

Statement of Intent

The health, safety and well-being of all of the students at Crescent International School, Bangkok is the foremost concern of **all** of the adults employed by the school.

Our Students

Our students have the right to be protected.

Our students have the right to be safe in our school.

Our students have the right to be respected and listened to.

Our School

Our school will ensure that **all** adults that have access to our students on a regular basis have been informed of the rights of the students.

Our school will ensure that **all** employees have the appropriate level of 'police check/clearance/criminal records disclosure' to enable them to work with/close to our students.

Our school will ensure that **all** employers understand the need to report any concerns regarding the health and well-being of our students.

Our Commitment

Crescent International School, Bangkok will take seriously any reported concern or allegation of mistreatment against any of our students. All reported concerns of allegations will be dealt with in compliance with the Child Protection Policy.

Crescent International School, Bangkok will support any employee making a reported concern or allegation of mistreatment, which is later judged to be false, unless it can be proven that the employee intentionally made an inaccurate report or allegation.

Article 29, The Thailand Child Protection Act of 2003

"Persons notifying or reporting in good faith under this Article shall receive appropriate protection and shall not be held liable for any civil, criminal or administrative action arising there from."

Your Declaration

I, the undersigned, have read the statement of intent above, the supporting Child Protection Policy that it relates and the appendix documents

I understand my role as an employee of Crescent International School, Bangkok to uphold and adhere to this statement of intent and all aspects of the Child Protection Policy.

Signed -

Name -

Date -

Child Protection Policy

Child Protection Committee

The Child Protection Committee at Crescent International School, Bangkok comprises of the following employees.

Chair

Head of School

Officers

Head of Administration

Head of Primary

Early Years Coordinator

Activities & Discipline Coordinator

Female Child Protection Officer (Teacher)

Male Child Protection Officer (Teacher)

Temporary Officers (Appointed by the Chair on a case by case basis if deemed necessary)

Role of the Child Protection Committee

To ensure that;

- The statement of intent and Child Protection Policy is adhered and upheld at all times.
- They diligently and without prejudice investigate all reports of concerns or allegations of mistreatment against any student of Crescent International School, Bangkok.
- Confidentiality regarding any report of concerns or allegations of mistreatment is maintained.
- Provide relevant child protection training for all employees of Crescent International School, Bangkok.
- Provide relevant child protection training for all students of Crescent International School, Bangkok.
- Provide relevant child protection training for all parents/carers of students of Crescent International School, Bangkok.
- Identify appropriate Child Protection training opportunities both internal and external and recommend members of staff to attend and subsequently cascade this training.

Child Protection Committee Protocol

- Meet once every half term as a full committee.
 - In the event of a report of concern or allegation of mistreatment being made a minimum of two members of the Child Protection Committee will lead an investigation. The head of investigation will be the Child Protection Officer, whom received the report of concern or allegation of mistreatment.
1. If a report of concern or allegation of mistreatment is made against a Child Protection Officer the Chair of the Child Protection Committee will automatically be head of the investigation.
 2. If a report of concern or allegation of mistreatment is made against the Chair of the Child Protection Committee, the Chair will immediately vacate the role of Chair, for the duration of the investigation, and the remaining Child Protection Officers will elect a temporary Chair for

the duration of the investigation. The temporary chair will automatically be head of the investigation. In this situation the Head of Administration will immediately inform the School Board Chairman.

- The head of investigation will;
 1. Inform the Chair of the Child Protection Committee that an investigation has started..
 2. Establish an investigation team that must comprise at least one other Child Protection Officer.
 3. Report initial findings to the Chair of the Child Protection Committee before the close of school on the day of the initial report of concern or allegation of mistreatment being made.
 4. Complete all documentation as set out in the Child Protection Policy and at the end of the investigation hand all documentation to the Chair of the Child Protection Committee.

Recruitment

Academic Employees:

Advertisements for academic employees will include the phrase:

'Crescent International School, Bangkok is committed to the safety and well-being of all of its students. Those appointed to this position will be subject to a thorough background check and must be able to provide an up to date and full 'police check/child protection certificate/criminal records disclosure' as set out in the offer of contract information.'

The School Head will take up references for academic employees before an offer of contract is made. The reference will require a confirmation of suitability to employ the candidate in relation to child protection matters.

A prospective employee must provide the school with an up to date and full 'police check/child protection certificate/criminal records disclosure' as set out in the offer of contract information. Failure to supply the necessary 'police check/child protection certificate/criminal records disclosure' will lead to the withdrawal of the contract offer. All fees/costs are borne by the prospective employee.

Coordinated by the School Head.

Non-Academic Employees:

A prospective employee must provide the school with an up to date and full 'police check/child protection certificate/criminal records disclosure' as set out in the offer of contract information. All fees/costs are borne by the prospective employee, unless otherwise agreed by the Head of Administration.

Coordinated by the Head of Administration.

Training

Training of employees

All employees of Crescent International School, Bangkok (academic including classroom assistants, administration, maintenance, security and support) will receive child protection training and advice on how to use the Child Protection Policy. This training will take place yearly before the start of Term 1 of the academic year. All new employees joining during the academic year will receive the child protection training within one week of their taking up their employment at Crescent International School, Bangkok.

Members of the Child Protection Committee will receive appropriate Child Protection training to enable them to fulfill their roles on the committee.

Training will be provided in English.

Additional child protection training may take place throughout the academic year.

Training of Students

All students will be trained through the academic curriculum and special events to recognise what their rights are and how to report if they feel their rights are being violated.

Heads of Early Years Foundation Stage, Primary and Secondary will record when and what training has occurred and to which groups of students throughout the academic year.

Training of Parents/Carers

The school will offer training in child protection to all parents/carers of student of Crescent International School, Bangkok on an annual basis.

Renewal Contracts

On a biennial basis academic staff who have agreed to renew their contract with the school must provide the school with a new and up to date and full 'police check/child protection certificate/criminal records disclosure' before the start date of the renewal contract. Failure to do so may lead to the contract being withdrawn/terminated.

Police check/Child Protection Certificate/Criminal Records Disclosure

All employees of Crescent International School, Bangkok will need to provide/obtain a full 'police check/child protection certificate/criminal records disclosure' at any time if requested by the School Head (academic) or Head of Administration (non-academic).

Reporting Concerns or Making Allegations of Mistreatment

All investigations of reported concerns or allegations of mistreatment must be made via the Child Protection Concerns Form (In appendix). Please see the guide in the appendix, which gives general advice pertaining to possible concerns, how to spot issues and how to handle disclosures from students.

ID Cards

All employees of Crescent International School, Bangkok will be issued with a school ID card. These must be worn at all times.

Reporting and Storing Confidential Documents

All investigations of reported concerns or allegations of mistreatment must be made via the Child Protection Concerns Form (In appendix). The head of the investigation will complete the necessary paperwork. All interview notes will be typed up. At the conclusion of the investigation all of the documents pertaining to the investigation must be handed to the Chair of the Child Protection Committee. All documents will be stored in a secure and lockable area.

Photography & Publication of Images

Crescent International School, Bangkok respects the rights of parents and students to privacy. If a parent/carer informs the school that they do not wish their child's image published the school will comply with immediate effect.

Students names will not be attached to any photograph or image that the Crescent International School, Bangkok publishes.

Any employee of the school who takes photographs of students to be used either for publicity or academic purposes must not remove that photograph from the school campus. All images must be stored securely at the school.

All photographs taken of students by employees of Crescent International School, Bangkok are for official school purposes only. No images should be shared/used on personal social media sites or messaging services.

Parents, carers and visitors are reminded that they are not to take photos of students that they are not related to.

Notes for taking photos of students:

- Pictures will only be taken where students are appropriately dressed for their activity.
- No pictures will be taken of students in distress or pain.
- If requested by a carer/parent or student not to take their picture, this is fully complied with and all pictures are deleted from the camera immediately.

Confidentiality

All employees of Crescent International School, Bangkok are instructed that any conversation or evidence related to a reported concern or allegation of mistreatment must only be shared with members of the Child Protection Committee.

A breach of the confidentiality regarding a reported concern or allegation of mistreatment will be considered as a disciplinary issue.

Visitors

All visitors must report to a security guard and provide proof of ID when they wish to enter the school. Visitors are informed of their responsibilities regarding the safety and well-being of all of the students of Crescent International School, Bangkok (See Visitors Card in appendix). Visitors will be issued with a Visitors Badge. Visitors are not to be left alone but escorted to the person they wish to visit or asked to wait in reception.

Appendix 1:

Guide for dealing with a disclosure at Crescent International School, Bangkok

- 1. Avoid denial.** A common reaction to a student's disclosure is denial. Respect the student by listening to what he/she has to say and taking what the students says seriously. Believe what the student is telling you.
- 2. Provide a safe environment.** Make sure the setting is confidential and comfortable. Avoid communicating with shock, horror, or fear about anything said, even though what you are hearing is likely shocking and horrifying. The student may interpret your reaction as your being shocked and horrified by him or her and shut down. The student needs you to be confident and supportive. Speak slowly and maintain a calm demeanor. Tell the student he/she is doing the right thing and that you will do what you can to help them.
- 3. Reassure the student.** Reassure the student that he/she did nothing wrong and that you believe him/her.
- 4. Listen and don't make assumptions.** Listen more than you talk, and avoid advice giving or problem solving. Don't put words in the student's mouth or assume you know what he/she means or are going to say. Let the student use language they are comfortable with. Let the student set the pace, don't rush them.
- 5. Do not interrogate.** Don't ask the student a lot of questions, especially leading questions, which means a question in which you provide a possible answer - Did this or that happen? Were you at school? Did your uncle hit you on the leg? This can be confusing for the student and he/she might shut down. Don't ask the student for details. This can make it harder for the student to tell you about the abuse. Listen to the student, letting them explain what happened in his or her own words. Don't stop the student in the middle of the story to go get someone or do something else. Limit questioning to only the following four questions if the child has not already provided you with the information:
 - What happened?
 - When did it happen?
 - Where did it happen?
 - Who did it?
 - How do you know them? (If the relationship of the abuser is unclear)

6. Make no promises. Don't tell the student that you won't tell anyone what they tell you. The student will have fears about what will happen next, so tell the student what you are going to do, what is going to happen next, and who else they will need to talk to. This will help the student to feel some control over what happens next.

7. Document exact quotes. It is important to write down exact quotes of what the student said so that evidence is collected and an investigation can take place. Add this evidence to the Child Protection Concerns Form (Appendix 2)

8. Be supportive, not judgmental. Don't talk negatively. Even though the student may be disclosing terrible things that may have happened at the hands of a family member or friend, the student may still love that person and may only just be beginning to recognise that he/she was being abused. Reassure the student that he/she is not at fault and have done nothing wrong. Don't ask questions that might imply the student was at fault:

- Why didn't you tell me before?
- What were you doing there?
- Why didn't you stop it?
- What did you do to make this happen?
- Are you telling the truth?

(Info adapted from SpeakUpBeSafe.org)

**Appendix 2:
Child Protection Concern Form**

Child's name:	Parent(s) name:
D.O.B.	Contact number:
Passport/Country:	Interpreter required? Yes No
Tutor group:	
Person who registers concern:	
Contact details:	
Statement of concern/suspicion/allegation:	
How did the concern/suspicion/allegation come about (e.g. child verbal report, physical observation, diary writing):	
Additional information (state if on separate page):	
Child's current whereabouts:	

Do you consider the child to be in immediate danger:	Yes	No
If Yes – why?		
Report submitted by:	Date and time:	
Received by:	Date and time:	
Response given:	Date:	

Appendix 3:

Visitors Card - To be displayed at all entrances to the school

Welcome to Crescent International School, Bangkok
Visitors Notice

The health, safety and well-being of all of the students at Crescent International School, Bangkok is the foremost concern of all of the adults employed by the school.

You are requested to follow these rules while on school property:

- Show and exchange photo ID for a Visitors ID badge
- Wear visitors ID badge at all times.
- Follow instructions given by employees of Crescent International School, Bangkok at all times.
- Only take photographs of students you are related to.
- Only have physical contact with students you are related to.

Failure to follow these rules may result in you being asked to leave the premises

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Visitors Notice