

This Document is the Official
Child Protection Protocol
Of
The Carterton Railway Museum
Incorporating
The Wairarapa Railway Restoration Society Inc
P. O. Box 202
Carterton 5743
Wairarapa
New Zealand

Charities Commission registration number CC 49873

Physical Abuse

Physical abuse is any act that results in inflicted injury to a child or young person. Injuries caused through abuse/neglect are known as non-accidental injury (NAI). It can include, but is not restricted to;

- Shaking
- Hitting, Kicking
- Throwing
- Burning
- Teaching methods which are inappropriate for the age and physiological development of the child/young person
- Supplying alcohol, or inappropriate drugs would also be considered as child abuse

Sexual Abuse

Sexual abuse is any act or acts that result in the sexual exploitation of a child or young person, whether consensual or not. It may be perpetrated by an adult, older child or similar aged child. It may include, but is not restricted to;

- Non contact abuse
- Exhibitionism
- Suggestive behaviours or comments
- Contact abuse
- Touching breast, genital areas or any inappropriate physical contact
- Exposing children to any obscene or inappropriate material or images

Adults have a responsibility at all times to establish and maintain appropriate professional boundaries in their relationship with young people in and around our museum and rail precinct, including outbuildings.

Emotional/Psychological Abuse

Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning, and development of a child or young person. It may include, but is not restricted to;

- Rejection or isolation
- Inappropriate or continued criticism, threats, humiliation or accusations against the child or young person
- Exposing children to, or involvement in anti social or illegal activities
- Bullying actions such as sarcasm, persistent teasing, tormenting

Neglect

Neglect is any act or omission that results in impaired psychological functioning, injury and/or development of a child or young person. It may include, but is not restricted to;

- Failing to provide medical care when necessary
- Neglectful supervision – failure to provide developmentally appropriate supervision of the child or young person, leading to increased harm
- Abandonment – leaving a child or young person in a situation without arranging necessary care for them and with no intention of returning

The above definitions of physical, sexual, emotional/psychological abuse and neglect are from the Children's Commissioner, 2004.

Principles

An increasing number of sporting, educational, cultural and voluntary organisations that come into contact with children/young people are required by their national bodies to have a child protection policy and/or an appropriate code of conduct that outlines requirements, practices and procedures for ensuring the safety of children and young people in their care. The Carterton Railway Museum (CRM) incorporating the Wairarapa Railway Restoration Society Inc (WRRS Inc) recognises this requirement, and seeks to act responsibly in this area.

The protection and nurturing of children is the responsibility of adults; children are never responsible for abuse/neglect inflicted on them by others, either from adults or other children.

Practice Guidelines

Maintaining good practices amongst members, officials and volunteers means;

- The safety and wellbeing of children/young people must be paramount at all times
- Good practice is promoted to reduce the possibility of abusive situations
- Always working in an open environment, avoiding private or unobserved situations and encouraging open communication
- They refer and deal with concerns regarding safeguarding children/young people according to the steps in this protocol
- Ensuring any form of abuse of a child from others, whether this is from another child or adult, is challenged. Definitions of abuse are outlined within this protocol
- Following the reporting process of abuse as outlined in the protocol
- Knowing and understanding the CRM and WRRS Inc Child Protection Protocol

All officers, members and volunteers must ensure they never;

- Take, *or be in the presence* of children/young people in secluded places, where they will be alone
- Reduce a child/young person to tears as a form of control
- *Deliberately do something to make someone feel diminished or embarrassed*
- Use *inappropriate language* or allow others to use inappropriate language unchallenged (eg: swearing, name calling, put downs, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments)
- Abuse your position of power or trust with children/young people
- Engage in, or allow unchallenged, any form of abuse as described in the protocol
- Make sexually suggestive comments or actions to, or in the vicinity of a child/young person, even in fun
- Engage in rough, physically or sexually provocative games
- The relationship between members, officers and volunteers, who hold a position of trust and responsibility with children/young people, must be professional and appropriate at all times; this relationship is also an important one. Not only does it develop a child or young person's potential, and self esteem, but also allows them to develop an appropriate and trusting relationship with a responsible adult
- The power and influence officers, members and volunteers have in a relationship with a child/young person cannot be underestimated. While working with children/young people you can teach respect, teamwork, tolerance and integrity. What you say and do can change the attitude and behaviour of a child/young person

It is vital for all officers, members and volunteers to recognise the responsibility they have and ensure they do not misuse their position of power and trust.

Privacy/confidentiality

When disclosures of child abuse are made that fall in the remit of this child protection protocol, those to whom the disclosure is made, are required in all circumstances to follow the procedures outlined. All those involved in dealing with issues of child protection are required to respect the provisions of confidentiality which relate to their responsibility.

The Privacy Act 1993 and the Health Information Code (1994) authorises disclosure of information necessary to prevent or lessen serious and imminent harm to any individual (to the extent necessary) to statutory Social Worker or the Police.

The Children, Young Persons and Their Families Act 1989 also gives way to privacy under certain circumstances, these deal with the reporting of child abuse (S15) and protection of an individual from proceedings (disciplinary, civil and criminal) when disclosing child abuse to either a Child, Youth and Family (CYF) Social Worker or the Police (S16).

The Carterton Railway Museum incorporating the Wairarapa Railway Restoration Society Inc encourages good communication with the CRM and WRRS Inc Child Protection Advocate, CYF and Police, to keep children safe. Requests for information from agencies such as CYF or the Police should be referred directly to the CRM/WRRS Inc Child Protection Advocate, who is responsible for ensuring such requests are dealt with promptly and appropriately; upon their request can be released to a CYF Social Worker, Police Officer or Care and Protection Coordinator (S66 CYF Act).

Release of information to others, outside of those categorised, does not attract the same protection, therefore great care is needed when dealing with requests from third parties, and any such request should always be discussed with the CRM/WRRS Inc Child Protection Advocate.

Handling Disclosures of Abuse

As a trusting adult, disclosures of abuse may be made to you by the victim or another person, such as a sibling or parent/caregiver, the following is a guide to handling disclosures;

- If a child/young person discloses abuse, listen. Tell them that no one deserves to be hurt and that it was not their fault
- Do not over-react. Let them know you're glad they told you
- Ensure the child/young person's **immediate safety**. Try not to alert the alleged abuser. Seek advise from the CRM/WRRS Inc Child Protection Advocate
- **Do not** ask investigative or leading questions (as this can contaminate evidence), but assess safety by asking open ended questions, such as "Who did this?", "When did this happen?" "Where did this happen?"
- Discuss confidentiality and its exclusions and that you will need to tell someone else
- Notify the CRM/WRRS Inc Child Protection Advocate immediately regarding all concerns

Assessing Risk with Suspected/Actual Abuse or Disclosure of Abuse

Assessing risk falls into two main categories; non urgent concern or child requiring immediate safety

The child is in need of immediate safety if;

- The child/young person is clearly traumatised as a result of abuse, sexual or otherwise, or injured as a result of the abuse
- There is immediate danger for the child/young person in their/your current environment

Non urgent, but important child protection concerns exist when;

- Suspicions exist that external injuries are clearly the result of abuse
- Interaction between child/young person/adult supervisor seems angry/threatening/aggressive

How to respond to child protection concerns

- Believe the child
- Ensure the child/young person's immediate safety
- Do not investigate the child/young person yourself
- Do not question the alleged offender

If the child/young person requires medical attention

- Seek medical assistance without delay
- State the concern is child protection – if necessary the medical agency will refer the matter to the appropriate authorities
- Take advice from the appropriate authorities with regard to notifying parents/caregivers (you will need to pass on contact details for the parents/carers.)

Reporting procedures and important contact numbers

If an urgent concern for child exists

- Contact police immediately – State concern relates to child protection (Dial 111)
- Masterton Police Child Protection Team 06 370 0309
- Contact CYF – (0508 326 459)
- Contact the parents/carers – **ONLY IF SAFE TO DO SO** (this may be left to Police, CYF or the CRM/WRRS Inc Child Protection Advocate.)
- Inform Child Protection Advocate without delay of events/outcomes
- Document everything you observed, record a factual statement of events using the CRM/WRRS Inc referral form, and forward to the Child Protection Advocate without delay
- Discuss support needed for yourself or other CRM/WRRS Inc members/volunteers with the Child Protection Advocate if necessary

If a Non Urgent concern for child/young person exists;

- Contact the CRM/WRRS Inc Child Protection Advocate for immediate advice/action, if unavailable then
- Contact Child Youth and Family (CYF) (0508 326 459)
- Contact Parents/Carers **only if safe to do so** (this may be left to Police, CYF or the Child Protection Advocate.)
- Document everything you observed, and record a factual statement of events using the CRM/WRRS Inc referral form, and forward it to the Child Protection Advocate without delay
- Discuss support required for yourself or other CRM/WRRS Inc members/volunteers with the Child Protection Advocate if necessary

General

- Exercise common sense, and vigilance when working with children/young people in connection with CRM/WRRS Inc activities
- School, club, group visits to our historic station/museum and precinct require extra vigilance on the part of all members assisting at these events
- On days when organised events take place at the station/precinct or offsite at other venues, and extra volunteers are drafted to help, senior members and officers need to exercise good practice where children/young people are assisting us
- Be aware of individuals who do not appear to be relatives or friends of children/young people helping us, but nevertheless seem to spend a lot of time videoing or photographing them

Recommendations

- In time, should more children/young person's seek membership of the CRM/WRRS Inc, a review panel should consider the establishment of a youth program overseen by a person dedicated to this role, this person will be someone who;
- Has suitable experience working with children
- Can demonstrate a proven history of considerate and robust decision making, regarding highly sensitive and challenging scenarios
- Can provide two confidential references, these references must be confirmed through telephone contact
- Consent to a Police check
- Agree to undergo training in the role
- Will be able to put processes in place whereby education of child protection matters relating to the CRM/WRRS Inc is ongoing
- Is able to maintain current knowledge of local and central Government policy

Statement

It has been often said "It takes a village to raise a child", the author of this protocol believes the groups and clubs that exist within the village have a responsibility to protect children/young people whilst in their care.

Acknowledgements

- Operation Haven representatives
- Tennis Northern CPP policy document

Carterton Railway Museum incorporating the Wairarapa Railway Restoration Society Inc.

Referral Form to Child Protection Advocate

Date:

Section 1: Details of child concerned

Name

Date of Birth

Gender

Disability/special needs: Yes/No

If yes give brief details

Age

Parents/Carers Names

Address

Contact Ph numbers: Home:

Mobile:

Section 2: Details of Referrer

Name

Address

Contact Ph numbers: Home:

Mobile:

Position held in CRM/WRRS Inc:

Section 3: Details of person against whom the allegation is made (if applicable, safe and appropriate)

Name

Position in CRM/WRRS Inc

Contact Ph numbers: Home:

Mobile:

Section 4: The concern or incident

Date of incident

Place of incident

Did you observe the incident: Yes/No

If no, give details of other person's who did, if any

Name

Position in CRM/WRRS Inc

Contact details: