



### **Cooperation**

The friendship and anti-bullying approach is built upon strong cooperation between all parties where children, teachers and parents work closely together.

### **Trained Zanderover (anti-bullying) facilitators 2016/17**

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## **6.2 Emergency Evacuation Procedures**

Please see the Emergency Evacuation Plan for your location.

## **6.3 Health and Safety**

The health, safety and welfare of all the people who work or learn at our School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. All children are insured during School hours and one hour before and after School. All Teachers are insured whilst on the School premises. Our insurance does not extend to damage of personal belongings (both staff and children).

### **6.3.1 Child protection**

- There is a named person responsible for child protection in the school. This is normally the Director of the International Department, but s/he may delegate this responsibility in some circumstances.
- If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Location Leader and the Learning Support Co-ordinator (IBER) who will in turn inform the Director of the International Department about their concerns. Evidence should be recorded and kept in a confidential file in case it is needed in any follow-up investigations. The HSV Procedure for Reporting Indications of potential Domestic Violence and Child Abuse can be found in Appendix 1 of this handbook.
- If you have a concern about the health of a child you should bring it to the attention of the Location Leader who will in turn inform the Director of the International Department.





## 10 APPENDIX 2

### ***10.1 Procedure for reporting indications of potential domestic violence and child abuse***

#### **1. Introduction.**

The Stichting Haagsche Schoolvereniging (hereafter called HSV)

- is responsible for ensuring high quality education for the pupils of the schools and departments governed by the HSV. This responsibility also applies in the event of (suspected) domestic violence or child abuse;
- expects that, given this responsibility, the staff of the HSV in their contacts with the pupils, be alert to signals which may indicate domestic violence or child abuse and that the staff respond effectively to these signals;
- on the basis of the above, wishes to establish a reporting code, so that the members of staff of the HSV know which steps are expected of them in the event of suspected domestic violence or child abuse;
- this code should stipulate how the members of staff are supported by the HSV;
- by domestic violence we understand: (threat of) violence, at any location, by someone from the domestic environment, where violence means: physical, sexual or psychological damage to the personal integrity of the victim, including parental abuse and violence relating to honour. The domestic environment of the victim includes: (ex-)partners, direct family members, other family members and housemates;



- by child abuse we understand: any physical, sexual or psychological form of threatening or violent interaction imposed on a minor, either actively or passively, by the parents or others on whom the minor is dependent or to whom they are bound, and which is likely to cause serious physical or psychological harm to the minor, including honour-related violence and female genital mutilation;
- by staff and members of staff for this code we understand: the professional staff working for the HSV and in this role offer the pupils of the HSV care, guidance, education or other means of support;
- by pupils in this code we understand all minors to whom the qualified staff offer their professional service.

Taking into account:

- the Law for the Protection of Personal Data,
- the Law for Youth Care,
- the Law for Community Support,
- the Law for Primary Education,
- the Law for the Reporting Regulations on Domestic Violence and Child Abuse.

The HSV lays down the following Regulations for the Reporting of Domestic Violence and Child Abuse:

## **2. Plan of action in the event of suspected domestic violence and child abuse:**

### **Step 1: assessing the signals.**

Make a record of the signals which confirm or invalidate the suspicion of domestic violence or child abuse. Also make a record of the contacts regarding such signals, as well as of the steps that are being taken and the decisions which are being taken. Describe the signals as factual as possible. If hypotheses and assumptions are documented, then this must be clearly stated. Make a follow-up note if the hypotheses or



assumptions are confirmed or invalidated at a later stage. If third party information is recorded, then the source must also be indicated. Diagnoses are only recorded if they have been stated by a qualified expert.

Beware: these steps are not applicable if there are signals that the domestic violence or child abuse is committed by a qualified teacher. In these cases other protocols are to be followed.

**Step 2: Consultation with colleagues and, if necessary, the consultation of the Child Abuse and Reporting Agency (AMK) or the Support Agency on Domestic Violence (SHG).**

Discuss the signals with the school or department experts (mentor, superior). Ask the AMK and/or the SHG for advice.

**Step 3: Discussion with the pupil (older than twelve years of age) or parent/carer (if it concerns a child under the age of twelve).**

A good preparation is necessary in order to be able to discuss the signals. An expert colleague and/or a professional from the AMK and/or SHG may be involved with the preparation and discussion.

The discussion:

1. Explain the aim of the discussion.
2. Describe the facts and observations which have been noted.
3. Ask the pupil for a reaction.
4. Only give an interpretation of the facts and observations after this reaction.

Reporting a case without having spoken to the pupil/parent/carer is only permitted:

- if the safety of the pupil or someone else is at stake:
- if there are reasons to believe that if a discussion were to take place, this would result in the pupil breaking off contact, not wishing to talk any more, etc.



**Step 4: Evaluate the nature and the seriousness of the domestic violence or child abuse.**

On the basis of the signals, the advice which has been given and the discussion with the pupil, estimate the risks of domestic violence or child abuse. Also evaluate the nature and the seriousness. An external organisation (such as the AMK and SHG) may provide a risk assessment instrument to help evaluate the risks.

**Step 5: Decision: organise help oneself or seek assistance.**

If the school decides that, on basis of this assessment, it is possible to protect the child against (the risk of) domestic violence or child abuse, then the school will:

- organise help;
- monitor the effects of the help;
- report the case once more if there are signs that the domestic violence or the child abuse does not stop or starts again.

If the school comes to the conclusion that it is not possible for the school to offer the child the necessary protection against domestic violence or child abuse, then the suspicion is reported to the AMK as mentioned in Step 1 In consultation with the AMK it is decided what the school is able to do.

Discuss the report beforehand with the pupil (above 12 years old) or with the parent/carer:

- explain why the case is being reported;
- ask specifically for a reaction;
- discuss how you can meet any possible objections from the pupils or parent/carer;
- if this is not possible, then consider the need to protect the pupil, or the family member involved, against the violence or abuse;



- report the case if the protection of the pupil, or the family member involved, is the deciding factor.

**3. Responsibilities of the HSV for the creation of conditions for a safe working and reporting climate.**

In order to make it possible for the staff of the HSV to identify domestic violence and child abuse in a safe working environment and to take the necessary steps set out in the reporting code, the HSV must ensure that:

- all school sections and all parents/carers are informed of the aim and the contents of the reporting code;
- there are regular offers for training and other forms of professional assistance, so that the staff may develop sufficient knowledge and skills concerning the noticing of domestic violence and child abuse and keep these up-dated;
- there are sufficient experts within the HSV network who can assist the staff with the reporting and with taking the necessary steps;
- the reporting code must link up with the work processed within the HSV (discussions during staff meetings, report code must be openly available etc.);
- the efficiency of the report code must be evaluated regularly and, if necessary, actions taken to improve the working of the reporting code;
- if they are approached by the parent/carer in or out of their rights on the way in which the report code is being applied;
- staff are aware of the support offered by the HSV in the event of parents/carers questioning the manner in which they are implementing the reporting code.

