



Policy Glendowie School

ALLEGATIONS AGAINST EMPLOYEE

RATIONALE

When allegations of inappropriate behaviour are made against an employee, school management will act on those allegations while taking care to treat the employee fairly.

PURPOSE

To ensure and/or provide:

- The employee is treated fairly
- the safety of the child is paramount
- that all complaints are taken seriously and dealt with effectively
- that action is guided by the applicable employment contract and/or principles of natural justice
- clear guidance for management and employee in respect of any allegations received concerning a child .

PROCEDURES

The recommended procedures should be followed in the event of suspicion or disclosure of abuse against an employee. The child must be adequately protected.

There are two procedures to be followed here:

- the reporting procedure in respect of the child (see our Child Protection Policy)
- the procedure for dealing with the employee.

Separate individuals will have responsibility for dealing with the reporting issues and the employment issues.


These steps are to be followed when dealing with an employee:

- The Principal should consult with the Senior Management to ensure implementation of the policy regarding reporting.
- The Chairperson of the School Board of Trustees should be informed as soon as possible.
- Full records must be kept of any comments of the child's complaints and/or allegations and reasoning for, details of and results of any follow-up action taken.
- The decision to follow up on an allegation of suspected abuse or neglect against an employee of the school should be made in consultation with the following:
 - Oranga Tamariki
 - STA
 - NZ Teachers Council if applicable Teaching Council for Aotearoa
 - New Zealand Police
 - Chairperson of Board of Trustees

- The Board of Trustees should advise their insurer and should seek advice from the School Trustees Association.
- The Principal and/or the Chairperson of the Board of Trustees will have a dual responsibility in respect of both the child and the employee.
- When the necessary parties have been consulted, the Board should pursue the matter as an employer, the Board should advise the person accused of the allegation and seek a response. It is vital that the employer should refer to the relevant employee contract in every case when proceeding with the disciplinary action.
- The employee complained against should be advised of their rights to seek support/advice from:
 - Their lawyer
 - NZEI or other appropriate union representative
 - Other relevant teachers organisation if applicable
- Under no circumstances should the child raising the concern or making the allegation be exposed to unnecessary risk. This may require the Board to contemplate the removal of the employee from the school environment subject to the requirements of the applicable employee contract.
- Boards should take care to ensure actions taken by the school do not undermine or frustrate any investigations being conducted by any external agency. It is strongly recommended that the Board maintain a close liaison with Oranga Tamariki and the police to achieve this.
- The Teacher Registration Board (Teaching Council for Aotearoa) need to be advised of proven cases, or cases under serious investigation with regards to a teacher.

References

- Protected Disclosure Policy
- Complaints against Staff member Policy
- Sexual harassment Procedure
- Reporting of Suspected or actual Child Abuse procedures. Part 2 process for Employee investigation
- Child protection Policy
- Vulnerable Children's Act

Approved:	Board of Trustees Meeting
07/08/2018	
Signature of Chairperson :	—  —
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Reviewed:	— / / —