



សាលាអន្តរជាតិអ៊ីសថ័ស
East-West International School

#131 Street 360

Sangkat Boeung Keng Kang 3

Khan Boeung Keng Kang

Phnom Penh, Cambodia

www.ewiscambodia.edu.kh

East-West International School's

CHILD PROTECTION POLICY

2024-2025

last reviewed: August, 2024



Ministry of Education,
Youth and sport



**Cambridge Assessment
International Education**

Cambridge International School





INTRODUCTION & OVERVIEW

EAST-WEST INTERNATIONAL SCHOOL IS A CHILD SAFE SCHOOL that believes all children in Cambodia have the right to develop into adults free from any harm or maltreatment. We make it our responsibility to ensure that all our school's children will be kept from harm, and that we are committed to following Cambodia's Laws on Child Protection. We are an international school, with international standards, that apply to all stakeholders of EWIS, this includes staff members, students, and parents & guardians. Our child protection policies are very robust and exist to support our schools' mission: *Academic excellence in a caring environment*. We, as educational professionals, know and understand the negative effects any kind of abuse or maltreatment towards children can have on their development.

**** The School has a zero-tolerance approach to child abuse. ****

What is The School's Child Protection Policy and what is its purpose?

The School's Child Protection Policy is based on the UN Convention on the Rights of the Child. It is a Policy which communicates that The School is committed to keeping children safe. It makes clear to all stakeholders involved with The School that...

- ...children must be protected.
- ...it helps to create a safe and positive environment for children.
- ...and shows that The School is taking its duty of care seriously.

The School's Child Protection Policy provides a framework of principles, standards and guidelines to, first, prevent and, then, respond to abuse:

- Developed by management with input from child protection representatives and approved by The School's Board members.
- The School understands it has a moral and legal responsibility to protect children within its care and seeks to create an environment where children feel safe, where children can speak out, where children are listened to and where children and staff representatives are respected and empowered.
- The school seeks to protect itself, staff representatives and Board members from allegations of abuse, whether founded or unfounded, which can destroy a school's reputation.
- The School sought partnership with the ChildSafe Movement in developing this Policy. The ChildSafe Movement is a respected organization with renowned thought leaders in global child protection, powered by the internationally recognized organization Friends-International. Established in 2005 to safeguard children and youth from all forms of abuse and exploitation, the ChildSafe Movement has developed numerous tools to raise awareness and provide solutions to ensure the welfare of children.





GLOSSARY OF IMPORTANT TERMS

<p>What is a 'child'?</p>	<p>According to the United Nations Convention on the Rights of the Child, 'childhood is separate from adulthood, and lasts until 18; it is a special, protected time, in which children must be allowed to grow, learn, play, develop and flourish with dignity'. EWIS considers all its students 'children' until they graduate, even if they are over 18.</p>
<p>What is child abuse?</p>	<p>The School adopts the World Health Organization definition: 'Child abuse' or 'maltreatment' constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, sexual exploitation, neglect or negligent treatment or commercial or other exploitation, 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' (WHO, 1999 Report of the Consultation on Child Abuse Prevention).</p> <p>Types of Abuse:</p> <ul style="list-style-type: none"> ● Physical abuse: Hitting, slapping, kicking, burning, or any other act that causes physical harm. ● Emotional abuse: Insults, threats, belittling, humiliation, or any behavior that damages a child's self-esteem or emotional well-being. ● Sexual abuse: Any unwanted sexual contact or exploitation of a child. ● Neglect: Failing to provide a child with basic necessities like food, shelter, medical care, or emotional support. ● Online Abuse: Abuse can also take place online and may include, but not be limited to, sexual and emotional abuse (<i>as defined above</i>). <ul style="list-style-type: none"> ○ As online abuse can take many forms (and is changing each day), it is important to further define how abuse can happen in an online environment: <ul style="list-style-type: none"> ■ Altering images, text, audio, or video with the intent to provoke, defame or harass a person can constitute abuse. ■ Using images, text, audio, or video with the intent to provoke, defame or harass (known as amplification) can constitute abuse. ■ Generating or coercing someone else to generate any fake or real images, text, audio, or video with the intent to provoke, defame or harass can constitute abuse. ■ Using images, text, audio, or video anonymously with the intent to provoke, defame or harass can constitute abuse.





Physical abuse	Physical abuse occurs when a person purposefully injures or threatens to injure a child or a young person. This may take the form of, but is not limited to, slapping, punching, shaking, burning, shoving, corporal punishment or grabbing. The injury may take the form of bruises, cuts, burns, fractures etc.
Emotional abuse	Emotional abuse is a chronic attack on a child's self-esteem. It can take the form of, but is not limited to, name-calling, threatening, bullying, ridiculing, intimidating or isolating the child.
Sexual abuse	Sexual abuse is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Child Sexual Abuse Material	Child sexual abuse material (CSAM) is imagery or videos which show a person who is a child and engaged in or is depicted as being engaged in explicit sexual activity.
Grooming	Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.
Neglect	Neglect is the persistent failure to meet a child's basic needs such as adequate nutrition, personal hygiene, shelter, appropriate supervision, general and mental health care, opportunities for mental development and emotional nurture, schooling, participation and access to educational resources.
School Representatives	All full-time and part-time staff members, Board members, volunteers, interns.
Stakeholders	This includes all representatives (listed above) as well as parents, students, and other parties that have an investment in the school's success.
The School	For the purposes of this policy, this refers to East-West International School.
Outside Contractors	These are companies, agencies, businesses, or groups that are hired by the school that come into contact with the school's students. <i>(example: kitchen staff)</i>
Designated Safeguarding Lead (DSL)	This is the person responsible for all areas of child protection within the school, including drafting and implementing policies, conducting education and training, and responding to incidents. This person is also responsible for interviewing children <i>and</i> adults regarding allegations of abuse.



Deputy Designated Safeguarding Lead (DDSL)	This is the person working directly under the DSL and is responsible for all areas of child protection within the school, including drafting and implementing policies, conducting education and training, and responding to incidents. This person also assists in interviewing children regarding allegations of abuse.
Child Safeguarding Team	This is a carefully selected team of adults working at the school whose responsibility is to assist the DSL in child protection. These members may assist in drafting and implementing policies, conducting education and training, and responding to incidents. These individuals may assist in interviewing children regarding allegations of abuse.

THE PROTECTION OF CHILDREN

As a community, we are committed to protect children from abuse through the following means:

- **Awareness:** we will ensure that all students, staff representatives and parents are aware of child abuse and the risks it poses to a child's physical, emotional, or sexual well-being.
- **Prevention:** we will ensure, through awareness and education, and guidelines and good practice, that staff representatives and parents minimize the risks to children, and that child protection policies and education also address abuse and bullying from parents or guardians to children, and from children to other children.
- **Reporting:** we will ensure that staff representatives are clear on their legal obligation to report the maltreatment of a child and steps to take when concerns arise.
- **Responding:** we will ensure that action is taken to support and protect children where concerns arise regarding possible abuse. This process will be fair and transparent and in accordance with the governing laws of Cambodia.
- **Participation:** we will ensure that children are actively involved in creating a safe environment and we seriously consider their views, wishes and concerns in all matters regarding their safety and protection.
- **Proactive Engagement:** we will diligently check the backgrounds of all staff, seeking references and as much as possible history of the applicant, to ensure that new staff, as we are able to ascertain, have no history of any abuse or neglect according to the above definitions.

SCOPE OF THE CHILD PROTECTION POLICY

The scope of The School's Child Protection Policy applies to all parties who come in contact with our students whether on the school's campus or off. The School makes the Child Protection Policy available to all parties and provides targeted training to staff representatives according to their capacity.



Ministry of Education,
Youth and sport



Cambridge Assessment
International Education

Cambridge International School





Relevant Parties Include

<i>(other) students</i>	<i>board members</i>	<i>parents</i>
<i>staff representatives</i>	<i>media outlets</i>	<i>visitors</i>
<i>interns</i>	<i>volunteers</i>	<i>contract workers</i>

In order to be effective, the policy has to be:

- Publicized, promoted and distributed widely.
- Approved and signed by the relevant management body and the Board.
- Complied with by all staff representatives and stakeholders.
- Reviewed every year and adapted whenever there is a significant change.
- Translated into relevant local languages.

The school recognizes that other children can be abusers, through verbal, physical, or online bullying. The school has no tolerance for bullying and has in place ways to protect children from bullying and to help the bullies become people who respect others.

COMPONENTS OF THE CHILD PROTECTION POLICY

This Child Protection Policy incorporates Seven (7) ChildSafe Components of a Child Protection Policy:

**click each block to visit its section*

1: Recruitment	2: Education and Training	3: Management Structure
4: Behavior Guidelines - 'Code of Conduct'	5: External Media & Communication Guidelines	6: Reporting and Reaction Guidelines
7: Ramifications and Misconduct		

1	RECRUITMENT OF STAFF
	RETURN to Components of the Policy

THE SCHOOL COMMITS to making every effort to ensure all staff representatives are recruited carefully and receive





support and training to be able to prevent and respond to suspicions and situations of child abuse. All staff representatives whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children should undergo a thorough and standardized recruitment process and agree to the School's Child Protection Policy by reading it and signing their name.

1.1 Guidelines on Recruitment

1.1.1 Advertisement of Vacancies and Application Forms

All advertisements for job vacancies and application forms make reference to the Child Protection Policy and screening. Example statements:

"The School's recruitment and selection procedures reflect our commitment to the safety and protection of children in our activities / programs."

"The School has a Child Protection Policy in place."

"Candidates will be expected to comply with The School's Child Protection Policy."

1.1.2 Screening of Candidates

All international candidates must provide a background check from their past 3 employers, with reference all having held a supervisory role over the candidate. If not available for Khmer candidates, an Attitudes Certificate from the Commune. If not available, complete a self-declaration of criminal convictions which includes a statement that they would be prepared to undergo a police reference check if appointed. If any convictions or concerns are stated, it is the responsibility of the Head of School to determine whether or not they pose a threat to child protection.

Overall, screening must include:

- Reference checks - both from government authorities (Criminal Record/Police Check) and from previous employers.
 - Reference checks must come from the applicant's most recent three employers or last five years, or both.
 - The Head of School may request contact details of referees but all references must be checked independently by the school seeking to employ the applicant.
 - Professional referees must have held a direct supervisory role over the applicant or be in a Senior Leadership position at the organization
- Commit to and sign the Child Protection Policy & Code of Conduct upon successful employment.
- If teaching, meet working with children and teaching requirements.
- Be interviewed with questions that relate to child protection topics and issues.
- Sign a Self-Declaration Form (if required)





1.1.3 Working Conditions

The School commits to...

- ...providing working conditions that support employees, both women and men, in their roles as parents or caregivers.
- ...support youth employment by offering teaching internships and career pathways.
- ...ensuring that no children below the minimum working age, as defined by national law, are engaged to work at The School and that young workers above the minimum working age are protected from work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.
- ...include child protection issues in regular, formal staff evaluations (*incidents that have occurred, how they responded, any other risks they've identified and awareness of the school reporting/reaction systems*).

2	EDUCATION & TRAINING <small>RETURN to Components of the Policy</small>
---	--

A STRONG CHILD WELFARE COMPONENT is integrated in our training systems. Through education and training we allow all our students and staff representatives to gain practical knowledge and skills.

2.1 Guidelines on Education and Training

All staff representatives are required to receive:

- Induction and annual training on the School's Child Protection Policy, including Code of Conduct, how to recognize signs of abuse, how to respond and how to report.
- General refresher training for staff (once/twice a year) to remind staff of procedures in place and to update on any new developments.
- Annual ChildSafe Awareness training by external trainers to provide all staff with an understanding of child protection and emerging issues within the school campus and the local community.

Types of Training		
Behavior guidelines regarding direct and indirect contact with children.	Child Protection Policy principles.	How to identify and respond to suspicions or disclosures of child abuse.





Reporting and Reaction procedures (on and off campus) and proper use of reporting tools.	Key people to report concerns of abuse to (Child Protection Officer, management etc.).	Confidential use of personal information of children.
--	--	---

**Training shall be continually re-evaluated and updated. Where possible, feedback is sought from the participants for future improvement.*

Students are to be informed about...	Parents will be...
<ul style="list-style-type: none"> ...the Child Protection Policy and Code of Conduct. ...their rights as a child. ...what behaviors to expect from staff representatives and each other. ...when and whom to speak to if they feel uncomfortable or at risk. 	<ul style="list-style-type: none"> ...informed on The School's commitment to child protection ...gain an understanding of the Child Protection Policy ...educated on how to respond and contribute to creating protective environments for their children and their peers (including in their own homes) ...encouraged to have open communication with their children about safety and protection.

Many of the above areas are also reflected in our school's Student Code of Conduct, which are used as an educational tool for both parents and students.

3	MANAGEMENT STRUCTURE
	RETURN to Components of the Policy

CREATING A 'CHILD-SAFE' SCHOOL depends on having clear structures and an open and aware culture in place to ensure that all staff representatives and students feel confident and comfortable about speaking out and implementing child protection safeguards. A management structure should be adopted in order to facilitate the implementation of the Child Protection Policy and procedures at The School.

Management structure should include:

Board of the School	Head of School	Child Protection Officers
----------------------------	-----------------------	----------------------------------

**In order for policies and procedures to run smoothly and effectively, and ensure staff are aware of their responsibilities, it is vital that staff receive effective support.*

3.1 Guidelines on Management Structure

Management should provide a 'safe' environment where staff representatives are encouraged to actively participate in the protection of children, with open lines of communication and support for reporting, along with a positive environment for giving and receiving feedback. Management should reflect core values and principles,





uphold a professional approach and demonstrate awareness of abuse. Demonstrating leadership in child protection and acting as role models is paramount.

Ongoing supervision, monitoring and support is provided for all staff representatives to ensure that child protection policies and procedures are understood and being implemented and that any problems or queries are dealt with as soon as they arise. This is accomplished by the school's DSL and Child Protection Officers.

3.2 Designate Child Protection Officers

School representatives will be responsible for electing Child Protection Officers. The role of the Child Protection Officer is clearly defined, so that expectations on all sides are clear and that deliverables are monitored. The identification of the Child Protection Officer shall be based on the following criteria. The Child Protection Officers are managed by the school's DSL, a position also elected by the school.

- A known and trusted member of staff who is accessible to all teams
- A member of staff who has knowledge of field work and office-based work
- A strong background in child protection
- A staff member who can demonstrate an understanding and use of confidentiality
- A staff member who either has experience of, or can demonstrate, the capacity to develop information-gathering skills (*where general internal investigation is required for incidents or reports of abuse*) and work with sensitive issues.
- Effective communication (including written and verbal) with authorities, police and partners for legal matters, as well as record-keeping skills.

The Child Protection Team should consist of a diverse and inclusive group of staff members, including those from primary and secondary departments, teaching and administration roles, international and Khmer nationalities as well as being made up of both male and female members.

3.3 Standardized Reporting Procedure [\(see section 6\)](#)

The School's reporting procedure is as follows:

- A written procedure on what to do if a staff representative is concerned about, witnesses, hears or suspects potential child abuse is made available to students and all staff representatives.
- The procedure should include the contact details of the Child Protection Officers and local emergency contacts.
- This written procedure must be kept up to date and clearly displayed in The School for easy reference.
- Any changes to this procedure shall be communicated to all staff representatives immediately.





4

BEHAVIOR GUIDELINES - CODE OF CONDUCT

RETURN to Components of the Policy

THE SCHOOL'S CODE OF CONDUCT is aimed at safeguarding students of The School and to prevent all forms of abuse of children, both on-campus or while away. Further, it also aims to protect The School and its representatives from false allegations and misconduct. All students and staff representatives are required to agree and abide by their Code of Conduct. The School's Code of Conduct can be found here: [English Version](#) | [Khmer Version](#).

In accordance with the United Nations Convention on the Rights of the Child, The School will always act in the 'best interests of the child', upholding a zero tolerance to abuse and treating every suspicion or report as serious.

Abuse and its Impact on the Rights of a Child

UNESCO breaks down the 'Rights of a Child' into four categories

Survival	Development	Participation	Protection
In alignment with these 'rights', the school's policy seeks to protect its students from the following forms of abuse:			
Developmental	Environmental	Mental	Emotional & Physical

Any staff representative of The School not complying with any of the guidelines will be subject to disciplinary action which may lead to termination of employment.

5

EXTERNAL MEDIA AND COMMUNICATION GUIDELINES

RETURN to Components of the Policy

THE SCHOOL IS COMMITTED to making every effort to ensure student information, communication and marketing upholds children's rights and privacy. The School's Media & Communications Guidelines ensures children are portrayed with dignity and respects their privacy and safety at all times. The creation or sharing of degrading or offensive images or material related to children by any staff member or student is prohibited.

5.1 Commitment of The School

To accomplish this task successfully, the school is committed to...

- ...sharing The School's Media & Communication Guidelines to any media or agency who are to cover stories or any other activity at The School. All media are to agree to the Media & Communication



Ministry of Education,
Youth and sport



Cambridge Assessment
International Education

Cambridge International School





Guidelines either by signing or confirming their agreement by email. The School will also make sure that all staff representatives who arrange for and/or accompany the media are aware of the guidelines and their responsibility to uphold them at all times.

- ...providing guidance to school representatives and parents on the appropriate ways to photograph and video our students and children in the community or other schools on excursions and trips.
- ...implement a system for informed and signed consent for photographing children for marketing purposes, including ramifications for misconduct.
- ...keeping confidential and secure any personal student information of past, present and future students.
- ...implementing measures to prevent children from accessing abusive or dangerous content on The School's internet and have awareness tools to address online risks and abuse (including bullying) on personal devices.

6

REPORTING AND REACTION GUIDELINES

RETURN to Components of the Policy

THE SCHOOL CONSIDERS CHILD ABUSE unacceptable in all circumstances. The following procedure shall be followed for raising and reporting concerns of child abuse. The procedure is made accessible to all staff representatives and stakeholders with a reaction flow chart for reporting suspected abuse.

6.1 Guiding Principle of the Best Interests of the Child

In reacting to incidents and responding to violations, the following principles shall be used as a guide:

- If any staff representative knows any information about the maltreatment of a child, it is his/her responsibility and duty to respond.
- The response is guided by concern for the welfare of the child above all else, with decisions made in the best interests of the child.
- All reporting and reaction protocols remain child-focused and child-centered at all times, above and beyond the demands of bureaucracy.
- If a child reports an incident, the child must be taken seriously, listened to carefully and treated with absolute respect.
- The child must feel confident and comfortable with the procedure. To ensure this, the Child Protection Officer might decide to explain the next steps of the investigation as outlined in section 6.4 to the child(ren) involved. The child should have the opportunity to ask questions and must be helped to understand that the issue may need to be taken further. If a situation involves immediate harm or significant risk of harm to a child, action is to be taken without delay, as inaction may place the child in further danger. No promises should be made to a student that information they disclose will be kept confidential, a student must be explicitly told that if they, or



Ministry of Education,
Youth and sport



**Cambridge Assessment
International Education**
Cambridge International School





another child is at risk, we have a duty to report and react to all disclosures.

- At all times, the school acts with the best interest of the child and does not put the child in further danger.

6.2 Incident Reporting

1. Any incident or suspicion of abuse, past or present, by The School's representatives, board members or others, must be reported immediately to a designated Child Protection Officer or Head of School.
2. If the concern involves a Child Protection Officer, the Head of School must be addressed instead.
3. If the concern involves the Head of School, the Board must be addressed instead.
4. As soon as possible, the person receiving the disclosure needs to fully document the allegation, including the time, place and witnesses by using the Incident Report Form. This form should be kept in a separate area of the shared drive only accessible to the Child Protection Officers and the person reporting the incident.
5. Once the information is disclosed, if it involves a staff member and a student, innocence is to be assumed first until evidence is collected and more information gathered.

Common Types of Information Gathering Tactics & Techniques		
<i>interviews</i>	<i>examination of CCTV cameras</i>	<i>witness testimony</i>
<i>examination of video & photographs (if any exist)</i>	<i>direct observation</i>	<i>Review of emails, messages or other communications such as social media accounts and messenger platforms</i>

6. The Child Protection Officer(s) may deem it appropriate to share the report with other members of the Child Protection Team, and will use their discretion in doing so.
7. In certain instances, it may be necessary to report concerns to appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect the child, then it may be prior to the reporting procedure.

6.3 Distance the Alleged Perpetrator

- In the best interest of the child, it may be decided to demand the alleged staff member or volunteer to stand down during the investigation and the identity of the child is kept confidential until further





action (i.e. investigation is arranged). This decision can only be made by the Child Protection Lead in accordance with the Head of School. Staff representatives are instructed to stand down, receive full payment and are entitled to a just process that does not presuppose guilt or innocence.

- The allegations should not be discussed or communicated to other people until the allegations have been considered and a decision has been made. The decision made should be documented and filed by a Child Protection Officer.

6.4 Information Gathering

- The decision of how to gather information about the incident should be made by the Child Protection Officers and Head of School. In the case that the Head of School is the subject of the concern, the Child Protection Officer(s) should discuss the case with The Board.
- The process leading to decision making should be well documented and all facts or written allegations and responses kept on file. The responsibility for investigating allegations of child abuse in many countries rests with the Police and local Social Service Department. The school's Child Protection Officers and/or Head of School may seek legal advice or the advice of external organizations such as the ChildSafe Movement in deciding whether a formal referral to the authorities is necessary.
- If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded.
- Any reports that are made (by a student, parent, staff member) maliciously or not in good faith (to defame) shall warrant strict disciplinary action and possible expulsion from the school community.
- When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.
- Staff and others are entitled to discuss their concern with The School's Board, if they think that the case has not been dealt with adequately by the Child Protection Team and the Head of School.
- Arrangements are to be made to provide supervision and support to those affected both during and following an allegation. This is to ensure that...
 - *...all staff representatives and students have the opportunity to discuss issues of concern in order to minimize trauma.*
 - *...that everyone is clear about the action that is being taken*
 - *...that the person alleged of committing the offense is assumed innocent until proven guilty and that the process is conducted as smoothly, transparently and equitably as possible.*

6.5 External Child Abuse

Staff representatives may also be confronted with a report or disclosure of a child at The School of abuse that has occurred outside The School, e.g. abuse within families and in communities, among children and youth etc. Staff representatives are responsible to respond to these cases with the same carefulness as abuse within The School following the same [Reaction Flow Chart](#) and Incident Report Form and discuss the





case with a Child Protection Officer. It is recommended that the Child Protection Officers utilize the support of organizations and professionals, such as the ChildSafe Movement to investigate these incidents further.

6.6 Confidentiality

All cases of child abuse, whether alleged or proven, will be handled with utmost confidentiality and shared only on a need-to-know basis. At times 'limited confidentiality' may need to be considered if someone's life or safety is at risk. All written documents must be stored in secure files and soft-copies password protected. Case feedback can be given to the person reporting when final decisions are made about action to be taken and where feedback does not break confidentiality or the best interest of the child.

6.7 Commitment of The School

Our commitment and efforts systematically include:

- Immediately reporting any incident or suspicion of any form of abuse or exploitation, past or present, by staff representatives or parents to the designated Child Protection Officer.
- Ensuring the Reaction Flow Chart and Incident Report Forms are visible in key locations for staff representatives and students, including the shared staff Google Drive and are regularly mentioned during training.
- Ensuring all staff representatives are trained and equipped to report incidents.
- Training students and having student-friendly material available on campus.
- All reporting and reaction protocols remain child-centered at all times, above and beyond the demands of bureaucracy. If a child reports an incident, the child must be taken seriously, listened to carefully and treated with absolute respect. In situations where those reporting the incident are themselves involved, the report needs to be taken to higher management. If higher management is involved or inadequate action has been taken, then the incident must be referred to the relevant authorities or local partner for immediate action, if not already done so.
- All cases of child abuse, whether alleged or proven, will be handled with the utmost confidentiality and shared only on a need-to-know basis. All written documents must be stored in secure files.





6.8 Child Protection Team

The School has one core group of CP Officers deemed the 'Child Safeguarding Team'. This group is broken up into two committee sub-groups:

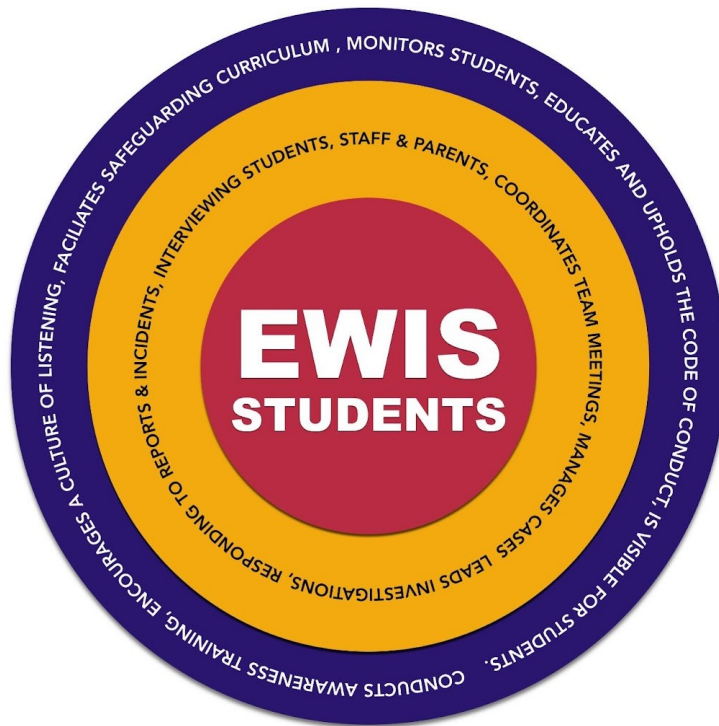
EWIS CHILD SAFEGUARDING TEAM

AWARENESS COMMITTEE

Coco, Dave I., Melody, Dina, Sineth

RESPONSE COMMITTEE

Sarun, Landon, Vangie



BREAKDOWN OF CORE RESPONSIBILITIES OF THE COMMITTEES

The Awareness Committee	The Response Committee
<ul style="list-style-type: none"> Know the School's Child Protection Policy. Bring awareness to relevant topics under the child safeguarding umbrella by holding sessions for parents and students annually. Act as a contact person for suspicions or disclosures of abuse; receiving reports from staff representatives and/or students, collecting information and sharing with the DSL. 	<ul style="list-style-type: none"> Ensure the Child Protection Policy is approved and signed by the relevant management body and Board members. Implement the Child Protection Policy; managing feedback from management and Board members; liaising with community child protection partners and other key stakeholders. Act as a primary contact person for suspicions or disclosures of abuse; receiving reports from staff



<ul style="list-style-type: none"> • Report on child welfare developments, successes and challenges to The School's management and Board members. • Help the facilitation of risk assessments of The School and community activities in line with child protection risks, including third party suppliers. • Ensure that The School's Child Protection Policy is displayed in a Child-friendly way that reflects key elements of the Policy and are clearly displayed and accessible to all students. Key elements may include behavior and communication guidelines and reporting and reaction procedures. • Give feedback for reviewing and updating the School's Child Protection Policy. 	<p>representatives and/or students, collecting and organizing information, and sharing with the Head of School.</p> <ul style="list-style-type: none"> • Hold relevant disclosure meetings such as, but not limited to child investigations, parent meetings, and final reports. • Connect with support networks, local authorities and police if necessary. • Support students, staff representatives and parents to deal with emergency situations, or consulting in suspicious or disclosure of abuse or exploitation. • Ensure Child Protection Policy training and awareness sessions are conducted for all staff & students annually. • Ensure: <ul style="list-style-type: none"> ○ <i>The Child Safeguarding training and awareness sessions are conducted for all staff & students annually.</i> ○ <i>The Child Protection Policy is easily accessible via the school's communication channels for all students, school representatives and external stakeholders.</i> ○ <i>The School's Child Protection Policy is compiled with input by all staff representatives.</i> ○ <i>The School's Child Protection Policy is translated into relevant local languages.</i> ○ <i>The School's Reaction Flow Chart for reporting suspected abuse - with Child Protection Officers names, contacts and telephone numbers - is clearly displayed within The School for easy reference by all staff representatives and students; along with emergency and advice telephone numbers.</i> • Report on child welfare developments, successes and challenges to The School's management and Board members. • Conduct risk assessments of The School and community activities in line with child protection risks, including third party suppliers.
--	---





	<ul style="list-style-type: none"> Ensure that The School's Child Protection Policy is displayed in a Child-friendly way that reflects key elements of the Policy and are clearly displayed and accessible to all students. Key elements may include behavior and communication guidelines and reporting and reaction procedures.
--	--

RESPONSE TEAM

Sarun Koam School Coordinator	Landon Seigler Middle School Principal	Evangeline Villagonzalo Student Support Lead & Guidance Counselor
---	--	---

AWARENESS TEAM

Coco Chunke Xie School Counselor	Dave Intal IMYC Coordinator	Melody Glenn Primary Teacher
Dina Robbins Learning Support Teacher	Sineth Khun Khmer Coordinator	

The ChildSafe Movement

The ChildSafe Movement will provide ongoing support to the Child Protection Officers in implementing and managing the Child Protection Policy, providing direct support services and referrals to assist students and families.

7	RAMIFICATIONS & MISCONDUCT RETURN to Components of the Policy
----------	---

RAMIFICATIONS ARE STEPS TAKEN as a result of an investigation of an allegation of a violation of the present Child Protection Policy, its guidelines and principles within.





- Steps will be taken to ensure the child is protected and individuals violating the Child Protection Policy are held accountable for their actions.
- The School will take immediate disciplinary action and any other action which may be appropriate to the circumstances. This includes further training (in case of minor issues), written warning, dismissal and potentially legal action (for more severe issues). This will be kept on record at the school and possibly included in references in the case of serious infractions.
- In any case, the School will follow the Kingdom of Cambodia's National Laws relating to the Criminal Code of Conduct and relevant statutes. Therefore, the School will consider involving authorities such as the Police to ensure the protection of children and criminal prosecution where this is appropriate.
- The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process. This process would be handled via external authorities. Support can be provided by local child protection organizations, including the ChildSafe Movement.

Reaction Flowchart and Emergency Contacts

THE FOLLOWING REACTION FLOW CHART applies to incidents that occur inside and outside of school (*i.e at home, excursions, day trips*).

If you see, hear, or suspect another staff representative, student or external person breaking the Child Protection Policy - or if a child or anyone working with the school breaks the Code of Conduct - follow the details below.

Step 1: Incident is advised (*this might be done by a student, a staff member*). **Keep the child safe.**

Step 2: Make a report as soon as possible (*face to face, written, by telephone, text or email*) ONLY to a Child Protection Officer:

<p><u>Sarun Koam</u> School Coordinator sarun.koam@ewiscambodia.edu.kh</p>	<p><u>Landon Seigler (DSL)</u> Middle School Principal landon.seigler@ewiscambodia.edu.kh</p>	<p><u>Ben Ringwood (DDSL)</u> Primary Teacher ben.ringwood@ewiscambodia.edu.kh</p>
		<p><u>Evangeline Villagonzalo</u> Guidance Counselor evangeline.villagonzalo@ewiscambodia.edu.kh</p>





Step 3: The Child Protection Officer collects information and, if necessary, can consult with the ChildSafe Movement's Child Protection Officer for specialist advice and consulting during the reporting process. **The child is supported throughout every step.**

Step 4: The Child Protection Officer collects further information and consults with other members of the Child Protection Team. If the incident requires disciplinary action or termination, the Child Protection Team meets with the Director of the School* to provide their recommendations and decision on reasonable cause. The family of the child may be contacted at this time depending on family involvement in the incident and taking into consideration the best interests of the child.

The child is supported throughout every step.

**If the Head of School is the accused, the Child Protection Officer can consult directly to the Board.*

Step 5: If reasonable cause is found, the Head of School (*and HR, if necessary*) may call a meeting with the staff member (if the staff member is the alleged abuser) and disciplinary action takes place (*depending on School Ramifications Guidelines*) while the investigation continues. If no reasonable cause is found, no further investigation will be required; however, an internal report should be made and referred to during the staff representative's performance review. The staff member should be supported and welcomed back into the community.

During this time, an increase of care for the child is appropriate, depending on the nature of the incident. ChildSafe can support with access to specialists relating to counseling, rehabilitation or hospital care as required.

Step 6: If reasonable cause is established during the meeting, the Head of School will follow the school's internal human resources processes.

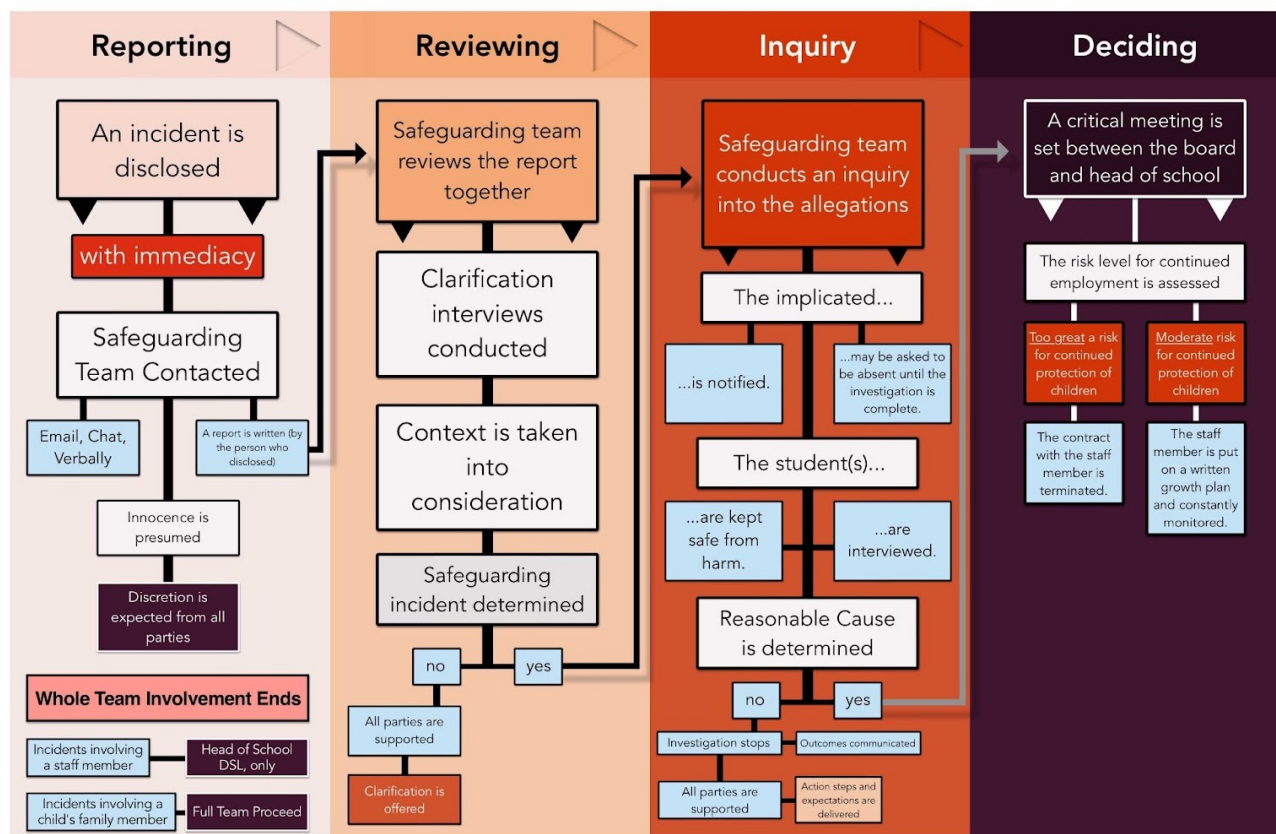
Step 7: Investigation escalation - the incident is referred to police, local authorities, child protection experts and partners, The School's attorney, as required. Findings will determine ramifications for the accused and further support for the child.





Internal SAFEGUARDING Reporting Structure

Allegations Regarding Staff



Emergency Contacts

ChildSafe Movement	ChildSafe Hotline	National Police
Khemreth (Tito) Vann ChildSafe Movement Child Protection Officer, Friends-International	Tel: 012 311 112	Hotline: 1288





សាលាអន្តរជាតិអ៊ីសថ័ស East-West International School

#131 Street 360

Sangkat Boeung Keng Kang 3

Khan Boeung Keng Kang

Phnom Penh, Cambodia

www.ewiscambodia.edu.kh

<p>Tel: 092 449 233</p> <p>tito@friends-international.org; info@thinkchildsafe.org kirsty@friends-international.org</p> <p><i>*ChildSafe can provide referrals to the 3PC network including mental health, sexual abuse, physical violence specialists, depending on requirements.</i></p>		
Kantha Bopha IV Children's Hospital	Calmette Hospital	Khema Clinic
Tel: 023 428 009	Hotline: 011 426 948	Hotline: 023 880 949
Roomchang Dental Hospital Hotline:	Royal Rattanak Hospital	Action Pour Les Enfants
tel: 069 811 338	Hotline: 023 991 000	Hotline: 092 311 511
Fire Department	Paramedics	Sombok Psychology
Hotline: 666	Hotline: 119	<p>Liz Schilpzand liz@sombokpsychology.com</p> <p>Sombok Psychology Ph: +855 077 566 110 #10A, Street 75, Daun Penh, Phnom Penh www.sombokpsychology.com</p>



Ministry of Education,
Youth and sport



**Cambridge Assessment
International Education**

Cambridge International School

