

Policy name	Child Safety policy		
Policy number	CS -02		
Review cycle	Each year or if required by change in regulations		
Reviewed	2022.2.14	Next review	2023.2.14
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1. New Zealand Contact details

External agencies

Agency	Contact details
Police NZ	Call 111
Oranga Tamariki	0508 326 459 or email contact@ot.govt.nz
Ministry of Education Designated Officer for Child Abuse	Stephanie.Ramirez@education.govt.nz Phone: +64 4 439 5441 or 027 615 8429
Shakti - deals with HBV cases such as forced marriage	Phone: 24/7 Crisis Line 0800 SHAKTI (0800 742 584) Email: scc@shakti.org.nz Website: shaktiinternational.org/ Contact us online here Postal address: PO Box 10 4245 Lincoln North Auckland 0654

Contact details for safeguarding and child protection at CGA

For the purpose of this policy, the following individuals are the relevant post holders (“Designated Officers”):

Chair of Governors: Mrs. Janine Manning j.manning@crimsoneducation.org

CEO: Mr. Kei Shibata: k.shibata@crimsonglobalacademy.school

Executive principal: Mr. John Morris who can be contacted at J.Morris@cga.school

Principal (and DSL): Mr. Mark Phillips who can be contacted at m.phillips@cga.school

Pastoral Deans:

Mr. Kenneth Knight who can be contacted at k.knight@crimsonglobalacademy.school

Dr Andrew Daniel who can be contacted at a.daniel@cga.school

CGA Counsellor: Jan Blair at j.blair@cga.school

Administration Manager (Police vetting agent): Ms. Yuko Ebisujima, who can be contacted at: y.ebisujima@crimsonglobalacademy.school

2. Statement of intent

The safety and well-being of our students is the highest priority of CGA.

As a school our aim is to know every student as an individual and to provide a secure and caring environment so that he/she can learn in safety. Everyone involved with CGA should be aware that safeguarding incidents can happen at any time and are duly required to be alert to any possible concerns. By adopting the 'it could happen at CGA' approach, increased vigilance should be stimulated which will help to keep our students safe.

The School recognises that safeguarding and promoting the welfare of students is the responsibility of:

all individuals working in or for the School including the Board of Governors, all teaching and non-teaching staff, volunteers and contractors. All references to 'staff' in this policy should be interpreted as applying to the aforementioned, unless otherwise stated.

Everyone who comes into contact with CGA students has a role to play in identifying safeguarding concerns, sharing information and taking prompt action when necessary.

CGA recognises that its duty is to safeguard and promote the welfare of all its students in a manner which respects the dignity, privacy and beliefs of all and without discrimination on the basis of gender, race, ethnicity, religion, sexual orientation or disability.

This policy is applicable to the whole school community and is published on the School website. All staff (as defined) have a duty to safeguard all students. They must therefore familiarise themselves and comply with this policy at all times, along with the School's child safety directive PowerPoints and Suicide documents (available to all CGA staff in [Pastoral folder](#) of the School's shared google docs). They must also read and sign the form to acknowledge that they have read these documents.

The School will put in place training mechanisms to assist staff to understand and discharge their role and responsibilities. This will include regular (at least annually) update briefings, discussion and assessment of the training needs of staff.

The School recognises that some members of staff at CGA have developed considerable expertise by managing concerns on a daily basis and undertaking safeguarding training. The School capitalises on this expertise by providing opportunities for these staff to contribute to and shape safeguarding arrangements and policy.

Parents/caregivers and students have an important role in supporting the School in safeguarding its students. Therefore a copy of this policy, together with other

policies relating to students safeguarding and child protection, will be available on the CGA website.

Allegations of child abuse or concerns about the safety and welfare of any child will be dealt with consistently in accordance with this policy.

3. Related policies

This policy should be read together with the School's policies for Anti-bullying, Safer Recruitment, E-safety and Wellbeing.

4. Safeguarding and child abuse

Safeguarding children consists of the following:

- a. Protecting children from maltreatment, including physical or mental abuse and neglect.
- b. Preventing impairments to their health and development.
- c. Ensuring that they are safely and effectively cared for.
- d. Taking action to ensure that they have the best outcomes, both academically and emotionally.

5. The duty to report concerns to the Designated Safeguarding Lead ("DSL")

The Privacy Act 1993 and the Oranga Tamariki Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the Oranga Tamariki Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to the Oranga Tamariki or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

Every member of staff is required to report as soon as possible to the DSL their concerns over a child's safety and welfare, regardless of whether or not they have received a disclosure. Where a child is suffering or is likely to suffer significant harm, the DSL must be informed immediately.

It is vital that, following the submission of a report, via email to the DSL, the person concerned continues to monitor the child's safety and welfare.

If concerns remain after a period of time, over 7 days, the member of CGA staff should contact the DSL to ascertain what action is being taken. Staff should

challenge any inaction and follow this up with the DSL and outside agencies as appropriate.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Staff should understand that they can refer a child directly to the Police or other external agencies as named at the beginning of the document, especially where they are concerned that a child is suffering or likely to suffer significant harm.

Any member of the CGA community who raises a concern over the safety and welfare of a student can be confident that he or she will be always fully supported by the School.

If a child is in danger or is at imminent risk of significant harm, a referral must be made to Oranga Tamariki or the police immediately.

6. Record keeping

Anyone who has concerns over a child's safety or welfare, including suspicions of child abuse, must maintain a prompt, clear and accurate record. Concerns should be noted using an 'Safeguarding Note of Concern' as soon as is reasonably practicable after they have arisen, including details of particular incidents and conversations. This record should also include:

- a. the date and time of any observation or disclosure
- b. a detailed factual account of any incident, including verbatim comments
- c. details of the child's appearance, behaviour, emotional state and actions

A written record must be made of all concerns, decisions based on those concerns and the reasons for those decisions.

Records of concern should be passed as soon as possible to the DSL and will be kept confidentially by the DSL and Principal, reviewed regularly so that any recurring patterns of concern can be spotted and appropriate action taken.

All child protection records are kept securely in [the Confidential Student Drive](#) and are separated from routine student records. Access is restricted to the Deans, DSL/Principal and Executive Principal, CEO and the Board Chairperson.

If students move to a new school their child protection files will be transferred securely and a confirmation of receipt requested.

7. Referring cases to Oranga Tamariki

The decision to refer concerns over a child's safety and welfare to Oranga Tamariki/or appropriate agency within the student's country of residence, will

normally be taken by the DSL. However, anyone in the School can make such a referral directly. See contact details at the beginning of this document.

8. Procedure and policy for concerns or allegations of abuse against staff

Allegations against or concerns over the behaviour of staff (as defined above) will be dealt with according to Rule 9 of the teacher's council Rules 2004.

Link: [Reporting concerns](#)

Such allegations or concerns should be reported immediately to the Executive Principal, Principal or, in their absence, the CEO. Where the allegation concerns the Principal, it should be reported directly to the CEO, without the Principal being informed; the CEO will then contact the Oranga Tamariki for advice.

Whoever is in receipt of the allegation will decide whether the criteria have been met for an immediate referral to the Designated Officer, whose contact details are at the beginning of this document, for an initial discussion. In cases where this is not clear, the allegations or concerns in the first instance will be raised informally with the Designated Officer without identifying individuals.

The role of the Designated Officer is to provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working at the School. The Designated Officer's contact details are published at the start of this policy. Allegations against a member of staff who is no longer believed to be working with children will be referred directly to the police when a criminal offence is suspected.

A referral will be always made whenever the allegation meets one or more of the following criteria:

- a. the adult has behaved in a way which has or may have harmed a child
- b. the adult has possibly committed a criminal offence against or related to a child
- c. the adult has behaved towards a child or children in ways which indicate that he or she might pose a risk of harm to children.

Following the initial discussion and viewing of the contact made between staff and students online, a course of action will be agreed with the Designated Officer. If the Designated Officer declines further involvement, the allegation or concern will be dealt with in accordance with the School's internal procedures.

Where the Designated Officer decides that a course of action is required, the School will follow advice and instructions given by the Designated Officer. This discussion will include taking a decision as to whether the adult concerned should be suspended from his or her work at the School.

Suspension will be considered in every case where:

- a. there is cause to suspect a child is at risk of significant harm
- b. the allegation relates to a potential criminal offence and warrants investigation by the police
- c. the allegation is so serious that it might be grounds for dismissal.

Suspension will not be an automatic response or imposed as a 'knee jerk reaction'; all alternatives to suspension will be properly considered. If the person concerned is suspended, he or she will be given a named contact at the School who will inform them of progress in resolving their case and assess the level of support they require.

9. Reporting restrictions

During the course of the investigation the School, in consultation with the Designated Officer, will decide what information should be given to parents, staff and other students, and how media enquiries are to be dealt with.

10. Keeping all parties informed

All parties will be informed of the course and outcome of any investigation, in accordance with the relevant guidance from statutory agencies

11. Designated Safeguarding Lead Training of staff

The Board of governors is responsible for:

- a. reviewing child protection arrangements and the efficiency with which resulting duties have been discharged
- b. ensuring that any deficiencies or weaknesses are remedied without delay
- c. approving amendments in the light of changing regulations or recommended best practice.

As part of this the governors ensure that:

- a. there are in place an appropriately trained DSL and Deputy DSL whose duties are consistent with this policy
- b. there are appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare
- c. the School's safeguarding arrangements reflect Oranga Tamariki protocols for assessment and thresholds.
- d. the School's staff recognise the importance of information sharing between professionals and local agencies

- e. all staff members undergo safeguarding and child protection at induction and they receive child protection updates at least annually
- f. children are taught about safeguarding issues, including online safety, through teaching and learning opportunities
- g. the School's recruitment processes are in accordance with relevant legislation and statutory guidance referred to in the School's Safer Recruitment Policy

The DSL routinely meets with the CEO to jointly scrutinise the Child Safety Register and discuss current safeguarding issues.

12. Designated Safeguarding Lead (the Principal)

The School has appointed a Designated Safeguarding Lead (DSL). The DSL is ultimately responsible for matters relating to safeguarding, child protection and welfare. The following points outline the duties of the DSL which are also set out in the DSL's job description.

The DSL may delegate some responsibilities to appropriate deans, although ultimate responsibility for safeguarding will always lie with the DSL.

The DSL also reports at least once a year to the Board of Governors on safeguarding and child protection, including on the suitability of this policy.

The DSL will:

- a. make prompt contact, when appropriate, with children's services, or the police (where a potential criminal offence is involved)
- b. maintain staff awareness of child protection procedures and developments in legislation regularly and at least annually.

13. Youth-produced sexual imagery (Sexting)

This refers to the creating and sharing of sexual imagery by young people. Creating and sharing sexual photos and videos of under-18s is illegal and therefore causes the greatest complexity for schools and other agencies when responding. It also presents a range of safeguarding risks which need careful management.

The term 'youth-produced sexual imagery' (YPSI) is now used instead of 'sexting.'

This is to ensure clarity. The types of incidents this covers are those where a person under the age of 18:

- a. creates and shares sexual imagery of themselves with a peer under the age of 18

- b. shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- c. is in possession of sexual imagery created by another person under the age of 18

As it is a criminal offence to possess, distribute, show and make indecent images of children, any disclosure of information about an incidence of YPSI will always be taken very seriously by the School.

When an incident involving youth-produced sexual imagery comes to the School's attention:

- a. the incident should be referred to the DSL as soon as possible
- b. the DSL will hold an initial review meeting with appropriate school staff
- c. there will be subsequent interviews with the young people involved (if appropriate)
- d. parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.

At any point in the process if there is a concern that a young person has been harmed or is at risk of harm, a referral will be made to Oranga Tamariki or the police immediately.

An immediate referral to police and/or Oranga Tamiriki will also be made if at this initial stage:

- a. the incident involves an adult
- b. there is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
- c. what is known about the imagery suggests violent content.
- d. the imagery involves sexual acts and any pupil in the imagery is under 13
- e. there is reason to believe a young person is at immediate risk of harm because of the sharing of the imagery, e.g. the young person is presenting as suicidal or self-harming.

If none of the above applies, then the School may decide to respond to the incident without involving the outside agencies.

The decision to respond to the incident without involving outside agencies will be made in cases when the DSL is confident that:

- a. there is enough information available to assess the risks to pupils involved,
- b. the risks can be managed within the School's pastoral support and disciplinary framework.

The decision will be made by the DSL, in consultation with the Executive Principal and the CEO.

Input from other members of staff will be considered, if appropriate. The decision will be recorded, in accordance with school policy.

14. So-called 'honour-based' violence

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse, regardless of the motivation, and should be handled and escalated as such.

There is a range of potential indicators that a child may be at risk of HBV. If in any doubt, staff should speak to the DSL. Staff at CGA need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Members of staff who have a concern regarding a child who might be at risk of any form of HBV must report this to the DSL who will activate local safeguarding procedures, using their protocols for multi- agency liaison with police and social care.

(a) Forced marriage

Forcing a person into a marriage is a crime in New Zealand under the 2018 Marriage (Court Consent to Marriage of Minors) Amendment Bill which aims to prevent forced marriages of mostly girls, aged 16 and 17 and considered minors by the state, by changing the requirement of consent from parents to a Family Court judge.

A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The charity which deals with forced marriage in NZ is Shakti NZ, who are listed in the external agencies page.