

# **STARS Education Inc**

## **Specialist Teachers, Assessor and Resource services**

### **Rationale**

STARS Education Inc is required to comply with legislation regarding the reporting of suspected abuse regarding the Vulnerable Children Act 2014.

### **Purpose**

1. To ensure the safety of the child is paramount.
2. To provide teachers and assessor with guidelines to address cases of suspected abuse and neglect.

### **Guidelines**

1. A copy of the manual An Interagency Guide to Breaking the Cycle - let's stop child abuse together (2001) produced by the agency Child Youth and family is kept in the STARS Resource Room.

The manual addresses:

- definitions of abuse and neglect
- recognition of abuse and neglect
- reporting or notification abuse or neglect
- role of Child Youth and Family
- process followed by Child youth and Family in dealing with abuse or neglect referrals.

2. The Reporting Process for Suspected or Disclosed Child abuse as specified within the document.

Reporting of Suspected or Disclosed Child Abuse and Neglect - Protocol between the Ministry of Education and Child Youth and Family 2009 is to be followed.

The document is filed with this policy.

3. A notification to the Police or CYFS can be made by a STARS Teacher or Assessor.

4. Specific actions to take upon disclosure of abuse/neglect and when reporting child abuse/neglect:
  - If the child or young person is in danger or unsafe, act immediately to secure his/her safety.
  - Listen to the child or young person and reassure he/she did the right thing in disclosing.
  - Do not formally interview the child or young person. Whilst it is important not to interview the child, it is important to write down what the child says. Check that comments, date and events surrounding the concern are also recorded.
  - If the child or young person is visibly upset provide appropriate activity for him under supervision with someone familiar.
  - Notify CYF Contact Centre or the police.
  - Notifications should be made to the Police or the Child, Youth and Family National Contact Centre.  
Contact Centre telephone number 0508 FAMILY (0508 326 459: fax 09 9141211 or email [CyfCallCentre@cyf.govt.nz](mailto:CyfCallCentre@cyf.govt.nz)
  - Obtain during the notification an indication of likely action and time frames.
  - Seek advice from CYF on what to tell the child or young person.
  - Get support for yourself from the appropriate people if needed. After making the referral to CYFS or the Police, look after yourself.

5. Once the referral is made, CYFS or the Police are responsible for subsequent notification with the child's parents or caregivers, along with further investigation and action.

STARS committee will act on the advice from those agencies.

6. In the case of a report from a third party, the person or persons pertaining to the third party shall be informed that any person is able to report suspected abuse or neglect to CYFS or the Police.
7. Complaints against STARS members regarding Child Abuse  
Refer to Complaints Policy
8. Child safety - Vulnerable Children Act 2014 (VCA)  
STARS will comply with requirements as set out within the VCA to include safety checking and police vetting.

Chairperson: E M Williams

Adopted On 12.09.16  
Review Date: 2019