



Ormond School Child Protection Policy NAG 5

RATIONALE:

Children have a fundamental right to have all their needs met and to be safe from abuse and neglect. The interest and welfare of the child will be the primary consideration when any action is taken about suspected abuse.

To meet its responsibilities in terms of the Vulnerable Children Act of 2014 the Ormond School Board of Trustees will:

- A. Adopt a child protection policy
- B. Ensure that the policy is available on the school website and is available upon request from the school office
- C. Ensure that all agencies, contracts or funding arrangements fulfil the requirements of this policy
- D. Review the policy every three years

This policy is aimed at supporting children, their whānau, children agencies, core and non-core workers to provide for the wellbeing of students who attend Ormond School.

Purpose:

This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The board of trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Guidelines:

Although ultimate accountability sits with the board, the board delegates responsibility to the Principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's internet site or available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or

- raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
 11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
 12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
 13. Ensure that this policy forms part of the initial staff induction programme for each staff member

Safety Checking

Safety checking of core and non-core workers will be carried out in accordance with the Vulnerable Children Act 2014 and the Vulnerable Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015. This will include:

- A face to face interview
- A current or pending registration (for teachers)
- A police vet identity verification (at least two sources of ID of which one must be photo ID)
- Proof of identity checked from two forms of ID (e.g. passport and driver's licence - one must be photo ID)
- References (with at least two of these checked and one not having been provided by a family member) the provision of other information, including a work history for the preceding 5 years previous employers will be contacted.
- The safety check will also include a risk assessment as to whether the potential employee poses, or would pose, any risk to the safety of children as a children's worker and if the person does pose such a risk, the extent of that risk, having regard to whether the person is, or is proposed to be, employed or engaged as a core worker or a non-core worker.
- In carrying out the assessment the above listed information gathered must be taken into account along with any guidelines issued by a key agency (See procedures regarding Workforce restriction).
- Safety checking of new core workers (someone who works with children and may be the only worker present or who has primary responsibility for or authority over a child or children present) and new non core workers (a children's worker who is not a core worker) will be undertaken before commencing employment.
- All staff should be safety checked within three years of their last safety check. (See procedures regarding workforce restriction attached to this document)

Police Vetting

All teaching staff will be current registered teachers and will therefore have been police vetted through the Teachers Council. Any non-teaching staff member who works during normal school hours will be police vetted. Non-teaching staff should be police vetted every three years.

Any contractor or employee of a contractor who has, or is likely to have, unsupervised access to students at the School during normal school hours will be police vetted.

Any parent/community helper who stays overnight on a field trip/camp will be vetted. Any parent/community helper who has unsupervised contact with any school children will be vetted. A police vet will be obtained before any person who is required to be vetted has, or is likely to have, unsupervised access to students.

On-call, incidental workers in the school will be monitored.

For the purposes of the risk assessment relevant offences in a police vet include;

- Any alleged offences or convictions in schedule 2 of the Vulnerable Children's Act 2014;
- Any alleged offences or convictions involving abuse, neglect or any other harm, whether it is physical, emotional or sexual abuse against any person;
- Any drug related alleged offences or convictions; and
- Any other alleged offences or convictions considered relevant in the assessment of risk to children's safety.

The Principal, as the School's Privacy Officer, has the authority to request and receive a police vet, and a list of the police vets having been undertaken will be kept and made available to the Chair of the BOT on a regular basis.

All police vets will be repeated every three years unless the person concerned is no longer in a role that is required to be vetted.

Results of police vetting will be treated on a strictly confidential basis and access to this information will generally be restricted to the Principal, BOT Chair and the person concerned.

Any information pertaining to a police vet will be stored securely and retained only for as long as it is required.

The School's Police Vetting procedures will assist in ensuring compliance with this policy.

Review schedule: Within 3 years

Related documentation and information

- Sexual and physical abuse Policy (NAG 5)
- Police vetting policy (NAG 5)
- Further information including frequently asked questions (FAQ's) are available on the NZSTA website www.nzsta.org.nz
- Ministry of Education website www.education.govt.nz
- [Vulnerable Children Act 2014](#)
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children:
<http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>

ORMOND SCHOOL BOARD