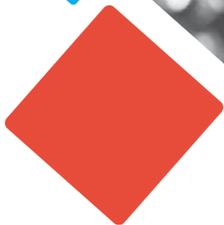


# Child Protection Studies

# COURSE HANDBOOK



**Child**  
**Matters** **CPS**

EDUCATING TO PREVENT CHILD ABUSE

[www.childmatters.org.nz](http://www.childmatters.org.nz)



# Every child deserves to flourish in an environment safe from all abuse.

**Child Matters is determined to ensure that this happens.**

Child Matters is New Zealand's specialist child abuse prevention organisation. We 'speak up' for children so that adults will not overlook, ignore or condone violence. Our role is to increase public awareness, and provide adults with the right information which will give them the confidence to act when they believe a child is in danger. We do this by;

- Raising understanding and awareness of the issue
- Educating and inspiring those working with children
- Influencing change in society's attitudes and behaviours

## Child Protection Training

Child Matters is New Zealand's only specialist provider of child protection related training and education.

Training for people working with children and families is absolutely critical. Many people working with children assume that they would know how to recognise and respond to child abuse if the situation arose. Sadly the reality is often quite different.

To protect children, people need to have the:

- skills** to know what to look for,
- knowledge** to know what to do, and
- confidence** to take the appropriate action.

Child Matters training programmes support people to gain the skills, knowledge and confidence to help them to keep children safe.

# Why Train?

**People working with children and families every day are best placed to notice if something isn't right.**

However, it cannot be assumed that just because someone is a professional, in a position to respond to a child in need, that they have the skills or the confidence to do so.

## **TRAINING AND EDUCATION IS KEY TO REDUCING CHILD ABUSE**

Unlike many other OECD countries, New Zealand does not have mandatory training for our professionals working with children.

**“** *I thought I knew what child abuse was, but it was not until I attended this course where I found out how ignorant I was to child abuse. On completion of the course my understanding and awareness of child abuse and the knowledge that I have gained is somewhat overwhelming. My outlook on child abuse has changed the way I work with families and even dealing with my own family. I take a lot more time to observe situations in detail and my listening skills have improved immensely.* **”**

Tamariki Ora Kaiawhina, Auckland

Child Matters provides professional training to everyone who has a part to play in keeping children safe. This includes;

- Community and social workers
- Education and health professionals
- Sports and cultural clubs,
- NGO's
- Government departments, and many others.

Professional child protection training provides individuals and communities with the skills, confidence, advice and support to keep children safe. It is also an excellent opportunity for networking and collaboration with others who work with children in your community.

“ *As a group we came from a variety of backgrounds and employment roles which meant we all had different experiences, perspectives and knowledge to bring to the classroom. This was really valuable and now means I have different networks in a variety of agencies should I ever need to use them.* ”

Early Childhood Teacher, Hastings



# Child Matters Training Model

Child Matters provides professional training from introductory level half day workshops through to a one-year NZQA accredited Diploma course.

Child Matters recommends all organisations dealing with children or communities, adopt the 3 stage training model. Staff at the earlier stages of training are supported by those who have had more comprehensive training, as well as by robust policies and procedures. This comprehensive approach ensures the entire organisation is working together in a coordinated effort to keep children safe.

## Child Protection Studies **DIPLOMA**

- Recommended for managers, frontline staff, policy writers
- NZ's only child advocacy training at this level
- NZQA accredited

## Child Protection Studies **PROGRAMME**

- Recommended for frontline staff
- Comprehensive training
- NZQA accredited

## Child Protection Studies **WORKSHOPS**

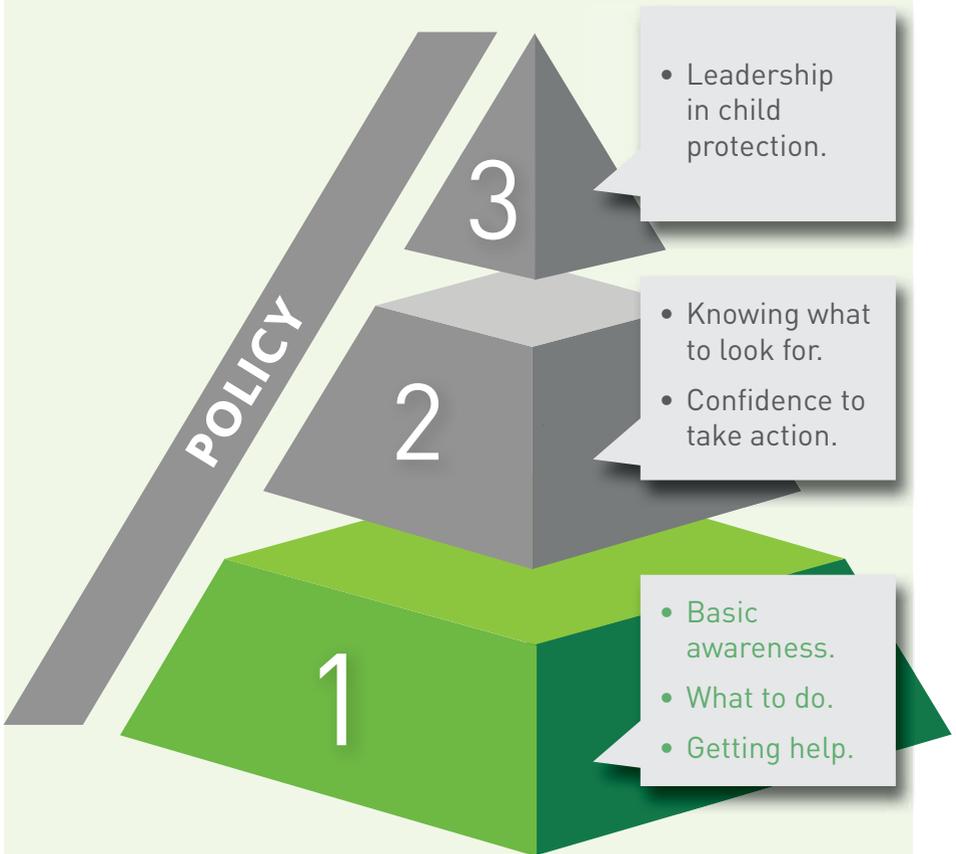
- Recommended for frontline staff
- Introductory level

“ Previously I considered the one day course on ‘Recognising child abuse’ sufficient but the fact is you don’t know what you don’t know. So after experiencing the five day programme I recognised that I was a beginner and that there was much valuable knowledge to be imbibed.”

Service Manager, Salvation Army, Auckland



# Child Protection Studies WORKSHOPS



### Course Objective

To offer short targeted courses designed to provide introductory level information about specific child protection related subjects.

These workshops are sometimes scheduled for specific dates and locations. However, more often, we work with organisations, groups and communities to bring workshops that are relevant and important to them, at a time and place that suits them.

### Length of Course

Half or full day

### Pre Requisites

None

### Who Should Enrol

Frontline staff, support staff, anyone who cares about children.

### Qualifications Obtained

Child Matters certificate of attendance

“ I feel that each person who attends this course and takes this awareness back to their place of work is increasing our collective ability to respond to child abuse in our society and to prevent this happening. ”

Manager, Early Childhood Centre, Blenheim



## **WORKSHOP TOPICS**

Child Matters has more than 24 standard specialised topics available. Below are a few examples of some of our more popular topics.

For details about other workshop topics available please refer to our website [www.childmatters.org.nz](http://www.childmatters.org.nz) or phone us.

We are also happy to discuss any specific training needs you may have and can work with your organisation, group or community to develop a customised workshop or workshops to suit your learning needs.

### **101 Recognising and responding to child abuse**

When a child dies from abuse or neglect someone always says “I knew something was wrong but didn’t know what to do”. Find out what to do when you are concerned about the welfare of a child. Identify the support and help that is available.

### **102 What is normal? What is naughty?**

Children’s behaviour can be a mystery at times. Learn to identify children’s behaviour that might be of concern and recognise when a behaviour is simply a typical part of a child’s development.

### **103 Preparing a comprehensive child protection policy**

Would your organisation be able to stand up to public scrutiny if something went wrong? This workshop covers the framework, guidelines and rationale to develop a child protection policy for your organisation.

### **104 Protecting children with disabilities**

Children with disabilities can be at seven times greater risk of abuse than other children. Learn how to reduce this risk factor and protect these vulnerable children.

### **105 Caring for children with difficult behaviours**

Children with difficult and challenging behaviours can really stretch carers' patience and resources. Discover the causes and messages behind children's challenging behaviour and find practical, realistic solutions.

### **106 Understanding the ripple effects of family violence – supporting children and carers**

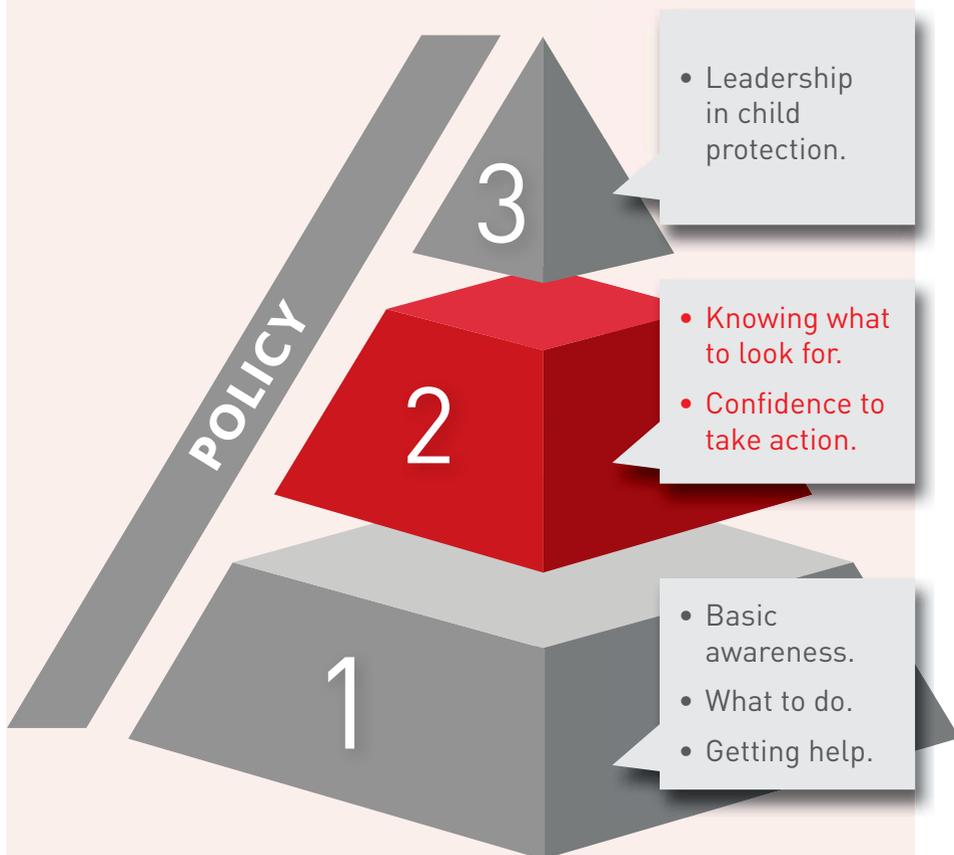
Any child living with violence or the threat of violence is a child in need of protection. Learn to recognise and respond to situations where violence has occurred and how to provide practical support to children.

### **107 Keep us safe**

One of the essential ingredients in keeping children safe is teaching children how to protect themselves. This is a learned skill and this workshop will provide Early Childhood Educators with the tools needed to assist children in developing personal safety skills.



# Child Protection Studies PROGRAMME



### **Course Summary**

The Child Protection Studies Programme is a nationally recognised, NZQA accredited programme providing specialist education in child protection.

### **Course Objective**

To enhance the skills of those who are involved with children, by giving them the knowledge and confidence to take positive action to protect children, and to act effectively when children have been abused.

### **Length of Course**

Five days, 9.00am – 4.30pm

\*Special prerequisites apply for the 3 day programme.

### **Pre Requisites**

Basic literacy competency as written assessments and note taking is required.

A basic understanding of Treaty of

Waitangi issues.

Good personal support networks will be beneficial in studying this topic.

Please note this programme is not a therapeutic programme and should not be undertaken by those with any unresolved issues regarding child abuse.

### **Who Should Enrol**

Everyone who has a responsibility or role in the safety of children.

Managers and leaders responsible for policy development and the safety and wellbeing of their workers.

### **Qualifications Obtained**

Certificate of achievement, Child Protection Studies Programme, NZQA level 3. (Refer to [www.childmatters.org.nz](http://www.childmatters.org.nz) for more information re NZQA credits.)

“*Prior to the course, I thought that a week was a long time for the training, but in hindsight the time was very well spent.*”

Whanau Worker, Family Start, Dunedin

“*Without being overly dramatic, I can easily say the course changed the way I view children, parents, families and their relationships.*”

Youth/Social Worker, Greymouth

## **COURSE CONTENT**

The content covered in the programme provides students with a broad base of skills, and just as importantly the confidence, to act effectively when children have been abused and to intervene early when a child is at risk.

The programme is divided into four major sections which cover the following:

### **1. Understanding the nature and causes of child abuse**

An introduction to child abuse, providing definitions and examples. It looks at New Zealand's changing views towards child abuse and explores some of the possible factors that can lead to children being abused.

This module encourages participants to identify situations that may put children at risk. It also considers child abuse in the wider context of institutions, society, and the impact of culture.

### **2. Understanding the effects and symptoms of child abuse**

This is an emotionally challenging module. The signs and symptoms

of all types of child abuse will be described and illustrated.

The module examines how child abuse affects children and their families and the legacy it leaves.

### **3. Recognising and responding to child abuse**

This module looks at a wide range of behaviours to help participants to determine which behaviours are acceptable and which are abusive. They will identify which situations should be checked out and appreciate the danger of making assumptions. Participants will examine their own judgments and personal reactions.

This module also covers the steps to be taken to ensure a child is safe, and the need for the concerned person to involve other people. It stresses the importance of reporting, the consequences of not reporting and provides ways of recording information in order to make the decision to report.

Participants will examine the legal implications of reporting child abuse, and the statutory

responsibilities that agencies have in this regard. It also covers how children are protected under the Children, Young Persons and Their Families Act 1989, and the Care of Children Act 2004.

The reporting policies of individual organisations will also be discussed.

#### **4. Protecting children, networks and supervision**

This module explores some of the outcomes of a report of child abuse and the effects and events that the family may experience. Students are encouraged to explore ways that they might support families to ensure that the most positive outcomes are achieved.

Workers involved with cases of child abuse must ensure that they make adequate provision for their own supervision and care of themselves. These issues are examined in this module. It emphasises the importance of working in a multi-disciplinary way and networking with other agencies.

#### **Guest Speakers**

The programme is supported by a number of specialist child protection guest speakers who will present throughout the course including;

- Doctor trained in sexual abuse care
- Child, Youth and Family
- Police
- Lawyer for child
- Supervision



# DIPLOMA in Child Protection Studies



### **Course Summary**

The Diploma in Child Protection Studies is a nationally recognised, NZQA accredited tertiary qualification, and the only undergraduate child advocacy qualification in New Zealand.

### **Course Objectives**

To provide an holistic understanding of child protection and child advocacy at a leadership level through comprehensive, practical, experientially based professional education.

To 'join the dots' for students, providing a high level of practical information and skills at the same time as consolidating new and prior learning and questioning personal and societal beliefs.

Graduates often become the leaders and resource people on child protection in their communities.

### **Length of Course**

The Diploma is run in six blocks of 5 days in-classroom tuition over one year. In addition to

this compulsory classroom attendance, students are required to undertake self-guided tuition to complete eight major practical assignments.

### **Pre Requisites**

Successful completion of the Child Protection Studies Programme or its equivalent. (Prior learning is recognised.)

A basic understanding of Treaty of Waitangi issues.

### **Who Should Enrol**

Those who believe they have the potential to become a child advocate.

Those who have been working with children for some time and would like to enhance and consolidate their knowledge and extend their local networks.

Managers and leaders responsible for child policy development and the safety and wellbeing of their workers.

### **Qualifications Obtained**

Diploma in Child Protection Studies, NZQA Level 5 (Refer to [www.childmatters.org.nz](http://www.childmatters.org.nz) for more information re NZQA credits.)

## **COURSE CONTENT**

The Diploma is divided into three major sections which cover the following;

### **1. Child Protection from the perspective of the Child**

This section is about the child's perspective, issues for children and the paramount interest of the child. It includes the following elements;

A three day Noho Marae (Marae stay);

- Protecting children from a cultural perspective
- Child development
- Child development from an abuse perspective
- Dynamics of child abuse and family violence
- Children involved in family changes and fostering
- Recognition of self and the importance of supervision

### **2. Understanding and supporting Families**

Includes;

- Working with families of abused children
- Supporting abused children and their families
- Protecting children with disabilities
- Counselling needs of families
- Therapy for children
- Assessing risk
- Protection programmes for children
- Sexual offenders
- Types of families
- Planning interventions

### **3. Child Protection and the Community**

Includes:

- Child-focused services
- Setting policies on child protection
- Legal issues
- Evidential interviewing
- Going to court
- Report writing
- Organisational structure and management
- Becoming a child advocate

## Guest Speakers

The Diploma is supported by a number of expert child protection guest speakers who will present throughout the course, including;

- Lawyers for child
- Psychologists
- Police team
- Doctors trained in sexual abuse care
- Child development specialists
- Court and Justice services
- Those working with children with special needs
- Drug and alcohol organisations
- Ethnic and cultural advocates
- Child advocates
- Community representatives
- Risk assessment specialists
- Therapists, and
- Evidential interviewers.



## Note: Student Fee Protection

In accordance with NZQA Policy, Child Matters holds in a trust fund, money to cover student fees in the event of a programme closure.

For more information about the NZQA Student Fee Protection policy please see [www.nzqa.govt.nz/providers-partners/registration-and-accreditation/student-fee-protection](http://www.nzqa.govt.nz/providers-partners/registration-and-accreditation/student-fee-protection) or see [www.childmatters.org.nz](http://www.childmatters.org.nz) for details of the trustees of child matters' fund.

# CHILD PROTECTION POLICY



## **Underpinning the Child Matters Training Model is Child Protection Policy.**

Training in child protection is absolutely vital for people working with children. However it is not the only important element of keeping children safe.

If issues of abuse arise, they must be dealt with professionally and appropriately.

With effective policies and procedures, your organisation will gain the respect and trust of those who leave their children in your care, as well as protect children and safeguard your staff.

A robust child protection policy will ensure your organisation has:

- **Childdsafe People**
- **Childdsafe Practices, and**
- **Childdsafe Training**

Child Matters can support your organisation in developing a comprehensive child protection policy in a number of ways:

- Visit the website **[www.childdsafe.org.nz](http://www.childdsafe.org.nz)**.  
The Childdsafe Guide is a free online resource. It has been developed to provide a step-by-step guide to help you manage risk and keep children safe in your organisation.
- Organise a Child Matters workshop 'Preparing a comprehensive child protection policy'.
- Alternatively a Child Matters policy specialist can work with your organisation in a way that suits you, to help you to develop your child protection policy.



# Why Child Matters Training?

## **A history of and reputation for excellence:**

Child Matters has been a leader in child protection training since 1994 and has consistently received exceptional feedback on its work.

It is supported by a strong, visionary leadership and governance team.

“**PROTECTING CHILDREN IS EVERYBODY'S BUSINESS.**”

## **Endorsement by regulatory bodies...**

### **NZQA**

We are extremely proud to have been rated “excellent” in every category we were measured in, for our 2010 audit by NZQA. The key focus areas of the evaluation was:

- governance, management and strategy, and
- the value, effectiveness and outcomes of our training programmes.

### **Child, Youth and Family**

The 2006 audit by CYF also acknowledged the high quality governance and systems within Child Matters (CPS).

Since 2010, Child Matters, has worked in partnership with Child, Youth and Family to deliver child protection workshops to over 2,000 people from health, education, social services and other sectors.

**Positive Independent Evaluation:**

Child Matters (CPS) was also audited independently in 2007 on behalf of one of its major funders. Following is an excerpt from the report from this evaluation:

“ *The evaluation clearly showed that people who have undertaken CPS training have increased child protection skills and knowledge, and that they have utilised those skills in their work and personal lives. All survey participants could clearly articulate changes in attitudes and behaviour and give examples of child protection action they had taken...*

*...Essentially the effectiveness of CPS is only limited by the funding; they have the skills and the knowledge to train professionals working with children; to certify organisations; to provide advice; and to promote inter-agency collaboration, they just do not have the funds to do this to the level needed to 'make New Zealand the safest place in the world for children' ”*



This course handbook outlines Child Matters standard training courses. However, we recognise that one size does not fit all and we are very happy to work with you to customise training to meet your organisation or groups needs.

Please feel free to contact us to discuss your individual training needs on 07 838 3370 or [info@childmatters.org.nz](mailto:info@childmatters.org.nz).



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Our thanks to Verdict Communications for their work in the design and development of this handbook.