

**Tapawera Area School**  
**Safeguarding Children Policy & Procedures**  
**2016**

**Founding Principles**

Tapawera actively promotes a culture of Trust, Respect & Confidentiality and will act in the best interests of the student.

**Values & Commitment**

Tapawera Area School is committed to providing a safe, supportive environment, protecting students and seeking help for students when needs arise. Children have a right to flourish and reach their full potential. Every child has the right to be heard and respected and we will act quickly and decisively to support our most vulnerable students. Their well being and safety will come first in any decision making.

Tapawera Area School is committed to providing a safe and supportive working environment for staff, ensuring robust child protection procedures as well as procedures to protect individual staff member's integrity.

**Policy Aims and Intentions**

To effectively support vulnerable children at Tapawera and provide for their care and protection.

To provide a framework which guides staff actions when supporting children.

To provide robust guidelines for implementing child protection procedures.

To provide procedures to support and guide staff in their workplace.

To advocate for students who may be at risk

To initiate links and connections between students and support agencies.

To provide support and guidance for the school community when making disclosures and notifications

**Scope**

This policy applies to all children who are enrolled or attending Tapawera Area School plus any other children who staff may come into contact with during the course of their work.

This policy applies to all staff, board members, students and volunteers whether on placement or employed.

**Identified Responsibilities**

ALL staff have a duty to support students and report incidents of concern. They must ensure they have thorough understanding of the procedures and update their knowledge regularly and seek assistance if required. The following defines particular roles.

**Board of Trustees**

*To ensure that policies and procedures are updated annually and revisited by staff and board in a timely manner via the annual review cycle.*

*To identify and reduce the impact of potential barriers in the notification process*

**Principal**

*To ensure that all staff are familiar with the Safeguarding Children Policy and Procedures.*

*To be responsible for making CYF and police referrals (but not restricted to) or ensuring they are recorded and reported.*

*To ensure in all decision making, the child's best interests are the priority.*

**Tapawera Area School**  
**Safeguarding Children Policy & Procedures**  
**2016**

*To support and guide staff throughout the disclosure and referral process as well as providing guidelines for protecting teachers professional integrity.*

*To review procedures regularly and immediately after a disclosure or referral.*

*To support staff in reducing potential barriers in the notification process*

**Senior & Syndicate Leaders**

*To provide support and guidance to other staff throughout the disclosure and referral process.*

*To record and report disclosures in a timely fashion*

*To provide information helpful in review process*

*To make an immediate notification if necessary*

*To provide support to affected students.*

*To identify potential barriers in the referrals process and seek support if required*

**Teachers & Support Staff**

*To provide direct support to affected students.*

*To record and report disclosures in a timely fashion*

*To make an immediate notification if necessary*

*To provide information relevant to the review process*

*To seek guidance from senior staff throughout the process*

**Volunteers**

*To record and report disclosures to staff in a timely fashion*

*To make an immediate notification if necessary*

*To seek guidance from staff as necessary*

**Definitions**

**Child and Young Person:** A child is someone under the age of 14 years and a young person is someone aged 14 years and over, but under 18 years, who is not or has never been married or in a civil union (Section 2, CYP & F Act).

**Child Abuse:** means the harming (whether physically, emotionally or sexually) ill treatment, abuse, neglect or deprivation of any child or young person (Section 2, CYP & F Act). See 'How Can I Tell? Recognising Child Abuse - Child Matters' (In all classrooms)

**Allegations Against a Staff Member**

**Procedures:**

In the event of suspicion or disclosure of abuse against an employee, the child or young person must be adequately protected.

There are two procedures to be followed:

- The reporting procedure in respect of the child/young person (see Policy & Procedures for Reporting Child Abuse and Neglect)
- The procedure for dealing with the employee.

One person should have responsibility for dealing with both the reporting issues **and** the employment issues.

**Complaint against Employee:**

1. Senior Management is to be notified immediately, preferably in writing.

**Tapawera Area School**  
**Safeguarding Children Policy & Procedures**  
**2016**

2. Principal ensures that records are kept of any comments, complaints or allegations by the complainant and any follow-up action taken.
3. The principal should consult with the child advocate or guidance counsellor to ensure implementation of policy regarding reporting.
4. The Chairperson of the School Board of Trustees should be immediately informed.
5. The decision to follow up on an allegation of suspected abuse or neglect against an employee of the school should be made in consultation with:
  - CYF
  - New Zealand Police
  - Chairperson of Board of Trustees

**Tapawera Area School Board of Trustees**

6. The principal and/or the Chairperson of the Board of Trustees will have a dual responsibility in respect of both the child or young person and the employee. An immediate consultation must be sought with the agencies involved to enable the principal and the board chair to discuss the concern or allegation and:
  - Determine the extent of the assistance they can give to the investigation
  - Consider the timeframe to be followed with regard to the possible conflict between steps the board should take as an employer and possible police interventions.
  - Consider the employer role of the board in conjunction with any procedures outlined in relevant employee contracts.
7. When it is determined that the board should pursue the matter as an employer, the board should advise the person accused of the allegation and seek a response. The employer must refer to the relevant employee contract in every case when proceeding with disciplinary action.
8. Wherever these guidelines are inconsistent with the provisions of the appropriate employment contract, the provisions of the contract will prevail.
9. The employee complained against should be advised of their right to seek support/advice from:
  - NZEI, PPTA counsellor or field officer, or other appropriate union/representative
  - Other relevant teachers organisation if applicable
10. Under no circumstances should the child or young person raising the concern or making the allegation be exposed to unnecessary risk. This may require the board to contemplate removal of the employee from the school environment subject to the requirements of the applicable employee contract. At the very least a timetable change should be considered to protect the young person and the employee.
11. All actions of the board must be consistent and applicable with the collective employment contract or individual employment contract.
12. The Board should take care to ensure actions taken by the school do not undermine or frustrate any investigations being conducted by any external agency. It is strongly recommended that the board liaise closely with CYF and the police.

**Tapawera Area School**  
**Safeguarding Children Policy & Procedures**  
**2016**

**PROCEDURES FOR ADDRESSING ABUSE**

1. Report of alleged abuse to a staff member by a student, or abuse suspected by staff member.
2. Staff member immediately refers to Senior Leader/Syndicate Leader, who consults with the Principal and they determine immediate course of action to be taken, which ensures the safety of the student.
3. Where further action is necessary, the Principal or Guidance Counsellor may contact the Children and Young Person's Service or Police, (without identifying the student unless the situation is critical) and will seek advice on appropriate actions.
4. Once a statutory agency has become involved, that agency will investigate and advise the school on any further role the school will play.
5. Whenever an interview by a statutory agency is held with a student, an adult on the staff, in whom the student has confidence, must be present. The welfare of the student must be first priority and whenever that is compromised, the interview must be terminated.
6. Staff involved will be informed of intervention outcomes.
7. Written records of interviews/procedures will be kept and filed by the Principal.

**Confidentiality and Information Sharing**

We may share information with agencies (such as health and education providers or other agencies involved in your child's life) if sharing that information will protect or improve the safety, health or well-being of a child. Tapawera Area School can, by law, share information with CYF and the Police as well as health care providers and other child related agencies.

For the purposes of securing assistance for students, staff will share information confidentially with key staff on a 'need to know' basis and also with external agencies.

**Flow Charts**

- Disclosure Reporting
- In School Follow up & Review
- Allegations against staff

**Important Contacts**

<b>Child Youth and Family call centre</b>	<b>0508 326459</b>
<b>CYF EDU-assist number</b>	<b>0508 332774</b>
<b>CYF</b>	<b>fax 09 9141211</b>
<b>Email</b>	<b>cyfcallcentre@cyf.govt.nz</b>
<b>Nelson CYF duty social worker</b>	<b>03 9894200</b>

<b>Privacy commission</b>	<b>0800 803 909</b>
<b>Nelson Police Child Protection Team</b>	<b>03 5463840</b>

**Important Reference Materials**

"How Can I Tell?: recognising child abuse" *Child Matters*

**Tapawera Area School**  
**Safeguarding Children Policy & Procedures**  
**2016**

**Review of Procedures/Policy**

Review policy and procedures after any relevant event.

*Board Review Cycle:* Annual Policy Review

*Staff Review Cycle:* Teacher Only Day update at the start of each year and at regular intervals throughout the year and if the policy has been reviewed or updated or if requested by staff,( and or after the flow chart procedure has been used)?

**Related Policies, Procedures, Documents and Legislation**

- Health & Safety Policy
- Safe Recruitment Policy
- Human Rights Act (1993)
- Education Act 1989
- Privacy Act (1993)
- Vulnerable Children Act (2014)
- Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015
- Children Young Persons and their Families Act 1989
- Crimes Act 1961
- Care of Children Act 2004
- The Treaty of Waitangi
- Risk Assessment Procedures
- Tapawera Area School Handbook