

# Pembroke School Board of Trustees Policy

## Student Abuse Prevention

### Purpose

To meet the school obligations under the Vulnerable Children act 2014.  
To help promote and ensure the safety and well being of students by having and following clear expectations and provisions within the school.

### Objectives

1. The school's programmes include education on self-esteem and assertiveness skills for dealing with abuse, including bullying, and uncomfortable situations.
2. Staff are receptive and sensitive to students concerns so that they feel listened to and believed.
3. The school adheres to student confidentiality and uses the most appropriate support agency for cases of suspected or alleged sexual, physical, emotional, or physical abuse and/or neglect.
4. In the case of a report from a third party to the school, the first course of action is for the school to direct the third party to a helping agency without becoming involved. It may be necessary for the school to become involved at a later stage.
5. Parents are informed, except where the student's welfare is likely to be threatened. The agency involved is responsible for informing parents of concerns.
6. Teachers who have concerns on behalf of a student may discuss them with the principal, or his nominee or go directly to the appropriate agency.  
(<https://www.orangatamariki.govt.nz/assets/Uploads/Safer-Organisations-safer-children.pdf#44>)  
Appendix 1
7. If the referral is made to the principal/nominee then he/she will contact the appropriate agency without identifying the student, and seek advice on the appropriate action.
8. All information/discussion is confidential to those involved. Recorded information is stored in one secure place under the supervision of senior management. Such information is only kept for the duration of the problem and its satisfactory resolution.
9. Once an agency has been involved, that agency and, where appropriate the Police, investigate and advise the school on recommended actions.
10. Whenever an interview is held with a student, an adult staff member in whom the student has confidence, is present if requested. The welfare of the student is the first priority and whenever that is likely to be compromised an interview is terminated usually on the advice of the staff member present.
11. Staff are supported to identify and report suspected abuse.

### Complaints Against Staff Involving Sexual or Physical Abuse

Once a helping or investigating agency is involved, the following procedures are followed and are in line with conditions of the relevant employment contract and Oranga tamariki guidelines

<https://www.orangatamariki.govt.nz/assets/Uploads/Safer-Organisations-safer-children.pdf#55>  
Appendix 2

- i. The principal or Acting Principal informs the chairperson of the Board of Trustees.
- ii. The principal/board chair inform the staff member who is advised to seek legal and/or union representation.
- iii. The school informs the union where applicable.
- iv. The staff member is suspended on full pay once any official investigation has begun in line with the Teachers' Collective Contract. At this stage the rest of the staff are informed.



## Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a board and staff survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

September 2022 version adopted

 ..... 19/09/2022

Presiding Member

Principal

Date