

# Kaupapa-here: Tiaki Tamariki | Interim Child Protection Policy

## Mō wai me te whānuitanga | Audience and scope

This Policy applies to:

- a) All employees of MIT|Unitec, contracted staff, consultants and secondees providing services for MIT|Unitec, and those on fixed term agreements (collectively referred to as **kaimahi** in this Policy document). This also extends to homestay carers, volunteers and any MIT|Unitec 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 MIT|Unitec.

## Mokamoka whakaaetanga | Approval details

<b>Version number</b>	1	<b>Issue date</b>	January 2026
<b>Approval authority</b>	MIT Unitec Council	<b>Date of approval</b>	8 December 2025
<b>Policy sponsor (has authority to make minor amendments)</b>	People, Culture and Wellbeing Director	<b>Policy owner</b>	People, Culture and Wellbeing
<b>Contact person</b>	People, Culture and Wellbeing Director	<b>Date of next review</b>	During 2026

## Ngā whakatikatika | Amendment history

Version	Effective date	reviewed by	Reason for review/comment
1	1 January 2026	Katrina Van de Ven, Jo Adlam	Rebranded from Te Pūkenga to MIT Unitec. Minor changes to content to reflect change from NZIST  Te Pūkenga to MIT Unitec.

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## 1. Pūtake | Purpose

- 1.1. The purpose of this Policy is to:
  - a) Affirm the commitment of MIT|Unitec to the safety and wellbeing of children to whom it provides a service
  - b) Ensure that MIT|Unitec 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. Ngā Mātāpono | Principles

- 2.1. MIT|Unitec will act in the best interests of children to whom MIT|Unitec provides a service and will comply with relevant legislation.

### Safety Checking

- 2.2. MIT|Unitec is committed to ensuring that MIT|Unitec processes and practices are compliant with the Children's Act 2014, including identification of Children's Workers roles and the recruitment and safety checking of these roles.
- 2.3. MIT|Unitec will Safety Check:
  - a) Any kaimahi who may be a Children's Worker in the context of their work with MIT|Unitec; 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.
- 2.4. MIT|Unitec 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 MIT|Unitec's procedures.
- 2.5. MIT|Unitec reserves the right to appropriately restrict a person's MIT|Unitec 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.
- 2.6. MIT|Unitec 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.
- 2.7. Nothing in this Policy shall limit MIT|Unitec taking what it considers are all the necessary steps to meet its legislative obligations.

## Education, Training and Support

- 2.8. MIT|Unitec will provide induction, education and training so kaimahi and ākonga in Regulated Services are up to date and aware of their responsibilities under this Policy and its related procedures including:
- Being able to identify the signs and symptoms of potential abuse and neglect and able to take action in response
  - Sharing information in a timely way and discussing any child protection concerns about an individual child, as appropriate and in accordance with MIT|Unitec procedures
  - That kaimahi understand the obligations around privacy, confidentiality and information sharing.

## Reporting Child Abuse or Neglect

- 2.9. Kaimahi and ākonga who, in the course of their work or study at MIT|Unitec, come to believe that a child may have been, or may be at risk of being, abused, neglected, or otherwise harmed, will act as outlined in MIT|Unitec's procedures.
- 2.10. Kaimahi and ākonga who carry out part of their MIT|Unitec 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.

## 3. Ngā Haepapa | Responsibilities

Role	Responsibilities
<b>Designated Person</b>	Key people who have received child protection training will be given the responsibility of assessing a person's suitability to engage with children at MIT Unitec.
<b>Kaimahi and ākonga</b>	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"><li>Their manager for kaimahi</li><li>Another MIT Unitec manager</li><li>A health centre nurse</li><li>An appointed Designated Person</li><li>People, Culture and Wellbeing team; or</li><li>In the case of an ākonga, their supervisor or person in a relevant leadership position.</li></ol>
<b>Managers</b>	Managers will support any administrative processes as necessary to uphold the Child Protection Policy.
<b>People, Culture and Wellbeing</b>	The People, Culture and Wellbeing team will coordinate and oversee the administration of safety checking processes for kaimahi and the coordination of kaimahi training as required under this policy.

<b>Police Vetting Administrators</b>	The function or teams within MIT   Unitec responsible for vetting of ākonga who will be Children’s Workers as part of their course of study at MIT   Unitec.
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#### 4. Ngā Tikanga | Definitions

<b>Term</b>	<b>Definition</b>
<b>Child</b>	A person who is under the age of: <ul style="list-style-type: none"> <li>a) 18 years; or</li> <li>b) 21 years and has been “in care” (as defined in the Children’s Act 2014):</li> <li>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</li> </ul>
<b>Children’s Worker</b>	A person who works in, or provides, a Regulated Service, and the person’s work: <ul style="list-style-type: none"> <li>a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and</li> <li>b) takes place without a parent or guardian of the child, or of each child, being present</li> </ul>
<b>Designated Person</b>	Key people who have received child protection training within MIT   Unitec.
<b>Key Agency</b>	Agencies whose Chief Executives are able to grant an exemption under the Children’s Act 2014: <ul style="list-style-type: none"> <li>a) Ministry for Health</li> <li>b) Ministry for Education</li> <li>c) Ministry for Justice</li> <li>d) Ministry for Social Development</li> <li>e) Oranga Tamariki – Ministry for Children</li> </ul>
<b>Regulated Service</b>	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).
<b>Safety Check</b>	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"> <li>a) Verification of identity</li> <li>b) Police Vetting</li> </ul>

	c) Risk assessment
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## 5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

<p><b>Related Policies</b></p> <p>Interim Recruitment Policy</p> <p>Interim Privacy Policy</p>
<p><b>Processes, Procedures</b></p> <p>Child Protection Procedure (in development)</p> <p>Recruitment Procedure (in development)</p>
<p><b>Legislation</b></p> <p>Care of Children Act 2004</p> <p>Children’s Act 2014</p> <p>Criminal Records (Clean Slate) Act 2004</p> <p>The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</p> <p>Domestic Violence Act 1995</p> <p>Education and Training Act 2020</p> <p>Employment Relations Act 2000</p> <p>Health and Disability Commissioner Act 1994</p> <p>Human Rights Act 1993</p> <p>Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017</p> <p>Privacy Act 2020</p>