



PAPAKAIO SCHOOL



Child Abuse Allegations Against Papakaio School Employees Procedure: 501b

PROCEDURES

This procedure is followed in conjunction with Procedure 501a in the event of suspicion or disclosure of abuse against an employee. Advice from STA will be sought at the earliest opportunity to determine at which stage of the proceedings the Staff member is made aware of the complaint.

These steps are followed when dealing with an employee:

1. The Principal consults with the DP or AP to ensure implementation of policy regarding reporting.
2. The Chairperson of the Board of Trustees is informed as soon as possible.
3. Records are kept by the principal of any comments by the pupil, complaints and or allegations, and follow-up action is taken.
4. The decision to follow up on an allegation of suspected abuse or neglect against an employee is made in consultation with the following:
 - NZCYPs
 - NZ Police
 - Chairperson of the Board

The purpose of this consultation is to enable the Principal and the Board Chair to discuss the concern or allegation and to:

- determine the extent of the assistance the above can give to the investigation
 - consider the timeframe to be followed with regard to the possible conflict between the steps the Board may take as an employer and possible police intervention.
 - consider the employer role of the Board in conjunction with any procedures outlined in the employees contract.
5. When it has been determined the Board should pursue the matter as an employer. The Board advises the person accused of the allegation and seeks a response.
 6. The employee complained against is advised of their right to seek legal advice and support/advice from the NZEI.
 7. The child raising the concern or making the allegation is not exposed to unnecessary risk. The Board may remove the employee from the school environment subject to the requirements of the employee contract.
 8. All actions taken by the Board are consistent and applicable with the employee contract.
 9. Parents are informed from the earliest stage.
 10. The Board takes care to ensure actions taken by the school do not undermine or frustrate any investigations being conducted by the NZCYPs or NZ Police.
 11. Where appropriate and following consultation with the authorities concerned the Board seeks to arrange counseling for the victim from such agencies as SES.

N.B Where allegations are made against the Principal, the Board Chairperson in conjunction with the DP will ensure procedures are followed.

Reviewed September 2016