
CHILD PROTECTION POLICY

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	PRINCIPAL
DATE LAST REVIEWED:	New policy
NEXT REVIEW DATE:	November 2017

The College staff are required to respond appropriately to concerns and instances of abuse and neglect of students.

For the purposes of this Policy 'Child' means a boy or girl under the age of 14 years, 'Young person' means a boy or girl of or over the age of 14 years but under 17 years and collectively referred to in this policy as students. Abuse is defined as '....the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any student.'

1. The Board of Trustees will use their best endeavours to ensure the needs and rights of students are at all times paramount and support the Principal to ensure that allegations are managed appropriately.
2. All staff (and Trustees) have a part to play in helping to protect students from harm.
3. All services provided by the school for the safety and wellbeing of students will adhere to the principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.
4. All staff must be alert to potential indicators of abuse or neglect. Pastoral staff will provide the necessary input.
5. All staff must report any concerns immediately to the appropriate year level Deans. Deans will determine whether to share the information with Guidance, Senior Management and appropriate external agencies.
6. Clear, confidential, detailed and dated records on all child protection cases will be maintained by the Guidance Department, working with the Deans and Senior Management.
7. A full up-to-date register of all relevant external agencies will be maintained and the college will work closely with the agencies appropriate to each abuse case. Prior to the enrolment of a student who is known to have involvement with external agencies, there must be a meeting of the relevant professionals to ensure a well-planned, smooth transition into the College
8. The Chair of the Board of Trustees will be directly informed of any allegations of abuse by the Principal in accordance with the Complaints policy.

9. At any time staff may seek advice from Oranga Tamariki Child Youth and Family (0508 FAMILY) regarding protection concerns of a student.
10. If a student makes a verbal disclosure to a member of staff it is important that staff take what the child says seriously. This applies irrespective of the setting, or the member of staff's own opinion on what the student is saying.
11. Under no circumstances should a member of staff attempt to conduct an investigation or deal with concerns regarding abuse of a student alone.
12. Staff must record in writing all conversations and actions taken. Effective documentation, including referrals and notifications, must include the following:
 - a. Record of facts, including observations, with time and date
 - b. What was said and by whom, using the person's words
 - c. What action has been taken, by whom and when
13. Wherever possible the family / whanau will be kept informed of what information has been shared and to which agency, and for what purpose. Principle 11 of the Privacy Act, 1993, states, "Disclosure of the information is necessary to prevent or lessen a serious threat".
14. There may be times when those with parental responsibility may not be informed. Giving information to protect children better is not a breach in confidentiality. This may happen when:
 - a. The parent or caregiver is the alleged perpetrator
 - b. It is possible that the student may be intimidated into silence
 - c. There is a strong likelihood that evidence will be destroyed
 - d. The student does not want their parent or caregiver involved and they are of an age when they are competent to make that decision
15. When the College is contacted with a request for information or access to interview a student then the following procedure will be followed:
 - a. Confirm identity and credentials of person requesting information
 - b. Notify a member of the SLT, preferably from the appropriate Year level
 - c. Identify specific information required and purpose
 - d. Check information held – does the College have the information requested
 - e. SLT to provide permission to release information or access to the student.

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Signature (BOT Chairperson)

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Date Ratified