

NAPIER BOYS' HIGH SCHOOL – CHILD PROTECTION POLICY

Date Adopted: 18/2/16

Review date: Annually until 2018



RATIONALE:

Central to all practices and policies enacted by the NBHS 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 *each other and* individual students in their care.

Implicit in this policy is the commitment of Napier Boys' High School to inclusive practices for all ethnicities, not least Maori and the place of iwi, Ngati Kahungunu, but also Pasifika and other cultural and community groups.

Also implicit in this policy is that NBHS will endeavour to comply with all legislation including those listed at the end of this policy.

1. POLICY:

Napier Boys' 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.

NBHS 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) students at risk of neglect and / or abuse are dealt with through best practice and sound procedures.
- 2.6) 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.
- 2.7) New staff appointments are made with these policy principles in mind.

3. POLICY PRINCIPLES:

- 3.1) It is the responsibility of the Board of Trustees and all staff at NBHS 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 NBHS BOT 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) NBHS 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

Health Act, 1956

Crimes Act 1961

Family Proceedings Act 1980

Children Young Persons and Their Families Act 1989

Education Act 1989

Privacy Act 1993

Health Information Privacy Code 1994

Domestic Violence Act, 1995

Employment Relations Act, 2000

Health and Disabilities Sector Standards Regulations 2001

Human Rights Act 1993

Care of Children's Act 2004

Vulnerable Children's Act 2014

And The United Nations Convention On The Rights Of The Child (Article 19)



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:** a *non-accidental* act that results in physical harm.
- 1.3) **Emotional Abuse:** the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. *It may also include age or developmentally inappropriate expectations imposed on children and / or seeing or hearing the ill-treatment of others.*
- 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 it's happening or not. *This includes non-contact acts involving the looking at, or production of, sexual images, activities and / or behaviours.*
- 1.5) **Neglect:** the persistent failure to meet a child's basic physical, emotional or psychological needs, leading to adverse or impaired physical or emotional functioning or development. *Neglect is a lack: of action, emotion or basic needs.*
- 1.6) **Child / tamariki / young person / rangatahi / student:** (within this policy) any child or young person aged under **(18)** 20 years *and in circumstances of special need, under 25, who is enrolled at NBHS (and who is not married or in a civil union).*
- 1.7) **Staff:** people working at NBHS who are NBHS Board employees.
- 1.8) **Child protection:** activities carried out to ensure that children are safe in cases where there is suspected, real or risk of abuse or neglect.
- 1.9) **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.
- 1.10) **Deputy Child Protection Co-ordinator:** the staff member responsible for supporting the Child Protection Co-ordinator in his role. It would normally be the responsibility of the Senior Master with responsibility for Pastoral Care
- 1.11) **Confidentiality:** a set of rules or a promise that limits access or places restrictions on the distribution of certain types of information. *Unless otherwise stated, the NZAC ethics shall inform the understanding confidentiality for this policy.*

2. ROLES AND RESPONSIBILITIES

- 2.1) **General:**

All adults working with or on behalf of students at NBHS have a responsibility to protect them. There are also key people within NBHS who have specific responsibilities under child protection procedures.
- 2.2) **Child Protection Coordinator:**

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

 - a) the rights / safety / needs / welfare of each child comes first and that when these are not secure for any child, the CPC will ensure the preparation of appropriate plans
 - b) all information about a potential or an existing NBHS student, that suggests potential risk, is handled appropriately – which may include passing it on to other members of NBHS Staff.
 - c) all child protection procedures are followed within the school according to the procedures outlined in this policy.
 - d) appropriate action is taken when s/he becomes aware of failure to follow procedures.
 - e) the Child Protection Policy is regularly reviewed and that this takes place in a timely manner as required by the BOT self-review procedures.
 - f) regular policy audit and assessment procedures are undertaken.
 - g) meaningful training and refresher courses are provided to all staff.
 - h) continued development of functional relationships with key stakeholders occurs (i.e. central and local government and non-government agencies).
 - i) a register of students for whom safety may be an issue is maintained and a safety plan is generated and circulated as appropriate.

- j) Students registered as in “2.2 i” are monitored regarding their school attendance, welfare and presentation.
- k) all concerns about the child protection plan and / or the child’s welfare are discussed and recorded. These plans remain in place until they are believed by the CPC to be no longer necessary.
- l) referrals are made as necessary.
- m) the policy is advertised regularly to our wider community as per procedure 3.5.
- n) 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 Senior Master 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) **Headmaster / 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 NBHS. This culture is the responsibility of the Headmaster.

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 Headmaster, or the acting Headmaster.
- 3.4) The Child Protection Co-ordinator or his Deputy will always consider referring cases of actual, or suspected, abuse and / or neglect to the appropriate Government Agency (e.g. Child Youth and Family, Police, Ministry of Social Development) and the Headmaster.
- 3.5) 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 NBHS’s 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 Headmaster’s secretary.
- 3.6) 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 staff will be given appropriate training as part of the NBHS
- 4.2) 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. This is the responsibility of the staff member who made arrangements for that temporary staff member or volunteer to be in the school with children,
- 4.3) Where there are concerns about child protection, support will always be available for staff from the NBHS Counselling team (**Counsellor**), Headmaster, 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. This confidentiality is at the sole discretion of the Child Protection Co-ordinator who must be mindful of their professional ethics.
- 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) The CPC 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 NBHS Child Protection Coordinator, his deputy or the Headmaster urgently.
- 6.3) Any staff member receiving information as in 6.2 must follow the flow chart dealing with such information. This sheet is to be distributed to staff at least annually.
- 6.4) These file notes are kept in a separate, confidential file and stored in the NBHS 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 do their best to ensure that NBHS is represented at any meeting held in regard to this policy for students enrolled at NBHS.

8. SUPPORTING STUDENTS AT RISK

- 8.1) NBHS recognises that students who are abused and / or neglected and / or who witness violence may be vulnerable and may require extra support and / or protection. The CPC is responsible for seeing this / these are completed as necessary
- 8.2) NBHS staff recognise that school may be the only stable, secure and predictable element in the lives of students at risk and will ensure this does not change as detailed in 8.3.
- 8.3) Where appropriate, NBHS 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 curtailment 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) It is important to acknowledge that not all behaviours which are considered harmful are in the scope of this policy. For example, boys can harm other boys in ways that fall outside the scope of this policy and related procedures. What is also important is that where harm occurs this policy and its procedures are considered for all parties and the principle of "what is best for the child" be applied to all involved.
- 9.2) Abuse and / or neglect of students and / or adults is unacceptable at NBHS by anyone. Where allegations are made against a staff member, appropriate action should be taken following the NBHS Complaints Policy.
- 9.3) Only authorised statutory agencies may investigate child abuse and / or neglect allegations.

- 9.4) All child protection cases will be taken to clinical supervision by the Child Protection Co-ordinator or the Counsellor who dealt with that situation.
- 9.5) *In respect of Safe School, Safe Staff, this policy should be read in conjunction with other relevant policies including all that relate to the care, protection, employment and discipline of Students and Staff – at NBHS (including Scinde House) and NCHS.*

10. REVIEW OF POLICY

The BOT will review of this policy annually until it is satisfied that it is functioning adequately for NBHS. After that, the policy will be reviewed according to the BOT self-review procedures. The first review is due by 30/11/16.