



CHILD PROTECTION POLICY GUIDELINES

Preamble: These guidelines are in accord with the **Child Protection Policy** approved by the School Board in **February 2020**.

- Guidelines:**
1. The reporting of suspected child abuse is mandatory and if any form of abuse of a student is suspected, appropriate action must be taken.
 2. A list of characteristics which may indicate physical, sexual or emotional abuse of students is located in the green booklet in the staffroom.
 3. Any initial suspicion by any staff member should be referred to the Principal only.
 4. If the child approaches a teacher, the teacher first must maintain the role of a listener then document the child's statements and report it as soon as practicable to the Principal.
 5. Any notes taken need to be objective i.e. factual data.
 6. Teachers need to be aware that different ethnic groups will have differences in the way in which they handle the trauma of sexual abuse.
 7. Appropriate debriefing and review will be undertaken following each incident of suspected abuse.
 8. Any necessary counselling will be negotiated with the Principal following incidents of suspected abuse.
 9. The Principal must sight the Police Vets of all staff members from outside agencies who work with our students, and/or on our school site.
 - ° If there is a conviction, the school is entitled to seek further information and may require further safety checks to be carried out,
 - ° If the Principal is not satisfied with the outcome of further safety checks, the contract and/or employment may need to be revised or terminated.
 10. All EOTC volunteers who stay overnight will be police vetted and the same process will apply as for point 9.

The School's Internal Reporting Network:

11. Staff members are expected to report any suspicions of child abuse to the Principal or the Deputy Principal.
12. The Principal or Deputy Principal will make a report to the appropriate outside agency.
13. The teacher needs to continue to be a listener to the child, and maintain a secure and safe relationship with the child. The teacher is not allowed to ask questions or take a statement. The teacher will take the child to SLT to follow up and the teacher will then write up the disclosure for Edge.
14. The teacher will work in close liaison with the Principal.

Reporting the Abuse to an Outside Agency:

15. Outside agencies that are used in the reporting of abuse include:
 - (a) Oranga Tamariki
 - (b) The NZ Police.

Contacting Parents:

16. The Principal will make contact with outside agencies and they in turn will make contact with the parents.
17. In the case of a form of abuse being carried out by a “stranger”, the Principal will make contact with the parents, who in turn will contact the appropriate agency.

Record Keeping:

18. Separate documents of data gathering records are kept in the Principal’s office, the school’s files lock up or in a secure online file.
19. “Sexuality Education” Health Unit will be taught across all year classes during Terms 3 and 4 each year.
20. The school can only enforce custody or protection orders that have been issued by the Family Court. A physical or digital copy of this must be provided to the school for the school to be able to comply. A note will be made on the students file.

Review:

2023

These Guidelines will be reviewed in accord with the review of the school’s Child Protection Policy.