

CHILD PROTECTION PROCEDURE

Purpose

This procedure acknowledges that the board of trustees has particular responsibilities under legislation as well as through social expectations to provide a safe environment that caters for the physical and emotional well being of its students. Our environment should ensure that all children and young people are treated with dignity and respect.

Guidelines

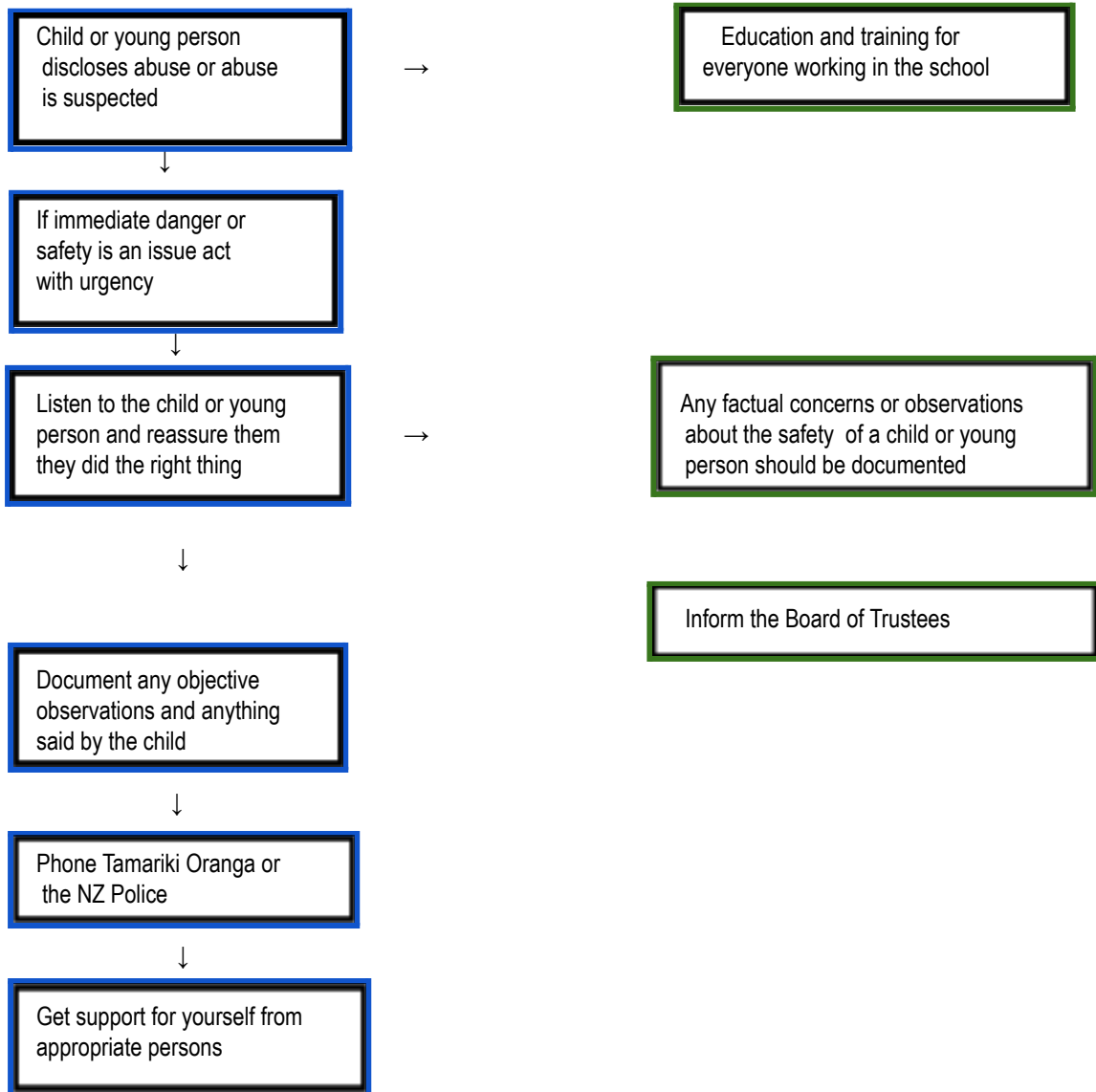
- It is expected that the school will facilitate training for all staff to help to identify suspected abuse and/or neglect; and to be able to respond appropriately.
- To assist with the implementation of a training policy, individual boards and/or principals should liaise with Oranga Tamariki and New Zealand Police.
- Where applicable, the vital role of cultural groups and local support agencies in supporting the draft policy should be recognised by the school
- Decisions about informing parents or caregivers should be made **ONLY** after consultation between the school and the statutory child protection service called in.
- Recommended procedures and attached flow-chart notwithstanding; any member of staff can report incidents of abuse and / or neglect directly to the authorities.

RECOMMENDED REPORT PROCEDURES (see flowchart next page)

Notwithstanding: any member of staff can report child protection concerns directly to the authorities.

- If the child or young person is in danger or unsafe, act immediately to secure their safety.
- Listen to the child or young person and reassure them but do not make promises or commitments you cannot keep.
- Ensure that any information or disclosures by the child or young person are written down and check that comments and events surrounding the concern have also been recorded.
- Ensure that the child or young person has a responsible adult supporting them through this process.
- Do not formally interview the child or young person. Obtain only the necessary relevant facts if and when clarification is needed.
- Inform a member of the leadership team.
- Agree on the appropriate course of action.
- Ensure notification to Oranga Tamariki or the NZ Police.
- After making sure the referral has gone to Oranga Tamariki or the Police, get support for yourself from appropriate persons if needed.

CHILD PROTECTION PROCEDURE FLOWCHART



Points to note:

- Documentation may subsequently be used in court as evidence for either side.
- Avoid making judgments simply record the facts (date / time / location direct quotes in speech marks)
- Interviewing of suspected abuse victims is a specialize procedure best left to those who are trained in such techniques.
- The liaison team should be responsible for ensuring that the child's welfare remains paramount.

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