

Hokkaido International School Student and All Staff Protection Protocols and Guidelines

Introduction

Protocol Goal and Commitment

In compliance with Strategic Policy F of the the Executive Board of Hokkaido International School, it is the goal of the school to maintain a school environment for all students staff that is free from abuse. No HIS employee or student may engage in an activity constituting abuse. It is intended that these guidelines will apply to all members of the HIS school community. The head of school, principal and HIS Niseko administrator will also, as appropriate, endeavor that outside contractors or volunteers who act in a teaching or supervisory role with students are made aware of and follow these guidelines. HIS employees and volunteers must report to the head of school or principal (Niseko administrator) any suspected abuse either in or out of school.

Executive Board Strategic Policy F was revised and adopted at the May 2014 meeting of the Executive Board and the Board of Councilors.

F. *The overall school environment; including the school's facilities and grounds, which will be maintained and renovated to a high standard; will be nurtured to promote high achievement for all HIS students within the parameters of the School's mission, core values, and standards in a safe, secure and healthy learning environment.*

As part of the policy, these procedures and protocols will be met:

1. *The School's administration will ensure that appropriate protocols, procedures and guidelines exist to sustain a school environment that is free of emotional, physical and sexual abuse.*
2. The Administration will develop and maintain a campus master plan in line with the school's strategic plan to provide strategic guidelines to the acquisition, disposition, additions and renovations of all new and/or existing land and facilities.
3. The aesthetic integrity of the school will be maintained as far as possible, as will the aim of reducing and maintaining a low environmental footprint.
4. The School's health and safety procedures will ensure a smoke-free, drug-free, and secure environment for students, staff and community.
5. The Administration will maintain a Dormitory Handbook including dormitory health and safety procedures, which is to be reviewed annually by the Board and given to students upon acceptance of his/her application for dormitory residence.
6. The Board will periodically evaluate the School's effectiveness in implementing the campus master plan and emergency response plan.

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Abuse is described as abusive conduct by one individual over another, particularly where there is a difference in power based on age or physical/emotional capability.¹ The following factors will be considered when determining whether abuse happened or not:

1. Physical Abuse -- Physical injury inflicted by other than accidental means upon an individual by another person, including willful cruelty or willful infliction of pain.
2. Sexual Abuse -- Sexual assault or exploitation of an individual.
3. Emotional Abuse -- This includes the use of threats, intimidation, acts of injustice or indignity by verbal or physical means.

PREVENTION OF STUDENT ABUSE

1. HIS will not employ or engage volunteers or contracted individuals that have a record of abuse. Background checks will be part of the hiring process for employees. Applicants for HIS positions will agree in writing with the terms of this policy as part of the contracting process.
2. Abuse prevention and awareness training is mandatory for HIS faculty and staff and will form a part of New Teacher Orientation each year.
3. HIS will develop and maintain guidelines for faculty and staff to address the prevention, reporting, and investigation of abuse.

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Preventive Guidelines

1. HIS will foster a climate of “freedom to tell” with the recognition that abuse could take place at HIS.
2. Abuse prevention training is mandatory for HIS faculty, staff and students.²
3. Adults working at HIS in any capacity should never use phone calls, texting, social media, emails, or similar technology to have one-on-one private communication with students for non-school or non-emergency related matters.
4. Adults working at HIS in any capacity should not be socializing with students off campus for non-school related activities.
5. If an HIS student other than an HIS employee’s own child or legal guardian is living in an employee’s home, the head of school should be notified.
6. School sponsored trips will have male and female chaperones when both girls and boys are on the trip and at least two chaperones for overnight trips, unless approved by the head of school through a process that includes the informed and written approval of parents.
7. School chaperones must schedule separate bathing times for adults and students when on school outings where public bathing facilities are to be used.
8. When necessary, HIS teachers will take the precaution of notifying another staff member when they need to meet with a student one-on-one. Where possible, a room where they are visible through a glass wall or door is recommended.
9. HIS employees should be very cautious concerning counseling students about sensitive issues. When in doubt, the matter should be referred to the school counselor and head of school.
10. The head of school should be aware of any counseling that is going on regarding abuse, as well as the parent.

¹ Administration has the responsibility to address inappropriate conduct that may occur between students in accordance with HIS Student Policies and Procedures.

² The degree and nature of the information will be adjusted for age-appropriateness across the school.

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11. HIS employees and volunteers are required to report on information learned about abuse or potential abuse and may not agree to requests to do otherwise.
12. HIS employees and volunteers are required to inform the head of school, principal (Niseko administrator) of any violations of the above policies and regulations that they observe or otherwise have a reasonable basis to suspect.

Discovery, Reporting and Investigation

1. All HIS employees and volunteers share a collective responsibility for the safety of HIS students.
2. All employees and volunteers are mandated to report suspected abuse to their teachers, the head of school, the principal, the Niseko administrator and child services.
3. Reports should be made as soon as possible after observing or reasonably suspecting abuse.
4. Reasonable suspicion is described as recognition of the signs of abuse as learned through training.
5. No person at HIS making a report in good faith will be penalized by the school for making the report.
6. The school will report any suspected child abuse to Japanese authorities as required by law, including pursuant to Article 5 of the Child Abuse Prevention Act.
7. Other than as required to investigate allegations or fulfill legal obligations care must be given to protect the alleged victim(s), the alleged perpetrator(s), and the reporter by restricting information access to those who need and have the authority to know.
8. School administrators will forward reports up to the next level of authority -- where appropriate -- and ultimately to the Executive Board Chair.
9. The head of school, principal or teacher (depending upon the case), potentially in consultation with the board chair and potentially the school lawyer, will refer the the case to local authorities if it falls under the scope of Article 5 of the Child Abuse Prevention Act.
10. HIS employees and volunteers who violate any of these regulations will at a minimum be officially reprimanded in writing. This will take place in a meeting involving the head of school, principal, Niseko administrator and/or the board chair.
11. HIS employees or volunteers who are involved in or accused of abuse will immediately be removed from any contact with students and the situation will be quickly and thoroughly investigated by authorities and, where confirmed, followed up by the school administration and executive board.

Consequences

1. If the investigation indicates that reasonable grounds do not exist to support allegations of abuse, a statement to that effect will be drafted in consultation with the board chair and school lawyer and given by the head of school to the HIS employee in question and to the claimant's family.
2. If inappropriate behavior did exist but does not constitute abuse, the perpetrator will be subject to appropriate disciplinary consequences.
3. If the investigation indicates that reasonable grounds do exist to believe that abuse has occurred, the head of school will submit a copy of the report to the board chair.
4. The head of school and/or board chair (as appropriate) will determine suitable disciplinary action, which could result in termination of employment.

Declaration: I have read and agree to abide by the above protocols and guidelines of Hokkaido International School.

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Signature _____ Date _____

Potential Training on Abuse:

Child Abuse Prevention Training (on youtube)

<https://www.youtube.com/watch?v=ukShle0Xy8Q>

Darkness to Light Organization (online training)

End Child Sexual Abuse

[http://www.d2l.org/site/c.4dICIJOkGclSE/b.6143709/k.F02C/Stewards_of_Children_ONLINE_Pr
evention_Training.htm](http://www.d2l.org/site/c.4dICIJOkGclSE/b.6143709/k.F02C/Stewards_of_Children_ONLINE_Pr
evention_Training.htm)

- US\$10.00 per person
- takes two hours to complete

Teaching Sexual Health

<http://teachers.teachingsexualhealth.ca/>

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北海道インターナショナルスクール
生徒および全職員の保護手順と指針

はじめに

理事会の戦略的方針Fの改定版は、2014年5月に行なわれた理事会および評議員会の会議において採択された。

虐待は、特に年齢または肉体的／情緒的能力に基づく力の差が存在する場合における、一個人が他者に対して行なう虐待的行為である。¹ 虐待の有無の判断には、以下の要素を考慮する：

1. 肉体的虐待 - 個人に対して他者が、偶発的手段によらず、肉体的危害を与えること。故意による残虐な行為または意図的に苦痛を与えることを含む。
2. 性的虐待 - 他者に対する性的暴行または性的搾取。
3. 感情的虐待 - 言葉によるまたは物理的手段による脅迫、威嚇、不正行為又は侮辱行為を含む。

生徒の虐待防止

1. HISは、虐待歴のあるボランティアや契約者を雇用せず、従事させることをしない。身元調査は被雇用者の採用過程の一部となる。HISの求人への応募者は、契約手順の一部として本方針の条件に書面で同意する。
2. 虐待防止と虐待意識向上のための研修は、HIS教職員にとっての義務であり、毎年の新任教師オリエンテーションの一部を構成する。
3. HISは、虐待の調査、報告、防止に対処するための教職員用指針を作成し、保持する。

虐待防止指針

1. HISは、虐待がHISで起こる可能性があるという認識の下、「自由に告げることのできる」環境を育む。
2. 虐待防止研修は、HISの教職員および生徒の義務である。²
3. 何らかの資格においてHISで働く成人は、学外関連または非緊急事態に関わる事柄に関し、電話、携帯メール、ソーシャルメディア、Eメールまたは同様の技術を使って、生徒と一対一の私的やり取りをしてはならない。
4. 何らかの資格においてHISで働く成人は、学外関連の活動のために学外で生徒と交流してはならない。
5. HIS被雇用者自身の子供またはHIS被雇用者が法定後見人となっている子供以外にHISの生徒が当該被雇用者の自宅で暮らしている場合には、校長に届け出なければならない。
6. 本校主催の修学旅行・遠足に男女の生徒が参加する時には男女の付き添いが同行し、一泊旅行では最低二名の付き添いが同行することとする。ただし、保護者に説明をして承諾書を得ることを含む過程を経て校長が承認した場合は別とする。
7. 公衆浴場を利用する遠足においては、本校の付き添いは成人と生徒に別々の入浴時間の予定を組まなければならない
8. HISの教師は、生徒と一対一で会わなければならない場合には、必要に応じ、念のために別の職員にその旨を伝えておく。可能な場合には、ガラス壁やガラス戸を通して当該の生徒と教師が見える部屋が望ましい。

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9. 慎重に扱うべき問題に関して生徒に助言を与えることについて、HIS被雇用者は極めて注意深くあらねばならない。判断がつかない時には、当該の問題をスクールカウンセラーおよび校長に委ねなければならない。
10. 校長は、虐待に関して継続中のカウンセリングについて、関係する保護者と同様に、認識していなければならない。
11. HIS被雇用者およびボランティアは、虐待または虐待の可能性について知りえた情報に関して報告する義務があり、報告しないようにとの要請に同意してはならない。
12. HIS被雇用者およびボランティアは、校長、副校長（ニセコ校校長）に対し、自分が目にした、あるいは疑う合理的根拠のある違反が、上記の方針および規則に関してあった場合、それを伝える義務がある。

脚注)

- 1 学校当局には、HIS生徒の方針と手続きに従い、生徒間に生じる可能性のある不適切な行為に対応する責任がある。
- 2 情報の程度と性質については、学校全体で年齢に応じて調整される。

発見、報告および調査

1. すべてのHIS被雇用者およびボランティアは、HIS生徒の安全に対して連帯責任を負う。
2. すべてのHIS被雇用者およびボランティアは、虐待の疑惑に関して校長、副校長、児童福祉サービス、（ニセコ校校長）に報告する義務がある。
3. 報告は、虐待を目にしてから、あるいは虐待を合理的に疑ってから可能な限り早急に行なわなければならない。
4. 合理的疑惑とは、研修を通して学んだ虐待の兆候を認識することである。
5. 誠意をもって報告するHISの間は、当該報告を行なったことによって本校に罰せられることはない。
6. 本校は、児童虐待の疑惑について、児童虐待の防止等に関する法律の第5条に準じることを含み、法律の定めるところにより、日本の当局に報告する。
7. 疑惑の調査または法的義務の履行に必要な場合を除き、知る必要があり知る権限がある者のみに情報入手を制限することにより、被害者とされる人物、加害者と疑われる人物および疑惑報告者を守る配慮をしなければならない。
8. 学校管理者は、適切な場合には、報告を直属の上司に上げ、最終的には理事長に伝える。
9. 校長は、理事長および可能性として本校顧問弁護士とも相談の上、調査を指揮する担当者を決める。当該の調査担当者は迅速かつ内々に徹底調査を実施し、虐待の訴えについて合理的根拠が存在するか否かを判断する。児童虐待の防止等に関する法律の第5条の範囲に該当する場合には、当該の虐待疑惑を地元の当局に委ねる。
10. 上記規則のいずれかに違反したHIS被雇用者およびボランティアは、少なくとも書面による正式なけん責処分を受ける。この処分は、校長、副校長（ニセコ校校長）が出席する会議において行なわれる。
11. 虐待に関与したまたは虐待の罪を問われているHIS被雇用者あるいはボランティアは、即座に生徒との接触から排除され、学校当局と理事会が現状について速やかにかつ徹底的に調査を行なう。適切な場合には、調査を地元の当局に引渡す。

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結果

1. 虐待の疑惑を裏付ける合理的な根拠が存在しないことが調査によって示された場合、その趣旨での声明書を、理事長および本校の顧問弁護士と相談の上で作成し、疑惑をかけられたHIS被雇用者と疑惑申立者の家族に対し、校長が当該声明書を渡す。
2. 不適切な行動が実際にあったが、虐待には当たらない場合、加害者は適切な懲戒処分を受ける。
3. 調査によって虐待があったと信じるに足る合理的根拠の存在が示された場合、校長は報告書の写しを理事長に提出する。
4. 校長および理事長は、ふさわしい懲戒処分を決定するが、その処分は雇用の終了となる可能性もある。

宣言：私は、北海道インターナショナルスクールの上記の手順と指針を読み、それらに従うことに同意いたしました。

署名

日付

虐待に関する研修の例：

Child Abuse Prevention Training (on youtube)

(児童虐待防止研修 (ユーチューブ))

<https://www.youtube.com/watch?v=ukShle0Xy8Q>

Darkness to Light Organization (online training)

End Child Sexual Abuse

(非営利団体ダークネス・トゥ・ライト (オンライン・トレーニング))

ストップ児童性的虐待

http://www.d2l.org/site/c.4dICIJOkGcISE/b.6143709/k.F02C/Stewards_of_Children_ONLINE_Prevention_Training.htm

- 10米ドル/人
- 所要時間2時間

Teaching Sexual Health

(性に関する健康を教えること)

<http://teachers.teachingsexualhealth.ca/>