

# FACTSHEET 4

## Child Protection Policy Advisory Service

### Child Protection Policy Checklist



The following is a checklist of contents that should be included in a Child Protection Policy:

**Contacts** – This section identifies contact information for the Designated Person for Child Protection, and any other roles with specific functions outlined in the Child Protection Policy. It should also contain contact information for Child, Youth and Family, the Police and any other service regularly contacted in relation to children's safety.

**Introduction** – This section includes the commitment by the organisation to safeguard children, the scope of who is covered by the policy, what legislation it adheres to and the principles under which the organisation operates.

**Defining child abuse** – This section defines child abuse according to legislation.

**Roles and Responsibilities** – This section outlines the responsibilities that are held within the organisation for child protection, and by whom. For example, all staff are responsible for identifying and responding to concerns. The policy may specify other roles such as a Designated Person for Child Protection, or name other roles with specific functions.

**Procedures** – This section provides guidelines to staff on how to respond to concerns of abuse. The procedures must be clear and easily referred to and should include how to respond to a disclosure, internal reporting processes and making a notification to Child, Youth and Family or the Police.

**Training** – This section recognises that staff need to be trained. It is recommended that all staff should receive awareness training every three years with the Designated Person(s) for Child Protection regularly receiving more in-depth training.

**Safe Recruitment** – This section outlines that all staff must be vetted and screened according to best practice.

**Confidentiality** – This section contains information on who can access child protection information, how it can be shared and on informing parents.

**Allegations against staff** – This section covers the procedures for managing an allegation or complaint made against a member of staff concerning an issue of child protection.

**Safe Working Practices** – This section outlines clear and consistent expectations of staff behaviour to ensure that both children and staff are kept safe.

**Child Matters offers a policy advisory service to assist with your organisation's child protection policy at any stage from inception to implementation and beyond**

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