



All Smiles Dental Child Protection Policy

PURPOSE

The Purpose of our child protection policy is to - **improve the well-being of vulnerable children**, which means promoting the best interests of vulnerable children (having regard to the whole of their lives), including (without limitation) taking measures aimed at

- protecting them from abuse and neglect:
- improving their physical and mental health and their cultural and emotional well-being:
- improving their education and training and their participation in recreation and cultural activities:
- strengthening their connection to their families, whānau, hapū, and iwi, or other culturally recognised family group:
- increasing their participation in decision making about them, and their contribution to society:
- improving their social and economic well-being.

It applies to children, which means a person who:

- is under the age of 18 years; and
- is not married or in a civil union

It is effective from- 2014

PRINCIPLES

The principles of our child protection policy are the needs of the child are paramount and should underpin all child protection work and resolve any conflict of interests.

ROLES AND RESPONSIBILITIES

Senior staff are responsible for:

- Informing all new employees of the Child Protection policy.
- Provide all staff, as and when needed, contacts of appropriate agencies that deal with child protection matters.
- Provide support, advice and guidance to the teaching team when they are dealing with a suspected child abuse case.



All Staff are responsible for:

- Consulting a Senior staff member to discuss concerns regarding a suspected child abuse case. Subsequent to discussion, a decision may be made to report the suspected abuse to the statutory authority. The present organisations are the Child, Youth and Family Service, and the Police.
- Keeping a record of what has been observed and disclosed by the child – a report of the verbal and behavioural observations shall include dates, times and the name of the person making the observations. Any follow-up actions shall be recorded. Teachers shall sign and date the documentation.
- Keeping a record of disclosures by adults, including dates, times and the name of the person making the disclosure. Any follow-up actions shall be recorded. Teachers shall sign and date the documentation.

TRAINING

Our process for ensuring that all staff, including contracted and voluntary personnel:

1. Understand and apply our Child Protection Policy is to have it readily available to everyone working in the practice.
2. Recognise the signs of potential child abuse or neglect and respond consistent with our Child Protection Policy is to ensure they are aware of our child protection policy and where it is located.

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1. Responding to suspected abuse or neglect

Our policy is that all situations where recent or ongoing child abuse and/or neglect is disclosed, detected or suspected must be acted on and reported to one or all of the organisations including Child, Youth and Family Service, and the Police if needed. Support must be provided to the child.

Our process is:

1. Identify if there the child is showing signs of abuse or neglect.
2. Support and empower the victim.
3. Assess the risk
4. Report/Refer to the appropriate authorities if needed (Child, Youth and Family, Police).
5. Communicate with victims parents/caregivers where safe to do so.
6. Document all observations, process and assessment thoroughly.



2. Reporting suspected child abuse or neglect

Our policy is that all suspected child abuse must be reported to the authorities (child, Youth and Family and the Police).

Our process is to call the Police (dial 111 if in immediate danger, or local police branch)

Address: 1-3 Halston Rd, Mt Eden, Phone: (09) 631 1000

Also call Child, Youth and Family to report to them Phone: 0508 FAMILY (0508 326 459)

3. Confidentiality

Our policy is that all records kept regarding abuse or conversations regarding child abuse or neglect are to be kept confidential.

Our process is to keep all written records in a confidential place in the dental practice.

4. Record Keeping

Our policy is that we keep clear records of all interactions with victims of child abuse.

Our process is to write down clear precise notes of observations, dates and time of interactions with victims and authorities.

5. Monitoring and review

Our Process for monitoring the effectiveness of our Child Protection Policy is to review the policy and make changes to the policy when needed and make sure every staff member is aware of changes.

Our Child Protection Policy will be reviewed yearly by the Practice manger with the teams input.

Supporting Material

<http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html>