



Reporting of Child Abuse Procedure

OBJECTIVES

1. To protect children from abuse
2. To provide procedures for dealing with cases of suspected abuse.
3. To provide such procedures that will ensure the safety of students is protected.
4. To provide such procedures that ensure appropriate confidentiality.
5. To provide education which encourages the reporting of cases of abuse.

GUIDELINES

1. Anyone can report suspected child abuse to an appropriate agency. Within the school students are encouraged to see all staff as people to whom they can refer cases of abuse.
2. Staff are provided with training in how to recognise signs of abuse.
3. Education programmes about keeping ourselves safe are part of the teaching programme.
4. Information about relevant agencies and procedures for reporting abuse is made available to staff.
5. The Guidance Counsellor is the person to whom staff should refer or with whom they should consult about cases of suspected abuse.
6. The Principal is consulted about cases of suspected abuse.
7. Where parents/guardians are not implicated they are normally informed of the case.
8. After consultation, the Guidance Counsellor or Principal reports to the appropriate statutory authority (New Zealand Child Youth and Family or Police) as per the Abuse Reporting Protocol (Ch 5 of "Interagency Protocols for Child Abuse Management) NZCYF (New Zealand Child Youth and Family).
9. Appropriate factual records are kept. These are dealt with in a confidential manner.
10. If abuse by a staff member is suspected, the Principal informs the chairperson of the Board of Trustees who will initiate an investigation without delay.
11. Procedures for dealing with (10) follow details set out in the appropriate Collective Employment Agreement.
12. Notices are displayed to students on school notice boards, naming the Guidance Counsellor and the other teachers as the prime staff members available to students in cases of abuse or harassment.
13. This procedure is implemented alongside that for sexual harassment.

Date of Confirmation by the Board of Trustees	12 September 2001
Reviewed	19 August 2004
Reviewed	28 March 2007
Reviewed	14 September 2011
Reviewed and changed to a procedure	04 March 2015
Reviewed	03 March 2018
Reviewed with minor changes to BoT	13 April 2022
Approved	25-05-2022

