



## Child Protection [Well-being] Policy United World International School (UWIS)

UWIS is committed to ensuring the care, safety and well-being of all students at our school. We have a zero-tolerance policy for any form of violence, abuse, exploitation, neglect or harmful practices against children. We respect and uphold the rights and best interests of children as enshrined in the Convention on the Rights of the Child and the Sustainable Development Goals. We aim to create and maintain a child safe culture at all levels of the school, where children are empowered and educated on their rights, personal safety and steps they can take if there is a problem.

To achieve this, we have the following policies, procedures, actions and strategies in place:

- We have a designated child protection officer who is responsible for overseeing and coordinating all child protection matters in the school.
- We conduct background checks on all staff, volunteers and partners who work with or have access to children in the school.
- We provide regular training and awareness-raising activities on child protection issues for all staff, volunteers, partners, parents and students.
- We have a clear code of conduct that outlines the expected behaviour and responsibilities of all staff, volunteers and partners towards children in the school.
- We have a reporting and responding mechanism that ensures that any child protection concern or allegation is promptly reported, investigated and acted upon in a confidential and sensitive manner.
- We have a referral system that links children who are at risk or have experienced harm with appropriate support services, such as health, legal, psychosocial or other services.
- We monitor and evaluate our child protection policies and practices regularly and make improvements as needed.
- We collaborate with other stakeholders, such as government agencies, civil society organizations and communities, to promote child protection and well-being in our school and beyond.

CHILD PROTECTION OFFICER:



The designated child protection officer is a staff member who has the authority and expertise to handle all child protection issues in the school. The main duties and responsibilities of this position are:

- To develop, implement and review the school's child protection policy and procedures, in line with the relevant laws, regulations and standards.
- To provide training and guidance to all staff, volunteers and partners on child protection matters, such as how to identify, report and respond to signs of abuse or harm, and how to follow the code of conduct.
- To act as the first point of contact for any child protection concern or allegation, and to ensure that it is reported, investigated and resolved in a timely, confidential and sensitive manner.
- To liaise with external agencies, such as social services, police, health or legal services, when necessary, and to make referrals for children who need support or protection.
- To monitor and evaluate the effectiveness and impact of the school's child protection measures, and to report on the progress and challenges to the school management and relevant stakeholders.
- To promote a culture of respect, safety, and well-being for all children in the school, and to advocate for their rights and best interests.

## Background Check

We conduct background checks on all staff, volunteers and partners who work with or have access to children in the school to ensure that they are suitable and trustworthy, and that they do not pose any risk or harm to children. The background checks include the following steps:

- All staff, volunteers and partners must fill out an application form that asks for their personal details, education, work experience, references and any criminal history or child protection issues.
- All staff, volunteers and partners must provide copies of their identity documents, such as passport, driver's license or national ID card, and their qualifications or certificates, such as diplomas, degrees or training certificates.
- All staff, volunteers and partners must undergo a criminal record check from the relevant authorities in their country of origin and residence, and provide a certificate or report that shows the results of the check. If the check reveals any criminal history or child protection issues, the school will assess the nature and severity of the offense and decide whether to accept or reject the applicant.
- All staff, volunteers and partners must provide at least two references from their previous employers or organizations that can attest to their character, skills and



suitability for working with children. The school will contact the references and ask them a series of questions about the applicant's performance, behavior and attitude.

- All staff, volunteers and partners must sign a declaration that they have read, understood and agreed to follow the school's child protection policy and code of conduct, and that they have disclosed any information that may affect their suitability for working with children. They must also consent to periodic background checks during their employment or engagement with the school.
- The school will keep a record of all the background checks and store them securely and confidentially. The school will review the background checks regularly and update them as needed. The school will also report any changes or concerns regarding the staff, volunteers or partners to the relevant authorities or agencies.

### Child Protection Training

We provide regular training and awareness-raising activities on child protection issues for all staff, volunteers, partners, parents and students to enhance their knowledge, skills and attitudes on how to prevent and respond to violence, abuse, exploitation, neglect and harmful practices against children. The training and awareness-raising activities include the following steps:

- We conduct a needs assessment to identify the gaps and challenges in the current child protection practices and policies, and to determine the learning objectives and outcomes for each target group (staff, volunteers, partners, parents and students).
- We design and develop the training and awareness-raising materials and methods, such as manuals, handouts, posters, videos, games, quizzes, role plays, case studies, etc., that are appropriate for the age, level and context of each target group. We also ensure that the materials and methods are culturally sensitive, gender-responsive and inclusive of children with disabilities or special needs.
- We deliver the training and awareness-raising sessions in a participatory and interactive way, using a variety of techniques to engage the learners and to facilitate their understanding and application of the child protection concepts and principles. We also provide opportunities for feedback and reflection during and after the sessions.
- We evaluate the effectiveness and impact of the training and awareness-raising activities, using both quantitative and qualitative methods, such as surveys, interviews, focus groups, observations, etc., to measure the changes in knowledge, skills and attitudes of the participants, as well as the changes in behavior and practice in the school environment.



- We monitor and follow up on the training and awareness-raising activities, providing ongoing support and guidance to the participants, as well as addressing any issues or challenges that may arise. We also update and revise the materials and methods as needed, based on the feedback and results of the evaluation.

## Code of Conduct

The code of conduct is a set of rules and guidelines that all staff, volunteers and partners must follow when working with or having access to children in the school. The code of conduct aims to protect children from harm and abuse, and to promote their rights and well-being. The code of conduct is based on the following principles:

- **Respect:** Treat all children with respect, dignity and courtesy, regardless of their age, gender, ethnicity, religion, culture, disability or any other factor. Do not discriminate, harass, bully or humiliate any child. Listen to and value their opinions and views. Involve them in decision-making processes that affect them.
- **Safety:** Ensure that all children are safe and protected from any physical, emotional, sexual or psychological harm or abuse. Do not use any form of violence, coercion, threat or intimidation against any child. Do not expose any child to inappropriate or harmful materials, such as pornography, drugs or weapons. Do not engage in any sexual activity or relationship with any child. Do not exploit any child for personal or professional gain.
- **Well-being:** Support the well-being, and development of all children, by providing them with quality education, health care, nutrition, recreation and other services. Do not neglect or abandon any child. Do not deprive any child of their basic needs or rights. Do not cause any unnecessary stress or trauma to any child.
- **Accountability:** Be accountable and responsible for your actions and behaviour towards children. Follow the school's policies and procedures on child protection and reporting. Report any suspected or actual case of child abuse or harm to the designated person or authority. Cooperate with any investigation or inquiry regarding child protection issues. Seek guidance and support when needed.

By signing this code of conduct, I agree to abide by its rules and guidelines, and to uphold the principles of respect, safety, well-being and accountability towards all children in the school. I understand that any breach of this code of conduct may result in disciplinary action, legal action or termination of my employment or engagement with the school.



## Reporting and Responding Mechanism

We have a reporting and responding mechanism that ensures that any child protection concern or allegation is promptly reported, investigated and acted upon in a confidential and sensitive manner. The reporting and responding mechanism includes the following steps:

- We inform and educate all staff, volunteers, partners, parents and students about the signs and indicators of child abuse or harm, and how to report any concern or allegation to the designated child protection officer or authority.
- We provide multiple and accessible channels for reporting any concern or allegation, such as phone, email, online form, suggestion box, etc. We also ensure that the reporting channels are safe and confidential, and that the identity and privacy of the reporter and the child are protected.
- We acknowledge and record any concern or allegation that is reported, and assess the level of risk and urgency of the situation. We also provide support and feedback to the reporter and the child, as appropriate.
- We investigate any concern or allegation that is reported, following the school's policies and procedures, and in accordance with the relevant laws and standards. We collect and analyze relevant information and evidence, interview the parties involved, and document the findings and conclusions.
- We act upon any concern or allegation that is reported, taking appropriate measures to protect the child from further harm, such as removing the alleged perpetrator from contact with children, providing medical or psychological care to the child, or referring the case to external agencies or authorities. We also take appropriate disciplinary or legal action against the alleged perpetrator, if warranted.
- We review and evaluate the reporting and responding mechanism regularly, and make improvements as needed. We also monitor and follow up on the cases that are reported, and ensure that the child's well-being and safety are restored.

## Referral System

We have a referral system that links children who are at risk or have experienced harm with appropriate support services, such as health, legal, psychosocial or other services. The referral system includes the following steps:

- We identify and assess the needs and preferences of the children who are at risk or have experienced harm, using a child-centered and participatory approach. We also consult with the children's parents or guardians, if possible and appropriate.
- We map and network with the available and relevant support services in the local area, such as health clinics, counseling centers, legal aid offices, social welfare



agencies, etc. We also establish and maintain good relationships and communication with them.

- We match and refer the children who are at risk or have experienced harm to the most suitable and accessible support services, based on their needs and preferences. We also obtain the consent of the children and their parents or guardians, if required.
- We coordinate and facilitate the referral process, ensuring that the children receive timely and quality support from the service providers. We also provide transportation, accompaniment or advocacy for the children, if needed.
- We monitor and evaluate the referral system regularly, and make improvements as needed. We also follow up on the cases that are referred, and ensure that the children's well-being and recovery are supported.

### **Policy Monitoring and Evaluation**

We are committed to ensuring the effectiveness and impact of our child protection policies and practices, and to enhancing our performance and standards in preventing and responding to child abuse and harm. To this end, we conduct regular and systematic monitoring and evaluation of our child protection policies and practices, using both quantitative and qualitative methods, such as data collection, analysis and reporting, surveys, interviews, focus groups, observations, audits, reviews, etc. We also involve all stakeholders, such as staff, volunteers, partners, parents, students and external experts, in the monitoring and evaluation process, ensuring their participation and feedback. Based on the findings and recommendations of the monitoring and evaluation process, we make necessary adjustments and improvements to our child protection policies and practices, as well as to our resources, capacities and systems. We also document and disseminate the results and lessons learned from the monitoring and evaluation process, and report on our progress and challenges to the relevant authorities and agencies.

### **Promoting Child Protection**

We recognize that child protection and well-being is a shared responsibility that requires the cooperation and partnership of various stakeholders, such as government agencies, civil society organizations and communities, both locally and globally. We seek to establish and maintain strong and effective relationships and communication with these stakeholders, and to engage them in our child protection efforts and initiatives. We also aim to raise awareness and advocacy on child protection and well-being issues among these stakeholders, and to mobilize their support and resources for our school and beyond.

Some of the methods that we use to promote child protection and well-being with other stakeholders are:



- Organizing joint events and campaigns, such as workshops, seminars, conferences, exhibitions, rallies, etc., to educate and inform the public about the signs, risks and consequences of different types of harm and abuse that children may face in various settings, such as school, home, online or in the community.
- Developing and distributing information and education materials, such as leaflets, posters, brochures, videos, podcasts, etc., to provide guidance and tips on how to prevent and respond to child abuse and harm, and how to support children's rights and well-being.
- Participating in networks and coalitions, such as forums, committees, task forces, etc., to exchange information and best practices on child protection and well-being, and to coordinate actions and strategies with other stakeholders.
- Implementing joint projects and programs, such as research, training, counseling, mentoring, etc., to enhance the capacities and skills of staff, volunteers, partners, parents and students on child protection and well-being matters.
- Advocating for policy and legal reforms, such as laws, regulations, standards, etc., to improve the child protection system and services in the country or region.

We also strive to adhere to the international standards and guidelines on child protection and well-being, such as the Convention on the Rights of the Child and the Sustainable Development Goals. We respect and value the diversity and culture of the local communities that we work with, and we seek to understand their perspectives and needs on child protection and well-being. We also involve them in the design and implementation of our child protection policies and practices, ensuring their participation and ownership. We believe that by collaborating with other stakeholders, we can create a safer and better world for all children.