

Child Protection Policy

RATIONALE:

Central to all practices and policies enacted by the Karamu High School Board of Trustees (BOT) is the safety of all the members of its community. Teachers and other school staff are particularly well placed to observe the outward signs of abuse and / or neglect because of their day to day contact with individual students in their care.

1. POLICY:

Karamu High School Board of Trustees recognises that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse or neglect.

We will therefore

- 1.1) continue to develop an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- 1.2) ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- 1.3) include curriculum activities and opportunities for personal development, which equip students with the skills they need to stay safe from abuse or neglect.
- 1.4) include curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- 1.5) ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.
- 1.6) consider this policy in relation to all other policies.

2. PURPOSE:

To ensure that:

- 2.1) the prevention of neglect and / or abuse through the creation of a positive school atmosphere, positive teaching practices, and the pastoral support offered to students.
- 2.2) the protection from neglect and / or abuse by following agreed procedures and ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- 2.3) the support of the abused and / or neglected through targeted responses.
- 2.4) the interests and protection of those who are victims are paramount in all circumstances.
- 2.5) To ensure that students at risk of neglect and / or abuse are dealt with through best practice and sound procedures.
- 2.6) To ensure that Child Protection concerns, referrals and monitoring will be handled sensitively, professionally and in ways which support the rights, welfare and safety needs of the student.

3. POLICY PRINCIPALS:

- 3.1) It is the responsibility of the Board of Trustees and all staff at Karamu High School to protect and safeguard the welfare of the student in its care.
- 3.2) The rights, welfare and safety of students are our first and paramount concern.
- 3.3) Practices for the care and protection of student are built on partnership principles.
- 3.4) All students will be assessed and managed within a culturally safe environment.
- 3.5) When possible, with the emphasis on 3.2, family/whanau will be invited to participate in the decision making affecting their student.
- 3.6) All teaching and non-teaching employees of Karamu High School Board of Trustees will be trained to be competent in the identification and management of actual or potential abuse and /or neglect through this policy, procedure, structures and education programmes.
- 3.7) Karamu High School recognises it is an agent of referral and not of investigation.
- 3.8) Practices should contribute to the nurturing and protection of the student and advocate for them

Child Protection Policy

1. DEFINITION OF TERMS

- 1.1) **Abuse:** harming (whether physically, emotionally, or sexually), ill-treatment, and / or deprivation of any child. It includes actual, potential and suspected abuse.
- 1.2) **Physical Abuse:** any act/s that may result in physical harm
- 1.3) **Emotional Abuse:** any act/s or omission/s that results in adverse or impaired psychological, social, intellectual and / or emotional functioning or development.
- 1.4) **Sexual Abuse:** any act/s that involve forcing or enticing a young person to take part in sexual activities, whether the young person is aware its happening or not.
- 1.5) **Neglect:** the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.
- 1.6) **Child / tamariki / young person / rangatahi / student:** any child or young person aged under 18 years, and who is not married or in a civil union.
- 1.7) **Child protection:** activities carried out to ensure that children are safe in cases where there is suspected, real or risk of abuse or neglect.
- 1.8) **Child Protection Co-ordinator:** the staff member responsible for co-ordinating child protection and the implementation of this policy. This would normally be the responsibility of the school counsellor.
- 1.9) **Deputy Child Protection Co-ordinator:** the staff member responsible for supporting the Child Protection Co-ordinator in their role. It would normally be the responsibility of the Deputy Principal with responsibility for Pastoral Care
- 1.10) **Confidentiality:** a set of rules or a promise that limits access or places restrictions on the distribution of certain types of information.

2. ROLES AND RESPONSIBILITIES

2.1) General:

All adults working with or on behalf of students at Karamu High School have a responsibility to protect them. There are also key people within Karamu High School who have specific responsibilities under child protection procedures.

2.2) Child Protection Coordinator:

It is the role of the Child Protection Coordinator to ensure that:

- a) all child protection procedures are followed within the school according to the procedures outlined in this policy.
- b) appropriate action is taken when they become aware of failure to follow procedures.
- c) the Child Protection Policy is regularly reviewed and that this takes place in a timely manner as required by the BOT self-review procedures.
- d) regular policy audit and assessment procedures are undertaken.
- e) meaningful training and refresher courses are provided to all staff.
- f) continued development of functional relationships with key stakeholders occurs (i.e. central and local government and non-government agencies).
- g) a register of students for whom safety may be an issue is maintained and a safety plan is generated and circulated as appropriate.
- h) students are monitored regarding their school attendance, welfare and presentation.

- i) all concerns about the child protection plan and / or the child's welfare are discussed and recorded until the student is no longer at further risk of significant harm.
- j) referrals are made as necessary.
- k) the policy is advertised regularly to our wider community as per procedure 3.6.
- l) an annual report to the BOT detailing any changes required to the policy and procedures; training undertaken by all staff and other relevant issues be made.

2.3) **Deputy Child Protection Co-ordinator**

To support the child protection co-ordinator to fulfil his responsibilities and be the Child Protection co-ordinator when Child Protection co-ordinator is not available. This position will be held by the Deputy Principal with responsibility for Pastoral Care.

2.4) **Board of Trustees (BOT) and SMT**

The BOT and Senior Management team (SMT) are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process, police checks and other referrals will be sought on all staff that have unsupervised access to students.

2.5) **Principal / Staff**

In implementing this policy, it is recognised that a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal is essential at Karamu High School. This culture is the responsibility of the Principal.

3. **PROCEDURES**

- 3.1) Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training.
- 3.2) The teacher responsible for relief teaching staff will ensure they are aware of the school's policy and the identity of the Child Protection Co-ordinator.
- 3.3) Any members of staff, volunteer or visitor to the school who receives an allegation, a disclosure of abuse or neglect, or suspects that abuse or neglect may have occurred must report it immediately to the Child Protection Co-ordinator or in their absence, the Deputy Child Protection Coordinator. In the absence of either of the above, the matter should be brought to the attention of the Principal, his deputy or the acting Principal.
- 3.4) The Child Protection Co-ordinator or his Deputy will always report cases of actual, or suspected, abuse and / or neglect to the Principal who will then contact the appropriate Government Agency (e.g. Child Youth and Family, Police, Ministry of Social Development)
- 3.5) If the matter is staff related, and considered as serious misconduct, the Principal is required to mandatorily report to the Board Chairman and the relevant agencies including the Teachers Council (EDUCANZ).
- 3.6) A statement in the school's prospectus, annually in newsletters, and in enrolment information will refer readers to the school's website where they can be informed about Karamu High School duties and responsibilities under child protection procedures. A copy of the school child protection policy will be available via the School Website or upon request to the Principals PA.
- 3.7) The initial induction programme for any new staff member will include appropriate review of the Child Protection Policy.

4. TRAINING AND SUPPORT

- 4.1) All teaching and non-teaching staff will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. This should include an initial training session and regular refresher training (annually).
- 4.2) Additional training will be available for staff including, but not limited to, the Child Protection Co-ordinator, Deputy Child Protection Co-ordinator, and Deans.
- 4.3) Temporary staff and volunteers who work with students in the school will be made aware of their responsibilities with regard to the school's arrangements for child protection.
- 4.4) Where there are concerns about child protection, support will always be available for staff from the Karamu High School Counsellor, Principal, or Senior Management team.

5. PROFESSIONAL CONFIDENTIALITY

- 5.1) In the context of Child Protection, the sole purpose of confidentiality is to benefit the student and this confidentiality is at the sole discretion of the Child Protection Co-ordinator.
- 5.2) Promises of confidentiality or secrecy must not extend to situations which may include child protection concerns.
- 5.3) All information regarding child protection issues will be shared with appropriate staff and is expected to be kept confidential.

6. RECORDS AND MONITORING

- 6.1) Karamu High School will keep a record of any concern(s) held about a student, the status of such records and when and to whom these records will be shared.
- 6.2) Any member of staff receiving a disclosure of abuse and / or neglect or noticing signs and / or indicators of abuse and / or neglect, must pass such information onto the Karamu High School Child Protection Coordinator, his deputy or the Principal urgently.
- 6.3) These file notes are kept in a separate, confidential file and stored in the Karamu High School Child Protection Coordinator's office.

7. ATTENDANCE AT FAMILY GROUP CONFERENCES OR OTHER MEETINGS CALLED BY STATUTORY AGENIES

It is the responsibility of the Child Protection Coordinator to ensure that Karamu High School is represented at any meeting held in regard to this policy for students enrolled at Karamu High School.

8. SUPPORTING STUDENTS AT RISK

- 8.1) Karamu High School recognises that students who are abused and / or neglected and / or who witness violence may be vulnerable and may be require extra support and / or protection.
- 8.2) Karamu High School staff recognise that school may be the only stable, secure and predictable element in the lives of students at risk.
- 8.3) Karamu High School will endeavour to support students through:
 - a. the curriculum, and other appropriate programmes / events.
 - b. developing a positive, supportive and secure environment in which all students and adults well-being is respected and valued.
 - c. the curtailing of abusive and neglectful behaviours at school.
 - d. appropriate liaison with other professionals and agencies who support the students and their families.

- e. a commitment to develop productive supportive relationships with parents, whenever it is in the student's best interest to do so.
- f. the development and support of a responsive and knowledgeable staff, trained to respond appropriately in child protection situations.
- g. encouraging participation in cultural and sporting activities

9. SAFE SCHOOL, SAFE STAFF

- 9.1) Abuse and / or neglect of students and / or adults is unacceptable at Karamu High School by anyone. Where allegations are made against a staff member, appropriate action should be taken following the Karamu High School Complaints Policy
- 9.2) Only authorised statutory agencies may investigate child abuse and / or neglect allegations.
- 9.3) All child protection cases will be taken to clinical supervision by the Child Protection Co-ordinator.

10. REVIEW OF POLICY

The BOT will review of this policy annually until it is satisfied that it is functioning adequately for Karamu High School. After that, the policy will be reviewed according to the BOT self-review procedures.

NEXT REVIEW: March 2017

Child abuse is either suspected or disclosed.
Ensure the child or young person is safe from immediate harm.



LISTEN

Listen to the student. CHECK HE/SHE IS SAFE
LISTEN, TAKE NOTES and PASS THIS information to Mark Rolls or a senior manager as soon as possible

Don't interview or ask questions – you may make prosecution more challenging on the individual

If necessary, Police and Oranga Tamariki (OT) will arrange interviews using specially trained professionals!

**Report your concern to Mark Rolls or a Senior Manager
(as in the Child Protection Policy found in staff data on kelly)**



HOW TO REPORT A CONCERN NEEDING IMMEDIATE ATTENTION

If you ever think a person is in significant and / or immediate danger (i.e. the next 5 minutes), call the Police (**111**)

Then contact Mark Rolls or a Senior Manager URGENTLY



POLICE

The Police have a dedicated team of investigators who focus on Child Protection, in Hawke's Bay you could contact any of the following to discuss issues:

- Detective Sergeant Mark Moorhouse – 0211913265
- Detective Grant Jarvis - 0211913297
- Detective Carmen Sycamore - 021953188
- Detective Stu Biggs – 0211913293
- Detective Lisa Tod – 0211923661
- Hawkes Bay Police – 06 831 0700

Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki (OT) and Police in consultation with the school. Report early so there is time to consider what's best for the child.



REMEMBER, SPECIAL PROCEDURES APPLY IF SUSPECT IS A BOARD EMPLOYEE
Refer to: **Protocol between the Ministry of Education, the New Zealand School Trustees Association and Child, Youth and Family 2009**