

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



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. All accusations of this type must be immediately addressed and informed to the Head or Deputy Head of Section within one school day.
2. The Head or Deputy Head of Section will inform the Head of School, the Head of the Formative Area or person in charge of *Convivencia Escolar* and the Director of Peoples, as well as the pupil's Form Teacher, within one school day. The Head of School will then issue an evidence gathering process.
3. Notwithstanding the above, the school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
4. Within two school days after having been informed of the accusation, the Head of School together with the Head of the Formative Area will invite the parents of the affected pupil to a face-to-face or online meeting, and inform them about the existence and content of the accusation. The parents will also be informed that the pupil will receive support from the Psychologist of the Formative Area of the relevant section, while also having the option to seek additional guidance from an external Psychologist.
5. The Head of School, after consulting the Head of the Formative Area, the Director of People and the relevant Head of Section, will determine whether the teacher or staff member will be released from her/his obligation to attend the school while an evidence gathering process takes place. The Director of People will inform the accused teacher or staff member of the accusation and the decision that has been made in relation to it.
6. The Head of the Formative Area will be in charge of the evidence gathering process. She/he will interview pupils together with the Head of the relevant section. The Head of the Formative Area and the Director of People will also interview the accused teacher or staff member. A written record will be kept of these meetings, signed by all participants.
7. The Head of the Formative Area, together with a Psychologist of the area, will interview the affected pupil, with the consent of his/her parents. Any pupil witnesses will be interviewed separately. To avoid exposure of the potential pupil involved, a written report may be required. The privacy and identity of the affected pupil and potential witnesses will be protected at all times, allowing them to be accompanied, if necessary, by their parents, without exposing their

experience to the rest of the community or subjecting them to untimely questioning about the events in order to prevent revictimization.

8. The Head of School, after consulting the relevant Head of Section, the Head of the Formative Area or his replacement and the psychologist of the Formative Area, will define any protection and safeguard measures for the pupil involved while the evidence gathering process takes place.

Safeguard measures will consist of:

- Avoiding contact between the pupil and the accused teacher or staff member.
 - Meetings with the pupil conducted by the section Psychologist to provide support from the school regarding his/her needs, after the events described in the accusation.
 - Face-to-face or online meetings with the pupil's parents by the section Psychologist to discuss ways to support the pupil after the incident.
 - Contact with an external Psychologist or specialist, if needed.
 - Monitoring the pupil's progress by the Form Teacher, following the events described in the accusation.
 - Monitoring the pupil's progress by the Head of Section in collaboration with the Form Teacher and the section Psychologist.
9. During the evidence gathering process, the pupils involved and their parents may contribute any background information that they consider pertinent to the case.
 10. As part of the evidence gathering process, the Director of People and the Head of the Formative Area or his replacement will interview the accused teacher or staff member and any other teachers or staff members who may have witnessed the event.
 11. The Head of Section, the Head of the Formative Area and the Director of People will present a written report with a description of the events, the procedures adopted and the conclusions to the Head of School or his or her replacement. The report will also include suggestions for the adoption of formative and support measures for the affected pupils, as well as any other pertinent measures.

Formative, academic and/or support measures will consist of:

- Meetings with the pupil conducted by the section Psychologist, taking into account his/her needs.
- Face-to-face or online meetings between the section Psychologist and the pupil's parents to assess his/her progress.
- Monitoring of the pupil's educational process by the Form Teacher, both in the socio-emotional and academic areas.
- Contact between the Form Teacher and the pupil's parents, either through face-to-face or online meetings.
- Case monitoring by the Head or Deputy Head of Section in meetings with the section Psychologist.
- Contact between the section Psychologist and the external Psychologist or treating specialist, if applicable.
- Implementation of academic support measures, if necessary.

12. With all the collected information and after receiving the aforementioned report, the Head of School or his or her replacement 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.
13. The Form Teacher, the Head of the relevant section and the Psychologist from the Formative Area will be responsible for monitoring and implementing these measures.
14. The Head of School or his or her replacement's decision and the measures to be adopted, if any, will be informed by him to the affected pupil's parents, together with the Head of Section and the Head of the Formative Area in a face-to-face or online meeting.
15. The Director of People and the Head of the relevant section will inform the accused teacher or staff member of the decision.
16. Written reports of interviews will be filed in the section and recorded confidentially in Alexia. In the case of the interview with the teacher or staff member, the report will also be filed in her/his personal file in the People Area.

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

1. All accusations of this type must be immediately addressed and informed to the Head or Deputy Head of Section within one school day.
2. The Head or Deputy Head of Section will inform the Head of School, the Head of the Formative Area or person in charge of *Convivencia Escolar*, as well as the pupil's Form Teacher, within one school day. The Head of School will then issue an evidence gathering process.
3. Notwithstanding the above, the school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
4. The Head of the Formative Area and the Head of the relevant section will be in charge of the evidence gathering process. A written record will be kept of all proceedings, signed by all participants.
5. The Head of School or his or her replacement, together with the Head of the Formative Area, will interview the parents of the pupil involved, and inform them about the accusation in a face-to-face or online meeting. 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, while also having the option to seek additional guidance from an external Psychologist.
6. During the investigation process, the pupils involved and their parents may contribute any background information that they consider pertinent to the case.
7. The Head of the Formative Area, together with a Psychologist of the area, will interview the affected pupil, with the consent of his/her parents. Any pupil witnesses will be interviewed separately. To avoid exposure of the potential pupil involved, a written report may be required. The privacy and identity of the affected pupil and potential witnesses will be protected at all times, allowing them to be accompanied, if necessary, by their parents, without exposing their experience to the rest of the community or subjecting them to untimely questioning about the events in order to prevent revictimization.

8. The Head of the Formative Area and the Head of Section will present a written report with a description of the events, the procedures adopted and the conclusions to the Head of School. The report will also include suggestions for the adoption of formative and support measures for the affected pupils, as well as any other pertinent measures.
9. With all the collected information and after receiving the aforementioned report, the Head of School will define any protection and safeguard measures for the pupil involved.

Safeguard measures will consist of:

- Meetings with the pupil conducted by the section Psychologist to provide support from the school regarding his/her needs, after the events described in the accusation.
 - Face-to-face or online meetings with the pupil's parents (or the parent who has not been accused) by the section Psychologist to discuss ways to support the pupil after the incident.
 - Contact with an external Psychologist or specialist, if needed, to determine the support that the school can provide in response to the accusation.
 - Monitoring the pupil's progress by the Form Teacher, following the events described in the accusation.
 - Monitoring the pupil's progress by the Head of Section in collaboration with the Form Teacher and the section Psychologist.
10. In the case of pupils, the formative, academic or support measures will consist of:

Formative, academic and/or support measures:

- Meetings with the pupil conducted by the section Psychologist, taking into account his/her needs.
 - Face-to-face or online meetings between the section Psychologist and the pupil's parents to assess his/her progress. If the accused is one of the parents, the meetings will be held with the other parent.
 - Monitoring of the pupil's educational process by the Form Teacher, both in the socio-emotional and academic areas, focusing support within the school context rather than the family context.
 - Contact between the Form Teacher and the pupil's parents (or the parent who has not been accused), either through face-to-face or online meetings.
 - Case monitoring by the Head or Deputy Head of Section in meetings with the section Psychologist.
 - Contact between the section Psychologist and the external Psychologist or treating specialist, if applicable.
 - Implementation of academic support measures, if necessary.
11. The Form Teacher, the Head of the relevant section and the Psychologist from the Formative Area will be responsible for monitoring and implementing these measures, through email, face-to-face meetings or online.
 12. Written reports of interviews will be filed in the section and recorded confidentially in Alexia.

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

1. All accusations of this type must be immediately addressed and informed to the Head or Deputy Head of Section within one school day.
2. The Head or Deputy Head of Section will inform the Head of School, the Head of the Formative Area or person in charge of *Convivencia Escolar*, as well as the pupil's Form Teacher, within one school day. The Head of School will then issue an internal evidence gathering process.
3. Notwithstanding the above, the school, through its representatives or directors, will inform the public ministry of the accusation, as per the current legislation.
4. The Head of the Formative Area and the Head of the relevant section will be in charge of the evidence gathering process. A written record will be kept of all proceedings, signed by all participants.
5. The Head of School, together with the Head of the Formative Area, will interview the parents of the pupil involved within two school days after having been informed of the accusation, and inform them about its existence and content in a face-to-face or online meeting. The parents will also be informed that the Psychologist of the Formative Area of the relevant section will accompany the pupil, while also having the option to seek additional guidance from an external Psychologist.

Formative, academic and/or support measures will consist of:

- Minimising interaction and contact between the accused pupil and the pupil who has made the accusation.
 - Meetings with the pupil conducted by the section Psychologist, taking into account his/her needs.
 - Face-to-face or online meetings between the section Psychologist and the pupil's parents to assess his/her progress.
 - Monitoring of the pupil's educational process by the Form Teacher, both in the socio-emotional and academic areas.
 - Contact between the Form Teacher and the pupil's parents, either through face-to-face or online meetings.
 - Case monitoring by the Head or Deputy Head of Section in meetings with the section Psychologist.
 - Contact between the section Psychologist and the external Psychologist or treating specialist, if applicable.
 - Implementation of academic support measures, if necessary.
 - These measures will also be adopted with the accused pupil.
6. During the evidence gathering process, the pupils involved and their parents may contribute any background information that they consider pertinent to the case.
 7. The Head of the Formative Area, together with a Psychologist of the area, will interview the affected pupil, with the consent of his/her parents. Any pupil witnesses will be interviewed separately. To avoid exposure of the potential pupils involved, a written report may be required. The privacy and identity of the affected pupil and potential witnesses will be protected at all times, allowing

them to be accompanied, if necessary, by their parents, without exposing their experience to the rest of the community or subjecting them to untimely questioning about the events in order to prevent revictimization.

8. While the evidence gathering process takes place, the Head of Section and the Psychologist of the Formative Area will define protection and safeguard measures for the pupils involved, which may include a suspension from school to protect the safety and wellbeing of all members of the community. This suspension may last for a period of five business days, renewable for an equal period.

Safeguard measures will consist of:

- Minimising interaction and contact between the accused pupil and the pupil who has made the accusation.
 - Meetings with the pupil who has made the accusation conducted by the section Psychologist to provide support from the school regarding his/her needs, after the events described in the accusation.
 - Face-to-face or online meetings with the parents of the pupil who has made the accusation by the section Psychologist to discuss ways to support him/her after the incident.
 - Contact with an external Psychologist or specialist, if needed.
 - Monitoring the pupil's progress by the Form Teacher, following the events described in the accusation.
 - Monitoring the pupil's progress by the Head of Section in collaboration with the Form Teacher and the section Psychologist.
9. The Head of the Formative Area and the Head of Section will present a written report with a description of the events, the procedures adopted and the conclusions to the Head of School. The report will also include suggestions for the adoption of formative and support measures for the affected pupils, as well as any other pertinent measures.
 10. With all the collected information and after receiving the report from the Head of the Formative Area and the Head of the relevant section, and within fifteen school days after receiving the accusation, the Head of School will make a decision regarding the accusation and any measures that need to be adopted, which may include pedagogical or psychological interventions and support. The Form Teacher, the relevant Head of Section and the Psychologist of the Formative Area will follow up on the process.
 11. The Head of School decision and the measures to be adopted, if any, will be informed 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 or his replacement.
 12. Written reports of interviews will be filed in the section and recorded confidentially in Alexia.

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.
2. All accusations of this type must be immediately addressed and informed to the Head or Deputy Head of Section within one school day.

3. The Head of Section will inform the Head of School, the Head of the Formative Area or person in charge of *Convivencia Escolar*, as well as the pupil's Form Teacher, within one school day. The Head of School will then issue an evidence gathering process.
4. Notwithstanding the above, the school, through its representatives or directors, inform the public ministry of the accusation, as per the current legislation.
5. The Head of the Formative Area and the Head of the relevant section will be in charge of the evidence gathering process. A written record will be kept of all proceedings, signed by all participants.
6. During the evidence gathering process, the pupils involved and their parents may contribute any background information that they consider pertinent to the case.
7. The Head of School, together with the Head of the Formative Area or his replacement, will interview the parents of the pupil involved within two school days after having been informed of the accusation, and inform them about its existence and content in a face-to-face or online meeting. The same will be done in a separate interview with the parents of the accused pupil, if there is one.
8. With all the collected information, the Head of School will define any protection measures for the pupil involved while the evidence gathering process takes place, which may include a suspension from school of the accused pupil, if there is one. This suspension may last for a period of five business days, renewable for an equal period.

Safeguard measures will consist of:

- Providing guidance to parents regarding security measures to be taken on social and technological media in relation to the aggression.
 - Meetings with the pupil conducted by the section Psychologist to provide support from the school regarding his/her needs, after the events described in the accusation.
 - Face-to-face or online meetings with the pupil's parents by the section Psychologist to discuss ways to support the pupil after the incident.
 - Contact with an external Psychologist or specialist, if needed.
 - Monitoring the pupil's progress by the Form Teacher, following the events described in the accusation.
 - Monitoring the pupil's progress by the Head of Section in collaboration with the Form Teacher and the section Psychologist.
9. The Head of the Formative Area, together with a Psychologist of the area, will interview the affected pupil, with the consent of his/her parents. Any pupil witnesses will be interviewed separately. To avoid exposure of the potential pupils involved, a written report may be required. The privacy and identity of the affected pupil and potential witnesses will be protected at all times, allowing them to be accompanied, if necessary, by their parents, without exposing their experience to the rest of the community or subjecting them to untimely questioning about the events in order to prevent revictimization.
 10. The parents of the pupil involved will be informed of this interview, and that the Psychologist of the Formative Area of the relevant section will accompany the pupil, while also having the option to seek additional guidance from an external Psychologist.

Accompanying measures will consist of:

- Monitoring with the pupil to ensure that no further aggression occurs through social and technological media.
 - Meetings with the pupil conducted by the section Psychologist, taking into account his/her needs.
 - Face-to-face or online meetings between the section Psychologist and the pupil's parents to assess his/her progress.
 - Monitoring of the pupil's educational process by the Form Teacher, both in the socio-emotional and academic areas.
 - Contact between the Form Teacher and the pupil's parents, either through face-to-face or online meetings.
 - Case monitoring by the Head or Deputy Head of Section in meetings with the section Psychologist.
 - Contact between the section Psychologist and the external Psychologist or treating specialist, if applicable.
 - Implementation of academic support measures, if necessary.
11. The Head of the Formative Area and the Director of People will present a written report with a description of the events, the procedures adopted and the conclusions to the Head of School. The report will also include suggestions for the adoption of formative and support measures for the affected pupils, as well as any other pertinent measures.
 12. With all the collected information and after receiving the report, and within fifteen school days after being informed of the accusation, the Head of School will make a decision regarding the accusation and any measures that need to be adopted, which may include pedagogical or psychological interventions and support. The Form Teacher, the relevant Head of Section and the Psychologist of the Formative Area will follow up on the process.
 13. The Head of School decision and the measures to be adopted, if any, will be informed to the affected pupil's parents and to the parents of the accused pupil, if there is one in a face-to-face or online meeting. This will take place in separate interviews that will be attended by the relevant Head of Section and the Head of the Formative Area.
 14. Written reports of interviews will be filed in the section and recorded confidentially in Alexia.

SELF-CARE AND PREVENTION POLICY AND MEASURES

The Prevention Programme, implemented on a weekly basis during *hora de Orientación* period, is included in the Formative Curriculum, which comprises the following strands:

1. Curriculum strands in the first semester and their objectives
Convivencia Escolar, digital coexistence and socio-emotional development:
 - To promote and foster emotional development and teaching of values related to participation and interaction for positive relationships within the community.
 - To enhance pupils' wellbeing and promote positive relationships within the class.
 - To promote the development of and commitment to the principles of equality, inclusion and non-discrimination in interpersonal relationships.

- To promote the achievement of a healthy identity and self-esteem that allows them to protect themselves in situations of risk in the digital context.
- To understand the phenomenon of pornography, why it can become an addiction, its effects on the individual and their environment and what to do to regulate excessive use.
- Conflict resolution: to learn about alternatives for conflict resolution within a framework of rights, promoting the search for agreements that benefit all parties involved.
- To promote digital wellbeing, recognising the excessive use of technology in our lives, situations that can become addictive, and strategies to avoid it.
- To promote the development of critical thinking in pupils, addressing three common challenges of the present time: plagiarism, fake news and public shaming (*funas*).

2. Curriculum strands in the second semester and their objectives

Alcohol and drug prevention:

- To promote the development of protective factors that contribute to preventing alcohol and drug consumption among pupils.
- To foster a healthy attitude and self-care approach that encourages responsible decision-making among our pupils.
- To develop autonomy and assertive communication in the face of peer influence.
- To strengthen the building of identity.
- To increase awareness of the risks associated with alcohol and drug consumption.
- To foster a critical and informed attitude towards consumption.
- To evaluate risk situations in the environment.
- To discuss sexual consent in the context of substance use.
- To value body care.
- To encourage healthy behaviours.

Emotional development and sexuality:

- To promote the development of a healthy sexuality and emotional development according to the pupils' stage of development, with a values-based guidance that helps them achieve a more harmonious integration of their own existence.
- To reflect on the importance of addressing the topic of sexuality and analyse one's personal values and stance towards this topic.
- To promote constructive interpersonal relationships and an environment where the principles of equality, dignity, inclusion and non-discrimination are respected.
- To reflect on sexual consent in relationships.
- To analyse topics and situations related to sexuality and emotional connections in a reasoned manner, considering values such as respect for all human beings, responsibility, self-care and care for others, as well as the protection of health, privacy and physical and emotional integrity.
- To strengthen autonomous, reflective, informed, responsible decision-making when faced with situations of violence in relationships.

All of the above also includes talks throughout the year on the following topics:

- Emotional development and sexuality with a gynecologist, covering topics such as contraceptive methods, STIs, prevention of abuse and consent.
- Alcohol and drug prevention with an expert psychologist in the field.

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Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.