



PAPAKAIO SCHOOL



Abuse to Students - Procedure 501a

1. Staff who have concerns about a child must report directly to social worker or members of the police.
2. Staff who have concerns about any children are encouraged to communicate these to the Principal
3. Staff must be receptive and sensitive to children so that children feel listened to and believed.
4. The safety of the child is paramount and if the child is in danger or in an unsafe situation, action needs to be taken quickly to secure his/her safety.
5. CYPF and the Police must be advised quickly.
6. All information and discussions, including the identity of the informant, will be confidential to the staff involved. Records shall be kept of disclosures for the duration of the child's stay at the school. Data will be stored in one place known to the Senior Staff. This will be forwarded to the child's next school at the discretion of the Principal.
7. Whether further investigation or action is necessary, the Principal will contact the appropriate agency, give them the relevant information, and leave it in their hands. It is important to name the child as information may be already held by CYPF.
8. Keeping Safe and Self Worth units will be taught as part of the Health Curriculum to increase children's self-efficacy in dealing with uncomfortable situations, and to help raise teachers' consciousness of the issues.

GUIDELINES TO FOLLOW IN SITUATIONS WHEN A CHILD DISCLOSES ABUSE:

1. If the child is in danger or is unsafe, act to secure their immediate safety.
2. Listen to the child and reassure them but do not make promises or commitments you cannot keep.
3. Inform the social worker/police. You may wish to discuss with the principal.
4. Ensure that the child has an appropriate person taking responsibility to support them.
5. Write down what the child says. Do not formally interview the child. Obtain only necessary relevant facts if and when clarification is needed.
6. Refer to CYPF and advise Public Health Nurse if available. Await further contact before taking any action.
7. Get support for yourself from the appropriate agencies as set out in the appendices.

When informing parents or caregivers the following principles are applied:

- When suspected or disclosed abuse stems from outside the immediate family, parents or caregivers are contacted as early as possible and before outside agencies are consulted.
- When suspected or disclosed abuse stems from within the immediate family, be guided by advice from the Child Protection Agency.

Reviewed September 2016