



2. Provide regular training to staff and volunteers on child protection, including recognising signs of abuse and neglect, and understanding their reporting responsibilities.
3. Establish clear codes of conduct for staff and volunteers, outlining appropriate and inappropriate behavior when interacting with children.
4. Foster a culture of open communication where children feel comfortable discussing concerns or incidents with staff or volunteers.

Identification and Reporting

1. All staff and volunteers are responsible for identifying and reporting suspected or actual cases of child abuse or neglect.
2. Any concerns should be documented and reported to a designated child protection officer within the organization.
3. The child protection officer will review the report and, if necessary, contact the appropriate authorities, such as Child, Youth and Family (CYF)
4. Confidentiality and the child's privacy must be maintained throughout the reporting process, with information shared only on a need-to-know basis.

Responding

1. The organisation will take all reports of suspected or actual child abuse or neglect seriously and act promptly to ensure the child's safety.
2. If the situation requires immediate intervention, the child protection officer will contact the appropriate authorities and cooperate fully with any subsequent investigation.
3. If an employee or volunteer is accused of child abuse or neglect, they will be temporarily suspended from their duties pending the outcome of the investigation.
4. The organization will provide support to the affected child and their family during and after the investigation.

Monitoring and Review

1. The organisation will regularly review the effectiveness of its child protection policy and procedures and make any necessary adjustments.
2. The child protection officer will report to the organization's leadership on the implementation of the policy and any child protection incidents or concerns.



Appointing a supervisor

1. The Trust will ensure there is a senior staff member designated to oversee the implementation of the Code of Conduct for Interacting with Children. The senior staff member will be responsible for providing guidance and support to staff and volunteers on child protection matters and coordinating the reporting of any concerns or allegations if necessary.

2. Good Practice Protocols

The Trust will adhere to the following good practice protocols to ensure a child-centered approach where all children are treated equally and with dignity.

- a) Creating a safe and open working environment for children, staff, and volunteers.
- b) Providing regular training for staff and volunteers on child protection matters.
- c) Ensuring that all staff and volunteers have been subject to appropriate background checks.
- d) Avoiding situations where staff or volunteers are alone with a child.
- e) Encouraging open communication and feedback from children and their parents/guardians.
- f) Developing and implementing a Code of Conduct for staff and volunteers that outlines appropriate behavior towards children.

3. Dealing with Allegations and Responding to Concerns.

The Trust is committed to taking any allegations or concerns regarding child abuse or neglect seriously. Staff and volunteers must immediately report any such concerns to the CPO, who will then take appropriate action in line with the Children's Act 2014. The CPO will ensure that all incidents are properly documented and, if necessary, will involve external authorities, such as the New Zealand Police or Child, Youth and Family Services.



4. Confidentiality and Information Sharing

The Trust will maintain the confidentiality of all personal information relating to child protection matters.

Information will only be shared with relevant parties on a need-to-know basis and in compliance with the Privacy Act 2020.

5. Review and Monitoring

The Trust will regularly review and update this CPP to ensure its effectiveness and compliance with any changes in legislation or best practices. Staff and volunteers will be informed of any updates and will be required to adhere to the updated policy.

This Child Protection Policy was approved by the Board of Trustees on [Date] and will be reviewed annually or as required by changes in legislation or best practices.

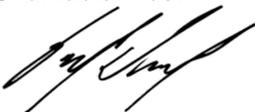
By adopting this comprehensive Child Protection Policy, our organisation demonstrates its commitment to safeguarding the well-being of all children involved in our programs and activities. We pledge to take all necessary steps to prevent, identify, report, and respond to child abuse and neglect, and to continually review and update our policy to ensure its effectiveness.



**To
Operationalise
the Child
Protection
Policy**

To operationalise the Child Protection Policy for Insert Coin to Play, the following process will be implemented, based on best practices for policy and procedure development and standard operating procedures.

1. Develop and distribute the Child Protection Policy: Ensure that all staff and volunteers receive a copy of the policy and are informed of its importance. The policy should be easily accessible, such as on the organisation's website or internal communication platform.
2. Train staff and volunteers: Provide regular training sessions on child protection matters for all staff and volunteers. This will ensure that they are familiar with the policy, understand their responsibilities, and can identify and respond to potential child protection issues.
3. Implement good practice protocols: Make sure that all staff and volunteers adhere to the protocols outlined in the policy, such as creating a safe and open environment, undergoing background checks, and avoiding situations where they are alone with a child.
4. Establish clear reporting procedures: Develop a clear process for reporting any concerns or allegations of child abuse or neglect. This should include details on how to contact the Designated Senior Staff Manager and what information is required when making a report.
5. Regularly monitor and review the policy: The Designated Senior Staff Manager should regularly review the effectiveness of the policy, ensuring that it is up to date with current best practices and legislation. This may involve conducting internal audits, seeking feedback from staff, volunteers, and children, and updating the policy as necessary.
6. Encourage staff and volunteer participation: Allow staff and volunteers to contribute to the development and review of the policy, fostering a sense of ownership and responsibility for child protection within the organisation.
7. Communicate with stakeholders: Keep parents, guardians, and other stakeholders informed about the organisation's commitment to child protection, as well as any updates to the policy or procedures.

	<p>By following this process, the Child Protection Policy for Insert Coin to Play and will be effectively operationalised, ensuring a safe and supportive environment for all children participating in the organisation's gaming events.</p>
Review Protocol	<p>Policy Reviewed By: Insert Coin to Play Charitable Trust</p> <p>Date Reviewed: [Date] 5/6/2023 </p> <p>Next Review Date: [Date] 5/6/2024</p>