

## Part 4 - STUDENTS IN A SAFE PHYSICAL AND EMOTIONAL ENVIRONMENT

Topic:

### 4.3 - Student Protection

#### Policy Statement

King's College is at all times committed to being a safe environment that caters for the physical, emotional, social and spiritual well-being of its students. When the College becomes aware that any student may be experiencing physical, sexual or emotional abuse, or neglect, it has the responsibility to take timely, appropriate action to ensure that the student is protected and supported to the fullest extent possible.

#### Purpose

1. To outline King's College's commitment to ensuring the well-being and safety of its students.
2. To provide King's College **staff** with guidelines to identify and respond appropriately to concerns of abuse and neglect, and to understand their role in keeping students safe.
3. To ensure King's College complies with the provisions of Part 2 of the Children's Act 2014 (**Children's Act**).
4. To ensure King's College complies with the United Nations Convention on the Rights of the Child (**UNCROC**).
5. To ensure King's College complies with all its legal obligations to staff, contractors and volunteers.

#### Definitions

In this policy, the following definitions apply:

**"Child"** means any person under 18 years of age.

**"Child Abuse"** can involve ongoing, repeated or persistent abuse, or may arise from a single incident. Abuse of the vulnerable may take many forms but it can be categorised into four different types:

- i. Physical Abuse
- ii. Sexual Abuse
- iii. Emotional Abuse
- iv. Neglect.

**"Designated Person for Child Protection"** ("**Designated Person**") is a person, or persons, within King's College who is/are responsible for the safeguarding of students. This person is responsible for ensuring that child protection is a key focus within King's College both at a strategic level and on a day-to-day basis. Refer to Appendix 1 for a list of King's College Designated Persons and their contact details.

**"Emotional Abuse"** is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a child.

**"Family Violence"** can take many forms and includes not only acts of physical violence, but also intimidating behaviour such as threatening to harm people, pets or property. Children are always affected either

emotionally or physically where there is family violence, even if they are not personally injured or physically present.

**“Grooming”** is predatory conduct and can include, but is not limited to, befriending, or establishing an emotional relationship, or other emotional connection, with a child, (and can extend to members of the child’s family or whānau), for the purpose of lowering the child’s inhibitions and with the objective of sexual abuse.

**“Neglect”** is characterised as the persistent failure to meet a child’s basic physical and/or psychological need. This can occur through direct and deliberate action or by omission or deliberate inaction to care for and/or protect the child. It may also include neglect of a child’s basic or emotional needs.

**“Oranga Tamariki – Ministry for Children”** formally known as Child Youth and Family Services (“CYFS”). Oranga Tamariki is a government ministry dedicated to supporting children in New Zealand whose well-being is at significant risk of harm now, or in the future.

**“Physical Abuse”** is a non-accidental act on a child that results in physical harm. This includes, but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also involves the fabrication or inducing of illness.

**“Sexual Abuse”** is an act or acts that result in the sexual exploitation of a child, whether consensual or not. Sexual abuse can be committed by a relative, a trusted friend, an associate, or someone unknown to the child.

**“Staff”** refers to any person working at, for, with, or on behalf of King’s College and includes, but is not limited to, teaching and non-teaching staff employed directly by King’s College irrespective of whether they are paid or voluntary, or whether they are working on a full time, part time, casual, or temporary basis, as well as any persons contracted or invited to provide services to students in the care of King’s College, and the King’s College Board of Governors. “Staff” extends to include those associated with the King’s College boarding facility, parent helpers and volunteers.

**“Student”** refers to any person who is enrolled, or has at any time been enrolled, at King’s College.

## Guidelines

### 1. Responsibilities

#### Staff

All staff have a full and active part to play in protecting students from harm. It is the primary responsibility of staff to be vigilant, have knowledge and awareness of the indicators of neglect and abuse, whether actual or potential, and report any concerns or allegations immediately. Staff have a responsibility to ensure that any concern or allegation raised is taken seriously.

Each member of staff must:

- Be aware of, and alert to, potential indicators of abuse or neglect.
- Record a factual account of any concerns they have, or that are brought to their attention.
- Appropriately seek advice and support from the Designated Person(s), or the Headmaster, who will then contact external agencies if appropriate.
- Work in co-operation with the parents and caregivers unless this compromises the safety of the student.

The statutory responsibility to investigate allegations of child abuse rests with Oranga Tamariki and the New Zealand Police. No member of King’s College staff, including the Designated Person(s), Headmaster, or Board of Governors, are permitted or mandated to investigate allegations of abuse.

## Designated Person/s for Child Protection and the Headmaster

The role of the Designated Person/s for Child Protection, together with the King's College Headmaster, is to:

- Ensure that student protection is a key focus within King's College and that appropriate protocols, procedures and training are in place.
- Ensure that the needs and rights of King's College students come first – the safety and well-being of each student is the paramount consideration in all circumstances.
- Ensure that the King's College "**Student Protection Policy**" is effectively implemented.
- Receive information that suggests potential or actual risk of harm to a student who attends King's College, irrespective of whether the alleged abuse is current, past or likely to occur. The Headmaster will advise and support staff and, where appropriate, will make any referrals to Oranga Tamariki or the New Zealand Police together with the Designated Person/s for Child Protection.
- Ensure that all allegations are managed appropriately.
- Ensure that there is no internal investigation without appropriate consultation and a decision on whether a response from Oranga Tamariki or the New Zealand Police is required.
- Ensure that allegations or complaints are appropriately referred to the Teaching Council of Aotearoa New Zealand, following its guidelines for reporting.
- Ensure and safeguard clear, confidential, detailed and dated records on all student protection cases. These must contain all available information relating to the cause for concern and any subsequent action taken, including when it has been decided not to make a notification to Oranga Tamariki or the New Zealand Police. These records will be kept separate from student records for the purpose of confidentiality.
- Maintain a current awareness of the students identified on a risk register, and regularly highlight these students to the appropriate staff.
- Ensure that all staff are aware of, and have access to, full copies of the procedures for reporting abuse.
- Establish close links with the relevant local agencies to ensure clear and effective communication and be a recognised contact within King's College for agencies to contact regarding child protection concerns.
- Ensure that all staff are recruited and employed in accordance with the King's College "**Employment Policy**" and that procedures are in place to identify those people safe to work with students.
- Ensure that all staff receive appropriate training ensuring they are skilled, confident, competent, and well-supported in meeting their protection responsibilities.
- Consult with each other regarding all student protection concerns.

## Board of Governors

The role of the King's College Board of Governors is to:

- Ensure that the needs and rights of King's College students come first, as the safety and well-being of each student is the paramount consideration in all circumstances.
- Support the Designated Person/s for Child Protection and the Headmaster to ensure that all allegations are managed appropriately.
- Support the Designated Person/s for Child Protection and the Headmaster to ensure that allegations or complaints are appropriately referred to the Teaching Council of Aotearoa New Zealand.
- Inform the Headmaster immediately should any member of the Board of Governors become aware of a concern for the well-being and safety of a King's College student.

The Chair of the Board of Governors will be immediately informed of any allegation of abuse made against any Designated Person or the Headmaster.

The Board of Governors will undertake a monitoring function concerning student protection at the College.

To ensure that the Board of Governors is fully informed in a timely manner, all student protection incidents will be reviewed by a Delegated Board Member who is appointed by the Chair. Meetings between the Delegated Board Member and the Deputy Head – Pastoral will take place regularly during term time for this purpose.

Student protection issues will be a re-occurring agenda item at all regular Board of Governors meetings, with the Headmaster's Report including a section provided by the Deputy Head – Pastoral on trends, concerns, successes, and initiatives being taken in the area of pastoral care and, where appropriate, student protection.

Where appropriate, the information provided to the Board will be anonymised to protect student and/or staff privacy.

The Board of Governors will undertake the appropriate training to ensure they are well-supported in meeting their protection responsibilities.

## **2. Identifying student abuse and/or neglect**

Staff are required to be vigilant and to have knowledge and awareness of the signs of neglect and potential and actual abuse.

Staff are required to be familiar with the definitions of abuse, indicators of abuse and how to recognise child abuse. These are detailed in the Child Matters booklet "**How can I tell? Recognising child abuse**".

Staff must report any concerns, suspicions or allegations of suspected abuse or neglect immediately, following the guidelines in this Policy.

Abuse can occur in many different settings and forms and may come to light in a variety of different ways. These can include, but are not limited to:

- Direct or indirect disclosure by the student or someone known to the student.
- Suspicions of abuse by those involved with the student.
- Allegations and/or direct observations or signs displayed in the student's physical or emotional behaviour.
- Direct witnessing of abuse.

Staff at King's College are uniquely placed to recognise and respond to concerns for the well-being of students. Any member of staff may directly witness abuse or have allegations, made by a student or an adult, relayed to them. There may also be disclosures of abuse that have occurred prior to attending King's College. Sustained abuse and neglect of students, wherever it occurs, can have major long-term effects on all aspects of a student's health, development and well-being and their ability to sustain stable and meaningful relationships in the future.

The signs and indicators of abuse to a child may not be immediately obvious or identifiable. The Child Matters booklet "**How can I tell? Recognising child abuse**" sets out a non-exhaustive list of signs and indicators to help identify abuse.

If a member of staff is unsure about what might constitute child abuse, or if they are unsure about whether they ought to report an incident, they should ask for advice and guidance from a Designated Person.

At any time, staff may seek advice from Oranga Tamariki (0508 326 459) regarding child protection concerns.

### **3. Handling disclosures from a student**

If a student makes a disclosure to a member of staff (whether verbal or otherwise) it is important that staff take what the student says seriously. This applies irrespective of the setting, or the member of staff's own opinion on what the student is saying. Staff should carefully document physical/behavioural observations and anything said by the student (including date, time, who was present). It is important to listen carefully to what the student is saying, but not to interview them or ask too many questions (and where possible ask open-ended prompts). Staff should ask the basics such as who/when?

Under no circumstances should Staff attempt to conduct an investigation, or deal with concerns regarding student abuse or neglect alone. Any incidents, concerns or suspicions must be reported following the procedures set out below.

Disclosure of abuse may come directly from a student. It is important that staff take what the student says seriously and respond in a calm, caring and sensitive manner. This applies irrespective of the setting, or the staff member's own opinion on what is being said. If there is information disclosed regarding actual or suspected child abuse staff must:

- Stay calm.
- Listen and hear.
- Give time to the student to say what they want.
- Reassure them that they were right to tell.
- Tell the student that they are being taken seriously and that they are not to blame.
- Explain that they have to pass on what the student has told them as soon as they are aware that the student is making a disclosure.
- Give an age-appropriate explanation to the student of what the student can expect to happen next.
- Record in writing what was said as soon as possible, using the student's own words where possible.
- Report the concern to a Designated Person.

Staff must not:

- Make the student repeat the story unnecessarily.
- Promise unconditional confidentiality.
- Enquire into the details of the alleged abuse.
- Ask leading questions.

Under no circumstances should staff attempt to conduct an investigation or deal with concerns of abuse themselves.

### **4. Student-on-Student Harmful Behaviours**

It is important to be aware that students can harm other students. These behaviours are outside of what may be considered the normal range, and can extend to harassment, bullying, violence or sexual assault. Therefore, when a student alleges inappropriate harmful behaviour by another student, the student protection procedures outlined in this policy must be considered for both students.

## **5. Suicidal Concerns or Self-Harming Behaviours**

It is important to be aware that students can harm themselves or attempt suicide. When a student identifies thoughts of suicide, or self-harming behaviour, this must be immediately notified to the student's Housemaster or the Counselling Department. These concerns must also be brought to the attention of one of the Designated Persons.

## **6. Reporting procedures**

### **Responding to Abuse or Suspected Abuse**

When abuse of a student is suspected, disclosed or witnessed, everything must be done to ensure the ongoing safety of the student concerned, along with the ongoing safety of any other student or child who is in close connection to the alleged offender. In all cases, the student is the primary concern and all other concerns (including the guilt or innocence of the alleged offender) must be secondary. This does not mean that the alleged offender is to be considered guilty without due investigation, but that the student's safety comes first.

In a situation where any staff member believes that a student is in immediate danger, or in a situation where they believe that a third party is not prepared to secure the student's safety by contacting a statutory service, the staff member, in consultation with the Designated Person(s), will inform Oranga Tamariki or the New Zealand Police of their concerns.

King's College staff will not act alone about concerns of abuse but will consult with a Designated Person, who will be committed to taking action as outlined in the procedures.

### **Reporting**

All concerns of potential, suspected or alleged abuse or neglect must be brought to the attention of the student's Housemaster or the Counselling Department as soon as possible. At the same time, the concerns must also be brought to the attention of one of the Designated Persons. If the Designated Persons are all unavailable, then consultation should occur with the Headmaster. A decision will be made as to whether to seek further advice or to notify at least one of the following: the parents concerned, Oranga Tamariki or the New Zealand Police.

When reporting an incident, staff should carefully record in writing all conversations and actions taken.

Effective documentation, including referrals and notifications, must include the following:

- Record of facts, including observations (i.e. physical/behavioural observations), with time and date.
- What was said and by whom, using the person's words.
- What action has been taken, by whom and when.

Notwithstanding the above procedure, if a student is in immediate danger, staff should call the New Zealand Police on 111. The College acknowledges that a report of concern for child abuse and neglect may be made by staff as a private citizen; however, the College must be advised when a disclosure has been made by a staff member that is connected to their work for the College.

For further guidance, see 'Key points to remember when reporting' (**Appendix 2**).

## **7. Keeping the student's family informed and involved**

Although the parent, guardian or caregiver of the student will usually be informed of

concerns, there may be times when those with parental responsibility may not be initially informed. This may happen when:

- The parent, guardian or caregiver is the alleged perpetrator.
- It is possible that the student may be intimidated into silence.
- There is a strong likelihood that evidence will be destroyed.
- The student does not want their parent, guardian or caregiver involved and they are of an age when they are competent to make that decision.

## **8. Sharing Information and Confidentiality**

The safety of students is paramount, and King's College has a responsibility to know when and how to share appropriate information with external agencies to protect their safety and well-being.

The College is required to adhere to the Privacy Act 2020 and the information-sharing provisions under the Oranga Tamariki Act 1989, and the Family Violence Act 2018.

Under the Privacy Act 2020, the giving of information to protect students is not a breach of privacy. Principle 11 of the Privacy Act 2020, states that the sharing of personal information is allowed if "disclosure of the information is necessary to prevent or lessen a serious threat".

The Oranga Tamariki Act 1989 places the well-being and best interests of children as the first and paramount consideration when it comes to the sharing of information. This principle takes precedence over any duty of privacy that is owed to King's College students, their family, or any person with whom the student is in a domestic relationship with.

Under the Oranga Tamariki Act 1989, if a member of King's College staff raise a legitimate concern in good faith about suspected abuse, which proves to be unfounded on investigation, no civil, criminal, or disciplinary proceedings may be brought against that staff member, or against King's College itself.

Should King's College be contacted with a request for information or access to interview a student then the following procedure will be followed:

- Confirm the identity and credentials of the person requesting the information.
- Notify the Headmaster and one of the Designated Persons.
- Identify the specific information that has been requested and the purpose for which it has been requested.
- Determine if King's College has the information requested.
- One of the Designated Persons will identify a way forward and be responsible for providing permission on behalf of the College and for notifying the student's parents, guardians or caregivers of the request, where appropriate.
- Document all steps in the process and ensure that all documentation is placed on the student's Student Protection File.

For further guidance, see 'Information Sharing Overview' (**Appendix 3**).

## **9. Safe working practices**

Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Staff who work with students must act in a way that is considered to be safe practice in all circumstances and all situations. This includes, but is not limited to:

- Avoiding situations where they are alone with a student, as far as practicable.
- Ensuring that they are visible to others when with a student, as far as practicable.
- Using an open-door policy where possible.

- Treating all students with respect at all times, regardless of their gender, race, religion, political beliefs, age, physical or mental health, sexual orientation, family and social background, and culture, economic status or criminal background.
- Communicating with fellow staff in a professional and respectful manner, and modelling positive behaviour for students.
- Avoiding circumstances where their behaviour (verbal, physical and written) may be misinterpreted as hostile, suggestive, inappropriate, offensive, or neglectful.
- Promoting an environment where students feel safe and comfortable in the care and contact of King's College.
- Not transporting a student, other than their own, alone at any time other than in an emergency situation.
- Not removing any student from King's College without prior written consent from the student's parent or guardian – except in an emergency situation.
- Acting swiftly to ensure that any perceived risk to a student is immediately reported.
- Monitoring visitors to King's College at all times.
- Not taking or displaying images of students unless the student is participating in or attending a College activity, and the use or publication of any such image is for a purpose authorised by the College (as authorised by the Admissions Agreement).
- Ensuring that all interaction and communication with students, by whatever means, is transparent and open to scrutiny.

### **Physical Contact**

There is a necessity to have a balance between the rights of the student and the need for intervention. When physical contact is made with a student this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Staff should always use their professional judgement, observe and take note of the student's reaction or feelings and use a level of contact and/or form of communication which is acceptable to the student for the minimum amount of time necessary.

Physical contact between a staff member and a student may sometimes be necessary for the purposes of demonstration of, for example, first aid training or demonstration of sporting techniques. In these situations, staff members must describe what they will be doing and gain consent from the student before the interaction.

### **Physical Restraint**

The use of physical intervention should always be avoided unless it is necessary to prevent a student from injuring themselves or others. Refer to the Education (Physical Restraint) Rules 2023, the Education and Training Act 2020, and the King's College "**Physical Restraint Policy**".

### **Managing Challenging Behaviour**

King's College recognises that at times there will be students who have more complex needs and may present with challenging behaviours.

When it comes to students with challenging behaviour, individual care plans outlining specific difficulties and individual needs will be developed. King's College will ensure that staff working with these students are provided with adequate, and tailored, training and support to keep themselves safe and to best support the individual student.

Refer to the King's College "**Student Discipline and Withdrawal Policy**", and the "**Boarding Handbook**".

## **Communication**

Any communication between students and adults, by whatever method, should take place within clear and professional boundaries. This includes technology such as mobile phone, text messaging, emails, digital cameras, videos, webcams, websites, social media and blogs.

Staff should not share any inappropriate or private content or information with a student. Staff should not request, or respond to, the sharing of any inappropriate or private content or information from a student.

Staff should ensure that all communications with students are transparent and open to scrutiny.

All communication between staff and students should be for professional purposes only. At no time should communication be for personal reasons or to entice a friendship or relationship with a student.

If at any time a staff member suspects that inappropriate communication has occurred between a staff member and a student, or where a staff member receives any communication from a student that could be construed as inappropriate, it must be reported to the Headmaster immediately.

## **Private Spaces**

King's College staff are not permitted to enter a private space, such as a toilet, bathroom, dorm room, or changing facility while it is being used by students.

If a member of staff is required to enter a private space that is being used by a student, where possible they should try to have at least one other adult with them and that they knock, announce themselves, and wait for permission from a student, before entering.

In circumstances where a member of staff holds a genuine and reasonable belief that a private space is being used for unsafe and/or illegal activity, King's College recognise that they may be required to enter a private space without adhering to recognised best practice set out above. In these circumstances, staff should, where practicable, have another member of staff with them. Immediately after the event, the circumstances requiring entry into a private space must be recorded in writing and reported to the Headmaster.

## **Photographs and Recordings**

Photographs and/or video of students will not be taken or displayed unless the student is participating in or attending a College activity, and the use or publication of any such image is for a purpose authorised by the College (as authorised by the Admissions Agreement).

Where possible, all photographs and recordings should be carried out using King's College equipment and not with personal devices.

## **Boarding Facilities**

King's College recognises that boarding facilities present a high risk in terms of abusive behaviour between adults and students, and between students with other students.

Staff working in the King's College boarding facility need to balance providing a relatively informal 'home-like' environment for students in ways that do not compromise their strict professional boundaries or the welfare of students. Refer to the King's College "**Boarding Handbook**".

## **10. Allegations made against members of staff**

Allegations, suspicions or complaints of abuse against staff will be taken seriously and reported directly to the Headmaster who, along with the King's College Board of Governors, will deal with them immediately, sensitively and expediently within the procedures outlined in this policy.

If the allegation is against the Headmaster or a Designated Person, then this must be reported directly to the Chair of the King's College Board of Governors, who will deal with the allegation in consultation with the rest of the Board of Governors.

When there are suspicions of abuse by a staff member, both the staff member's and the student's rights are to be upheld. This means that the safety of the student is of first concern and that the staff member must have access to legal advice and representation, in accordance with the Employment Relations Act 2000.

In all child protection cases, King's College will co-operate fully with Oranga Tamariki and the New Zealand Police in their investigations and assessments.

If the New Zealand Police or Oranga Tamariki decide to undertake an investigation the member of staff may be suspended or placed on alternative duties. If a staff member is suspended, the suspension period will be on full pay. In certain circumstances, it may be appropriate that no internal investigation is undertaken and no evidence gathered, pending the external investigation if it might prejudice an official Police or Oranga Tamariki investigation. If an internal investigation is delayed for these purposes, then the staff member's suspension will remain on full pay until the internal investigation is complete. All staff and their representative must actively engage with investigations as requested, regardless of whether they are suspended or not.

If there is insufficient evidence to pursue a criminal prosecution, there may still be an internal investigation, which may lead to disciplinary action.

A complaint or allegation against a member of staff may require a report to the Teaching Council of Aotearoa New Zealand ( ) which King's College will be responsible for making.

A person tendering his or her resignation, or ceasing to provide their services to King's College, will not prevent an allegation of abuse against a student being followed up in accordance with these procedures.

The fact that an alleged offender has not been prosecuted or been found guilty does not necessarily mean that they are appropriate to continue to work with students. A risk assessment must be carried out before allowing the person to return to their duties, or any alternative duties, in any capacity. When making any decisions, King's College will, at all times, place the safety and well-being of students as the paramount consideration.

## **11. Historical Allegations**

King's College regards its child protection responsibilities with the utmost importance and is committed to acknowledging, and apologising for, any abuse to anyone entrusted in its care while it shares a responsibility for that unsafe situation arising. King's College is committed to taking all steps to prevent any possible recurrence of abuse.

Any person, collective group of persons (or advocate or support person on behalf of such persons), may submit an allegation of historical abuse against King's College, either verbally or in writing, directly to the Headmaster or Chair of the King's College Board of Governors.

## 12. Contract and Funding Arrangements

From time to time, the College may enter into contracts or funding arrangements with third parties that relate to that third party providing children's services. If no College staff are present when a third party provides children's services and, as such, the third party becomes responsible for the supervision of and/or has authority over students, the College will ensure that any such contract or funding arrangement requires the third party to adopt a child protection policy. It may be that the third party adopts the King's College Student Protection Policy.

## 13. Action to be taken by the Designated Persons for Student Protection

Concerns regarding alleged or suspected abuse or neglect will be raised by a student's Housemaster or the Counselling Department to one of the Designated Persons for Student Protection. If further guidance is required, then consultation will occur with the Headmaster. A decision will be made on whether this information needs to be escalated to Oranga Tamariki or the New Zealand Police.

All decisions taken, including if the concern does not require notifying Oranga Tamariki or the New Zealand Police, must be recorded in writing and kept securely in a Student Protection File with the reasons identified and explained.

## 14. Employee Assistance Programme


The College recognises that to work at their best, staff need to be feeling their best. The College has an Employee Assistance Programme (**EAP**) available to Staff to provide free and confidential counselling and support in dealing with issues that may affect work performance. EAP may be contacted on 0800 327 669.

Approved by the Board, 13 March 2024

Ratified by Headmaster and Board Chair:

Signed   
Simon Lamb

Date: 13 March 2024

Signed   
Shan Wilson

Date: 13 March 2024

# Appendix 1

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## King's College Designated Persons

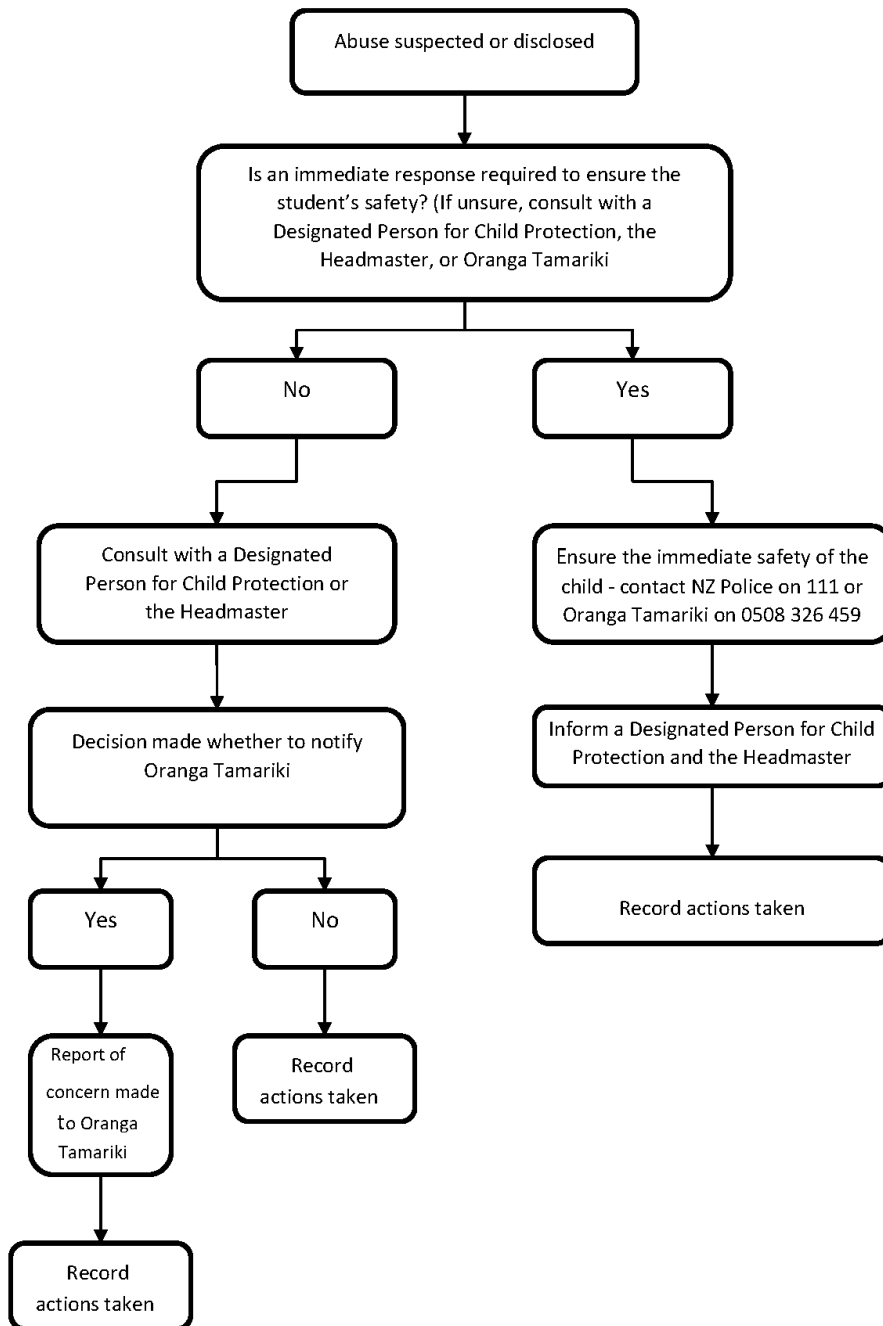
Designated Person	Aaron Farr	Deputy Head – Pastoral	<a href="mailto:a.farr@kingscollege.school.nz">a.farr@kingscollege.school.nz</a>
Designated Person	Lexi Gallagher-Parkinson	Head of Counselling	<a href="mailto:l.parkinson@kingscollege.school.nz">l.parkinson@kingscollege.school.nz</a>
Reserve Designated Person	Robert Paterson	Deputy Head – Operations & 2ic	<a href="mailto:r.paterson@kingscollege.school.nz">r.paterson@kingscollege.school.nz</a>
	Patrick Gale	Headmaster	<a href="mailto:p.gale@kingscollege.school.nz">p.gale@kingscollege.school.nz</a>
	Shan Wilson	Chair of the Board of Governors	<a href="mailto:s.wilson@kingscollege.school.nz">s.wilson@kingscollege.school.nz</a>

## Appendix 2

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# Key points to remember when reporting

- RESPOND:** Respond to the person (adult, child or student) – be open to what they tell you and/or what you see.
- SAFETY:** Ensure the safety of the student. Always take action in the short term to ensure the immediate safety of students. This will mean contacting the New Zealand Police (111) and/or Oranga Tamariki (0508 326 459) if you think there is an immediate risk.
- RECORD:** Record immediately all initial statements, observations and concerns to avoid misinterpretations or confusion at a later date.
- CONSULT:** Do not make decisions alone. Consult with your Student Protection Policy, your Designated Person/s for Child Protection, or your Headmaster. Oranga Tamariki is always available to provide advice.
- REPORT:** Decide to act on your concerns. If you have told the person you believe is responsible for taking action and they do not act, take further action yourself.



# Appendix 3

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## Information Sharing Overview

### **SAFETY COMES FIRST:**

In all instances personal information can be shared with child welfare and protection agencies or independent child protection persons if there are concerns about a student's safety and wellbeing.

***The wellbeing and best interests of children are to be the first and paramount consideration.***

### **PROTECTION WHEN SHARING:**

If information is shared in good faith, meaning that you are making every effort to do the right thing, and if that sharing complies with the information sharing provisions, you are protected from civil, criminal, or disciplinary proceedings. (**NOTE:** Keeping good records about information you have shared and why is important to help demonstrate you shared in good faith.)

### **PRIVACY:**

The principles of the Privacy Act 2020 must be followed by King's College when collecting, storing, using, or disclosing personal information. When there is conflict between the Oranga Tamariki Act 1989 and the Privacy Act 2020, the Oranga Tamariki Act 1989 **prevails.**

**WHEN IT COMES TO INFORMATION SHARING THE WELL-BEING AND BEST INTERESTS OF CHILDREN ARE TO BE THE FIRST AND PARAMOUNT CONSIDERATIONS**

## CONSIDER:

