

Child Protection Protocol: Joint Operating Procedures

Between New Zealand Police and Child, Youth and Family

September 2016



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CHILD PROTECTION PROTOCOL: JOINT OPERATING PROCEDURES

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APPENDIX 1 – CPP MEETING MINUTES TEMPLATE

The 2016 review completed by:
National Coordinator Child Protection
National Sexual Violence & Child Protection Team, NZ Police
Senior Advisor
Care and Protection Support, Child, Youth and Family

The cover features artwork by children and young people in care from the Hastings Site with the help of Tony Harrington, Artist.

1. Purpose

It is the role of New Zealand Police (Police) to investigate criminal offending, hold offenders to account, and prevent future offending. It is the role of Child, Youth and Family to investigate care and protection concerns and take action to keep children safe.

In cases of offending against children that may constitute a criminal offence, we will work in partnership in order to achieve the best outcomes for children and their whānau. This document is designed to address the areas of work where Police and Child, Youth and Family will jointly consider a report of concern that meets the definitions as set out in this document (section 4). The Child Protection Protocol: Joint Standard Operating Procedures (CPP) is the process that we follow to accomplish this.

The CPP exists to ensure timely, coordinated and effective action by Child, Youth and Family and Police so that:

- children are kept safe
- offenders are held to account wherever possible
- child victimisation is reduced.

The CPP sets out the process for working collaboratively at the local level, and as a formally agreed national level document, it will be followed by all Child, Youth and Family and Police staff.

Police and Child, Youth and Family have their own individual processes for investigating reports of concern or complaints which are not encompassed within this document.

2. Principles

Child, Youth and Family and Police are guided by the following principles:

- the welfare and best interests of children are the first and paramount consideration¹
- we will work together to keep children safe and free from harm, abuse and neglect
- we promote the wellbeing of children by working together with other agencies, the community and their whānau.

¹ Section 6 Children, Young Persons, and Their Families Act 1989

3. Responsibilities under the CPP

To achieve an effective working relationship we need to:

- understand each other's roles in care and protection including the CPP process
- have dedicated CPP contacts
- establish effective ways to communicate with each other.

In order to support local relationships and communication, Child, Youth and Family and Police will ensure the CPP is reflected in organisational policy and procedures and each agency will be responsible for the allocation of resources to give effect to it.

Child, Youth and Family are responsible for:

- addressing the immediate safety of children together with Police
- completing an assessment of harm and the severity of this
- taking action to ensure the on-going safety of children
- facilitating and assisting child victims and their whānau to engage with support services.

Police are responsible for:

- addressing the immediate safety of children together with Child, Youth and Family
- investigating whether an offence has occurred
- holding offenders to account wherever possible
- facilitating and assisting child victims and their whānau to engage with support services.

Staffing

Each Child, Youth and Family site will have an identified Child, Youth and Family CPP contact who is available to consult with the Police on all CPP cases.

Police District Child Protection Teams/Portfolio holders will have an identified Police CPP contact allocated to each Child, Youth and Family site in their area.

Child, Youth and Family and Police will exchange the contact details for their CPP contact. When these staff members are on leave or unavailable, an alternative CPP contact must be identified.

If a case is referred under the CPP outside of normal business hours, the CPP contacts from Child, Youth and Family and Police will ensure that arrangements are in place if urgent consultation is required.

Communication

Police and Child, Youth and Family must consult on all cases referred under the CPP. In addition, Child, Youth and Family and Police will hold a dedicated CPP meeting. This will be held at least monthly, or more frequently as required to discuss all current CPP cases.

In order to ensure that meetings are productive and focused, the following standing agenda items for the CPP meetings have been agreed between Police and Child, Youth and Family:

- update the CPP case list with any new referrals
- discuss updates for each case
- advise on any outcomes or case closures
- discuss any operational issues.

One set of agreed formal minutes, using the meeting minutes template will be taken for each meeting held and circulated to both organisations.

4. When to use the CPP

The CPP is the joint process that is followed when Child, Youth and Family and Police are responding to actions or behaviour that may constitute a criminal offence. These actions or types of behaviour fall into three categories:

- Physical abuse
- Sexual abuse
- Neglect.

The definitions for these types of abuse within the CPP context are listed below. Any case may be referred under the CPP at any time if new information means the case may meet the CPP definitions. It is important to remember that these definitions are specific to the CPP context and are designed to assist staff to decide if the CPP is the correct process to follow.

CPP Definitions

Physical abuse

Physical abuse within the CPP context is when the actions of an offender result in, or could potentially result in, physical harm or injury being inflicted on a child. This is also known as a non-accidental injury.

There are three areas to consider in determining whether physical abuse meets the threshold for referral as a CPP case:

1. the action (of the abuse)
2. the injury inflicted (outcome or result)
3. the circumstances (factors in the case).

Any single action and/or injury listed below will meet the threshold for referral as a CPP case.

1. Any of these actions - (methodology, how it was done)

- Blow or kick to head
- Shaking (of an infant)
- Strangulation
- Use of an object as a weapon (e.g. broom, belt, bat etc.)
- Attempted drowning.

OR

2. Any of these injuries - (outcome or result)

- A bone fracture
- Burn
- Concussion or loss of consciousness
- Any injury that requires medical attention
- Any bruising or abrasion when the:
 - Child is very young, e.g. infant not yet mobile and/or
 - position and patterning make it unlikely to be caused by play or another child or accident.

In circumstances where the initial action or injury does not meet the threshold outlined above, consideration of the following circumstances or factors may warrant referral as a CPP case.

3. Any other action (e.g. hitting, kicking, slapping etc) and/or injury (bruising, cuts, welts etc.) in combination with the following circumstances or factors:

The vulnerability of the child, more especially:

- children under 5 years
- age and vulnerability of pre-pubescent children
- disability in any age.

More than one offender, perhaps:

- both parents/caregivers
- multiple family members.

History of abuse, with consideration of:

- other incidents of concern, escalation of abuse
- multiple previous similar events
- previous non-accidental death of a sibling or child in household
- abuse undertaken in public or in front of non-relatives.

A high degree of violence, with consideration of:

- a complete loss of control by the offender, such as a frenzied attack
- enhanced maliciousness or cruelty in the abuse
- the degree in relation to age and vulnerability of victim.

The offender's history and background, considering:

- severe and frequent family violence
- serious or extended criminal history.

Sexual abuse

Sexual abuse within the CPP context is an act involving circumstances of indecency with, or sexual violation of a child, or using a child in the making of sexual imaging.

For example:

- physical contact such as rape, penetration, or oral sex
- non-penetrative acts such as kissing, rubbing, touching or masturbation
- forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening

- encouraging a child to look at sexually offensive materials or behave in a sexually inappropriate way
- grooming a child in preparation for sexual abuse (this may be done via the internet).

Underage sexual conduct

The law states that engaging in sexual conduct with a child under 16 years is a criminal offence.² These cases will meet the threshold for referral as a CPP case (see section 6 for guidance).

Neglect

Neglect within the CPP context is when a person intentionally ill-treats or neglects a child or causes or permits the child to be ill-treated in a manner likely to cause the child actual bodily harm, injury to health or any mental disorder or disability. The ill-treatment or neglect must be serious, and avoidable.

For example:

- not providing adequate food, shelter or clothing
- not protecting a child from physical harm or danger
- not accessing appropriate medical treatment or care³
- allowing a child to be exposed to the illicit drug manufacturing process
- allowing a child to be exposed to an environment where volatile, toxic, or flammable chemicals have been used or stored.⁴

Cases that do not require or no longer require a CPP response

Not all care and protection concerns require a response under the CPP. This document sets out the criteria for those that do. If the concerns do not meet the CPP threshold, this does not mean that the role of Police and Child, Youth and Family is at an end.

Child, Youth and Family will complete an assessment of care and protection concerns. Police will ensure that any family violence cases that do not fall within the CPP threshold are referred to the District/Area Family Violence Coordinator or equivalent for follow up.

There will be some cases that are initially identified as CPP, but new information means the CPP threshold is no longer met, or the criminal investigation cannot be progressed.

² Section 134 Sexual conduct with young person under 16, Crimes Act 1961.

³ These cases need to be managed in accordance with Schedule 3 to the Memorandum of Understanding between Child, Youth and Family, the Police, and District Health Boards 2011.

⁴ Refer to prosecution policy in the joint standard operating procedures for children and young persons in clandestine laboratories.

As above, this does not mean that that the role of Police and Child, Youth and Family is at an end, but that CPP is no longer the correct process for investigation.

5. The process

This section sets out the process to be followed by Child, Youth and Family and Police staff in CPP cases. Each case will consist of the following steps:

- 1) Referral**
- 2) CPP Consultation**
- 3) Agreement on the Initial Joint Investigation Plan**
- 4) Create case record**
- 5) Investigation**
- 6) CPP meeting**
- 7) Closure**

Step 1 - Referral

Child, Youth and Family

When Child, Youth and Family receives a report of concern which they believe meets, or may meet the CPP definitions, they will send the national CPP referral form to the Police.

Referrals can be made in the following ways:

- a phone call between local staff, followed by an electronic CPP referral form to the Police Crime Reporting Line (CRL) at roc@police.govt.nz
- an electronic CPP referral form to CRL at roc@police.govt.nz

Police

When the Police receive a complaint which they believe meets, or may meet the CPP definitions, they will send the national CPP referral form to Child, Youth and Family.

Referrals can be made in the following ways:

- a phone call between local staff, followed by an electronic CPP referral form to Child, Youth and Family's National Contact Centre (NCC) at cyfcallcentre@cyf.govt.nz
- an electronic CPP referral form to NCC at cyfcallcentre@cyf.govt.nz

Step 2 – CPP Consultation

The CPP contacts from Police and Child, Youth and Family at a local level will consult about the CPP referral. This consultation may occur at the same time as the case was

referred. This consultation should be clearly evidenced and recorded on the nationally agreed template in the respective case management systems.

The consultation should:

- share information or intelligence about the particular case
- confirm if the referral meets the threshold of the CPP
- discuss any immediate action required to secure the immediate safety of the child
- consider whether a multi-agency approach is required.

If the case is not confirmed as a CPP case:

- Child, Youth and Family and Police will record the case in their respective case management systems and record the reason why the referral was not confirmed as a CPP case
- Police may continue an investigation role outside of the CPP process to determine if there is any on-going role in terms of prevention
- Child, Youth and Family will complete an assessment of care and protection concerns.

If the case is confirmed as a CPP case:

- Child, Youth and Family and Police will proceed to Step 3.

Step 3 - Agreement on the Initial Joint Investigation Plan

The CPP contacts from Child, Youth and Family and Police will discuss the case and agree on an Initial Joint Investigation Plan (IJIP). The purpose of the IJIP is to ensure that we work together to secure the immediate safety of the child and ensure any evidence is collected.

Child, Youth and Family will record the IJIP on the nationally agreed template and forward a copy to Police as soon as practicable. This should be done within 24 hours. In some circumstances it may be agreed between the consulting Child, Youth and Family and Police CPP contacts that Police record the IJIP.

The IJIP must consider the following:

- the immediate safety of the child involved and any other children who may be identified as being at risk
- referral to a medical practitioner and authority to do so
- the management of the initial interview with the child

- if a joint visit is required due to the risk of further offending, loss of evidence, the alleged offender is likely to be hostile, any concerns for staff safety
- collection of any physical evidence such as photographs
- any further actions agreed for Police and/or Child, Youth and Family including consideration as to whether a multi-agency approach is required.

The tasks outlined in the IJIP will be reviewed via the CPP meeting to ensure they have been completed as agreed. It is expected that the CPP contacts will communicate any significant updates which occur in the intervening period.

Step 4 - Create the CPP case record

CPP case record

Child, Youth and Family will create a CPP record in their electronic case management system (CYRAS).

Police will confirm that the case is recorded as a CPP case in their electronic case management system (NIA).

Step 5 – Investigation

The CPP contacts from Child, Youth and Family and Police are responsible for ensuring that any agreed actions specified in the IJIP are completed.

The CPP case investigation will then follow normal procedure as per each agency's child protection investigation plans. Child, Youth and Family will identify any risks for the child and the need for safety.

Step 6 - CPP meeting

CPP meetings will be held at least monthly or more frequently as required between the Child, Youth and Family and Police CPP contacts.

Child, Youth and Family will make the CPP Case List (Te Pakoro Report 100) available to Police prior to the CPP meeting.

In order to ensure that the CPP meetings are productive and focused, the following standing agenda items have been agreed:

- review the CPP Case List to ensure all cases are recorded
- confirm both agencies have a copy of the agreed IJIP and all of the agreed actions from the IJIPs have been completed

- case update on the progress of the Child, Youth and Family investigations
- case update on the progress of the Police investigations
- record any further tasks
- advise any case investigations which have been closed and the outcomes
- discussion of any concerns or issues.

Case updates and further tasks will be recorded in the respective case management systems and in the on-going investigation plans as managed by Child, Youth and Family and Police.

Step 7 – Closure

When a CPP investigation is completed by either agency, they will advise their case outcome to the other party during the CPP meeting or earlier as required. This will be recorded in the CPP meeting minutes. Case closures will be recorded in the respective case management systems.

6. Further investigation considerations

Dependent on the circumstances of each case, there may be a need to take the following guidance into account during an investigation.

Children in the care of Child, Youth and Family

Any report of concern about a child who is in the custody⁵ of Child, Youth and Family that meets the CPP threshold must be managed in accordance with the CPP process. For Child, Youth and Family this means that the investigation must be completed in its own investigation phase in CYRAS.

Where the abuse is alleged to have been perpetrated by a caregiver approved by Child, Youth and Family, this must be managed in accordance with Child, Youth and Family policy.⁶

Where the abuse is alleged to have been perpetrated by a caregiver engaged by a section 396 provider,⁷ this must be managed in accordance with Child, Youth and Family policy.⁸

⁵ This is children with a legal status under the Children, Young Persons, and Their Families Act 1989.

⁶ Practice Centre guidance - <http://cyf-practice-centre.ssi.govt.nz/policy/allegations-against-caregivers/>

⁷ Section 396 Approval of iwi social services, cultural social services, and child and family support workers, Children, Young Persons, and Their Families Act 1989.

⁸ Practice Centre guidance - <http://cyf-practice-centre.ssi.govt.nz/policy/allegations-against-caregivers/key-information/complaints-and-allegations-against-caregivers-of-s396-providers.html>

Family violence cases

The effect of exposure to family violence on children has a significant and negative effect, whether they witness it, or are direct victims of it.⁹

For CPP cases where the abuse has occurred within a family or whānau context¹⁰ it is important that these cases are referred to the appropriate family violence multi-agency forum¹¹ for consideration. For Police, the CP Team must advise their District/Area Family Violence Coordinator or equivalent of any CPP cases that are considered to be family violence. This referral process will be actioned by entering a tasking to the District Family Violence Coordinator bringing the CPP file to their attention.

When working with families who have experienced family violence, careful consideration should be given by Child, Youth and Family to assessing the cumulative effect of psychological harm, including the current impact of past and/or present violence. This includes assessment of prior reports of concern which did not meet the threshold for further action to be taken. This is important as the physical and psychological consequences are highly individualised and can vary from intense and immediate, to cumulative and long lasting. There is research which demonstrates that children living with violence in their families are at increased risk of experiencing physical or sexual abuse.¹²

Suicide Risk

Exposure to high levels of family violence including physical, verbal and/or emotional has been linked to the risk of self-harm and suicide of young people.¹³ Police and Child, Youth and Family need to be vigilant and responsive to potential suicide risk when working with CPP cases.

Underage sexual conduct

In these cases, the discretion about whether to charge remains with the Police. Child, Youth and Family will need to consider if there are care and protection concerns.

⁹ Joint Findings of Coroner C D na Nagara as to Comments and Recommendations – Flaxmere Suicides, 6 May 2016.

¹⁰ The parties involved in the situation are family members. Family members include people such as parents, children, extended family and whānau. They do not need to live at the same address.

¹¹ Currently this is the Family Violence Interagency Response System (FVIARS).

¹² Farmer, E. & Pollack, S. (1998). *Substitute Care for Sexually Abused and Abusing Children*. Chichester: Wiley; Edleson, J. (1999). Children witnessing of adult domestic violence. *Journal of Interpersonal Violence*, 14(4)839-70; Cawson, P. (2002) Child Maltreatment in the Family: The Experience of a National Sample of Young People. In C. Humphreys, & N. Stanley (eds) (2006) *Domestic Violence and Child Protection: Directions for Good Practice*. Jessica Kingsley: London.

¹³ Joint Findings of Coroner C D na Nagara as to Comments and Recommendations – Flaxmere Suicides, 6 May 2016.

Both agencies will consider each case on its own merits taking all of the circumstances into account. During the CPP consultation, the factors to be considered include:

- Is there predatory, exploitative or coercive conduct by the offender?
- Is the victim vulnerable due to disability, intoxication, or other factors?
- What is the age difference between the victim and offender?
- Are there power and control dynamics in the relationship?
- What is the consequence of the offending on the victim?
- Has there been publicity or bragging of the offending?
- What is the scale of the offending?
- Are there multiple victims?¹⁴
- Is the offending part of an organised group?

Children in hospital with suspected non-accidental injury (NAI)

Any CPP case where a child has been admitted to hospital with suspected or confirmed abuse or neglect will require collaboration between Child, Youth and Family, Police and the District Health Board.

These cases need to be managed in accordance with Schedule 1 to the Memorandum of Understanding between Child, Youth and Family, the Police, and District Health Boards 2011.¹⁵

Children with disabilities

Careful planning will be required when the child victim has a disability. It may be useful to refer to Child, Youth and Family practice considerations for engaging and communicating with disabled children.¹⁶

If further assistance is required, Child, Youth and Family has regional child disability advisors who can be contacted for assistance.¹⁷

Mass Allegation Investigations (MAI)

A mass allegation investigation (MAI) is an investigation into a CPP case that involves three or more children (excluding sibling groups) by the same offender or by a connected group of offenders.

¹⁴ Refer to the Joint Operating Procedures for Mass Allegation Investigations.

¹⁵ Schedule One to MoU – re children admitted to hospital with suspected or confirmed abuse or neglect, 5 September 2011.

¹⁶ Practice Centre guidance - <http://cyf-practice-centre.ssi.govt.nz/knowledge-base-practice-frameworks/disability/resources/practice-tips-for-social-workers.html>

¹⁷ Practice Centre guidance - <http://cyf-practice-centre.ssi.govt.nz/knowledge-base-practice-frameworks/disability/resources/practice-tips-for-social-workers.html>

The children involved may be linked through a range of different circumstances including:

- a whānau member
- a group or activity they participate in such as a sports club, church group, hobby club or holiday programme
- a facility they attend such as kindergarten, childcare or a school
- their care arrangements such as residences or group homes.

In the case of a MAI or suspected MAI please refer to the Joint Operating Procedures for Mass Allegation Investigations.

Abuse within an educational setting

Any CPP case where the alleged abuse has occurred within an education setting and the alleged offender is an adult, will require collaboration between Child, Youth and Family, Police, the Education Council of Aotearoa and the Ministry of Education (MoE) on both a local and national level.

These cases need to be managed in accordance with Schedule 1 to the Memorandum of Understanding between Child, Youth and Family, the Police, the Education Council of Aotearoa and the MoE.¹⁸

Any CPP case where the alleged abuse has occurred within an educational setting and the alleged offender is a child, will require collaboration between Child, Youth and Family, Police and the relevant education facility. It may be that the school or educational facility is invited to be a part of the CPP investigation using a multi-agency approach.

Support for child victims and their whānau

Accident Compensation Corporation (ACC) should be the point of first contact for accessing support services for child victims. There is ACC-funded support for victims and their whānau following sexual abuse or physical assault.

Whānau should be supported to make an ACC claim.

email: sensitiveclaims@acc.co.nz

phone: 0800 735 566

web: findsupport.co.nz

¹⁸ Managing abuse allegations involving an adult working in or associated with an education setting, November 2015.

7. Information Sharing

Information shared between the parties will be shared in compliance with any relevant legislation, including the Children, Young Persons, and Their Families Act 1989 and the Privacy Act 1993.

Children, Young Persons, and Their Families Act 1989

Section 15 of the Children, Young Persons, and Their Families Act 1989 permits any person who believes a child has been or is likely to be harmed, ill-treated, abused, neglected or deprived to report it to a social worker or constable. Police and Child, Youth and Family may make a report of concern to each other in these circumstances. Once a report of concern is received, a social worker or constable has powers of investigation under section 17 of the Children, Young Persons, and Their Families Act 1989.

Privacy Act 1993

Where the Children, Young Persons, and Their Families Act 1989 does not apply, personal information may be shared under the Privacy Act 1993 where an exception to principle 11 in section 6 applies. Principle 11(e)(i) permits disclosure where necessary to avoid prejudice to the maintenance of the law, including the prevention, detection, investigation, prosecution, and punishment of offences. For example Child, Youth and Family may disclose information to Police about a suspected child abuse offender for criminal investigation purposes; or Police may disclose information to Child, Youth and Family about an offender's criminal history where relevant to a care and protection investigation.

8. Dispute resolution

It will not always be clear which cases meet the definitions of physical abuse, sexual abuse and neglect within the CPP context. Staff are encouraged to use the CPP consultation process to discuss these cases and attempt to reach a resolution about whether the CPP process should be used.

Child, Youth and Family and Police shall attempt to resolve all disputes and differences in relation to the performance of this protocol at a local level, for instance at the regular CPP meeting.

Escalation

Any issue which is unable to be resolved at the local level will be referred to the Child, Youth and Family and Police escalation pathway set out in the Memorandum of Understanding.

9. Training and professional development

Child, Youth and Family and Police commit to provide annual, joint training for all staff involved in CPP cases.

In addition it is expected that each agency provides an induction for all new staff which covers the CPP and its practical application.

Further professional development may occur between the parties as locally identified and agreed. This may include more advanced training for experienced practitioners.

10. Quality Assurance

In order to provide confidence that the parties are meeting the requirements of the CPP, Child, Youth and Family and Police will each put in place their own monitoring, reporting and assurance systems for CPP activity.

The results of each agency's respective quality assurance processes are shared to inform joint professional development and continuous practice improvement.

Child, Youth and Family and Police will provide joint reporting to the Police/Child, Youth and Family Governance Group as required.

11. Review of CPP

The CPP must be reviewed jointly every two years. A review may also be initiated by either party by giving three months' notice.

12. Parties' representatives

Signatories to the Child Protection Protocol: Joint Operating Procedures will be:

Child, Youth and Family

Title Deputy Chief Executive, Child, Youth and Family
Address Ministry of Social Development
The Aurora Centre
56 The Terrace
Wellington
Telephone 04 819 1601


New Zealand Police

Title Deputy Commissioner, New Zealand Police
Address New Zealand Police National Headquarters
180 Molesworth St
Wellington
Telephone 04 463 4416

Signed on this day,

4th October

2016


Murray Edridge
Deputy Chief Executive
Child, Youth and Family


Mike Clement
Deputy Commissioner
New Zealand Police

13. Glossary

Child

Unless specified, 'child' means any child or young person under the age of 17 years at the time of their referral but does not include any person who is or has been married (or in a civil union).

Child, Youth and Family site

Local Child, Youth and Family office where care and protection social workers are situated.

Child, Youth and Family National Contact Centre (NCC)

The National Contact Centre is the first point of contact for people to connect to services within Child, Youth and Family. Social workers in the National Contact Centre receive, assess and refer child protection concerns to a variety of pathways that includes Child, Youth and Family or community responses. The National Contact Centre operates 24 hours seven days a week.

The number is 0508 FAMILY (0508 326 459) and the email address is cyfcallcentre@cyf.govt.nz.

Child, Youth and Family CPP contact

The Child, Youth and Family staff member with responsibility for overseeing CPP cases in a site.

CPP Record

Individual electronic record that records the details of the CPP case.

CPP Case List

A complete list of all CPP cases that are open to either Child, Youth and Family, Police or both. This list is generated by Child, Youth and Family using the Te Pakoro Report 100 CPP Case List. This list is reviewed at least monthly during the CPP meetings.

Crime Reporting Line (CRL)

The Crime Reporting Line is a centralised call handling centre for Police Service. It initiates action on CPP cases that are received from Child, Youth and Family. Each case

is then placed in the appropriate district CRL drop box to be uplifted by the District Child Protection Team.

Family violence cases

A CPP case is considered to be a family violence case when the offending (whether physical abuse, sexual abuse or neglect) is alleged to have been committed by a family member. This includes parents, step-parents, extended family members and whānau. The offender does not need to be a part of the same household.

Initial Joint Investigation Plan (IJIP)

An initial plan jointly created by Child, Youth and Family and Police to record agreed actions on the agreed template.

Medical practitioner

Paediatricians or general practitioners registered with the Medical Council of New Zealand who have received specialist training and are working regularly in this field of medicine.

Neglect

Neglect is when a person intentionally ill-treats or neglects a child or causes or permits the child to be ill-treated in a manner likely to cause the child actual bodily harm, injury to health or any mental disorder or disability. The ill-treatment or neglect must be serious and avoidable.

Physical abuse

Physical abuse is when the actions of an offender result in or could potentially result in physical harm or injury being inflicted on a child. This can also be known as a non-accidental injury.

Police CPP contact

Police officer designated with responsibility for overseeing CPP cases in that station.

Sexual abuse

Sexual abuse is an act involving circumstances of indecency with, or sexual violation of, a child, or using a child in the making of sexual imaging.

Specialist child interview (SCI)/Specialist child witness interview (SCWI)

A recorded interview that can be used as part of an investigation where a child has, or may have been, abused or witnessed a serious crime. It may later be used as evidence in the Court.

Social work assessment interview (SWAI)

This was previously known as a Child Focused Interview (CFI).

14. List of acronyms

ACC

Accident Compensation Corporation

CPP

Child Protection Protocol: Joint Operating Procedures

CP Team

Child Protection Team, Police

CRL

Crime Reporting Line, Police

CYF

Child, Youth and Family

CYRAS

Child, Youth and Family's electronic case management system

FVIARS

Family Violence Interagency Response System

IJIP

Initial Joint Investigation Plan

MAI

Mass Allegation Investigations

MoE

Ministry of Education

NAI

Non-accidental injury

NCC

National Contact Centre, Child, Youth and Family

NIA

Police electronic case management system

RoC

Report of concern

SCI

Specialist child interview

SCWI

Specialist child witness interview

SWAI

Social work assessment interview

CPP Meeting Minutes Template

Date:

Venue:

Attendees:

Apologies:

Standing agenda items:

- review and update the CPP list to ensure all cases are recorded
- confirm that all of the agreed actions from the IJIPs have been completed
- case update on the progress of the Child, Youth and Family investigations
- case update on the progress of the Police investigations
- record any further tasks
- advise any case investigations which have been closed and the outcome
- discussion of any concerns or issues.

CASE NAME	UPDATE