



SHEN WAI INTERNATIONAL SCHOOL
深圳外國語學校國際部

www.swis.cn



Child Protection Policy

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NOTE: SWIS may already have other policies in place, which address areas such as the physical environment, health and safety, recruitment, the curriculum, etc.

PRINCIPLES AND BELIEFS

Shen Wai International School (SWIS) seeks to develop confident, open-minded, lifelong learners and inspires students to take action as responsible global citizens.

The SWIS Child Protection Policy is made based on international and national laws such as the UNCRC and National legislation. It seeks to protect children from harm that the school may come into contact with. It ensures that the right to protection and access to confidential support systems is available to all students at SWIS.

This policy is endorsed by the SWIS Board and applies to all adults in the SWIS community, including all staff, visitors, volunteers, service providers, contractors, parents and students.

Duty of Care

All staff members at SWIS are mandated to report their concerns about the well-being of any student. There will be mandatory annual training for all staff on the Child Protection Policy.

Child abuse and neglect are violations of a child's human rights and are obstacles to a child's education as well as to their physical, emotional, and social development. SWIS has an institutional responsibility to protect children.

In this role SWIS needs to ensure that all children in its care are afforded a safe and secure environment in which to grow and develop.

SWIS staff observe and interact with children on a daily basis over extended periods of time and are therefore in a unique position to identify children who need help and protection. As such, SWIS has a professional and ethical obligation to identify children who are in need of protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse and neglect.

SWIS staff is mandated to report their concerns about the well-being of any student. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with Standard Operating Procedures linked to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective consulate in Shenzhen, to the appropriate child protection agency in the home country, and/or to local authorities.

SWIS will distribute this policy annually to all parents and others, who wish to join our community, will communicate this policy annually to students, will provide annual training for all staff, and will make every effort to implement hiring practices to ensure the safety of children. In the case of a staff member reported as an alleged offender, SWIS will conduct a full investigation following a carefully designed course of due process.

Definition of Child Abuse

SWIS has a rich and diverse community with multiple cultural beliefs, values and

practices. To respect the global nature of the community, and for the purposes of the SWIS child protection policy, the school has chosen to follow the World Health Organization's (WHO's) definition of abuse and neglect.

The WHO defines child abuse as:

“Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.”

For the purposes of this document a CHILD is defined as any person under the age of 18 or any person enrolled at SWIS as a full-time student, even if that person has reached his/her 18th birthday.

A detailed explanation of the different types of child abuse and possible symptoms is provided in Appendix 1: Forms of Abuse.

School Pillars in Child Protection

There are 3 main elements to our Child Protection Policy:

- Prevention through the creation of a positive school atmosphere and the teaching and pastoral support offered to students.
- Protection by following agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- Support for students who may have been abused or neglected.

ORGANIZATIONAL FRAMEWORK

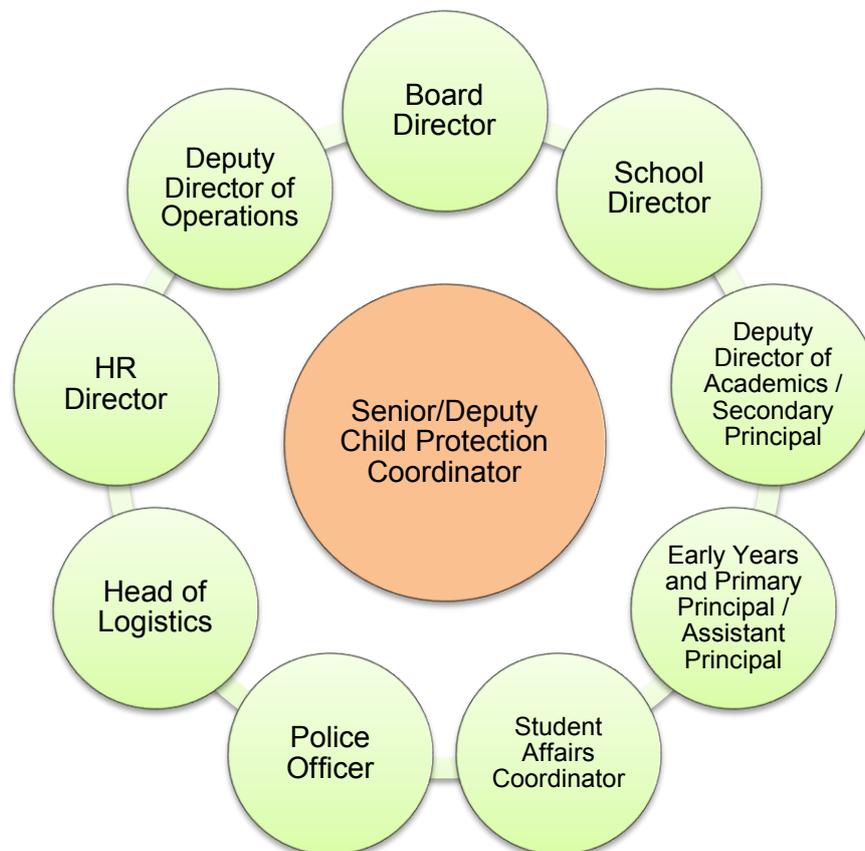
Child protection is the responsibility of all adults and especially those working with

students. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Child Protection Committee.

Child Protection Committee

The Child Protection Committee comprises the Senior/Deputy Child Protection Coordinator, Board Director, School Director, Deputy Director of Operations, Deputy Director of Academics / Secondary Principal, HR Director, Early Years & Primary Principal / Assistant Principal, Head of Logistics, Student Affairs Coordinator and a representative from the community's Police Security Bureau.

The committee convenes on a quarterly basis to review the Child Protection Policy, Reports of Concern logged, plans and reports on training and to scrutinize specific incidents.



Roles and Responsibilities

Senior/Deputy Child Protection Coordinator / School Counselor

- Ensures all SWIS staff members attend the Child Protection training.
- Ensures the Child Protection Committee is convened on a quarterly basis.
- Ensures all of the child protection procedures are followed within the school.
- Ensures all staff employed, including substitute teachers and temporary staff, service providers, visitors, contractors, volunteers, parents and students are aware of the school's internal procedures.
- Advises staff and offer support to people required.
- Maintains relations with external community organizations on child welfare.

If for any reason the Senior Child Protection Coordinator is unavailable, the Deputy Child Protection Coordinator will act in his/her absence.

Board Director

- Ensures the school has an effective Child Protection Policy.
- Supports the school in the fulfillment of this policy.

School Director

- Reviews all cases referred.
- Ensures appropriate resources and support are assigned.
- Alerts the Health and Safety Committee of any incidents that need to be referred to external agencies or could otherwise damage the reputation of the school.

Deputy Director of Academics / Secondary Principal

- Reviews all cases referred.
- Alerts the School Director of any incidents that need to be referred to external agencies or could otherwise damage the reputation of the school.
- Ensures the parents sign the *Parent Acknowledgement of Code of Conduct*

Deputy Director of Operations

- Reviews all cases referred.
- Alerts the School Director of any incidents that need to be referred to external agencies or could otherwise damage the reputation of the school.
- Maintains relations with the local police and appropriate hospital or social service organizations.
- Ensures service providers (ASAs) sign the *Staff Acknowledgement of Code of Conduct*.

Early Years & Primary Principal / Assistant Principal / Student Affairs Coordinator

- Handles specific Report of Concern.
- Works with students and/or families to ensure that the child's interests are protected.
- Assesses and evaluate concerns according to the Child Protection Policy.
- Alerts the School Director and Deputy Directors of serious allegations that might require additional intervention given the nature and severity of the report.

HR Director

- Ensures the recruitment process complies with the Child Protection Policy.
- Ensures the Staff sign the *Staff Acknowledgement of Code of Conduct*.
- Ensures “Safer Recruitment” trainings are conducted with new and returning staff members.

Head of Logistics

- Ensures the campus and facilities are safe with respect to child protection.
- Ensures service providers sign the *Staff Acknowledgement of Code of Conduct*.

Police Officer

- Maintains contact with SWIS

The key contacts of Child Protection Committee are listed in Appendix 2.

CODE OF CONDUCT

SWIS Code of Conduct for Child Protection

SWIS is committed to the safety and protection of children. This Code of Conduct applies to all staff, employees, volunteers and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

The public and private conduct of staff, employees, students, and volunteers acting on behalf of SWIS can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and others' vulnerability, especially when working alone with children, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children at SWIS.

We must show prudent discretion before touching another person, especially children, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. SWIS personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed (classrooms are covered by CCTV); or in a room with the door left open and another staff member or supervisor is notified about the meeting (Details please see Appendix 3 Physical Touch Guidelines).

We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse, neglect or observed inappropriate behavior by another person towards a child must be reported as described in the Child Protection Policy of the school.

Staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept gifts from, or give gifts to children without the knowledge of their parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between SWIS parents, administration, teachers, personnel, volunteers, and minors:

Communication between SWIS (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is

prohibited.

Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address. Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.

Staff, and volunteers who use any form of online communications including social media (Facebook, WeChat, etc.) and text messaging to communicate with minors may only do so for activities involving school business.

SWIS Community Responsibilities

SWIS Staff and Service Providers

SWIS staff and service providers include all full-time employees, substitute teachers, temporary staff, ASA teachers/coaches, summer school teachers, and service providers such as school bus drivers, property staff and catering staff.

Employees and service providers must understand and sign the *Staff Acknowledgement of SWIS Code of Conduct* (See Appendix 4) with each contract renewal.

Visitors and Volunteers

SWIS endeavors to ensure that all community groups who use our facilities outside of normal school hours understand this policy.

Visitors and volunteers are not required to sign an acknowledgment of the SWIS code of conduct provided a member of the SWIS staff actively supervises them.

Parents

All parents and caregivers must understand and sign the *Parent Acknowledgement of SWIS Code of Conduct* (See Appendix 5) each academic year.

In particular, parents are required to inform the school if they are going to be absent from town and who will be the designated caregivers in their absence.

Information and training sessions will be provided periodically.

Students

Students will be made aware of their rights under the United Nations.

SAFER RECRUITMENT

The SWIS commitment to child protection in hiring practices is aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

SWIS has implemented a number of checks during its recruitment process so as to ensure that:

- Successful candidates fully understand their responsibilities for child protection.
- Employment records are maintained for future reference.
- Candidates with child protection concerns are deterred.
- Candidates who have a criminal record or about whom there have been some concerns about their suitability to work with children are not offered a position.

Application

SWIS will work with the recruitment agencies (ISS, Search, CIS, Network Education and Teach Anywhere) to ensure that reference checks and background screening undertaken by such agencies support the SWIS recruitment protocols. Background checks will be carried out for all staff and for those expat staff who are unable to provide a police clearance certificate or there are concerns about the reliability of such certificates.

Candidates are required to sign a *Statement of Suitability* (see Appendix 6) stating that they do not have a criminal record, know of no reason why they should be considered unsuitable to work with children. Candidates must provide a police check to satisfy the Chinese Z visa requirements.

Interview

At least one member of the interview team must be trained in Safer Recruitment and will be tasked with asking candidates about child protection training.

Screening

Job offer will be made conditional on:

- Satisfactory references from at least two previous employers;
- Full medical screening;
- Police clearance certificate from Home of Record;
- Background checks by an external agency where it is deemed appropriate.

Contract

Employees will be required to:

- Sign a *Staff Acknowledgement of Code of Conduct* (see Appendix 4) with each contract renewal;
- Undergo full Child Protection training during orientation.

Employment Record

The following records will be maintained by SWIS in respect of every employee, either in hard copy or digital format:

- A full CV (any gaps in employment accounted for)
- Reference checks that cover the last two periods of employment
- Certified copies of education certificates
- Background check including police reports from home country and place of last employment, social media search and sex offender clearance by external agency, where appropriate
- A valid medical report per visa requirement
- A signed *Staff Acknowledgement of Code of Conduct* (see Appendix 4)
- A signed *Statement of Suitability* (see Appendix 6)
- A signed certificate of Child Protection training to indicate that the document has been read (see Appendix 7).

MANAGING CONCERNS AND ALLEGATIONS

Reporting Concerns

All adults have a duty to act should they have a concern about a child's welfare.

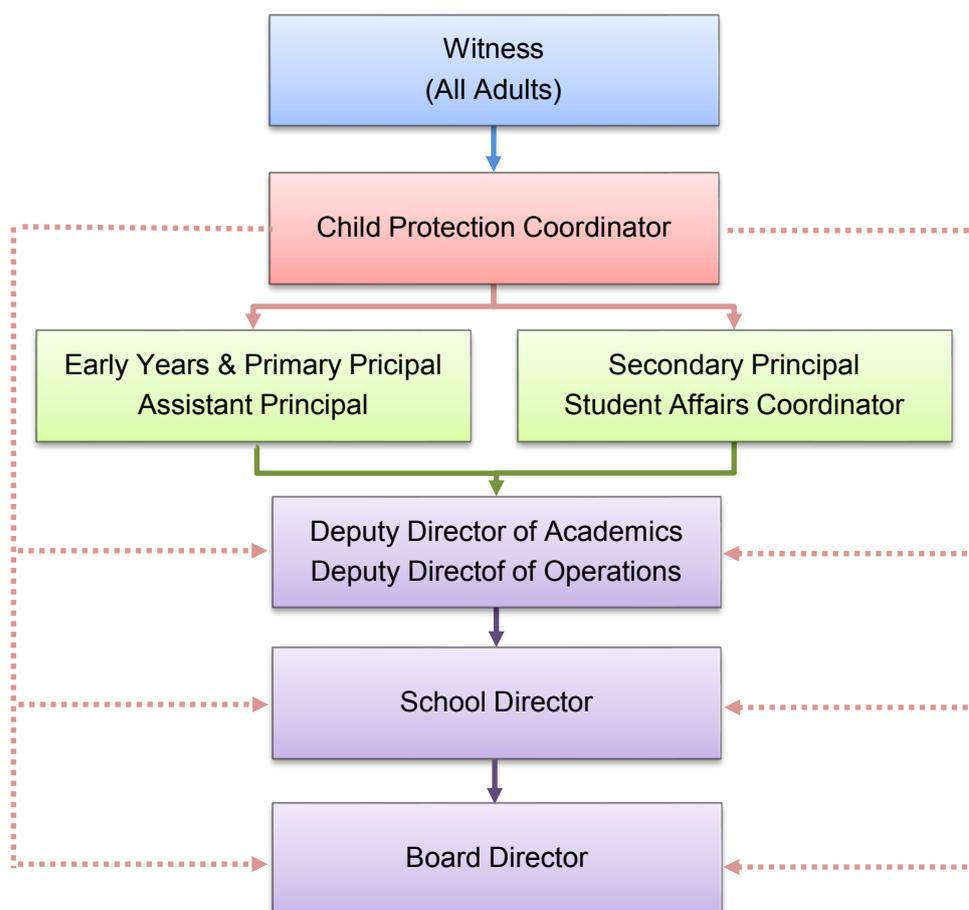
“Doing nothing is not an option!”

When the witnesses recognize a concern, they need to complete a *Child Protection: Report of Concern* (see Appendix 7). The form can be completed through either ManageBac or retrieved from the SWIS server and submitted to the Senior Child Protection Coordinator.

Following submission of the form, the witness must meet to discuss the issue with the Senior Child Protection Coordinator within 24 hours. Specific disclosures by a student must be reported before the close of the school day.

If for any reason the Senior Child Protection Coordinator is unavailable, please report to the Deputy Child Protection Coordinator.

Reporting Flowchart



Under normal circumstances, a *Record of Concern* should be given to the Senior Child Protection Coordinator, who will report to the divisional person responsible as necessary.

Under certain circumstances, the report must be made to a person with the appropriate level of authority as follows:

- If the concern involves a teaching staff, the report should be made directly to the School Director and the Deputy Director of Academics.
- If the concern involves an administrative staff, the report should be made directly to the School Director and the Deputy Director of Operations.
- If the concern involves a contractor or a staff member from service providers, the report must be made directly to the Deputy Director of Operations.
- If the concern involves the School Director (or a member of the Management) then the report should be made directly to the Board Director.

Where necessary, the identity of the person making a report about another member of staff will remain confidential.

Handling/Managing a Disclosure

If a disclosure is made, the adult must:

- Listen carefully. Do not overreact, do not interrupt, and do not prompt. If uncomfortable or unsure, please contact the Senior/Deputy Child Protection Coordinator immediately.
- Let the child tell the story in his or her own words.
 - Tell me what happened
 - Explain what happened
 - Describe what happened
- Reassure the child that they are right to speak up. Be calm, attentive, and non-judgmental displaying empathy.
- Confidentiality – make it clear that you have a duty to report it to a Child Protection Coordinator who is trained to help students in this situation.
- During the interview/questioning:
 - Question – the child only if necessary to clarify something that is unclear such as when and where. Do not ask leading questions.
 - Action – contact the divisional person responsible and complete a *Report of Concern* form (Appendix 8) before you leave school that day.
 - Record/Write it down – use the child’s words and record/note other concerns.

Handling/Managing a Concern

If a concern is made, please follow the procedure below:

- The divisional person responsible must log the *Report of Concern* in the Incident Reporting System (ManageBac), following which an email alert will go to the Senior/Deputy Child Protection Coordinator
- The Senior/Deputy Child Protection Coordinator and the divisional person responsible will discuss the report to determine reasonable cause for the concern
- If it is a reasonable concern, the Senior/Deputy Child Protection Coordinator will initiate a Child Response Team (CRT) for an initial assessment to establish need of support
- Additional information may need to be gathered, see policy and procedure outline
- CRT will make an assessment of level of risk to the child’s wellbeing and devise a strategy for working with the student and family
- If the child is “at risk”, the School Director and the Divisional should be informed. A decision will be made in consultation with the CRT, Board Director and others as appropriate to consider outside agency support: Refer to policy and procedure outline
- The Emergency Management Protocol will be initiated depending on the nature of the incident

The school will also endeavor to ensure that CRT team and other staff involved with a case of child abuse receives appropriate counseling and support.

Record Keeping

Record keeping is essential to the gathering of information and intelligence. Detailed notes must be kept of all meetings relating to a Child Protection issue. At SWIS, the Incident Reporting System on ManageBac will be used for Child Protection concerns.

Confidential case files will be maintained by the divisional person responsible assigned to a specific case.

Completed case files, with original documentary evidences, will be maintained by the Senior Child Protection Coordinator up to 5 years after student graduation.

Personal Feedback

A person who reports a concern should expect to receive feedback from the Senior Child Protection Coordinator, however specific details as to the outcome may not necessarily be shared.

Confidentiality

Confidentiality should be fully understood in the context of child protection. Staff must never guarantee confidentiality to a student where child protection is a concern. Staff will be informed of relevant information on a “need to know” basis only. Information shared must be held in confidence to protect the child and the family.

Disclosure of a breach in the Code of Conduct observed by a colleague must be made directly to the School Director / Deputy Directors and that *Report of Concern* will be filed in a confidential file in the HR Department.

Communications

Posters with key aspects of the Child Protection Policy for adults and children should be prominently displayed around the school. The Child Protection Policy will be available on the salient aspects of the SWIS website (www.swis.cn), Staff and Parent Handbooks.

TRAINING SESSIONS AND PLANS

All adults who are regularly on campus are expected to undergo appropriate training on a regular basis depending on their level of engagement with students and their roles with regards to child protection.

Initial training will be delivered in-house, normally during the orientation process. Thereafter staff will be expected to undergo refresher training at least every three years. Certification of training taken must be filed in the HR department.

Training will also be given to service providers such as ASA teachers/coaches and property staff who regularly interact with students on campus.

Appendix 1

FORMS OF ABUSE

Physical abuse

Physical abuse of a child is a form of abuse, which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional Neglect is a dimension of Emotional Abuse.

Neglect and negligent treatment

Neglect is the persistent failure to meet a child's basic physical, educational and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or caregiver failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person.

Sexual abuse Involves forcing or enticing a child or young person to take part in

sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Indicators that a child may be suffering abuse

The following physical and emotional/behavioral indicators may suggest that a child is in need of support and potentially at risk of/suffering from some form of abuse. They may also be an indication of something else such as bereavement or other temporary trauma. It is important to report anything seen or observed so that trained counselors can meet with the student to assess what support the student needs, whatever the reason.

Possible physical indicators

- Injuries (bruises, welts, cuts, burns, bite marks, fractures, etc.) that are not consistent with the explanation offered (e.g. extensive bruising to one area)
- Presence of several injuries (3+) that are in various stages of healing
- Repeated injuries over a period of time
- Injuries that form a shape or pattern that may look like the object used to make the injury (e.g. buckle, hand, iron, teeth, cigarette burns)
- Facial injuries in infants and preschool children (e.g. cuts, bruises, sores, etc.)
- Injuries not consistent with the child's age and development
- Bald patches on child's head where hair may have been torn out
- Repeated poisonings and/or accidents
- Frequent psychosomatic complaints, headaches, nausea, abdominal pains
- Child is unwashed or hungry
- Unattended medical and dental needs
- Ingestion of cleaning fluids, medicines, etc.
- Consistent hunger
- Nutritional deficiencies
- Inappropriate dress for weather conditions
- Poor hygiene persistent (untreated) conditions (e.g. Scabies, head lice, diaper rash, or other skin disorders)
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Substance or drug abuse
- Venereal disease in a child of any age
- Frequent urinary tract infections for young children both male and female
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Not wanting to be alone with an individual
- Pregnancy, especially at a young age

- Poor peer relationships
- Violence is a subject for art or writing
- Complains of social isolation
- Forbidden contact with other children
- Repeated communications from the school unheeded
- Both parents or legal guardian are absent from Shenzhen for any period of 24 hours or greater
- Parents cannot be reached in the case of emergency
- Lack of appropriate supervision—this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time

Appendix 2

CHILD PROTECTION COMMITTEE KEY CONTACTS 2016-2017

Senior Child Protection Coordinator

Mr. Ronald Moore
T: 0755-13631583546
O: 0755-86541958
E: ronald.moore@swis.cn

Deputy Child Protection Coordinator

Not yet appointed – March 6th 2017

Appendix 3

PHYSICAL TOUCH GUIDELINES

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. Appropriate physical contact in schools may occur most often with younger pupils.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their

professional judgment at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported and documented.

This means that adults should:

- Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care program
- Advise administration of any regular social contact they have with a pupil which may give rise to concern
- Report and record any situation, which they feel, might compromise the school or their own professional standing
- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Never touch a child in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Never indulge in horseplay, tickling or fun fights

Physical contact, which occurs regularly with an individual child or young person, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with special learning needs or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review. Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact which is acceptable to the child for the minimum time necessary. Extra caution may be required where it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff being vulnerable to allegations of abuse. It is recognized that many such children are extremely needy and seek out inappropriate physical contact. In such circumstances staff should deter the child's sensitively by helping them to understand the importance of personal boundaries.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child.

Appendix 4

STAFF ACKNOWLEDGEMENT OF SWIS CODE OF CONDUCT FOR CHILD PROTECTION

I agree to strictly follow the SWIS Child Protection Policy as a condition of my providing services to the children participating in SWIS programs.

I will:

- Participate in all Child Protection training that is required of me by SWIS.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with a child at school activities in a secluded space without another adult being notified.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children.
- Maintain appropriate physical boundaries at all times and touch children, when necessary, only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations set out in the SWIS Child Protection Policy to report suspected child abuse or observed inappropriate behavior towards a child.
- Cooperate fully in any investigation of abuse of children.

I will not:

- Touch or speak to a child in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliation, ridiculing, threatening, or degrading any child.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride home alone.
- Accept gifts from or give gifts to children without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, WeChat or similar forms of electronic or social media except for activities strictly involving school business.
- Use profanity in the presence of children at any time.

I understand that as a person working with and/or providing services to children under the auspices of SWIS. I am subject to a criminal history background check. My signature confirms that I have read the SWIS Child Protection Policy and that as a person working with children I agree to follow these standards. I understand that any action inconsistent with this policy or failure to take action mandated by this policy may result in disciplinary action up to and including removal from SWIS.

Name: _____

Signed by: _____

Date: _____

Appendix 5

PARENT ACKNOWLEDGEMENT OF SWIS CODE OF CONDUCT FOR CHILD PROTECTION

All parents must sign this acknowledgment.

I agree to strictly follow the SWIS Child Protection Policy as a condition of enrolling my child at SWIS.

I will:

- Abide by the SWIS Child Protection Policy.
- Inform the school if I am absent from Shenzhen for any length of time and inform the school of my child's/children's designated caregiver(s) in my absence.
- Comply with the mandatory reporting regulations set out in the SWIS Child Protection Policy to report suspected child abuse or observed inappropriate behavior towards a child.
- Cooperate fully in any investigation of abuse of children.

I will not:

- Engage with any SWIS students in an inappropriate manner as outlined in the SWIS Child Protection Policy.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliation, ridiculing, threatening, or degrading upon any child.
- Give a child who is not my own, a ride home without *the explicit and evidenced* permission of the child's parent
- Engage in private communications with children via text messaging, email, Facebook, WeChat or similar forms of electronic or social media.

My signature confirms that I have read, understand and will abide by the SWIS Child Protection Policy.

I understand that any action inconsistent with this policy or failure to take action mandated by this policy may result in my removal from the SWIS community.

Name: _____

Signed by: _____

Date: _____

Appendix 6

STATEMENT OF SUITABILITY

SWIS takes child protection very seriously. All candidates are expected to have read the SWIS Child Protection Policy and to submit a *Statement of Suitability* as part of their application documentation. Successful candidates will be required to provide police clearance certificates from their home country and last place of employment.

(A criminal record will not automatically disqualify a candidate, depending on the nature of the offence. All such background checks will be done in a manner that preserves the privacy of candidates.)

Do you know of any reason or prior circumstances which might preclude you from being considered as, or given a reference as, a suitable candidate to work with children?

(Statements which are subsequently found to be false or misleading will result in disqualification from or termination of employment with SWIS.)

Yes **No**

If yes, please specify:

Signed by: _____

Date: _____

Appendix 7



SHEN WAI INTERNATIONAL SCHOOL
深圳外國語學校國際部

www.swis.cn



Certificate of Attendance

This is to certify that

Name

Attended of the Child Protection Training **2016-2017**
on **date** at
Shen Wai International School

Name

Senior Child Protection Coordinator

Appendix 8

CHILD PROTECTION: REPORT OF CONCERN

As the reporter, your duty is to:

- Recognize your concern
- Make a written report by completing this form
- Pass on your concern to the Child Protection Coordinator within 24 hours. A specific disclosure by a student must be reported by the end of the day
- Scan, email or physically deliver the report to the Child Protection Coordinator.

You should expect to have your report acknowledged although you may not be told what the outcome is. If you do not hear anything and continue to have the same concerns regarding the same student, however you must pass this information on – if necessary, meet with the Senior/Deputy Child Protection Coordinator to discuss your concerns in more detail.

Reporter Name:		Reporting Date:	
Nature of Concern:			
<p>Details of Concern: <i>Provide full factual details only.</i> <i>State whether you witnessed the incident or if it was reported to you.</i> <i>If there was any conversation with the child, report his/her own words as closely as possible. (Continue overleaf if necessary.)</i></p> <p>Concerns or alerts may be as a results of:</p> <ul style="list-style-type: none"> • Observed behavior in a child (physical, emotional, change in behavior) • Hearsay (third party disclosure) • Disclosure (specific report made by a student directly or via a trusted adult) • Observed behavior in an adult (breach of Code of Conduct) 			
<p>Follow up Action (if any): <i>(Did you make any follow-up action as a result of what you heard or witnessed?)</i></p>			
Signed by the Reporter:			
Signed by the Recipient of the Report:			