

Sexual, Physical and Emotional Abuse Reporting Procedures

PURPOSE:

- To ensure the safety of the child is paramount.
- To provide guidelines for all staff working with children so they can identify signs of abuse or neglect.
- To provide guidelines of which agencies will be used, interview procedures and how parents or caregivers will be informed.

GUIDELINES:

- Adults will be receptive and sensitive to children so that the children feel listened to and believed.
- The school will use CYFS to investigate all aspects of neglect and / or abuse.
- Following notification the school will immediately monitor the complainant and / or perpetrator and all relevant staff will be notified.
- In the case of a report from a third party to the school, the school will direct the third party to the most appropriate agency as per the inter-agency protocol.
- Where a teacher has general concerns about a child they will discuss it with the Principal or SENCO. If further investigation or action is felt necessary, the Principal will take appropriate action. All staff should be considered safety advocates. They will provide support for the child whenever necessary. No outside agency will be involved without the prior knowledge of the Principal.
- The lead agency involved in the case is responsible for informing and communicating with parents. They have the responsibility to supervise the situation in the most appropriate way to support the child.
- When the abuse is alleged to have occurred at school, in addition to this policy, the policies on Child Abuse Allegations against Employees in Schools and Formal Complaints shall apply, if applicable.

REPORTING PROCEDURES

- If a child is felt to be UNSAFE then the school will act immediately.
- Listen to the child and reassure them but make no promises or commitments that cannot be kept.
- Disclosure procedures will be followed. Full and accurate recording will be taken . **No in depth interview** is to be attempted. Reassure and act according to policy.
- All information/discussions will be confidential to the staff involved. These records will be kept for the duration of the child's stay at the school. When school records are forwarded to a new school, the information included is reviewed with regard to social development. The Principal will have the discretion of deciding what is included.
- Ensure that the child has a responsible adult supporting them throughout this procedure.
- In all cases the Principal must be informed.
- The Principal ensures that CYFS or the Police are informed. Once an agency has been involved, that agency will investigate and the school will act on their advice.
- Support and advice for staff members involved will be sought if requested.

Supporting documents:

Breaking the Cycle: Interagency Protocols for Child Abuse Management CYPS (July 1996)- s.5 p.8