



## **PROCEDURE: STUDENT ABUSE/NEGLECT DETECTION**

### **Guidelines**

1. If teachers become aware of a suspected abuse problem, they are to advise the Principal, immediately. All matters are to be treated in absolute confidentiality.
2. The appropriate people will be notified, Oranga Tamariki (Children Youth & Family), School Guidance Counsellor and Board Chairperson, (please see flow chart for outline of procedure). CYF will be notified of suspected neglect, sexual, physical or psychological abuse if:
  - i a student has complained of an abuse
  - ii someone else has reported to the teacher that an abuse has taken place, or
  - iii there is observable evidence leading to a reasonable suspicion that an abuse has taken place.
  - iv The teacher should record in writing what is stated by the student or reported to them by another person. This is then to be given to the Principal. No further discussion is to be entered into with the student concerned.

Interview of the student by Oranga Tamakiri (Child Youth & Family):

- i. The school is a secure environment for the student and probably the best place for the student to have an interview.
  - ii It is essential that a Principal and/or staff member be present.
3. Where a complaint is received against a staff member the appropriate procedure as laid down in the relevant employment agreement will be followed.
4. In cases of complaints against the Principal, the appropriate agreement clauses will be involved.
5. Confidentiality of the informant is protected at all stages.
6. In all cases the safety of the student is paramount. The school will always endeavour to ensure they adhere to the MOE and CYFS Memorandum of Understanding 2012, and any subsequent edition of the same.