



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

Procedures

If a student discloses information, or an adult suspects any form of abuse (emotional, physical and sexual), ill treatment or neglect, the following procedures must be followed:

- if the child is in danger or unsafe, act immediately to secure their safety.
- remove the child from areas where they may be overheard by other children or unwanted people.
- listen to what the child is saying, reassure them but do not make promises or commitments you cannot keep.
- all information regarding the disclosure must be recorded in written form and dated. This must be fact based without any personal judgement, bias, opinion or emotion. Comments and events surrounding the concern must also be recorded.
- do not formally interview the child. Obtain only necessary and relevant facts if and when clarification is needed. Do not ask the child leading questions.
- ensure that the child has a responsible adult supporting them through this process and that the support is clearly defined. This adult may be the person they disclosed to.
- the person who the child disclosed to must inform the Principal as soon as possible. If the child is on the school premises, this must occur before the child leaves for the day. If the child is not on the premises when the disclosure was made, this must occur within 24 hours of the disclosure.
- the Principal ensures notification to Oranga Tamariki or the Police as appropriate. They will await further contact from these agencies before taking any action. In cases of suspected serious abuse, Oranga Tamariki or the Police must be contacted before the parents or caregivers. This is a legal requirement. Decisions about informing parents or caregivers should be made after consultation between Kamo Primary School and Oranga Tamariki and/or the Police.
- ensure appropriate support for the reporting person if needed.
- the reporting person must keep the information that was disclosed to them confidential. It is not to be shared with anybody other than the necessary people mentioned above.

All staff, contractors, volunteers and outside agencies will be aware of the above policy and procedure and will follow these steps if a disclosure is made. A copy of this policy on reporting procedures will be freely available to parents and the community at all times.

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 1, 2021

Review date: Term 1, 2024