

Protocol for action in  
case of accusation of  
sexual assault and  
other sexual offences  
toward a pupil

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. We seek to promote a culture of respect and good manners among all members of the school community, and special attention is given to those situations that transgress values, put safety at risk, and physically or psychologically harm our pupils.

In this document we describe the protocol that will be applied in case of accusation of sexual assault and other sexual offences towards a pupil.

### **Protocol for action in case of accusation of sexual assault and other sexual offences toward a pupil**

#### **I. Accusation of sexual assault and other sexual offences by a school teacher or member of staff to a pupil**

1. The accusation must be informed immediately to the Head or Deputy Head of Section, who, in turn, will inform the Headmaster, the Head of the Formative Area, and the director of Human Resources.
2. The school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
3. The Headmaster, together with the Head of the Formative Area, will interview the parents of the pupil involved, and inform them about the accusation. The parents will also be informed that the psychologist of the Formative Area of the relevant section will accompany the pupil, even though the parents may also wish to consult with an external psychologist.
4. The Headmaster, after consulting the Head of the Formative Area, the Director of Human Resources and the relevant Head of Section, will determine whether the teacher or staff member will be suspended from work or if he/she will be transferred to another area while the internal investigation takes place. The Director of Human Resources will inform the accused teacher or staff member of the accusation and the decision that the Headmaster has made in accordance with the above.
5. The internal investigation will be led by the relevant Head of Section and the Head of the Formative Area, who will have to inform the Headmaster and the Director of Human Resources of the investigation and its results.

6. The Head of the Formative Area, together with a psychologist of the area, will interview the pupil. Any pupil witnesses will be interviewed separately.

The Headmaster, after consulting the relevant Head of Section, the Head of the Formative Area and the psychologist of the Formative Area, will define any protection measures for the pupil involved while the internal investigation takes place.

7. The Director of Human Resources and the Head of the Formative Area will interview the accused teacher or staff member and any other existing witnesses.
8. With all the collected information and after receiving the report from the Head of Section, the Director of Human Resources and the Head of the Formative Area or the psychologist of the Formative Area who interviewed the pupil, as stated in section 6, the Headmaster will make a decision regarding the accusation and any measures that will be adopted. This decision will be taken within fifteen school days after receiving the accusation.

In the case of the pupil, measures may include pedagogical or psychological interventions and support. The Tutor, the relevant Head of Section and the psychologist of the Formative Area will follow up on the process.

9. The Headmaster's decision and the measures to be adopted, if any, will be informed by him to the affected pupil's parents and to the accused teacher or staff member. This will take place in separate interviews. The meeting with the parents will be attended by the relevant Head of Section and the Head of the Formative Area. The meeting with the accused teacher or staff member will be attended by the Director of Human Resources and the relevant Head of Section.
10. Written reports of interviews will be filed in the section and recorded confidentially in SchoolTrack. In the case of the interview with the teacher or staff member, the report will also be filed in his/her personal file in the Human Resources Area.

## **II. Accusation of sexual assault and other sexual offences by a family member to a pupil**

1. The accusation must be informed immediately to the Head or Deputy Head of Section, who, in turn, will inform the Headmaster and Head of the Formative Area.
2. The school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.

3. The internal investigation will be led by the relevant Head of Section and the Head of the Formative Area, who will have to inform the Headmaster of the investigation and its results.

The Headmaster, together with the Head of the Formative Area, will interview the parents of the pupil involved, and inform them about the accusation. If the accused is one of the parents, the information will be given to the other parent. The parents will also be informed that the psychologist of the Formative Area of the relevant section will accompany the pupil, even though the parents may also wish to consult with an external psychologist.

4. The Head of the Formative Area, together with a psychologist of the area, will interview the affected pupil. Any pupil witnesses will be interviewed separately.

With all the collected information and after receiving the report from the Head of the Formative Area or the psychologist of the Formative Area, the Headmaster will define any protection measures for the pupil involved, which may include pedagogical or psychological interventions and support. The Tutor, the relevant Head of Section and the psychologist of the Formative Area will follow up on the process and will keep in touch with the parents regarding the evolution of the case.

5. Written reports of interviews will be filed in the section and recorded confidentially in SchoolTrack.

### **III. Accusation of sexual assault and other sexual offences by a pupil to another pupil of the school**

1. The accusation must be informed immediately to the Head or Deputy Head of Section, who, in turn, will inform the Headmaster and the Head of the Formative Area.
2. The school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
3. The internal investigation will be led by the relevant Head of Section and the Head of the Formative Area, who will have to inform the Headmaster of the investigation and its results.

The Headmaster, together with the Head of the Formative Area, will interview the parents of the pupil involved, and inform them about the accusation. The parents will also be informed that the psychologist of the Formative Area of the relevant section will accompany the pupil, even though the parents may also wish to consult with an external psychologist.

The same procedure will be followed in a separate interview with the parents of the accused pupil.

4. The Head of the Formative Area, together with a psychologist of the area, will interview the affected pupil. Any pupil witnesses will be interviewed separately.

With all the collected information and after receiving the report from the Head of Section and the Head of the Formative Area or the psychologist of the Formative Area, the Headmaster will decide on the protection measures that will be adopted regarding the accused pupil while the internal investigation takes place, which may include a suspension from school of the accused pupil.

5. With all the collected information and after receiving the report from the Head of the Formative Area or the psychologist of the Formative Area, and within fifteen school days after receiving the accusation, the Headmaster will define any protection measures for the pupil involved, which may include pedagogical or psychological interventions and support. The Tutor, the relevant Head of Section and the psychologist of the Formative Area will follow up on the process.
6. The Headmaster's decision and the measures to be adopted, if any, will be informed by him to the affected pupil's parents and to the accused pupil's parents. This will take place in separate interviews that will be attended by the relevant Head of Section and the Head of the Formative Area.
7. Written reports of interviews will be filed in the section and recorded confidentially in SchoolTrack.

#### **IV. Accusation of sexual abuse through social media and technological media**

1. Accusations of sexual assault and other sexual offences may come from pupils, parents, or any member of the school community. These accusations must be informed immediately to the Head or Deputy Head of Section, who, in turn, will inform the Headmaster and the Head of the Formative Area.
2. The school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
3. The internal investigation will be led by the relevant Head of Section and the Head of the Formative Area, who will have to inform the Headmaster of the investigation and its results.
4. The Headmaster, together with the Head of the Formative Area, will interview the parents of the pupil involved, and inform them about the accusation. The same

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will be done in a separate interview with the parents of the accused pupil, if there is one.

5. The Head of the Formative Area, together with a psychologist of the area, will interview the affected pupil. Any pupil witnesses will be interviewed separately.

The affected pupil's parents will be informed about this interview. They will also be informed that the psychologist of the Formative Area of the relevant section will accompany the pupil, even though the parents may also wish to consult with an external psychologist.

With all the collected information and after receiving the report from the relevant Head of Section, the Head of the Formative Area or the psychologist of the Formative Area, the Headmaster will define any protection measures for the pupil involved while the internal investigation takes place, which may include a suspension from school of the accused pupil, if there is one.

6. Within fifteen school days after receiving the accusation, the Headmaster will make a decision regarding the accusation and any measures that will be adopted, which may include pedagogical or psychological interventions and support. The Tutor, the relevant Head of Section and the psychologist of the Formative Area will follow up on the process.
7. The Headmaster's decision and the measures to be adopted, if any, will be informed by him to the affected pupil's parents and to the parents of the accused pupil, if there is one. This will take place in separate interviews that will be attended by the relevant Head of Section and the Head of the Formative Area.
8. Written reports of interviews will be filed in the section and recorded confidentially in SchoolTrack.

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