

Child/Young Person Protection Policy

Version and Date:	Version 9
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1. Purpose

Graeme Dingle Foundation is committed to ensuring the safety and wellbeing of all children and young people.

This policy provides a clear framework for officers and workers to:

- Identify signs of harm, abuse, or neglect
- Respond appropriately and promptly
- Report concerns to the appropriate authorities

The safety and wellbeing of the child or young person is the paramount consideration in all decision-making.

2. Scope

This policy applies to all:

- Officers (Trustees and senior executives)
- Workers (employees, contractors, volunteers)

It applies in all settings, including situations where children or young people are not directly involved in Foundation programmes.

3. Guiding Principles

The Foundation will:

- Act in the best interests of the child or young person at all times
- Ensure workers are trained to recognise and respond to concerns
- Encourage prompt reporting of concerns, even where there is uncertainty
- Maintain a culture where concerns can be raised without fear of reprisal
- Work collaboratively with schools, Oranga Tamariki, and Police
- Share information appropriately to protect children from harm
- Support children and young people to participate in decisions affecting them

4. Roles and Responsibilities

Child/Young Person Protection Officer (CYPPPO)

The National Operations Manager (or delegate) is responsible for:

- Providing advice and support on child protection concerns
- Supporting reporting and response processes

- Ensuring training and policy implementation
- Reviewing policy effectiveness

All Officers and Workers must:

- Act in accordance with this policy
- Report any concerns promptly
- Record observations clearly and accurately
- Maintain appropriate confidentiality

5. Identifying Harm, Abuse or Neglect

Indicators may include:

- Physical: unexplained injuries, poor hygiene
- Behavioural: withdrawal, aggression, fear, sexualised behaviour
- Emotional: low self-esteem, anxiety, distress
- Developmental: delays, disengagement
- Environmental: lack of supervision or basic care
- Disclosure or allegation by a child or others

Key expectations:

- Consider the child's overall wellbeing and environment
- Look for patterns rather than isolated incidents
- Seek guidance — do not act alone

Exposure to family violence is recognised as a form of abuse.

6. Responding to Concerns

Immediate Risk

- If a child or young person is in immediate danger → Call Police (111)

Reporting

All concerns must be reported to:

- A Manager, or
- The Child/Young Person Protection Officer

Where applicable:

- Schools may take the lead (school-based programmes)
- Reports may be made to Oranga Tamariki (0508 326 459)
- The Foundation may escalate concerns where necessary

Practice Guidelines

Workers must:

- Listen calmly and respectfully
- Reassure the child they have done the right thing
- Use open-ended prompts only
- Avoid making promises
- Record facts clearly and securely

All documentation must be stored confidentially and shared only where necessary for safeguarding.

7. Allegations Against Workers

All concerns involving staff, volunteers, or contractors must be managed in line with the procedures outlined in the appendices and in consultation with appropriate external agencies.

8. Privacy and Information Sharing

The Foundation will:

- Protect personal information while prioritising child safety
- Share information where necessary to prevent or reduce harm
- Comply with:
 - Privacy Act 2020
 - Oranga Tamariki Act 1989

Good faith reporting of concerns is protected under law.

9. Risk and Consent

- Informed consent must be obtained for activities involving children or young people
- Risks must be clearly explained to participants and caregivers

10. Digital Safety and Online Conduct

All workers must:

- Maintain professional boundaries in online interactions
- Use only approved organisational platforms
- Avoid private or personal contact outside authorised contexts
- Ensure consent is obtained for all digital media

Concerns about digital harm must be treated in the same manner as other safeguarding concerns.

11. Use of Images and Social Media

- Consent must be obtained from the child (where appropriate) and caregiver before using images
- Images must be used respectfully and stored securely

12. Transporting Children and Young People

- Caregiver consent is required prior to transport
- One-on-one transport should be avoided unless necessary
- Drivers must:
 - Comply with the NZ Road Code
 - Be fit to drive
 - Prioritise child safety

All exceptions must be documented.

13. Training and Awareness

The Foundation commits to ensuring all workers:

- Receive induction on this policy

- Understand their responsibilities
- Participate in ongoing training opportunities

14. Related Policies and Legislation

This policy should be read alongside:

- Human Resources and recruitment policies
- Incident Management procedures
- Programme delivery guidelines

Relevant legislation includes:

- Children's Act 2014
- Privacy Act 2020
- Privacy Amendment Act 2025
- Oranga Tamariki Act 1989

15. Supporting Documents (Appendices)

The following appendices support this policy:

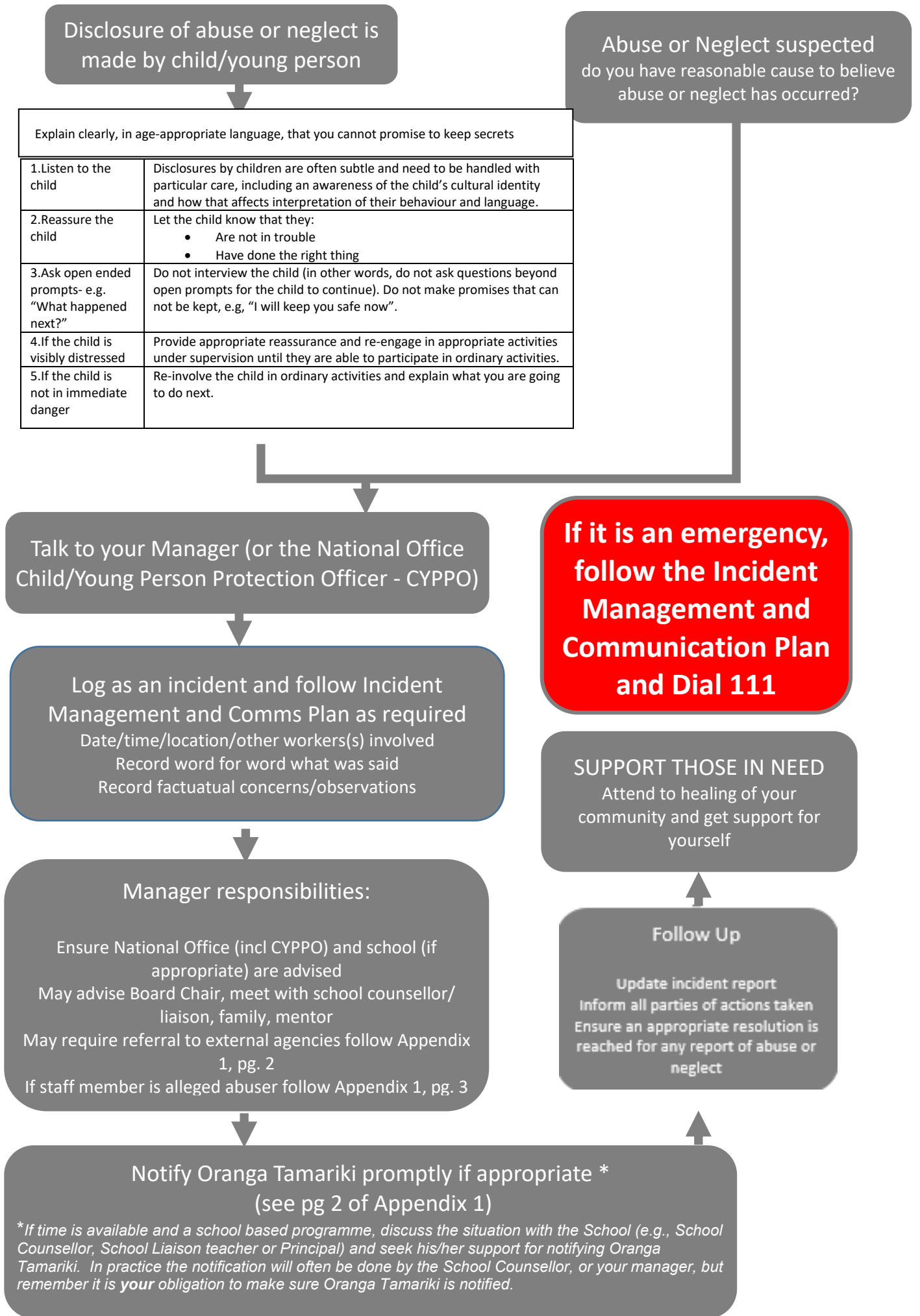
- Appendix One: Response and reporting flowcharts
- Appendix Two: Definitions
- Appendix Three: Role description – Child/Young Person Protection Officer

Policy Statement

Graeme Dingle Foundation is committed to maintaining a safe environment where all children and young people are respected, protected, and supported to thrive.

All officers and workers share responsibility for upholding this commitment.

Appendix One: Responding to Suspected Child/Young Person Abuse or Neglect



Reporting to Oranga Tamariki

(if under 18 years, if over 18 years report to Police)

In most cases this will be done by the school (if school-based programme) or a manager within the Foundation

GATHER INFORMATION (Manager to do)

Ensure you have a full report from the person who identified the abuse. Offer them support. Ideally get them to sign the report. Tell them what actions you will take.



DISCUSS WITH THE SCHOOL AND National Office (CYPPO)

Ensure the school is aware of the incident if school based programme, in most cases they will take the lead and report the incident to Oranga Tamariki. GDF will report if not satisfied. Request confirmation of receipt



REPORT SUSPECTED ABUSE

Ring Oranga Tamariki on **0508 326 459** and tell them:

- Your name, organisation, role and contact details
- Name of child/young person (also known as/nicknames)
- Date of birth (if known)
- Ethnicity (if known)
- Name of caregivers, parents and other family members, and current living situation
- Current legal custodians
- Reasons why it is believed that the child/young person has been abused / neglected
- Any other significant background information
- Any concerns for your physical safety in making this notification

ASK WHAT HAPPENS NEXT



NEXT STEPS

- Work with Oranga Tamariki to decide how and when parents/caregivers are told
- Work with Oranga Tamariki to communicate next steps to the child/young person
- While the child/young person is in your care, ensure he/she is not at risk of being further abused

Other referrals

Consider referral to other support agencies in the community (school counsellor, Whanau Ora, Social Workers in schools)



Follow Up

Update incident report
Inform all parties of actions taken
Ensure an appropriate resolution is reached for any report of abuse or neglect

When the Alleged Abuser is a staff member/volunteer/contractor

Disclosure of abuse or neglect is made by a child/young person

Abuse or Neglect suspected
do you have reasonable cause to believe
abuse/neglect has occurred?

Talk to your Manager (or the National Office
Child/Young Person Protection Officer - CYPPO)

Log as an incident on Safe 365, ensuring
anonymity is retained in all Safe 365 reporting
(using initials only)

Date/time/location/other worker(s) involved
Record word for word what was said

**If it is an
emergency, follow
the Incident
Management and
Communication
Plan and Dial 111**

Manager responsibilities:

Ensure you advise National Office (incl CYPPO who will notify CEO and Foundation Board), School (if appropriate)
May need to meet with school counsellor/ liaison, family, mentor

If appropriate notify Oranga Tamariki 0508 326 459 or local Police promptly
(Where appropriate ensure Senior Management and National Office are involved in the process of reporting to Oranga Tamariki)

Management to consult with Oranga Tamariki and/or the Police and:

- For **employees**, refer to the relevant employment agreement and employment law and make a decision as to whether to stand-down the employee while the allegation is investigated. Advise the employee of their right to support/advice.
- For **volunteers**, stand-down the volunteer while the allegation is investigated.
- For **contractors**, refer to the relevant service agreement and request the contracting company/organisation to withdraw the individual concerned from providing services to Graeme Dingle Foundation while the allegation is investigated.

Follow Up

Consider whether individual requires any additional training; and/or should continue to be in contact with children and young people
Update incident report and inform all parties of actions taken
Ensure an appropriate resolution is reached for any report of abuse or neglect

Appendix Two: Definitions

Child – any child aged under 14 years.

Young Person – any young person aged between 14 and 25 years * note age of majority defined below

Age of majority-In New Zealand 18 is considered the age of majority, meaning young people gain full legal capacity and can make decisions without parental permission.

Officer – An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking, i.e. Trustee or Senior Manager.

Worker – A worker is an individual who carries out work in any capacity for the business or undertaking, i.e. employee, contractor, volunteer.

Children’s Worker- people who work with children, or who have regular contact as part of their role. All children’s workers must undergo appropriate safety checking, including Police vetting, in accordance with the Children’s Act 2014.

Non-Children’s Worker – a person who works for or on behalf of the organisation but does not have direct or regular contact with children, such as desk-based staff members and trustees. Non-children’s workers must undergo a Ministry of Justice criminal record check, in line with organisational policy.

Child protection – activities carried out to ensure that children are safe in cases where there is suspected harm, abuse or neglect or are at risk of harm, abuse, or neglect.

Child/Young Person Protection Officer – the designated person responsible for providing advice and support to workers where they have a concern about an individual child/young person or who want advice about child/young person protection policy.

Core Children’s Worker – a children’s worker whose role allows or requires them to work alone with children, or who has primary responsibility for, or authority over, a child or young person

Non Core worker- Has contact with children as part of their role, but does not work alone with children, and does not have primary responsibility or decision-making authority for children

Staff Member– any employee of Graeme Dingle Foundation

Volunteer – a volunteer for Graeme Dingle Foundation

Contractor – a contractor to Graeme Dingle Foundation

Disclosure – information given to a worker by a child/young person, parent, or caregiver or a third party in relation to harm, abuse, or neglect.

Oranga Tamariki – the government department responsible for investigating and responding to suspected harm, abuse, and neglect and for providing care and protection to children and young people up to age 18 years found to be in need.

New Zealand Police – the agency responsible for responding to situations where a child/young person is in immediate danger and for working with Oranga Tamariki in child/young person protection work and investigating cases of harm, abuse, or neglect where an offence may have occurred.

Physical abuse – any acts that may result in physical harm of a child/young person 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.

Sexual abuse – any acts that involve forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not limited to:

- **Contact abuse:** touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child/young person to perform such acts on the perpetrator or another, involvement of the child/young person in activities for the purposes of pornography or prostitution.
- **Non-contact abuse:** exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.

Emotional abuse – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. This can include:

- Patterns of isolation, degradation, constant criticism, or negative comparison to others. Isolating, corrupting, exploiting, or terrorising a child/young person can also be emotional abuse.
- Exposure to family/whānau or intimate partner violence.

Neglect – neglect is the most common form of abuse and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be:

- Physical (not providing the necessities of life like a warm place, food, and clothing).
- Emotional (not providing comfort, attention, and love).
- Neglectful supervision (leaving children or young people without someone safe looking after them).
- Medical neglect (not taking care of health needs).
- Educational neglect (allowing chronic truancy, failure to enrol in education or inattention to education needs).

Appendix Three: Role Description – Graeme Dingle Foundation Child/Young Person Protection Officer

Graeme Dingle Foundation's Child/Young Person Protection Officer (CYPPO) is responsible for the operation of Graeme Dingle Foundation's Child and Young Person Protection Policy (CYPP), including:

- supporting Graeme Dingle Foundation workers to **identify** suspected child/young person harm, abuse and/or neglect;
- supporting Graeme Dingle Foundation workers to **respond** to suspected child/young person harm, abuse and/or neglect;
- organising a debrief for each instance of identified child/young person harm, abuse or neglect to consider if the CYPP provided sufficient guidance and direction, and if any aspect of the policy or the response could be improved;
- training new Regional Managers in the CYPP, so they can train and support their workers to follow the policy; and
- contribute to the Graeme Dingle Foundation Board's annual review of the CYPP, seeking to improve this policy.

The CYPPO will be familiar with the terms of the CYPP and with the Children's Act 2014. They will also be familiar with all of Graeme Dingle Foundation's Policies and Procedures.

Key Performance Indicators:

- Positively reviewed by each Graeme Dingle Foundation worker, and/or their manager, that the CYPPO supports with a child protection issue.