

## **CHILD PROTECTION**

All students at Christchurch Girls' High School have the right to be treated with dignity and respect and have their needs and concerns attended to in a safe, caring environment. Some of these needs may have their origins in experiences that have taken place or are taking place outside school life.

Therefore, the Principal and Board of Trustees shall:

- Ensure that the safety of the students is regarded as paramount.
- Assist teachers to be alert to signs of abuse and neglect.
- Provide guidelines and procedures for dealing with cases of abuse and neglect.
- Ensure appropriate safety checking employment procedures are in place
- Report annually on Child Protection.

### **GUIDELINES**

1. Staff members need to be receptive and sensitive so that the students feel listened to and believed.
2. Information about indicators of abuse and appropriate responses will be given to staff by the guidance counsellor at the beginning of each school year.
3. The Health syllabus at Year 9 will include programmes to increase students' assertive skills in dealing with uncomfortable and/or unsafe or abusive situations. These skills are revisited in other contexts at Year 10.
4. In response to suspected child abuse staff should follow the Children's Commissioner guidelines, amended for Christchurch Girls' High School, that are attached. In most cases this means alerting the Guidance Counsellor who will alert the Principal.
5. Confidentiality and privacy will be maintained by all involved but the welfare of the students is paramount. For example, when immediate danger is suspected the school must act against the wishes of the child if she wants it go no further. In cases of no immediate danger, parents may be discreetly consulted about changes in behaviour of their daughter in an attempt to identify a reason. It may be caused by a change in the family's home circumstances.
6. In the case of a report from a third party to the school, the responsibility for the first course of action will be with the school which will direct the third party to a helping agency. The school may be involved at a later date.
7. The agency involved in the case has the skills to handle these situations in the most appropriate manner to support the young person. Parents will be informed as deemed appropriate and upon the advice of the outside agency. The young person's safety is paramount.
8. Accurate records of initial disclosure and action will be kept and provided to the Principal. The importance of accurate records cannot be over-emphasised because they may need to be used in court later. Only factual details need to be recorded such as:
  - details of alleged abuse as reported
  - an account of any observations of student's appearance or behaviour.The records should be signed and dated.

The school needs to document what action has been taken in referring the matter to an outside agency. The agency will be responsible for its own records.

9. All information/discussions will be confidential to the staff involved. Data will be stored in one place known to senior staff. This data will be kept for the duration of the student's stay at school.
10. When an agency has been involved, that agency and, where appropriate, the Police will investigate. The school follows the advice from those agencies.
11. Support for staff and the student concerned will be sought from the agency involved.
12. In accord with the Vulnerable Children's Act 2014, the school must conduct checks for all children's and core workers.

A children's worker is a person whose work involves regular (at least once each week or at least 4 days each month) or overnight contact with a child and that contact takes place without a parent or guardian being present. That work can be paid or unpaid work undertaken as part of an educational or vocational training course and contact includes by telephone or electronic means.

A core worker is a children's worker who provides their service in a manner that requires or allows them to be the only children's worker present with a child or the children's worker who has primary responsibility or authority over the child.

13. Every contractor and/or funding arrangement the school enters into with a provider of children's services requires that provider to provide their own child protection policy.
14. Safety checking for children's workers is in four parts:
  - i) Identity check – 1 piece of evidence from each list. One must have a photo identification:

<i>Primary</i>	<i>Secondary</i>
Birth certificate	Drivers Licence
Passport	Firearms Licence
	Marriage Certificate
  - ii) Police vet
  - iii) Other information:
    - Interview for all new employees
    - Referee check
    - 5 year work history
    - Information from professional organisations
  - iv) Risk Assessment

15. Checks for existing core workers must be conducted by 1 July 2018 and for children's workers by 1 July 2019.
16. Every three years checks must be conducted for existing employees.
17. This policy must be published on the website and reported annually.

<sup>1</sup> Government Agencies include CYPS - 0508 FAMILY (0508 326 459)  
Police Emergency Services (111)

Ratified by Board: ..... Signed for B.O.T.

..... Date

Responsibility: Senior Leadership Team  
Reviewed: March 2016  
Next Review Date: March 2019  
Policy: Health and Safety/Child Protection


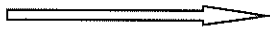
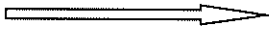
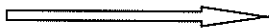
## RESPONSE TO CHILD ABUSE

Child abuse is the harming (whether physically, emotionally, or sexually), ill treatment, abuse, neglect, or deprivation, of a child or young person, caused by actions (or inactions) of adult(s) in the child or young person's life.

The child's best interests and welfare should be paramount and used as a guide for any action taken.

<p><b>Emergency phone numbers:</b></p> <p>Child, Youth and Family: 0508 326459 (toll free).</p> <p>Police: Emergency phone 111 or your regional child abuse team through your local police station.</p>	<p><b>Guidance Counsellor</b></p> <p><i>Gill Gray Phone.....</i></p> <p><i>Carolyn HJ .....</i></p>
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### What should schools do when a student discloses or a teacher suspects child abuse?

<b>1</b>	Assess whether the child is in immediate danger.		<p>If the child is in imminent danger of child abuse, act immediately to secure the child's safety. Inform the Principal, take the student to the Dean, SLT, Guidance Counsellor. Contact the Police or Emergency Services on 111.</p>
<b>2</b>	Inform the school Principal, SLT, Guidance Counsellor who should then inform the Board of Trustees, if abuse is from a staff member, or as appropriate.		<p>No school member should act alone and the decision to make a notification should be a collaborative decision.</p> <p>If the abuse is allegedly coming from a staff member of the school, all actions of the Board of Trustees and Principal must be consistent with the staff member's employment agreement.</p> <p>If no immediate danger, listen to and reassure the student. Document what is said (facts only – see guideline 8). Inform Principal or SLT member and Guidance Counsellor. Guidance Counsellor will contact relevant agencies as appropriate.</p>
<b>3</b>	Make a notification to Child, Youth and Family or the Police.		<p>Follow the procedures stipulated by these authorities.</p> <p>Do not interview the child. Instead, provide Child, Youth and Family or the Police with as much about the child and the disclosure/suspicion of abuse as possible.</p> <p>In the instance of third party perpetrators, parents/caregivers should be notified of the alleged abuse at the earliest possible time (but only in accordance with Child, Youth and Family protocol as to who informs the parents/caregivers, when this occurs, and taking into consideration the immediate safety of the child, the impact on the family, and the identification of the alleged perpetrator.)</p>
<b>4</b>	Ensure the child and the school staff are supported through this process.		<p>Once a notification has been made, it can take some time for it to be processed. If further abuse is suspected or disclosed contact Child, Youth and Family again. During this time, if it is found the child is in immediate or present danger from child abuse, contact the Police on the emergency services phone number – 111.</p> <p>Dealing with this process is likely to affect more than just the child. It is important that his or her peers and the staff working with the child are supported as well.</p>

## CHECKS REQUIRED FOR NEW CHILDREN'S WORKERS

The following checks will be completed for all people Christchurch Girl's High School is seeking to employ or engage as a children's worker (including as a contractor) from 1 July 2015 for core children's workforce roles, and from 1 July 2016 for non-core children's workforce roles.

NAME:

**1** Identity confirmation, either by:

Following the regulatory process to provide confidence that:

- The identity exists (ie that it is not fictitious) by **checking an original primary identity document.**
- The identity is a 'living' identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document.**
- The potential children's worker links to the identity either by checking an identity document that contains a **photo**, or by using an **identity referee.**
- Searching **personnel records** to check that the identity has not been claimed by someone else.

**2** An **interview** of the potential children's worker.

The interview may be conducted via telephone or other communications technology.

**3** Obtaining and considering a **work history**, covering the proceeding five years, provided by the potential children's worker.

**4** Obtaining and considering information from at least one **referee**, not related to the potential children's worker or part of their extended family.

**5** **Seeking information** from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.

**6** Obtaining and considering information from a **New Zealand Police vet**, unless at least three-yearly New Zealand Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that the registration or certificate is current).

**7** Evaluation of the above information to **assess the risk** the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or non-core children's worker role.

ASSESSOR  
Signature

Date