

## **HAMILTON BOYS' HIGH SCHOOL BOARD OF TRUSTEES POLICIES**

**POLICY: CHILD PROTECTION POLICY**

**POLICY NO: 6.07**

**POLICY:**

- Safety of the student and visiting children is paramount and Hamilton Boys' High School (HBHS) is committed to making decisions that ultimately reflect the aims of this policy.
- HBHS is committed to protecting all students in its care from abuse, neglect and harm, and assuring the public that they can have the greatest confidence in the organisation. Therefore, HBHS will adhere to safe practices and ensure that our stakeholders are made aware of this.
- As an organisation we support staff to raise concerns around unsafe practice of colleagues, and/or anyone on site with children, when children's safety is jeopardised and have an specified process for the escalation of concerns to either the Police or the Ministry for Vulnerable Children Oranga Tamariki.
- HBHS will comply with all government and legislative responsibilities and requirements relating to child protection, and will ensure that this Policy and Procedures are regularly reviewed in accordance with accepted best practice.

### **SCOPE**

This policy applies to all adults who come into contact with students and children at HBHS including: employees, caregivers, volunteers, part-time or temporary roles, and contractors.

### **PROCEDURES**

Our Child Protection Policy supports our staff to respond appropriately to concerns regarding the well-being of any child in our care. We support a tiered ongoing approach to the training of staff, and will ensure that all employees are well informed about, and consistently follow, our Child Protection procedures. These procedures provide a broad framework and clear expectations to protect children, including (but not limited to) staff behaviours in response to actual or suspected child abuse and neglect. This policy will help our staff to identify and respond to the needs of vulnerable children whose wellbeing is of concern. We support the role of NZ Police, and the Ministry for Vulnerable Children Oranga Tamariki in their investigation of suspected abuse and we will make informed notifications of suspected/alleged abuse to these agencies.

## **Recruitment and Employment of Staff**

1. HBHS will comply with current legislative requirements for the safety checking of new and existing children's workers. This includes the requirement for employers to carry out a safety check on any new employees who will be employed as 'core workers' (see definitions below) from 1 July 2015, and 'non-core workers' from 1 July 2016.
2. HBHS will complete safety checking of all new staff by; requiring a police vetting, identity verification, references and a formal interview. Work history will be sought and previous employers will be contacted. No applicant will be employed if it is suspected that they pose a risk to a child.
3. All new and existing staff are required to be aware of the Child Protection Policy, and to be familiar with any review/amendments to the policy.

## **Child Safe Practices**

4. HBHS employees will be familiar with the signs, indicators and risk factors associated with abuse and neglect.
5. It is expected that any employee who has a concern regarding the safety of a child, will contact their manager/supervisor or appropriate Dean, Guidance Counsellor or head of Pastoral Care to discuss those concerns immediately.
6. All HBHS employees will maintain professional relationships with families and put the needs of the child first. Where an employee notices a pattern occurring, or several signs that are a cause for concern, they must consult with/seek advice from the manager/supervisor or appropriate Dean, Guidance Counsellor or head of Pastoral Care.

## **Reporting of Concerns**

7. The Guidance Staff will be responsible for assessing all known information about child/young person's safety concerns, maintaining open relationships with the child/young person and family/whānau, unless this would result in an escalation of risk.
8. Guidance Staff or Social Worker will assess the level of need and risk through consultation with any relevant statutory and non-statutory agency. These agencies provide a network of multi-layered support services, and HBHS will work collaboratively with these agencies to support vulnerable children and their families.
9. HBHS will always act on the recommendations of statutory agencies, including the Ministry for Vulnerable Children, Oranga Tamariki, and the New Zealand Police.
10. Any person who believes that a child has been, or is likely to be harmed physically, sexually, emotionally, or by family violence, or ill-treated, abused, neglected or deprived may report the matter to the Ministry for Vulnerable Children, Oranga Tamariki, or the Police.
11. Staff will not inform families/whānau of suspected or actual abuse unless this has been

discussed with, and approved by Oranga Tamariki.

12. All suspected child abuse or any concerning behaviour will be recorded in writing, noting any observations, impressions and communications in regards to a specific child/children. Confidentiality and professionalism must be maintained at all times.
13. Should specific information, be requested by Oranga Tamariki, Police or any other agency, all staff involved shall provide this information in a timely matter keeping the safety of children paramount. Guidance will then inform the Headmaster or delegate.
14. To keep children safe, the [Privacy Act 2020](#) and the [Children, Young Persons and their Families Act 1989](#) allow information to be shared when abuse or suspected abuse is reported or investigated.
15. Relevant information appropriate for disclosure to key staff will be found in Kamar.
16. HBHS Respects the right of Staff members to report to outside agencies anonymously, to ensure the safety of students and staff.

## **DATE OF REVIEW/APPROVAL: NOVEMBER 2023**

**Definitions: Children's worker** means a person who works in, or provides, a regulated service, and the person's work-

- (a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- (b) takes place without a parent or guardian of the child, or of each child, being present.

**core worker** means a children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person-

- (a) is the only children's worker present; or
- (b) is the children's worker who has primary responsibility for, or authority over, the child or children present

**key agency** means any of the following:

- (a) the Ministry of Social Development;
- (b) the Ministry of Health;
- (c) the Ministry of Education;
- (d) the Ministry of Justice;
- (e) the department responsible for the administration of the [Oranga Tamariki Act 1989](#) and [The Children's Act 2014](#).

**Non-core worker** means a children's worker who is not a core worker