

A. Child Protection

Bread of Life OSCAR is committed to seeing to the wellbeing of the children in its care. To understand, recognize and prevent abuse of children and young persons with support of the child and their family.

Child Abuse: This can be defined under four areas: - Neglect, Physical Abuse, Sexual Abuse, Emotional abuse, which have many indicators. (How Can I tell. Booklet- Child matters, each programme to have a copy).

Staff Definition: Everyone the organization relies upon, who may be paid employed staff, contracted drivers or voluntary, who assist with the delivery of our OSCAR services and the Management Team from the Trust Board whose role and concern is around OSCAR programme delivery.

All of these staff are responsible to be aware of their responsibility in their duty of care to express their concern around any of the children who attend our OSCAR programmes.

Procedures: Concerns around children

Concerns have been defined and are pasted in the front of the concerns book.

1. Concerns are to be written in the Concern Book and discussed with the programme Supervisor and then discussed with the OSCAR Manager with the action noted that is to be taken at that time.
2. If there is ongoing concern with a child, then a parent meeting will be requested by the OSCAR Manager and the Supervisor of the Programme.
3. The OSCAR Manager is to discuss this concern with one of the Bread of Life Trust Trustees.
4. Any of these actions may lead to consultation with the Oranga Tamariki services.
5. This book is to be available to staff, OSCAR Manager. It is to be kept in the filing cabinet. If parents wish to see notes recorded, we can provide them with a photocopy, eliminating any other name that may have been mentioned in connection to the concern.

Procedures: What to do if a child discloses abuse or if you suspect abuse

1. Listen carefully to the child.
2. Do not question the child.
3. After the listening, or it may be an observation, then immediately record as much of the information that you can.

4. If there are no immediate danger or risk, the staff member will discuss this information with the Supervisor, the Supervisor will report the information to the OSCAR Manager. The OSCAR Manager will make a report to Oranga Tamariki.
5. If the OSCAR Manager is not available, the Supervisors will report to one of the Bread of Life Trust Trustees or the OSCAR Office Administrator. The OSCAR Office Administrator will then make a report to Oranga Tamariki.
6. If the child is in immediate danger or risk of harm then staff have the authority to call the police. Call 111 – police and explain the nature of the call.
7. Staff will discuss this information with the Supervisor, the Supervisor will inform the OSCAR Coordinator as soon as possible, or if the OSCAR Coordinator is not available the Supervisor will ring Oranga Tamariki to make a report. **Any staff member is allowed this responsibility.** (Phone 0508 FAMILY or 0508 326 459 or email: contact@ot.govt.nz) Section 15 of the Child Protection Act.
8. **Following the guidelines of Section 15: reporting of ill-treatment or neglect of child** – *Any person who believes that any child has been, or likely to be harmed (whether physically, emotionally, or sexually), ill – treated, abused, neglected, or deprived may report the matter to a social worker or member of Police.*
9. If either of the above actions are taken, then that staff member needs to inform the OSCAR Coordinator and the information is to be collated by the OSCAR Coordinator in the reports to Oranga Tamariki file held in the OSCAR Coordinator’s office along with a copy from Oranga Tamariki’s acknowledgement of receipt of the notification.
10. Follow the Flow chart at the end of these policies and procedures.

Procedures: Concerns about the safety of a caregiver or associated community member of the child.

1. Concerns are to be written in the Concern Book and discussed with the programme Supervisor and then discussed with the OSCAR Coordinator with the action noted that is to be taken at that time.
2. If there is ongoing concern with the caregiver or associated community member, then a meeting could be requested by the Manager and the supervisor of the Programme.
3. The OSCAR Manager is to discuss this concern with one of the Bread of Life Trust Trustees.
4. Any of these actions may lead to consultation with the Oranga Tamariki services.
5. This book is to be available to staff, and the OSCAR Manager. It is to be kept in the filing cabinet. If parents wish to see notes recorded, we can provide them with a photocopy, eliminating any other name that may have been mentioned in connection to the concern.

Procedures: What to do if a child, caregiver, or associated community member discloses abuse:

1. Listen carefully to the caregiver or associated community member.
2. Do not question the caregiver or associated community member.
3. After the listening, or it may be an observation, then immediately record as much of the information that you can.
4. If there are no immediate danger or risk, the staff member will discuss this information with the Supervisor, the Supervisor will report the information to the OSCAR Coordinator. The OSCAR Manager will make a report to the Police and Oranga Tamariki Social Worker.
5. If the OSCAR Manager is not available, the Supervisors will report to one of the Bread of Life Trust Trustees or the OSCAR Office Administrator. The OSCAR Office Administrator will then make a report to Oranga Tamariki.
6. If the caregiver or associated community member is in immediate danger or risk of harm then staff have the authority to call the police. Call 111 – police and explain the nature of the call.
7. Staff will discuss this information with the Supervisor, the Supervisor will inform the OSCAR Manager as soon as possible, or if the OSCAR Manager is not available the Supervisor will ring an Oranga Tamariki Social worker to make a report. **Any staff member is allowed take this responsibility.** (Phone 0508 FAMILY or 0508 326 459 or email: contact@ot.govt.nz)
Section 15 of the Child Protection Act.
8. **Following the guidelines of Section 15: reporting of ill-treatment or neglect of child** – *Any person who believes that any child has been, or likely to be harmed (whether physically, emotionally, or sexually), ill – treated, abused, neglected, or deprived may report the matter to a social worker or member of Police.*
9. If either of the above actions are taken, then that staff member needs to inform the OSCAR Manager and the information is to be collated by the OSCAR Manager in the reports to Oranga Tamariki Social Worker file held in the OSCAR Manager's office along with a copy from Oranga Tamariki's acknowledgement of receipt of the notification.
10. Follow the Flow Chart at the end of these policies and procedures.