

<p style="text-align: center;">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE DEALING WITH CHILD ABUSE ALLEGATIONS AGAINST EMPLOYEES</p>

RATIONALE:

This policy is made on the basis that all children and young people should be treated with dignity and respect and have the right to have their needs met in a safe environment. When allegations are made that threaten that safety, School Management will act on those allegations while taking care to treat the employee fairly.

PURPOSE:

To ensure and / or provide:

- the safety of the child or young person in the first consideration.
- that all complaints are taken seriously and dealt with effectively.
- that in the case of a complaint against an employee, action is guided by the applicable Employment Agreement and / or principles of natural justice.
- clear guidance for management and employee in respect of any allegations received concerning children or young persons within the school environment.

GUIDELINES:

These steps will be followed when there is an allegation of suspected abuse against an employee. If the child or young person is in danger or unsafe, act immediately to secure their safety.

N.B. There are two reporting procedures to follow;

- a) The reporting procedure in respect of the child or young person.
- b) The procedure for dealing with the employee.

- Refer to the Procedure for reporting under the “Child Protection Policy”.
- No one person should be responsible for dealing with both the reporting and the employment issues.
- The Principal or the Board Chairperson should immediately notify the insurance company of the pending process.

These are the steps to be followed when dealing with an employee:

1. Inform the Principal.
2. The Chairperson of the school Board of Trustees will be informed as soon as possible.
3. The Principal will ensure records are kept of any comments by the student, complaints and/or allegations and follow up action taken.
4. The decision to follow up on allegations of suspected abuse or neglect against an employee of the school should be made in consultation with the following:
 - New Zealand Police
 - Chairperson of Board of Trustees
 - Child Youth and Family
5. The Principal and/or Chairperson of the Board of Trustees will have a dual responsibility in respect of both the child or young person and the employee. The purpose of the above consultation is to enable the principal and the Board Chair to discuss the concern or allegation and to:
 - Determine the extent of the assistance they can give to the investigation.
 - Consider the timeframe to be followed with regard to the possible conflict between what steps the Board may take as an employer and possible Police action.
 - Consider the employer role of the Board in conjunction with any procedures outlined in relevant employee contracts.
6. When it has been determined the Board/Principal should pursue the matter as an employer, the Board/Principal should advise the person accused of the allegation and seek a response. The Board will refer to the relevant employee contract in every case when proceeding with disciplinary action.
7. The employee complained against will be advised of their right to seek support/advice from:
 - NZEI counsellor or Field Officer, of other appropriate union/representative.
 - Other relevant teacher's organization if applicable.
8. Under no circumstances should the child or young person raising the concern or making the allegation be exposed to unnecessary risk. This may require the Board/Principal to contemplate removal of the employee from the school environment subject to the requirements of the applicable employee contract.

9. All actions of the Board/Principal must be consistent and applicable with the collective employment contract or individual employment contract.
10. The Board/Principal should take care to ensure actions taken by the school do not undermine or frustrate any investigations being conducted by an external agency.

Reviewed & Adopted by the Board of Trustees: 11 August 2016