

Protocols for cases of
accusations of
aggression and/or
violation of pupils'
rights

Playgroup to Year 12



CRAIGHOUSE
SCHOOL

In coherence with our Educational Project, one of our aims at Craighouse School is to provide all members of our community with a safe environment where their integrity is protected. Our School Life Guide, together with our Formative and Academic Curricula, promote a culture of respect among all members of the school community. More specifically, part of the Craighouse School Formative Curriculum is a *convivencia escolar* strand: a preventive programme implemented from Playgroup to Year 12, with topics such as self-knowledge, expressing emotions, developing empathy, positive relationships that promote a good coexistence, self-esteem, digital coexistence and peaceful conflict resolution, among others.

However, we must be alert to any possible situations within this community, and which transgress its rules and values, put the safety of one of the members at risk, and physically or psychologically harm our pupils.

In this document we describe the procedures that the school will follow through a series of protocols, whose purpose is to protect the integrity and privacy of each pupil, without revealing their situation to the community, nor any possible sanctions, if applicable, as per the School Life Guide. Information regarding sanctions or formative measures will only be given to the families involved, and only with respect to their own child.

- I. **Protocol for action in case of accusations of abuse, bullying, and/or aggression among pupils**
- II. **Protocol for action in case of accusations of violation of the rights of the child**
 - i. Accusation of aggression by a school teacher or member of staff to a pupil
 - ii. Accusation of domestic violence towards a pupil
 - iii. Accusation of aggression to a pupil by the parent of another pupil of the school.

I. **Protocol for action in case of accusation of abuse, bullying, and/or aggression among pupils**

In order to clarify the concepts discussed in this protocol, we will include definitions provided by the Ministry of Education.

School bullying is any type of physical or psychological violence committed through any means, against a pupil or another member of the school community, by another member of the community. Bullying may be physical or psychological, and it may be perpetrated through any means, including technological (vid. <https://www.ayudamineduc.cl/ficha/maltrato-escolar>)

In turn, the Ministry of Education's official documents define **school bullying** as an act of aggression or harassment committed by pupils against another pupil, taking advantage of a position of superiority. These aggressive acts may be committed by a single pupil or by a group, and it may happen on or outside the school premises. (vid. MINEDUC, (2010) "Ley de violencia escolar". Withdrawn from www.supereduc.cl/images/CARTILLA_LEY_SOBRE_VIOLENCIA_ESCOLAR.pdf)

Accusations of school aggression or bullying may come from a pupil, a parent, or any member of the school community. They include physical and psychological aggression, as well as aggression through social media and technological media.

The protocol is as follows:

1. All accusations of aggression must be dealt with immediately and informed to the Head or Deputy Head of Section.
2. The Head of Section informs the Headmaster/Deputy Headmaster and the Head of the Formative Area or person in charge of *Convivencia Escolar*.
3. The Head or Deputy Head of Section will interview the parents of the pupils involved, and inform them that an internal investigation process will begin to address the accusation, and that they will be informed of the result of the investigation within fifteen school days.
4. To begin the internal investigation process a psychologist of the Formative Area and another member of staff of the relevant section will interview the two pupils involved to investigate the accusation. Any pupil witnesses will be interviewed separately.
5. After the interviews have been conducted and while the internal investigation takes place, the pupil(s) may be suspended to protect the safety and wellbeing of all members of the community.
6. Once all the information of the internal investigation has been collected, the Headmaster/Deputy Headmaster, the Head of Section, and the Head of the Formative Area or person in charge of *Convivencia Escolar* will hold a meeting and come to a conclusion regarding the accusation.
7. The Head of Section will interview the parents of the pupils involved to inform them of the results of the internal investigation. Sanctions and formative support measures will be determined, if applicable, which should contribute to a reflection and redress, based on the School Life Guide. If no abuse, intimidation or aggression have been proven, the process will come to an end.
8. The Head of the Formative Area or the person in charge of *Convivencia Escolar*, in representation of the school, will inform the public ministry of the accusation.
9. The Head of Section and the psychologist from the Formative Area of the relevant section will define any protection measures for the pupils involved, which originated the activation of the protocol. Interventions, educational support, and/or psychological support, will be defined for pupils as needed.
10. During the year after the aggression, the Head or Deputy Head of Section will follow up on the process and the pupil's evolution with the pupil's parents.
11. During the year after the aggression, the Tutor will do a follow up with the pupil(s).
12. During the year after the aggression, the Psychologist from the Formative Area of the relevant section will follow up on the situation with the Tutors of the pupils involved.
13. Written reports of interviews to pupils, teachers, and parents will be filed in the section and recorded on SchoolTrack.

II. Protocol for action in case of accusation of violation of pupils' rights

i. **Accusation of aggression by a school teacher or member of staff to a pupil**

This involves physical or psychological aggression from a teacher or staff member to one or more pupils, or a behaviour or attitude that represents a serious breach of the Internal Rules of Procedure regarding Order, Health and Safety.

Accusations may come from pupils, parents, or any member of the school community, and the protocol is as follows:

1. All accusations of this type must be dealt with immediately and informed to the Head or Deputy Head of Section.
2. The Head of Section informs the Headmaster/Deputy Headmaster and the Head of the Formative Area or person in charge of *Convivencia Escolar*, as well as the director of Human Resources.
3. The Head or Deputy Head of Section will interview the parents of the pupils involved, and inform them that an internal investigation process will begin to address the accusation, and that they will be informed of the result of the investigation within fifteen school days.
4. The Head of Section will interview the teacher or staff member to inform him/her that there is an accusation against him/her, that an internal investigation process will begin, and that she/he will be informed of the result of the investigation within fifteen school days.
5. If there is concern about the wellbeing, safety and integrity of the pupil(s) involved, the Head of Section and the Headmaster/Deputy Headmaster, the Head of the Formative Area or person in charge of *Convivencia Escolar* and the Director of Human Resources will determine whether the teacher or staff member will be suspended from work or if she/he will be transferred to another area while the internal investigation takes place.
6. To begin the investigation process a psychologist of the Formative Area and another member of staff of the relevant section will interview the pupil(s) involved to investigate the accusation. Any pupil witnesses will be interviewed separately.
7. A psychologist of the Formative Area and another member of staff will interview the teacher or staff member to investigate the accusation.
8. Once all the information of the internal investigation has been collected, the Headmaster/Deputy Headmaster, the Head of Section, the Head of the Formative Area or person in charge of *Convivencia Escolar*, and the director of Human Resources will hold a meeting and come to a conclusion regarding the accusation. If no abuse, intimidation or aggression has been proven, the process will come to an end.
9. The Head of Section and the Head of the Formative Area will interview the parents of the pupils involved to inform them of the results of the internal investigation.
10. The Headmaster/Deputy Headmaster and the director of Human Resources will interview the accused teacher or staff member to inform him/her of the results of the internal investigation and of the sanctions and measures to be applied, if any, as per the Internal Rules of Procedure regarding Order, Health and Safety.
11. The Head of the Formative Area or person in charge of *Convivencia Escolar*, in representation of the school, will inform the public ministry of the accusation.

12. The leadership team of the section will define any protection measures for the pupil(s) involved. Interventions, educational support, and/or psychological support, will be defined as needed.
13. During the year after the aggression, the Head of Section or Deputy Head of Section will inform the parents regarding the pupils' process and situation.
14. During the year after the aggression, the Tutor will do a follow up with the pupils(s).
15. During the year after the aggression, the Psychologist from the Formative Area of the relevant section will follow up on the situation with the Tutor of the pupil(s) involved.
16. Written reports of interviews to pupils, teachers, and staff members will be filed in the section and recorded on SchoolTrack in the case of pupils, and in the worker's personal file in the Human Resources Area.

ii. Accusation of domestic violence toward a pupil

Accusations may come from pupils, parents, or any member of the school community.

The protocol is as follows:

1. All accusations must be dealt with immediately and informed to the Head or Deputy Head of Section.
2. The Head of Section informs the Headmaster/Deputy Headmaster and the Head of the Formative Area or person in charge of *Convivencia Escolar*.
3. A psychologist of the Formative Area and another member of staff of the relevant section will interview the pupil individually and his/her siblings, if necessary, to gather further information.
4. The Headmaster and the Head of the Formative Area or person in charge of *Convivencia Escolar* will inform the pupil's parents that there is an accusation against them, and that the family courts will be notified.
5. The Head of the Formative Area or person in charge of *Convivencia Escolar*, in representation of the school, will visit the family courts to notify them of the accusation.
6. If no abuse, intimidation or aggression have been proven, the process will come to an end.
7. The leadership team of the section will define any protection measures for the pupil(s) involved. Interventions, educational support, and/or psychological support, will be defined as needed.
8. During the year after the aggression, the Head of Section or Deputy Head of Section will follow up on the process and the pupil's evolution with the parents.
9. During the year after the aggression, the Tutor will do a follow up with the pupils(s).
10. During the year after the aggression, the Psychologist from the Formative Area of the relevant section will follow up on the situation with the Tutor of the pupil involved.
11. Written reports of interviews to the pupil and his/her parents will be filed in the Section and recorded on SchoolTrack.

iii. **Accusation of aggression to a pupil by the parent of another pupil of the school**

Accusations may come from pupils, parents, or any member of the school community, and the protocol is as follows:

1. All accusations must be dealt with immediately and informed to the Head or Deputy Head of Section.
2. The Head of Section informs the Headmaster/Deputy Headmaster and the Head of the Formative Area - person in charge of *Convivencia Escolar*.
3. The Head of Section will interview the parents of the pupils involved, and inform them that an internal investigation process will begin to address the accusation, and that they will be informed of the result of the investigation within fifteen school days.
4. The Head of Section will interview the accused parent and inform him/her that there is an accusation against him/her, that an internal investigation process will begin to address the accusation, and that they will be informed of the result of the investigation within fifteen school days.
5. The Head of Section, the Headmaster/Deputy Headmaster, and the Head of the Formative Area or person in charge of *Convivencia Escolar* will determine whether the accused parent will be forbidden from entering the school for up to fifteen school days, while the investigation takes place. This measure aims to protect the pupil's safety and integrity.
6. To begin the investigation process a psychologist of the Formative Area and another member of staff of the relevant section will interview the pupil involved to inquire about the accusation. Any pupil witnesses will be interviewed separately.
7. A psychologist of the Formative Area and another member of staff of the relevant section will interview the accused parent.
8. Once all the information of the internal investigation have been collected, in no more than fifteen school days, the Headmaster/Deputy Headmaster, the Head of Section, and the Head of the Formative Area or person in charge of *Convivencia Escolar* will hold a meeting and reach a conclusion regarding the accusation. If no abuse, intimidation or aggression have been proven, the process will come to an end.
9. The Headmaster/Deputy Headmaster and the Head of Section will interview the pupil's parents to inform them of the results of the internal investigation and any possible sanctions, if applicable.
10. The Head of the Formative Area or person in charge of *Convivencia Escolar*, in representation of the school, will inform the public ministry of the accusation.
11. The leadership team of the section will define any protection measures for the pupil(s) involved. Interventions, educational support, and/or psychological support, will be defined as needed.
12. During the year after the aggression, the Head of Section or Deputy Head of Section will follow up on the process and the pupil's evolution with the parents.
13. During the year after the aggression, the Tutor(s) will do a follow up with the pupils(s).
14. During the year after the aggression, the Psychologist from the Formative Area of the relevant section will follow up on the situation with the Tutor of the pupil involved.

15. Written reports of interviews to pupils and teachers will be filed in the section and recorded on SchoolTrack.

Updated October 2021