

Blockhouse Bay Intermediate	Procedure Manual
HARRASSMENT & ABUSE Including Sexual, Physical & Verbal Abuse	NAG 5

RATIONALE

This Policy is based on the School's philosophy that students, employees and visitors to the school have the right to be treated with dignity and respect, and to have their educational and developmental needs met in a safe environment.

PURPOSES

- To ensure that the safety and well-being of student is paramount.
- To provide teachers, other staff and anyone else working with the students at BHBI with guidelines to assist in the identification of abuse or neglect
- To provide procedures for dealings with instances of harassment, neglect or abuse (either physical, sexual, emotional, verbal) and informing parents, caregivers and including relevant external agencies.
- To ensure the safety and well-being of students, staff and visitors to the school.

GUIDELINES

- Harassment and abuse may be verbal, physical, sexual or emotional.
- Adults will be receptive and sensitive, so that the student will be assured that they are being listened to and believed.
- The School will use the most appropriate agency for reporting abuse.
and / or neglect, and for sexual abuse.
- In the event of the school receiving a report of abuse from a third party, the school will follow the child protection procedure, complaints procedure, disciplinary procedure depending on the situation.
- The Health curriculum is integrated into the classroom delivery which covers aspects of "Keeping ourselves Safe"
- Parents and Caregivers will be informed in all cases except when the student's welfare is likely to be threatened. The particular agency involved in the case will be responsible for this, as their staff will be trained to handle such situations in the most appropriate way, and to provide the necessary support to all parties concerned.
- Members of the District or Public Health Team and Senior Staff will provide the resources in this area, and teachers or staff with any concerns should discuss them with one of these resource people in the first instance. No outside agency will be involved without prior knowledge of the Principal, or in his / her absence the Deputy Principal.
- Staff have the right to carry out their duties free of harassment of any type, and any breaches will be viewed seriously and will be dealt with under the provisions of the Collective Employment Contract and the New Zealand School Trustees Association

Handbook.

Any staff member who feels that they have been subjected to harassment of any type should approach one or both of the Staff advocates for assistance, and advice. Which is any member of the senior management team.

PROCEDURES

- * Individual profiles and records kept on student will include observations on social development.
- * While mindful of the directive that the student's welfare is paramount, tactful enquires may be made of parents/caregivers in an effort to identify possible courses of observed behavioural changes. Reasons for this could include changes to the family's home circumstances such as the death of a relative.
- * All information and discussions will be kept confidential to the staff members directly involved, and the relative information, correspondence or data will be filed or stored securely and only accessible to Senior Staff.
Such information will be retained only while the student concerned is a pupil at the School, and may be forwarded to their next school at the discretion of the Principal, after due consideration being given to any issues arising under the Privacy Act 1993.
- * Where a teacher is concerned about the welfare of a student and suspects any form of abuse or neglect they will follow the child protection procedure
- * If necessary, a referral will be made to the appropriate agency.
- * Once an agency has become involved, the officers and if necessary the Police will initiate their own enquires or investigation, and the School will act on their advice and under their instructions.
- * If a student is to be interviewed in connection with any concerns or investigation, a staff member in whom the student has confidence is to be present. Once again, the welfare of the student is of paramount importance and if there is any possibility of that being compromised the interview is to be terminated.
For this reason, the staff member in attendance should be sufficiently skilled and experienced to be able to make such a decision.
- * The agency involved should be requested to provide any support considered necessary to the staff and students affected.

COMPLAINTS AGAINST STAFF INVOLVING SEXUAL ABUSE

Once the appropriate agency has become involved in terms of the Guidelines, the following actions will be taken:

- * The Principal will inform the Chairperson of the Board of Trustees, and contact a New Zealand Schools Trustees Association Industrial Adviser.
- * Both will then inform the staff member of the complaint, and advise them to seek Union, NZEI and / or legal, advice or representation.
- * Once an investigation has begun the staff member will be suspended on full pay until such time as the investigation is concluded. Further action will then be initiated as appropriate, under the provisions of the relative Employment Contract, with advice and guidance from the New Zealand School Trustees Association Industrial Adviser.

At the commencement of an investigation the rest of the staff will be informed, and will be given the opportunity to seek counselling if required, which will be made available at no expense to the staff member.

CONCLUSION

- * This procedure, and of the measures which will be taken to protect student at this school from abuse of any description will be available for Parents/Caregivers and staff.
- * Staff will follow these guidelines in case of suspected abuse or harassment.
- * Staff and student at our School have the right to be protected from harassment or abuse by any student or adult.

Complaints against a student involving sexual abuse.

Sexual abuse definition:

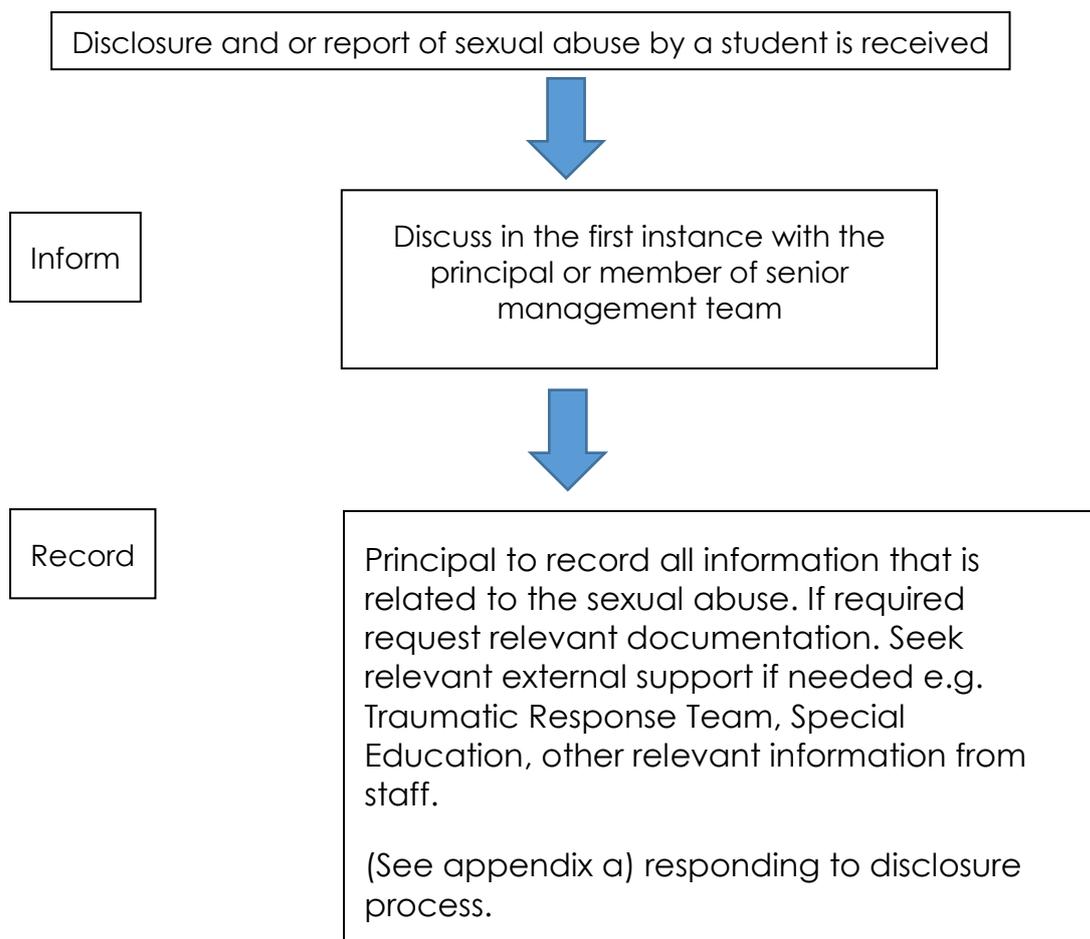
Sexual abuse – any acts that involve forcing or enticing a person to take part in sexual activities, whether or not they are aware of what is happening.

Sexual abuse can be, but is not limited to:

- Contact abuse: touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child/person to perform such acts on the perpetrator or another, involvement of the child/person in activities for the purpose of pornography or prostitution.
- Non-contact abuse: exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.

Procedures

Responding to a report of sexual abuse by a student either on another student, a staff member or third party to the school e.g volunteer.





Inform

The Principal must inform the

1. BOT immediately.
2. The Principal or delegated authority (SMT) must inform the victim's parents / caregivers of the sexual abuse in a face to face meeting.
3. The Principal or delegated authority (SMT) must inform the students parents / caregivers of the sexual abuse.

Response

The victim



Acknowledgement that a serious incident has occurred



Support services are offered immediately e.g counselling.
Care and concern for the well-being of the victim.



A meeting should take place with an opportunity for the victim to ascertain what their needs are. Listening to what further support may be required. E.g. Police, MOE, BOT. Relevant victim support agencies are contacted where required or necessary.



The school to keep the victim/family informed of the process.

The Perpetrator



An investigation of the incident is to be conducted with support of relevant external agencies e.g. Traumatic response team, MOE, Special Education.



Stand-down or suspension for gross misconduct of a sexual nature.
(students who have special needs, families and the school should engage appropriate agencies to support the student).



Consideration for health and safety must be conducted by the BOT and SMT for all those involved.



A review of the incident must be reported to the BOT.



Support by way of counselling may be offered to the perpetrator and family.



Reintegration following stand down must have a plan of action in place to prevent further offences.