

Recommendations from Child Protection Policy Review Committee

Recommendation	Specific details	By whom	By when
<p>A secure database should be established separate to the general employee records maintained by the School. This database would record reports, whether formal or informal, concerning the behaviour of a member of staff which are insufficient to trigger mandatory reporting.</p>	<ul style="list-style-type: none"> • Access to the database would be limited to the Headmaster, the Head of Senior School and the Head of the Preparatory School. The database would be maintained by the Personal Assistant to the Headmaster. • Each report should include the date, a student identifier not based on the present system, the name of the person making the report, the teacher and year group or class of the student and associated information material to the report. • All reports received must be reviewed by the Headmaster who may delegate the review to the Head of Senior School or the Head of the Preparatory School as appropriate. Once complete material information concerning the report and the review must be entered into the database. • Reports received by the Head of Senior School or the Head of the Preparatory School require the approval of the Headmaster before an entry is made. In the case of a lack of consensus as to whether an entry should be made, the Chair of Council should be consulted on the matter. • The Headmaster should advise the Chair of Council that an entry has been made on the database. • The database is to be reviewed each semester by the Headmaster with the date of review recorded. • In the case of internal promotions or the re-employment of former members of staff the confidential database be reviewed by the Headmaster to ensure there would be no impediment to appointment. 	<p>IT Manager and Support Staff Bursar</p>	<p>End of Semester 1</p>

<p>The Council retain a 'third party support group' to provide enhanced support through counselling and legal support for the family of any child involved in a case of Child Sexual Abuse, that is reported to the Department of Child Protection and subsequently leads to prosecution of the perpetrator by the Police.</p>	<ul style="list-style-type: none"> The third party support would include a lawyer who would provide legal advice to the parents, an appropriately qualified Psychologist and any other person deemed appropriate. This would require the payments of retainers to those professionals involved and a decision on whether the School would cover the costs of consultation. 	Bursar – Lavan Legal	End Term 1
<p>Proactively develop with advice from the school's lawyers, a communication to parents covering the process involved in investigation of child sexual abuse cases, the consequences of the laying of charges and the prosecution process.</p>	<ul style="list-style-type: none"> Develop proforma letters based on those used in communication of the YJ case for transmission to the school community and specifically to the parents of the class (classes) involved. These letters are to be a part of the Crisis Management protocols for the School. 	Bursar/Headmaster School Lawyers – Lavan Legal	End Term 1
<p>The School is proactive in the provision of education for members of staff, parents and students.</p>	<ul style="list-style-type: none"> By working with organisations such as Protective Behaviours. By requiring all staff new to the School to undertake the professional development program for Mandatory Reporting and the Protective Behaviours program. The latter may require the School to engage with this programme on a periodic basis. 	Head of Preparatory School Senior Master	Already Implemented
<p>All relevant policies are made available through a parent portal on the school's website.</p>	<ul style="list-style-type: none"> The portal would give the title of the policy and a synopsis of its content with parents having the ability to request a full copy of the policy. 	Headmaster Director of Community Relations	By 14 March at latest (P&F General Meeting)
<p>Protocols to be added to the Staff Handbook</p>	<ul style="list-style-type: none"> Teachers should not provide one-on-one tuition other than in a public area – that is the REDACTED and in the Senior School the REDAC Library. When coaching school teams staff must not provide one-on-one coaching unless the coaching is occurring during a scheduled session and is in reasonable proximity to other activities. No member of the TH staff should transport a student or students in their private vehicle. 	Senior Master Head of Preparatory School	8 March

	<ul style="list-style-type: none"> • No member of the ^(ALL)THE staff may transport an individual student in a vehicle own by the school. • Music tuition presents difficulties given the nature of the tuition which is usually one-on-one. Some schools have addressed this through installing windows in tuition rooms as is the case in the Preparatory School. As an alternative cameras could be installed in the rooms (recommendation: individual music lessons must be taken in a room with a window or with the door open) • Tutors working with boarding students should use the rooms designated for the purpose in the common areas. • During boarders prep doors to student rooms should remain open. 		
The installation of an electronic security system in the Halls of Residence is investigated and installed as soon as practicable. (Each student could be given a personal code for use with an electronic keypad and the system incorporates a record of entries linked to the personal code.)	<ul style="list-style-type: none"> • All external doors are fitted with surveillance cameras. 	Bursar Property Services Manager Head of Boarding Deputy Headmaster	End 2011
The reception / administration office in each Hall of Residence be attended at all times.	<ul style="list-style-type: none"> • A Visitors' Book system be implemented requiring sign in and sign out by all visitors. • Visitors be required to wear a visitors badge if they are in the boarding house or environs. • There should be at least two staff members on duty at all times. 	Headmaster Bursar Head of Boarding Deputy Headmaster	Partial Implementation by Semester 2 2011, not including weekends. Question need for Visitors book for parents.
Programs to educate students on cyber safety are introduced and should be made compulsory for boarders.		Deputy Headmaster Senior Master	2012