

Rotorua Medical Group Child Protection, Safety Checking and training policy in accordance with the Children's act 2014.

Included below are Rotorua medical groups policy and procedures for the management of suspected or actual abuse and neglect of children and the staff safety checking and training procedures necessary to support this plan,

Safety checking Procedure

Rotorua medical group (RMG) will conduct safety checks as outlined below

The Act has created two categories of children's workers: core children's workers and non-core children's workers. In Rotorua Medical group, core workers are those who work closely with children, such as doctors and nurses. Non-core workers would include receptionists, administrators, health coaches and health care assistants.

Core and non-core workers are further categorised into new or existing and accredited and non-accredited. Accredited refers to those who are registered with a professional health body.

Safety checking will be conducted in accordance with existing legal protections such as the Privacy Act 2020 and the Human Rights Act 1993.

The documentation required for each worker category is summarised below. Please refer the Act for more detailed information.

New core workers

- ID verification
- Police vetting
- Employer/personal reference
- Employment verification

Doc Date: 16 March 2023

Due Date: 28 February 2025

Signed: *DSharples* (DIR)

- Applicant interview (documented)
- Professional membership (APC)
- Risk assessment

New non-core workers

- ID verification
- Police vetting
- Employer/personal reference
- Employment verification
- Applicant interview
- Risk assessment

Existing core workers

- ID verification
- Police vetting
- Professional membership (APC)
- Risk assessment

Existing non-core workers

- ID verification
- Police vetting
- Risk assessment

New Zealand Police vet

Individuals need to meet the required criteria and obtain approval from the New Zealand Police. (Ministry of Justice records are not acceptable as evidence.)

Personal referee

RMG will consider information from referee's and where possible ensure it includes information on how the potential team member relates to children. Referees must not be related or be part of the individual's extended family.

Employment verification RMG consider a minimum of the previous five years' employment history and attempt to verify employment details for this time.

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Employment Interview

RMG will endeavour to interview candidates face-to-face but may need to conduct interviews by telephone or other communications technology. In addition to role-related questions, the interview should explore the new team member's view on safe practice.

Questioning will be asked to reveal information such as:

- whether complaints have been made about the worker's professional practice
- whether they have been convicted of an offence, and reasons for leaving previous employment
- how they have dealt with a situation (or what they would do if such a situation arose) where a child or young person disclosed abuse
- what they think constitutes professional practice when working with children
- other relationships they have with children outside the working environment
- the kind of relationships they hope to develop with children and families in the new role.

Professional membership

RMG will seek information from any relevant professional organisation, licensing authority or registration authority, and confirmation that the person is a member of the organisation or registered by the authority.

Risk assessment

As a final step RMG will conduct a risk assessment to consider if the (potential) team member poses a risk to the safety of children if employed or engaged by evaluating all the information gathered above.

Decision making will be reasoned, based on evidence, and put the child at the centre. Decision makers will consider whether they need to seek outside expert advice and further referees, and to raise any issues with team members.

Rechecking

RMG will recheck every three years as required and will confirm any changes of an officially recorded name, updating the checks with the relevant professional registration body or licensing authority, and get a fresh New Zealand Police vet, and review the risk assessment based on these checks.

Relying on previous checks or checks done by others

RMG may rely on checks that meet the standard (i.e. have met or exceeded all of the regulatory requirements) that they conducted up to three years previously (for previous employees or contractors starting in a new role/contract), and on checks done by individuals or organisations on behalf of the specified organisation.

Staff Training Procedure

RMG will attempt to ensure as many team members as possible attend the Fundamentals of Child Protection training to decrease the incidence of child abuse and neglect.

Training may also be provided in-house by a clinician or external provider who is suitably qualified or competent

The content of in house training will include information on:

- barriers that may prevent us from helping tamariki in need
- potential signs of child abuse and neglect
- how to respond effectively if recognised
- legal and best practice frameworks which support an organisation to address any concerns
- Dealing with child protection concerns including documentation and reporting.

Resources

Fundamentals of child protection

<https://lms.safeguardingchildren.org.nz/catalog#fundamentals-course>

Safeguarding Children

<https://safeguardingchildren.org.nz/training-hub/>

NZ police vetting Service

<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service>

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