



## MARIAN SCHOOL BOARD OF TRUSTEES

# CHILD PROTECTION POLICY

### PURPOSE

The Board of Trustees has an obligation to ensure that all children in the care of Marian School are kept physically and emotionally safe in keeping with the Marian School core values. In considering the safety of children the Board of Trustees will act upon indicators of abuse to ensure that appropriate agencies are involved with those in need of care and protection.

### POLICY

1. The Board of Trustees will ensure that staff are provided with appropriate training to be aware of and recognise the indicators of abuse.
2. A Child Protection Team will be established to manage and implement this policy and regulate procedures on behalf of the Board of Trustees. The Child Protection Team (C.P.T) shall comprise the following positions; Pastoral Care Worker, Principal, Deputy Principals and other staff as determined by the team.
3. Through curriculum delivery Marian School will provide programmes to develop skills in children that may assist them in identifying and protecting themselves from abusive situations.
4. The Board of Trustees acknowledges that only CYF or the Police have the statutory authority to investigate allegations of abuse and that any member of staff has the right to report suspected abuse to CYF or the Police. The Principal should be informed of any such action.
5. Consent of a member of the C.P.T. is required before a child can be interviewed at school.
6. Any statutory requirements or obligations with regard to child safety will be complied with.
7. Any approach to the school by a third party, with concerns about a child, is to be referred to the C.P.T.
8. Once CYF is involved with a child the responsibility for the welfare of that child lies with CYF, however, the C.P.T will maintain liaison to offer support as required.

### REVIEW

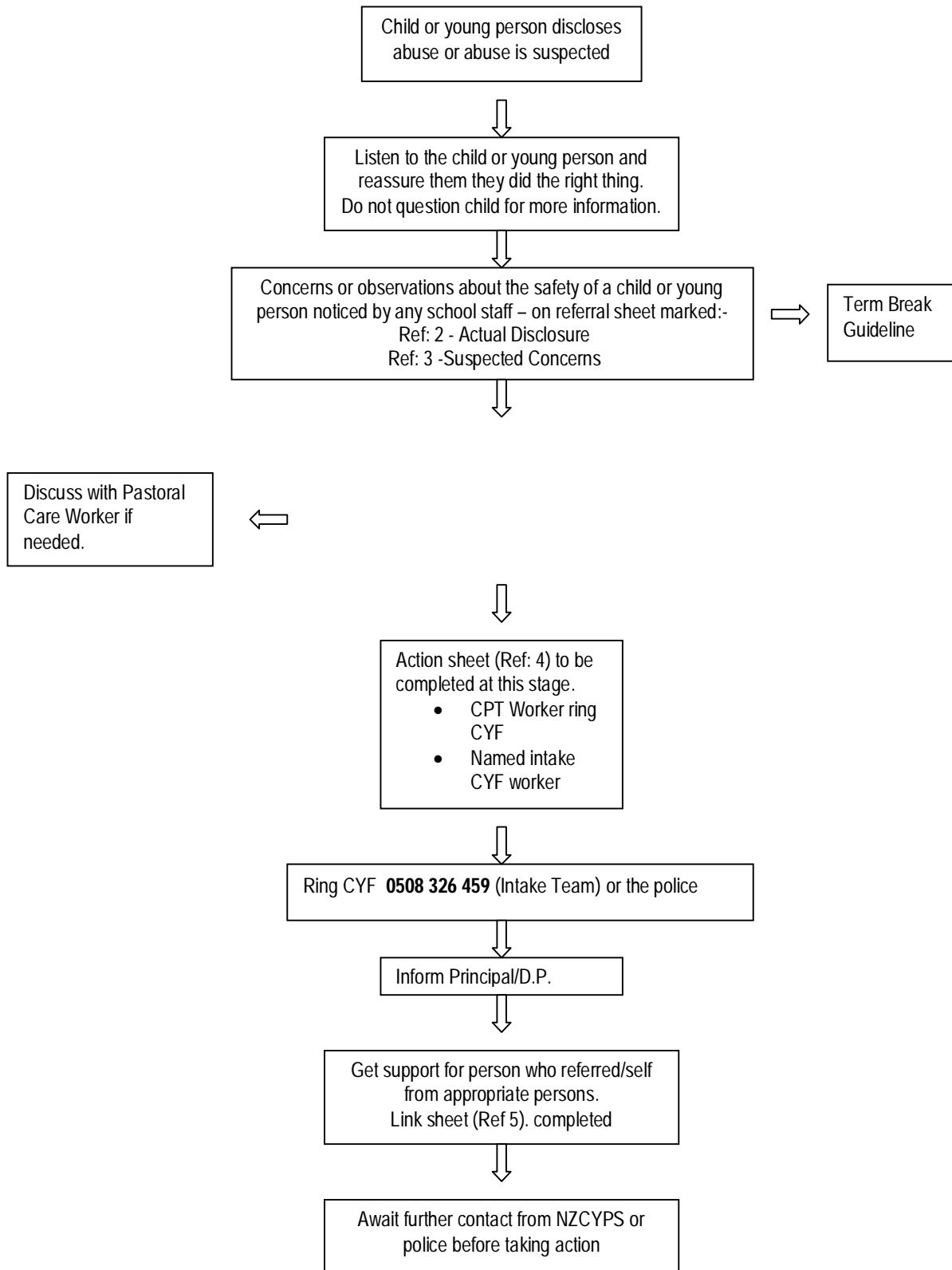
This policy will be reviewed by the Child Protection Team and the Board of Trustees triennially or if there is a change in statutory requirements.

**APPROVED**  
9 November 2009

Board of Trustees Chairperson: .....

In cases of suspected or alleged child abuse, Marian School will follow the procedures detailed in **Breaking the Cycle: Interagency Protocols for Child Abuse Management** as provided by the New Zealand Children Youth and Families Services (CYFS) 1996. Trustees shall ensure that the needs of all children and their learning shall be paramount

**Child Protection - Flow Chart of Action**



**Points to note:**

- Documentation may subsequently be used in court as evidence for either side.
- Avoid making judgments - simply record the facts.
- Interviewing of suspected abuse victims is a specialised procedure best left to those who are trained in such techniques.
- The child advocate should be responsible for ensuring that the child's welfare remains paramount.
- Link back system to be recorded – see attached action sheet.

Marian School

CHILD PROTECTION POLICY

Disclosure Referral Sheet

Please indicate: Physical  Sexual  Neglect

Name of child \_\_\_\_\_

Room number \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Where

What was said By child as factual as possible

NB: If written evidence, please attach to this referral sheet.

Reported to Child Protection Team

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Marian School**  
**CHILD PROTECTION POLICY**  
**Suspected Referral Sheet**

**Please indicate:**    Physical     Sexual     Neglect

Name of child \_\_\_\_\_

Room number \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please outline concern:

NB: If written evidence, please attach to this referral sheet.

Reported to Child Protection Team

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Marian School**  
**CHILD PROTECTON POLICY**  
**Action sheet**

Name of Child \_\_\_\_\_ Rm \_\_\_\_\_

Referral reported by \_\_\_\_\_

Date : \_\_\_\_\_ Time: \_\_\_\_\_

Action taken by: \_\_\_\_\_

Date: \_\_\_\_\_

Referred to :           CYF                            POLICE

State Intake Workers name \_\_\_\_\_

Principal or DP informed   

Link Action sheet completed by : \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Marian school**  
**CHILD PROTECTION POLICY**  
**Link sheet**

Referral received from: \_\_\_\_\_

Date : \_\_\_\_\_ Time \_\_\_\_\_

Actioned by \_\_\_\_\_

Principal Deputy/Principal Notified

Date: \_\_\_\_\_ Time \_\_\_\_\_

Copy to referrer

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Marian School**

**CHILD PROTECTION POLICY PLAN  
CHILD YOUTH AND FAMILY REFERRAL OUTCOME**

Name of child .....

Class .....

Referral sent to CYF on .....

Child Youth And Family Worker .....

Outcome from CYF .....

.....

Date .....

Information Given To:      PRINCIPAL       DEPUTY PRINCIPAL

Signed.....

## Care and Protection Term Break Guidelines

Should a member of staff receive information regarding a child's safety over the break/holidays.

The following should be followed by all staff

1. Assure the adult or child that they have done the right thing and that you will get help etc.
2. If urgent i.e. (young child home alone) make the call yourself CYF or Police. They are there to help at anytime. Please follow up as soon as you can with a member of the care and protection team.

If not urgent but needing attention this may help.

Child has reported these concerns

Ring the care and protection team member ASAP. As per flow chart.

Adult has reported these concerns.

Give adult option of ringing CYF by giving them the 0800 number or advise them to ring the police. If they do, tell them you will ring back re outcome (don't leave it to chance that they will follow up). Inform them that we need the information for our records.

If they cannot make the call, it is our duty to follow up on the safety of that child.

The care and protection team members are available, and should be informed that a concern has arisen. I am available on cell phone 021 10 19 452 anytime

Please make sure that you have made contact with someone on the team, we are there to help both you and the child concerned.

You do not need to use the care and protection team to make the call but we do need to be informed.

Martha

Ref: 7