
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1100**

POLICY NO: **1109**

ISSUE DATE: 03/05/99

TITLE: **SAFE SCHOOL POLICIES**

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Outside Agencies' Interviews At School When Dealing With Current Sexual Abuse Cases

RATIONALE:

In cases of current sexual abuse it is usually necessary for the police or Children and Young Person's Service (statutory agency) to be informed. This may require an interview at school. It is important that the school is seen to be acting in the student's best interests. It is the responsibility of the statutory agency to inform the parents.

PURPOSES:

- 1 To outline the procedure to follow when using statutory agencies in cases of sexual abuse
- 2 To specify staff who may authorise such interviews and their responsibilities.
- 3 To establish the procedure to follow in the conduct of such interviews.

BROAD GUIDELINES:

- 1 The decision as to whether or not the statutory agency should be informed should be made by the guidance counsellor and/or the senior administrative member.
- 2 The senior administrative staff member or guidance counsellor could be present at an interview.
- 3 Members from the statutory agency and school staff should be of the appropriate sex and cultural background if possible.
- 4 It is the responsibility of the guidance counsellor and senior administrative member to ensure the interviews are not prolonged unnecessarily and are conducted in a manner appropriate to the school setting.
- 5 If a police officer is present she/he should be in civilian clothes.

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- 6 The guidance counsellor and/or senior administrative member must come to a clear understanding with the statutory agent as to the means by which the parent/guardian will be informed. It is the statutory agent's responsibility to do so.
- 7 The guidance counsellor and/or the senior administrative member should keep accurate records.
- 8 Follow up. The case records to be reviewed with a timetabled follow up.

CONCLUSION:

The school must at all times be seen as acting in the best interests of its students.