

WAITAKERE COLLEGE

Section E (NAG 5) Safe, Physical and Emotional Environment

Policy: Interviewing of Students

Date of Review: August 2019

**Reviewers: Olivia Fugmann (Deputy Principal), Sandra van Eden (HOD
Counselling), Staff Health & Safety Committee**

Goal

This policy clarifies the protocol to be used when interviewing students.

Objectives

- 1 To clarify and protect the rights of interested parties at each stage of the enquiry. ie
 - The students being interviewed whether victims, perpetrators or witnesses
 - The caregivers of the students involved
 - The staff involved
- 2 To detail procedural considerations which ensure 'due process'.

Guidelines

- 1 When interviewing students, staff will be impartial.
- 2 A member of the Senior Leadership Team (SLT) must be involved in the case of serious misconduct, even though a member of the Pastoral Care Team (PCT) may carry out the interviews.
- 3 As each situation is unique, school protocol must allow Senior Leadership staff to use their discretion with the order and timing of various actions as facts become available.

Implementation

- 1 A parent may be involved at any stage of the inquiry.
- 2 Every effort should be made to contact parents/caregivers with details of the inquiry and for them to be present if the potential consequences are serious. Routine enquiries may not necessitate their presence, but they should be informed of outcomes.
- 3 When suspension or school initiated prosecution is likely, parents should be contacted without delay. In the case of interviews with Police, Oranga Tamariki or any other agency with statutory powers and responsibilities, the student must be given the opportunity for an advocate of their choice to be present unless this option declined. If the student is vulnerable a staff member may choose to act in the student's best interests and attend the interview as an advocate. All information given in any interview may, at the request of the student, or the discretion of the interviewer, be deemed to be 'confidential'. This does not apply where safety issues override confidentiality.

Chairperson

Principal

Date