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Responsibility:	People and Culture Manager	Date Reviewed:	NA
Approver:	Executive Director Corporate Services	Next Review Date:	1 January 2028

1. Purpose

1.1 The purpose of this Policy is to:

- a) Affirm the commitment of UCOL to the safety and wellbeing of children to whom it provides a service; and
- b) Ensure that UCOL meets its obligations under the Children's Act 2014 and other relevant legislation, recognising the important role kaimahi and ākonga have in the identification and reporting of potential or actual abuse or neglect of a child.

2. Organisational Scope

2.1 This is a policy of UCOL. This Policy applies to:

- a) All employees of the UCOL, contracted staff, consultants and secondees providing services for the UCOL, and those on fixed term agreements (collectively referred to as kaimahi in this Policy document). This also extends to homestay carers, volunteers and any UCOL approved accommodation provider; and
- b) Ākonga (learners) who come into contact with a child during the course of their studies, including where they have course placement in regulated industries as part of their studies with the UCOL.

3. Responsibilities

Role:	Responsibilities:
Designated Person	Key people who have received child protection training will be given the responsibility of assessing a person's suitability to engage with children.
Kaimahi and ākonga	It is the responsibility of all kaimahi and ākonga to discuss any child protection concerns, including suspected abuse or neglect, with an appropriate person. These are: <ol style="list-style-type: none">a) Their manager for kaimahib) Another manager

	<ul style="list-style-type: none"> c) A health centre nurse d) An appointed Designated Person e) People and Culture f) Health and Safety; or g) In the case of an ākonga, their supervisor or person in a relevant leadership position.
Managers	Managers will support any administrative processes as necessary to uphold the Child Protection Policy.
People and Culture	The People and Culture Team will coordinate and oversee the administration of safety checking processes for kaimahi and the coordination of kaimahi training as required under this policy.
Police Vetting Administrators	The function or teams responsible for vetting of ākonga who will be Children’s Workers as part of their course of study.

4. Policy Statements

4.1 UCOL will act in the best interests of children to whom UCOL provides a service and will comply with all relevant legislation.

Safety Checking

4.2 UCOL is committed to ensuring that its processes and practices are compliant with the Children’s Act 2014, including identification of Children’s Workers roles and the robust recruitment and safety checking of these roles.

4.3 UCOL will Safety Check:

- a) Any kaimahi who may be a Children’s Worker in the context of their work with the UCOL; and
- b) Any ākonga who may be a Children’s Worker as a consequence of a placement in a Regulated Service as part of their programme of study.

4.4 UCOL will undertake Safety Checks, including risk assessments as prescribed under the Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015, and in accordance with its procedures.

4.5 UCOL reserves the right to appropriately restrict a person’s UCOL-based activities where:

- a) A Safety Check identifies that they may pose a risk to children and/or
- b) A police vet identifies that a person is not permitted to work with children under the Children’s Act 2014; or
- c) No Safety Check has been completed.

4.6 UCOL recognises that kaimahi or ākonga, where otherwise restricted, may obtain an exemption from the Chief Executive of a Key Agency which allows them to work as a Children’s Worker and will consider this where an exemption is provided.

4.7 Nothing in this Policy shall limit UCOL taking what it considers are all the necessary steps to meet its legislative obligations.

Education, Training and Support

4.8 UCOL will provide induction, education and training to ensure that kaimahi and ākonga in Regulated Services are up to date and aware of their responsibilities under this Policy and its related procedures including:

- a) Being able to identify the signs and symptoms of potential abuse and neglect and able to take action in response
- b) Sharing information in a timely way and discussing any child protection concerns about an individual child, as appropriate and in accordance with UCOL's procedures
- c) Ensuring kaimahi understand the obligations around privacy, confidentiality and information sharing.

Reporting Child Abuse or Neglect

4.9 Kaimahi and ākonga who, in the course of their work or study at UCOL, come to believe that a child may have been, or may be at risk of being, abused, neglected, or otherwise harmed, should take appropriate action as outlined in UCOL's procedures.

4.10 Kaimahi and ākonga who carry out part of their work or study in the context of a Regulated Service or other providers of children's services, must be aware of and adhere to any child protection policies in place in those organisations.

5. References

Internal

Privacy Policy
Children's Act (Student Placements) Policy
Recruitment and Selection Procedure
Child Protection Procedure - UCOL Kaimahi
Children's Act (Student Placements) Procedure

External

Care of Children Act 2004
Children's Act 2014
Criminal Records (Clean Slate) Act 2004
The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
Domestic Violence Act 1995
Education and Training Act 2020
Employment Relations Act 2000
Health and Disability Commissioner Act 1994
Human Rights Act 1993
Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017
Privacy Act 2020

6. Definitions

Term	Definition
Child	A person who is under the age of: <ul style="list-style-type: none"> a) 18 years; or b) 21 years and has been “in care” (as defined in the Children’s Act 2014); c) a person who is under the age of 25 years and is receiving transition support from the department under Part 7 of the Oranga Tamariki Act 1989.
Children’s Worker	A person who works in, or provides, a Regulated Service, and the person’s work: <ul style="list-style-type: none"> a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and b) takes place without a parent or guardian of the child, or of each child, being present
Designated Person	Key people who have received child protection training.
Key Agency	Agencies whose Chief Executives are able to grant an exemption under the Children’s Act 2014: <ul style="list-style-type: none"> a. Ministry for Health b. Ministry for Education c. Ministry for Justice d. Ministry for Social Development e. Oranga Tamariki – Ministry for Children
Regulated Service	A regulated service is any service listed in Schedule 1 of the Children’s Act 2014 including Health Services, Welfare, Support and Justice Services and Education Services (as defined in that Schedule).
Safety Check	A series of checks which aim to ensure a safe and competent children’s workforce. This includes gathering a range of key information about a person and evaluating this information to determine whether they pose any risk in being employed working with children. Information includes but is not limited to: <ul style="list-style-type: none"> a. Verification of identity b. Police Vetting c. Risk assessment

7. Contact for further information

7.1 If you have queries regarding the content of this document or require further clarification, please contact the manager responsible for this document.

Document Version History

Version	Effective Date	Created/Reviewed By	Reason for review
26.1	1 January 2026	UCOL Operations Lead	New policy introduced as part of UCOL’s establishment as a legal entity.