

CISB CHILD PROTECTION POLICY

POLICY No.CISB004

Subject: Inclusion Policy

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1. Philosophy and Purpose

The CIS Beijing Child Protection Policy has been created to ensure that all of our stakeholders in our school community are fully aware and understand our commitment to ensuring that we provide a safe learning environment within our school community. The policy has been adopted by the CIS Beijing Board of Directors. Child abuse and neglect are serious violations of children's human rights and impede their intellectual, physical, social and emotional development.

CISB's Child Protection Policy is based upon the Law of the People's Republic of China on the Protection of Minors (2012 Amendment), International Law and the United Nations Convention on the Rights of the Child, which China has signed.

The two key articles from the United Nations Convention on the Rights of the Child, which we would like to draw your attention to include:

Article 19 – Protection from Abuse and Neglect

'Protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse and the treatment of victims.'

Article 34- Sexual Exploitation

'Protect children from sexual exploitation and abuse, including prostitution and involvement in pornography.'

To ensure transparency within our school community we have structured our process in this document. The policy aims to clearly identify and explain each of the steps. It includes key definitions, identifies actions and procedures followed, and provides links to further resources.

At CISB, it is our desire and goal to ensure that all our children are able to grow, develop, flourish and learn in a safe, caring and positive environment. On behalf of our Chairman, Board of Directors and all staff, I wish to thank each of you for your commitment to being part of the CISB family and for supporting our efforts to continually improve the learning environment. If you have any specific questions, please feel free to contact the school level principal or counselors.

2. DEFINITIONS AND INDICATORS

Child abuse is a complex set of behaviors that are non-accidental and result in far-reaching negative effects. Examples and symptoms of different forms of child abuse are given below:

Physical Abuse: hitting, shaking, burning, biting, strangulation.

Symptoms may include (but are not limited to): unexplained injuries or injuries that do not match the explanation given, anxiety about being in certain spaces.

Emotional Abuse: constant disapproving, belittling, teasing.

Symptoms may include (but are not limited to): reports of humiliation, intimidation and bizarre punishments. Symptoms may also include low self-esteem, social withdrawal, frequent psychosomatic complaints (e.g. headache, nausea, abdominal pains), significant development gaps, overly compliant or attention-seeking behavior.

Neglect: absence of adequate food, shelter, sleep, clothing, grooming, medical care, and emotional and/or physical security.

Symptoms may include (but are not limited to): extreme lack of personal hygiene and/or medical care. Symptoms may also include acute fatigue or hunger.

Sexual Abuse: fondling, the showing of private parts by an adult, sexual intercourse, oral and/or anal sex, forcing a child to watch while others have sexual intercourse, incest, pornography.

Symptoms may include (but are not limited to): excessive desire for a child to expose private body parts, unexplained physical trauma, bleeding of oral, genital, anal areas.

3. GUARDIANSHIP

All students of school age who are attending the Canadian International School of Beijing should be provided with an ongoing and stable relationship with at least one parent or guardian, and a family environment that is supportive of the student's education at CISB.

It is an expectation of the school that a temporary guardian is able to fully undertake the duties involved in a home-school relationship. Parents/guardians are expected to be legally residing in China and living in Beijing.

Parents who are temporarily unable to fulfill CISB's guardianship criteria will be supported by the school to develop suitable arrangements for the student in question.

In the event that these arrangements are not made within a reasonable timeframe, the student's ongoing enrollment may be reviewed by CISB. For further information please refer to CISB's School Enrolment Agreement and CISB Application Checklist and Form.

4. PROCEDURES FOR REPORTING (SUSPECTED) CASES OF ABUSE OR NEGLECT

In the event that a staff member notices a cause for concern based upon indicators of abuse or receives a report by an individual who discloses information:

Steps to follow:

1. Staff member seeks the support of an administrator to determine if emergency medical treatment is needed.
2. Staff member contacts counselor, from their school level, immediately.
3. The counselor reports details of the situation to the principal. The counselor and principal determine if immediate intervention is needed. The principal informs the Head of School.
4. The counselor initiates information gathering immediately.
 - a. This involves interviewing staff members and documenting information in a

manner that is factual and strictly confidential.

b. The counselor will review the child's history within the school by checking personal files.

The counselor and/or principal will cross check legal and ethical implications.

5. ACTIONS TO BE TAKEN AFTER RECEIVING REPORT OF (SUSPECTED) CHILD ABUSE/NEGLECT

Follow Up Actions that May Take Place

- Age-appropriate discussion takes place between the child and counselor in order to gain more information.
- Counselor or teacher conducts in-class observation.
- If there is a reasonable cause for concern, a response team will be formed as needed, to address the report. This will include drafting a plan of action with a specific timeline for a response, to ensure the next steps are implemented effectively.
- The response team will consist of the counselor, school nurse and the principal. Other relevant staff members may be included in the response team at the direction of the principal.
- Referral is made for the child to have sessions with his/her school counselor as appropriate.
- The situation will be closely monitored for protection of the child, and any further evidence arising.

Parental involvement:

- After further investigation by the response team of the suspected, observed or disclosed abuse, meetings with the family will be arranged to discuss observations and concerns.
- Referral to outside counseling/family therapy will be made as appropriate.

Referral:

- Seek advice from the school legal counsel concerning reporting the incident to employer/local authorities.
- In extreme cases when the abuse does not stop, or concerns remain about the safety of the child, information may be sent to:
 - The employer of the person committing the abuse,
 - The consulate of the person committing the abuse,
 - Relevant local authorities,
- In the event that the abuse or neglect allegation involves a staff or faculty member of CISB, the principal will follow Board policy in accordance with ethical professional behavior.

Ongoing support:

The counselor will maintain contact with the family and provide support and guidance.

The counselor will maintain communication with the child's teachers and the principal and provide resource materials and strategies as appropriate.

As a preventative measure, students who have had physical abuse may be required to have regular checkups from the school nurse and/or an outside healthcare provider as determined by the school.

CISB CHILD PROTECTION OFFICIALS (CPO)

School section principals:

Preschool-Elementary Principal -Mr. Allen McInnis

Middle-High School Principal -Mr. James Mc Croy

Operations Director -Ms. Sophia Zhang

AKD Head of School/AKD Superintendent -Mr. Douglas K. Prescott

6. DUTY OF CARE

CISB is committed to duty of care to its employees and students. It is expected that all employees contribute toward the fulfillment of this duty. Employees are expected to take every reasonable step to protect students from risk of harm. The school will document all reported concerns and actions taken.

Employees are expected to cooperate with the school to maintain a positive school environment that is safe for all members of the school community. Each employee has an important role to play in achieving and maintaining this objective. It is expected that any matters that threaten the fulfillment of this objective be reported to the employee's direct manager or school level principal.

Employees must comply with the arrangements for student supervision put in place by the school for all activities where the student is under the duty of care of an employee. Employees must actively supervise their designated area, and be vigilant and constantly mobile. Supervision of students is aimed at enhancing a student's educational opportunities, building self-esteem, and ensuring that students are safe and supported. While supervising students, the employee has an obligation to fulfill duty of care requirements.

Employees should be alert to indicators of abuse/neglect, act on and report incidents in accordance with the guidelines of this document.

Confidentiality:

To support all faculty, staff and community members in fulfilling their obligation of duty of care, the school is committed to protecting the anonymity of the reporter, and all persons involved. As described in the [CISB Staff Code of Conduct](#) as well as in [Guidelines for External Personnel Working at CISB](#), all employees, outsourced staff, coaches and volunteers must respect and adhere to the expectations and lines of communication in the school.

Where sensitive matters arise, staff and volunteers must maintain the confidentiality of all parties concerned. In any matters where there is doubt as to the requirements of confidentiality, advice should be sought from the principal without first discussing the matter with anyone else.

Background Checks:

CISB requests a clearance of criminal records and successful background check for all adults working on campus or with our students regardless of whether they are direct employees or outsourced staff.

Adult-Only Washrooms:

Elementary School (ES): Staff and visitor toilets are identified and separate from ES student toilets. This is communicated by signage on the door in each washroom and explained in our staff handbooks. Adult staff members must only be in student washrooms when required to assist students or for regularly scheduled/requested washroom cleaning. Adult visitors should not be in ES student toilets. All ES student washrooms have individual toilet stalls.

Middle School/High School (M/H): A minimal number of separate staff and visitor toilets exist in the Middle/High building. Shared staff/student toilets in the Middle/High School is recommended to continue as research into shared washrooms for this age group indicates reduction of some negative or inappropriate student behaviors. Adult visitors are asked to use adult-only toilets. All Middle/High shared student/staff washrooms have individual toilet stalls.

7. WHAT DOES A CHILD PROTECTION POLICY MEAN FOR THE CISB COMMUNITY?

The Child Protection Policy defined by CISB above is based on international law and applies to all cultures. If given reasonable cause to believe that a student's rights have been violated, CISB will use all available resources to protect those rights.

Schools and school communities have an important role in the protection of children. A school community must ensure that all children in their care are provided a safe, secure and positive environment in which to grow and develop intellectually, physically, emotionally, socially and psychologically. School employees, as well as school community members, have a professional and ethical obligation to identify children who are in need of help, report to a principal/counselor, and to take action as outlined in this Child Protection Document to help ensure the child's safety and well-being.

CIS Beijing CHILD PROTECTION POLICY REVIEW

The CIS Beijing Child Protection Policy will be reviewed yearly, and updated as required. CISB extends a special thanks to other international schools and agencies whose policies and standards are posted online and have been viewed as a means to helping us shape the CISB Child Protection Policy.

RESOURCES

Amnesty International

<http://www.amnestyusa.org> <http://www.amnesty.org.uk>

The British Council Child Protection Policy

<http://www.britishcouncil.org/africa-child-protection-policy.pdf>

The Law of the People's Republic of China on the Protection of Minors (2012 Amendment) 中华人民共和国未成年人保护法(2012修正),

<http://en.pkulaw.cn/display.aspx?cgid=188544&lib=law>

UN Convention on the Rights of the Child

http://www.unicef.org/crc/files/Rights_overview.pdf

UNICEF

www.unicef.org

GLOSSARY OF TERMS

Child Protection: Is defined as the policies and procedures put into place to prevent and respond to abuse, neglect, exploitation and violence affecting children. This definition also includes harm to self. It serves to create a safe and positive environment for all children and requires commitment from all stakeholders with the CISB community.

Duty of Care: The responsibility that rests on an individual, or on an organization, to ensure that all reasonable steps are taken to provide for the safety of young people involved in any activity for which that individual or organization is responsible. Any person working with youth is considered, both legally and morally, to owe them a duty of care.

International Law: The set of laws that govern relations between countries, as established by custom and agreement.

Maltreatment: cruel or inhumane treatment.

Reportable Conduct: Any assault, ill treatment or neglect of a child, or any behavior that causes psychological harm to a child, with or without the consent of the child.

Transparency: Clear, open communication and accountability.