and reported to the Child Protection Advisor who will deal with them immediately, sensitively and expediently within the procedures outlined in this Section.
- It is not the responsibility of the staff to investigate allegations of child abuse.
- If the local Police decide to undertake a criminal investigation, then the member of staff may be suspended, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.



Definitions

- **Child** – any child or young person aged under 17 years and who is not married or in a civil union. Child protection – activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.
- **Designated person for child protection** – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.
- **Disclosure** – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.



Steps for reporting suspected or actual child abuse

CHILD ABUSE IS EITHER SUSPECTED OR DISCLOSED

- Ensure the child or young person is safe from immediate harm.

LISTEN

- Listen carefully to what the child is saying DO NOT interview the child or ask too many questions, ask the very basics i.e. Who/when?
- Once you have ascertained the basics DO NOT question them further. Document what the child has said, include time, date and who was present so you can pass this information to authorities as soon as possible.
- Report your concern to our Child Protection Advisor within TSC Global Headquarters.

HOW TO REPORT YOUR CONCERN

- If you ever think a person is in immediate danger, call the National Police
- DO NOT investigate yourself before making a report of concern.

