

MAHANA SCHOOL PROCEDURE

DEALING WITH CHILD ABUSE ALLEGATIONS AGAINST EMPLOYEES OR VOLUNTEER WORKERS

These steps are to be followed when dealing with an employee or volunteer worker:

1. The principal should consult with the child advocate to ensure implementation of procedure regarding reporting.
2. The BOT chairperson should 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 an allegation of suspected abuse or neglect against an employee or volunteer will be made in consultation with the following:
 - CYF
 - Police
 - Chair, BOT
5. The principal / chair of BOT will have a dual responsibility in respect of both the child and the employee. An immediate consultation will be sought with the agencies involved. The purpose of this consultation is to enable the principal and chairperson to discuss the concern or allegation and to:
 - a. Determine the extent of the assistance they can give the investigation
 - b. 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 intervention
 - c. 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 should pursue the matter as an employer, the board shall advise the person accused and seek a response. The employer will refer to the relevant employee contract when proceeding with disciplinary action.
7. The employee will be advised of their right to seek advice from:
 - NZEI
 - Other relevant organisations
8. Under no circumstances will the child be exposed to unnecessary risk. This may require the board to remove the employee from the school.
9. All actions by the board must be consistent with the employee's employment contract.
10. The board should take care to ensure actions taken by the school do not undermine or frustrate investigations carried out by any external agency. It is recommended that the board maintain a close liaison with police and CYF.

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