



Access International Academy Ningbo  
**宁波爱学国际学校**

# **AIAN Child Protection Policy and Procedures**

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***Intelligence + Character = True Education***

## 1. Scope

This policy applies to the community of Access International Academy Ningbo (AIAN) in Ningbo, China. The community includes but is not limited to all staff, service providers, volunteers, parents and students, who come into any contact with students. This policy will be shared with the entire community.

## 2. Overview

We believe that all students have a right to be protected from neglect as well as physical, sexual and emotional abuse. Accordingly, this policy outlines the principles, processes and procedures for dealing with potential child neglect and abuse.

## 3. Principles

AIAN recognizes its responsibilities regarding child protection. We aim to create a safe, secure and supportive learning environment for our students. The welfare of all students is of paramount importance to our community. Members of each school community are required, ethically and legally, to act promptly and professionally to ensure the protection of our students in instances of suspected child abuse. All suspected cases of child abuse should be reported to the Child Protection Officer immediately.

This Child Protection Policy and accompanying procedures are based on local, national and international law, including:

- *Minors Protection Law of the People's Republic of China, 2012, Article 5 (see Appendix A)*
- *Anti-Domestic Violence Law of the People's Republic of China, 2015, Articles 14 and 35 (see Appendix A)*
- *UN Convention on the Rights of the Child, 1989, of which China is a signatory. The two key articles are: Article 19 – Protection from abuse and neglect, and Article 34 – Protection from sexual exploitation (See Appendix A)*

## 4. Responsibilities of the AIAN Community

- The designated Child Protection Officer and Head of School must consider and attend to all child protection forms that are submitted.
- In the event of the Child Protection Officer is unavailable, the Head of School will be responsible for the duties of the Child Protection Officer.

## 5. Expectations Relating to Child Protection

In order to implement the Child Protection Policy, AIAN will be expected to:

- Establish procedures for reporting and investigating allegations of abuse;
- Designate a Child Protection Officer and ensure he/she is made known to staff, parents and students each school year;
- Establish a process for providing support to students who are victims of abuse;

- Make the child protection policies and procedures well known to the entire school community (to be made available on the school's website, and shared with potential teacher candidates and new families, etc.);
- Provide mandatory ongoing professional development to support all staff in understanding and implementing the Child Protection Policy, guidelines and procedures, and provide training and information, as appropriate, to the entire school community;
- Develop processes for screening new and existing employees, contracted staff, outside contractors, and volunteers who have direct, unsupervised access to students in the school environment;
- Create and implement safe recruitment practices for the employment of all teaching and non-teaching staff;
- Ensure that the school community members are presented with the *Child Protection Policy and Procedures* document, and that they clearly understand their responsibilities;
- Ensure staff and outsourced staff who work at the school sign a copy of the *Adult Code of Conduct for Working with Students*;
- Ensure community partners who are not directly hired by the school but provide services such as therapists, parent paid support assistants, overnight trips and student activities, sign a copy of the *Adult Code of Conduct for Working with Students (Community Partners)*;
- Ensure visitors who work with children are aware of the school's expectations regarding child protection, and are presented with the school's Child Protection Policy and associated procedures prior to visiting the school;
- Raise awareness about abuse through education of the school community.

## 6. Defining Child Abuse

AIAN fully recognizes its responsibilities regarding child protection. We aim to create a safe, secure and supportive learning environment for our students, free from any form of harm. To achieve this aim AIAN will:

- Maintain a safe environment in which students can learn and develop;
- Provide an environment where students are encouraged to talk and are listened to;
- Help equip students with skills needed to keep themselves safe;
- Identify and respond to students who may show signs of abuse;
- Adhere to the responsibilities of the AIAN Child Protection Policy.

### **Definition of Child Abuse:**

Abuse is a form of maltreatment of a person, often with diminished rights or capacity. Somebody may abuse another by inflicting harm, or by failing to act to prevent harm.

Abuse may take place in a family or in an institutional or community setting by those known to them or by others. In the case of child abuse, an adult or adults, or another child or children may abuse them. Child abuse can take a variety of forms:

### **Physical Abuse**

Physical abuse is violence causing injuries involving hitting, slapping, kicking, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, misuse of medication, undue restraint or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces illness in a child or young person.

Physical abuse may be the result of an immediate stress and may not be planned beforehand.

It can include a one-off, unplanned incident or it might include frequent physical force and aggression towards someone.

Physical abuse can include disciplinary actions that cause pain and/ or mental suffering to a child or young person.

**What to look out for:**

- Any injuries not consistent with the explanation given to them;
- Injuries which occur to the body in places which are not normally exposed to falls or rough games;
- Injuries that have not received medical attention;
- Bruises, bites, burns and fractures for e.g. which do not have a reasonable explanation;
- Reluctance to change for, or participate in games, Physical Education, sports and swimming;
- Child or a young person gives inconsistent accounts for the cause of injuries;
- Injuries that appear after absence from school or vacations;
- Bruises of different ages, various colors.
- Child or a young person shies away from touch, flinches at sudden movements, appears afraid to go home, or is watchful as if waiting for something bad to happen;
- Child or young person demonstrates self-destructive tendencies and/ or aggressiveness.

**Emotional Abuse**

Emotional abuse is persistent or severe emotional ill treatment of a child or young person or a young person that is likely to cause serious harm to his/her development.

It may involve persistently denying love and affection, regularly making the child feel frightened by shouts, threats, or any other means (including shouting and fighting between the adults in the house).

It may also involve hurting another person or a pet in order to distress a child and being so over-protective towards the child that he/she is unable to develop or lead a normal life.

It may involve exploiting or corrupting a child, e.g. by involving him/her in illegal behavior.

It may involve conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of verbal/ non-verbal abuse.

It may be that unrealistic expectations are being imposed on a child or a young person by adults.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**What to look out for:**

- Shows extremes in behavior such as overly compliant or demanding behavior, extreme shyness, passivity or aggression;
- Excessively withdrawn, fearful, or anxious about doing something wrong;
- Is either inappropriately adult (parenting others) or inappropriately infantile;
- Changes or regression in mood, extreme anxiety or depression;
- Obsessions or phobias;
- Sudden underachievement or lack of concentration;
- Seeking adult attention and not mixing well with other children or young people;
- Sleep or speech disorders;
- Negative statements about self;
- Highly aggressive or cruel to others;
- Stealing and lying.

## **Sexual Abuse**

Sexual abuse occurs when someone uses power or control to involve a child or young person in sexual activity, or if someone allows a child or young person to be used by someone else in this way. This behavior might be for the purpose of sexual, emotional and/ or financial benefit of the perpetrators.

It may include forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

It may include encouraging children or young people to behave in sexually inappropriate ways, showing children or young people pornographic material or involving them in the production of such material.

It may also include involving children or young people in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Sexual abuse differs from physical abuse because it often involves planning on the part of the perpetrator. Children or young people can be "groomed" by perpetrators before sexual abuse takes place.

### **What to look out for:**

- Displays knowledge or interest in sexual acts inappropriate to his/her age;
- Sexual activity through words, play or drawing;
- Withdrawal from social situations and classroom activities;
- Regressing to younger behaviors, e.g. bed wetting;
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares;
- Repeated urinary infections, unexplained stomach pains or other ( e.g. sexually transmitted infections);
- Eating disorders or changes in eating habits;
- Evidence of physical trauma or bleeding in the oral, genital or anal areas;
- Difficulty in walking or sitting;
- Any allegations made by a child or young person concerning sexual abuse regarding themselves or another child or young person.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may include failing to ensure that a child's basic needs for food, clothing, shelter, health care, hygiene and education are met.

It may also include failing to protect a child from physical and emotional harm or danger, including failure to ensure adequate supervision or leaving a child alone in the house or a young person unsupervised overnight or for extended periods of time.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **What to look out for:**

- Hygiene is consistently bad;
- Clothing that is dirty, too big or small, or inappropriate for weather conditions;
- Untreated illnesses and physical injuries;
- Frequently unsupervised or left alone, allowed to play in unsafe situations and environments;
- The child seeks affection, attention or emotional support from others that appear excessive;
- Is frequently late or absent from school.

\*A change in behavior is not always a sign of abuse

Any one sign doesn't mean that a child is or was being abused but the presence of several suggests that you should begin to be vigilant and seek advice from the Child Protection Officer if necessary. Keep in mind that some of the signs and symptoms can emerge at other times such as-

- During a separation or divorce
- Death of a family member or pet
- New sibling (e.g. birth or adoption)
- Problems at home, school or with friends
- Other anxiety-inducing or traumatic events
- Transitional periods

Ways that abuse might be brought to your attention: (Always take these seriously!)

- A child may make a direct disclosure about him or herself
- A child may make a direct disclosure about another child
- A child may offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a child's appearance or behavior or about the behavior of a parent or caregiver towards a child
- A parent or caregiver might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure

## 7. Child Protection Procedures

### Staff Action:

All staff are advised to maintain an attitude of *'it could happen here'* where child protection is concerned. In the event a child or young person makes a direct disclosure, or says something concerning, all AIAN staff, service providers and volunteers are expected to make a report to the Child Protection Officer. The school will follow the ARM Response.

### ARM Response:

- A- Act now
- R- Record
- M- Monitor

### A - Act Now (Responding in the Moment):

- Reassure the child that telling someone about it was the right thing to do
- Listen carefully to the child
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- Use open questions (see below for more information)
- Tell him/her that you now have to do what you can to keep him/her safe
- Let the child know that you are going to speak to someone who can help because you are worried about the child's safety

\*If a child or young person is in immediate danger or in need of medical attention remain with him/her and call the Child Protection Officer/office to discuss immediate action. In the event of the Child Protection Officer not being available, please contact the Head of Department or Head of School.

\*\*School staff are reminded **not** to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognize concerns and pass the information on in accordance with the procedures outlined in this policy.

### R – Respond and Record

- Step 1: Notify the Child Protection Officer, or in the event of the Child Protection Officer not being available notify the Head of School or other member of the Leadership Team.

- Step 2: The person who receives the disclosure completes the *Confidential Record of Concern Form* in handwritten form and submits it to the Child Protection Officer (within 24 hours).

#### **M - Monitor**

- Attention needs to stay on the child or young person to monitor behavior, changes in behavior or any additional concerns you might have.
- The Child Protection Officer will support teachers with monitoring.
- Report any changes or significant information to the Child Protection Officer.
- Stay as neutral as possible when interacting with the family and the child or young person.

#### **Communication:**

Communicating with open questions when you have a concern about a child or young person or a direct disclosure has been made:

- I noticed the bruise on your face, what happened?
- Tell me a bit more about that?
- What happened next?

The main thing is to listen, ask for clarification, repeat back the story and ask, “Have I got that right?” Check.

To ensure accuracy, record the disclosure as soon as possible on the school’s designated Child Protection reporting forms.

Students may be informed about where they can access help, such as:

- A trusted adult,
- Lifeline – 021 6279 8990 (10am – 10pm, 365 days a year) [www.lifelineshanghai.com](http://www.lifelineshanghai.com) (possible signposting to other agencies),
- Beilun or Ningbo Hospital agency help list.

## **8. Child Protection Response**

#### **Response Team:**

In the event of a disclosure/concern needing further exploration, the Child Protection Officer, will form a ‘Response Team’ of relevant staff and will arrange a meeting to discuss further action. The Response Team may consist of the Child Protection Officer and other relevant staff according to the need. The Response Team may differ in each child protection case.

The role of the Response Team is to meet as soon as possible after a child protection concern has been reported to determine the course of action required for that particular case. The Child Protection Officer will use the campus specific forms to record and track information. Once the information has been gathered, the Response Team will then consider the information provided and determine the next steps. It is the responsibility of the Child Protection Officer to document the information and further actions required.

The exploration process and order of proceedings can be found in the *AIAN Child Protection Policy Flowchart of Procedures* in Appendix B.

#### **Confidentiality:**

Confidentiality and trust must be maintained and kept within the Response Team throughout the whole process of a child or young person protection case.

The Response Team will act on the basis that the welfare of the child is paramount. The degree of confidentiality will be governed by the need to protect the child or young person and personal information will be shared where it is necessary to protect the child or young person.

## 9. Personnel

### **AIAN staff, service providers and volunteers:**

AIAN is committed to safe recruitment practices. AIAN staff are carefully screened prior to working at AIAN. In the case of volunteers and other non-regular staff, the school checks their suitability to work with children and young people, and volunteers will be asked to sign the Visitor's agreement. Those who have not had access to the agreement must be accompanied at all times by a member of staff. Gate guards should not admit anyone without proper identification. Visitors must be met by the office staff and escorted throughout their visit.

It is the responsibility of AIAN staff, service providers and volunteers to report any concerns of suspected child abuse to the Child Protection Officer.

When working with children or young people, AIAN staff, service providers and volunteers are acting in a position of trust. It is important that they are aware that they are role models to children and young people and must act in an appropriate manner at all times.

### **Professional Boundaries**

It is important to:

- Operate within AIAN Philosophy and Objectives and associated guidelines:
  - Staff Handbook
  - Child Protection Policy and Procedures
  - Adult Code of Conduct for Working with Students
- Listen to and respect children or young people at all times
- Avoid favoritism with children or young people and adults
- Treat children or young people fairly and without prejudice or discrimination
- Provide examples of appropriate conduct for children or young people to follow
- Challenge unacceptable behavior and report any concerns/suspensions
- Recognize that special caution is required when you are discussing sensitive issues with children or young people

It is important NOT to:

- Allow your concerns/suspensions to go unreported
- Delay reporting your concerns/suspensions
- Patronize or treat children or young people as if they are being silly/ making things up
- Silence children or young people
- Jump to conclusions
- Either exaggerate or trivialize child abuse issues
- Discuss your concerns/suspensions in a way that will cause damage to the child/family involved (only discuss with those who absolutely need to know – Child Protection Officer)
- Develop inappropriate relationships with children or young people
- Meet with students outside of sanctioned AIAN activities
- Swear, make sarcastic, derogatory, or sexually suggestive comments or gestures to or in front of children or young people
- Allow children or young people to have your personal contact details
- Share sensitive information in public areas that may be overheard by others, such as staff rooms, corridors, playground, cafeteria etc.

### **Digital Considerations**

- Consider the information and images of yourself available and be confident that they represent you in a manner that is acceptable to your role in working with children or young people
- Photographs and videos of students should not be taken for personal use or uploaded to social media, personal or private sites
- Ensure students are only exposed to age appropriate images, web links, materials and resources

### **Allegations Against Staff Members**

Suspensions and allegations of child abuse by a member of staff will be responded to in a manner which best ensures student's immediate and long-term safety. The school will manage suspicions or allegations against a staff member with the same seriousness as suspicions or allegations made against any other person.

If an allegation is made against a member of staff or a member of staff has put a student at risk, or acted inappropriately, this will be managed by the School Leadership Team. If the allegation is made against The Head of School, this will be handled by the School Board.

It is not the role of school leaders to investigate criminal allegations. This is a matter for the police. Rather it is the responsibility of school leaders to enquire about a person's suitability to work with children or young people and determine whether or not his/her employment contract will be terminated. If there is insufficient evidence to pursue a criminal prosecution, then a disciplinary enquiry may still be undertaken to assess the suitability of this individual to work with students.

All concerns regarding the suitability of any person to work with children or young people will be based on facts. Allegations will be treated in a confidential manner and the rights of adults will be taken into consideration. Written records of concerns will be kept and stored securely.

## **10. Expectations of Reporting of Suspected Child Abuse**

AIAN aims to create a safe, secure and supportive learning environment for students. It is expected that all teaching staff, non-teaching staff, service providers, volunteers and visitors working with children or young people, report all suspected cases of child abuse to the Child Protection Officer immediately.

### **Consequences for Knowingly Failing to Report Abuse or Neglect or Interfering with Reporting:**

Any AIAN teaching staff, non-teaching staff, service providers, volunteers and visitors working with children or young people who suspects a child or young person is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subject to discipline. That discipline can include suspension or dismissal of an employee, discontinuation of contract services, loss of volunteer privileges and informing local authorities and/or consulate.

### **Consequences for Offenses with Respect to Abuse or Neglect:**

If AIAN determines that a teaching staff, non-teaching staff, service providers, volunteers and visitors working with children or young people has directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face disciplinary action up to and including suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local authorities, Police, and/or appropriate consulate.

All AIAN staff, service providers and volunteers will be required to sign the *AIAN Adult Code of Conduct for Working with Students*. See Appendix C.

## **11. Training of AIAN Staff, Service Providers, and Volunteers**

AIAN is committed to providing Child Protection training and informational presentations to AIAN staff, service providers and volunteers. As AIAN has a variety of adults on-site carrying out different roles, AIAN will provide two levels of training to the two distinct groups:

### **Content of Training for all Teaching Staff (Faculty, Administrators, Teacher Assistants):**

- Understanding of specific policy and procedures of the school
- Child Protection Training
  - Signs and symptoms of abuse: knowledge of grooming behaviors
  - Statistics of incidence and prevalence
  - Explanation of *AIAN Adult Code of Conduct for Working with Students*
- Training that focuses on disclosure and reporting
- Review of the curriculum – resources, lesson plans and responsibilities of teachers

### **Content of training for Non-Teaching Staff (Service Providers and Volunteers):**

- Develop overall context of school's management of the issue within school policy and procedures
- Explanation of *AIAN Adult Code of Conduct for Working with Students*
- Behavioral expectations
- How to report on child protection matters

### **Training Responsibilities:**

- Head of School
  - Ensures training takes place and adequate resources are available to support the program
  - Publicly advocates for the program and implementation; endorses and supports internal personnel in their roles
- Child Protection Officer (with help from office personnel)
  - Designates time for the training for the two different groups
  - Makes use of networks, training sites and resources to deliver the training
  - Works with non-teaching divisions to provide training to non-teaching staff

### **Frequency of Training:**

- Teaching Staff – online child protection courses (as determined by the Child Protection Officer), and at least one information session plus one reminder/awareness session per year
- Non-Teaching Staff – Awareness level training should be held twice a year (two sessions)
- Note: Skill training specific to job description (e.g. Counselors, Leadership Staff, etc...) to be determined by the Head of School and Child Protection Officer.

## **12. Working with Parents/Caregivers/Guardians**

AIAN is committed to working in partnership with parents/caregivers/guardians to protect and promote the welfare of children and young people and to support them to understand our statutory responsibilities in this area.

When new students join our school, parents, etc., will be informed that we have a Child Protection Policy. The document will be available to parents online. Parents, etc., will be informed of our legal responsibility to report child protection concerns to local authorities and other relevant organizations.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality but at times it may be necessary to share sensitive information in order to protect the child or young person.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child or young person at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the School has about a child will not prevent the School making a referral in those circumstances where it is appropriate to do so.

### **13. Safer Recruitment**

At AIAN we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references as part of the recruitment process. We will question the contents of applications if we are unclear about them, we will undertake full Criminal Records checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our students.

### **14. Appendices**

Appendix A: Laws and Conventions Guiding the Child Protection Policy

Appendix B: Child Protection Policy Flowchart of Procedures

Appendix C: AIAN Adult Code of Conduct for Working with Students

Appendix D: Child Protection Information for Visitors to AIAN

Appendix E: Parent Acknowledgement of Receipt, Reading, and Understanding of the Policy

## **Appendix A: Laws and Conventions Guiding the Child Protection Policy**

The Child Protection Policy and accompanying procedures are based on local, national and international law, including:

### The PRC Minors Protection Law, 2012:

#### *Article 5:*

In the protection of minors, the following principles shall be followed:

- (1) respecting the personal dignity of minors;
- (2) following the laws which govern the minors' physical and mental development and the characteristics of such development; and
- (3) combining education with protection.

Standing Committee of the National People's Congress, *Law of the People's Republic of China on the Protection of Minors (2012 Revision)* Order of the President No.65 PRC.

### Anti-domestic Violence Law of the People's Republic of China, 2015:

In 2015, a new law was passed (effective March 1<sup>st</sup>, 2016) that protects foreigners and Chinese citizens within China's borders from domestic violence. Two articles of this law have specific implications for children and schools:

*Article 14:* Schools, kindergartens... and their staff members shall promptly report cases to public security organs if they find, during the course of their work, that persons with no civil capacity or persons with limited civil capacity have suffered or are suspected of suffering domestic violence. Public security organs shall keep confidential the identity of case reporters.

*Article 35:* Where a school, kindergarten... and its staff members fail to report a case to a public security organ in accordance with Article 14 herein, resulting in serious consequences, the person directly in charge and other persons subject to direct liabilities shall be given disciplinary sanctions pursuant to the law by the relevant superior competent department or their own employer.

Standing Committee of the National People's Congress, (2015) *Anti-domestic Violence Law of the People's Republic of China*. Order No.37 of the President, PRC.

### UN Convention on the Rights of The Child:

This policy is also based on the United Nations Convention on the Rights of the Child of which China is a signatory. The two key articles are:

#### *Article 19 – Protection from abuse and neglect*

1. States parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide necessary support for the child and for tHead of Schoole

who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

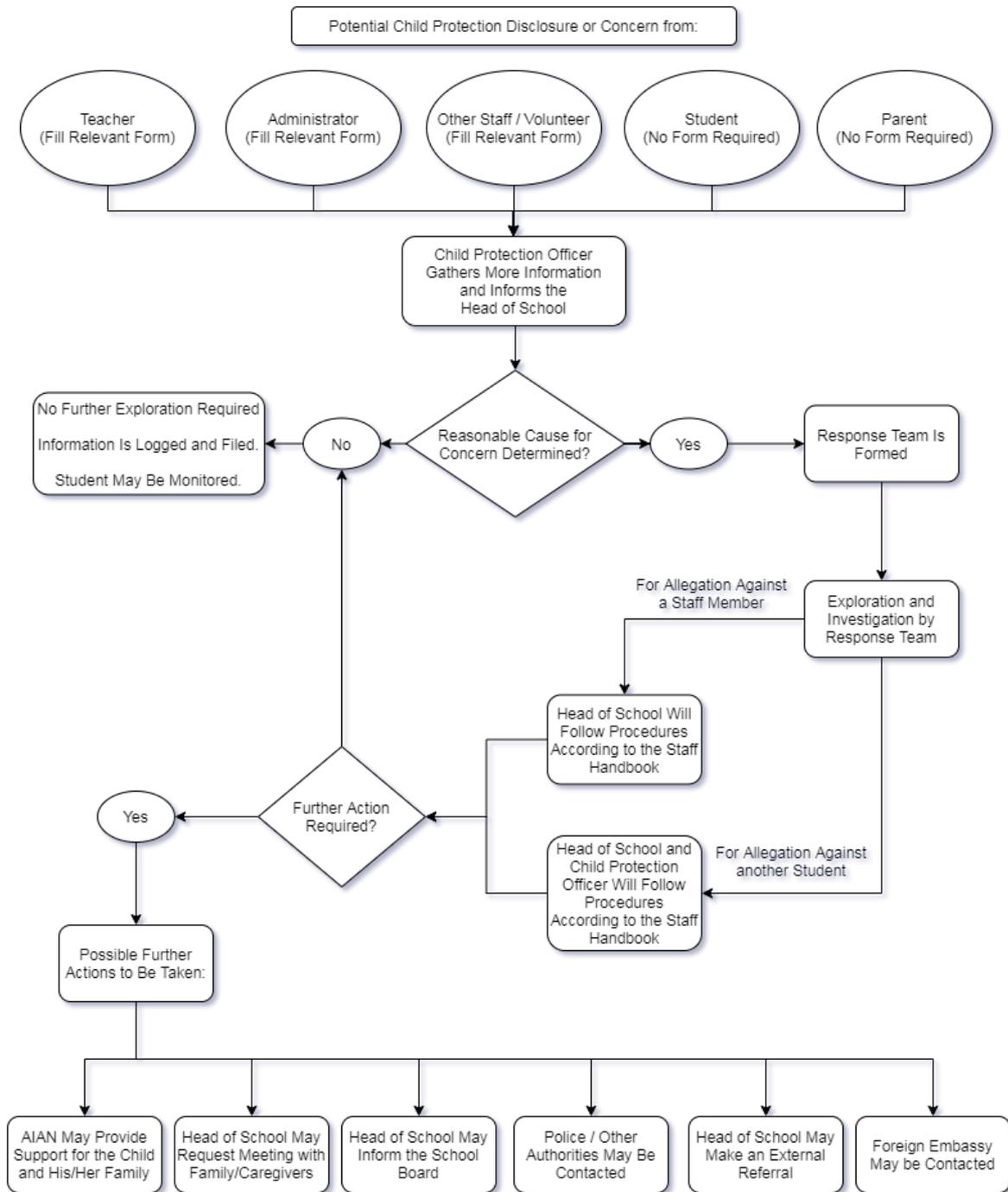
*Article 34 – Protection from sexual exploitation*

States parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, states parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- (a) The inducement or coercion of a child to engage in any unlawful sexual activity;
- (b) The exploitative use of children in prostitution or other unlawful sexual practices;
- (c) The exploitative use of children in pornographic performances and materials.

United Nations International Children's Emergency Fund (UNICEF), (1989) *The United Nations Convention on the Rights of the Child*. London: Author

## Appendix B: Child Protection Policy Flowchart of Procedures



\*\* In severe cases of suspected or actual abuse, police will be contacted immediately, in line with Domestic Violence Laws in China.

## **Appendix C: AIAN Adult Code of Conduct for Working with Students**

### **GENERAL CONDUCT**

Access International Academy Ningbo (AIAN) requires that all adults on campus or working with students off campus, engage in safe, supportive, and respectful interactions with students at all times. The following code of conduct outlines appropriate and required expectations for physical contact, verbal interactions, electronic communication, and overall general conduct:

#### **Adults will:**

- Treat every student with respect and engage in only safe and supportive interactions that promote students' social, emotional, physical and academic development.
- Ensure that whenever possible, there is more than one adult present during all activities and contact with students and if this is not possible, that you are within sight and /or hearing of other adults. (e.g. window and door blinds in rooms to be kept open).
- Comply strictly with the school's child protection reporting procedures.
- Cooperate fully with any internal or external investigation of misconduct or abuse of children with full disclosure of all facts and knowledge of the particular situation.
- Be close to where others are working. If a student specifically asks for or needs some private time with you, ensure other staff know where you and the student are and that there is a window and / or clear visibility to others from the room or space you are using when working alone with a student.
- Encourage students and adults to feel comfortable enough to bring forward or report attitudes or behavior from others that they find unacceptable, threatening or disrespectful.
- Exercise special caution when discussing sensitive issues with students, parents or others. Staff must refrain from discussing students' personal issues with others that have no need to be informed.
- Ensure that field trips or overnight excursions with mixed gender have at least one female and one male adult chaperone approved by school leaders.

#### **Adults will not:**

- Patronize or treat students, staff, parents or anyone else as if they or their concerns are trivial or inconsequential.
- Allow any allegation relating to the safety, security and the welfare of others to go unreported.
- Provide students with their personal contact information (mobile number or home address). Students are to have contact with staff through school emails and school phone numbers or in school-assigned WeChat groups only.
- Meet with students outside of sanctioned and approved AIAN activities.
- Act or speak in any way that may be perceived as threatening, inappropriate or intrusive.
- Make any inappropriate or untrue promises to students or parents, particularly in relation to issues requiring confidentiality.
- Form or share any conclusions about others or incidents without checking facts.

- Either exaggerate or trivialize any issue relating to physical, sexual, verbal or emotional abuse.
- Engage in any form of harassment, bullying or inappropriate discipline.
- Give any individual gifts to a student without informing their parents or the school leaders.

## **PHYSICAL BEHAVIOR**

The following are examples of appropriate and inappropriate physical behavior:

**Appropriate physical behavior** includes contact that maintains mutual physical boundaries at all times and only consists of public and non-sexual touches, such as:

- Pats on the back, shoulder or touch on the elbow.
- Child-initiated hugs (side hugs most appropriate, not frontal).
- Holding hands to cross the street safely.
- Support with toileting or changing clothes, only where required in the job description.
- Ensure that their physical interactions with others are professional at all times.

**Inappropriate physical behavior** is any physical interaction on the part of anyone that abuses, exploits, or harasses another person, such as:

- Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking, spitting or any behavior that constitutes an assault of any kind.
- Intentionally exposing or touching the buttocks, chest or genitalia of themselves or another person.
- Intentionally touching any body parts of another person other than the head, upper back, shoulder, forearm, elbow or hand.
- Any Intimate/romantic/inappropriate or sexual contact.
- Exposing students to any pornographic or age inappropriate image material or involving children in any kind of pornographic activity.
- Any intentional and / or inappropriate exposure of the adult's personal sexual anatomy to a student or another person for any reason.

## **COMMUNICATION**

All communication between adults and children should be clear and should be confined to school or program activities. The following are examples of appropriate and inappropriate communication:

### **Appropriate**

- Listen to and respect the concerns of all students.
- Encouraging and/or providing positive reinforcement consistently and equally for all students in the context of the instructional program.
- Only using language that is appropriate and not offensive or discriminatory in any way.

### **Inappropriate**

- Any language reflecting uncontrolled anger, profanity, sexual innuendo, or age inappropriate content.
- Any yelling, threatening, ridiculing, or degrading comments.
- Making any sarcastic, insensitive, derogatory, racial or sexually suggestive comments or gestures to students or others in front of students, parents or staff or others.
- Conducting or having any kind of romantic or sexual relationship with a child or young person or indulge in any form of sexual contact with a student or under age person.

## **DIGITAL / ONLINE COMMUNICATION**

### **Appropriate**

- Follow the digital / electronic and online policies and procedures in place and report any breaches of behavior immediately to school leaders.
- Ensure equipment and devices are approved, used safely, securely and only for the intended purpose.
- Only contact students via school email account and school-assigned WeChat groups for school related purposes and be aware that these messages are subject to monitoring.

### **Inappropriate**

- Private messaging via social media and/or online gaming communities / chat rooms / sexting or pornographic sites
- Allowing any access to electronic devices or sites that may deliberately expose students to age inappropriate content

## **AIAN's Expectations for Reporting of Suspected Child Abuse**

### **Consequences for Knowingly Failing to Report Abuse or Neglect or Interfering with Reporting:**

Any AIAN teaching staff, non-teaching staff, service providers, volunteers and visitors working with children or young people who suspects a child or young person is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subject to discipline. That discipline can include suspension or dismissal of an employee, discontinuation of contract services, loss of volunteer privileges and informing local authorities and/or consulate.

### **Consequences for Offenses with Respect to Abuse or Neglect:**

If AIAN determines that a teaching staff, non-teaching staff, service providers, volunteers and visitors working with children or young people has directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face disciplinary action up to and including suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local authorities, Police, and/or appropriate consulate.

All AIAN staff, service providers and volunteers will be required to sign the *AIAN Adult Code of Conduct for Working with Students*.

**Acknowledgement of ‘AIAN Child Protection Policy and Procedures’ and ‘Adult Code of Conduct for Working with Students at AIAN’**

I understand that, as a person working with and/or providing services to students at AIAN, I am suitable to be working with children and young people. My signature confirms that I have read and understood *the AIAN Child Protection Policy and Procedures* and *the AIAN Adult Code of Conduct for Working with Students*, and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in disciplinary action which may lead to and include reporting to appropriate enforcement authorities and dismissal from Access International Academy Ningbo.

**Name:**

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**Signature:**

---

**Date:**

---

**Witnessed and Received by:**

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Head of School: Mr. Ryan Godlewski, ryan.godlewski@aian.org.cn  
Child Protection Officer: Ms. Janet Bao, janet.bao@aian.org.cn

## **Appendix D: Child Protection Information for Visitors to AIAN**

Dear Visitor,

Welcome to Access International Academy Ningbo; we hope you enjoy your experience with our school community. We appreciate your time and willingness to support our students in their learning.

We would like to make you aware that AIAN is committed to providing a safe environment to all our students, regardless of age, and therefore we would like you to be aware of our expectations of all visitors regarding child protection. Please take the time to read through these expectations and if you have any questions or concerns please raise them with the staff member arranging your visit. The full Child Protection Policy and procedures can be made available on request.

### **Expectations of Visitors to Access International Academy Ningbo:**

#### **Visiting Adults will:**

- Sign in at the gate and wear their Visitor's Pass or Company Identification at all times when on campus
- Treat all students with respect and provide safe and supportive interactions that foster students' social, emotional, physical and academic development
- Ensure there is always a member of staff or school representative present during activities with students and that you do not work alone with students unless prior arrangement is made with the Campus Leadership Team
- Report any unacceptable and / or concerning behavior from a student or adult

#### **Visiting Adults will not:**

- Take photos or videos of students unless you have received the school's permission
- Provide students with your personal contact information (mobile number or home address)
- Accept personal contact information from students
- Make any contact with AIAN students outside of sanctioned AIAN activities
- Act in a way that can be perceived as threatening or intrusive
- Initiate any physical contact with a student
- Respond to any physical contact from students. If this does occur, immediately report it to a member of the AIAN school staff

- Make inappropriate promises to students, particularly in relation to confidentiality
- Make any sarcastic, insensitive, derogatory, racial or sexually suggestive comments or gestures to students or others in front of students, parents, staff or others
- Engage in any form of harassment, bullying or inappropriate discipline
- Accept any form of physical, verbal or emotional abuse from a student. If this does occur, immediately report it to a member of the AIAN school staff

**If you do have any concerns during your school visit, please contact the Head of School via the school office. Thank you for your attention to this important matter and we hope you enjoy your experience at AIAN!**

**I have read and accept the Terms and Conditions above:**

**Visitor's Name:** \_\_\_\_\_

**Visitor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AIAN Representative:** \_\_\_\_\_

Head of School: Mr. Ryan Godlewski, [ryan.godlewski@aian.org.cn](mailto:ryan.godlewski@aian.org.cn)

Child Protection Officer: Ms. Janet Bao, [janet.bao@aian.org.cn](mailto:janet.bao@aian.org.cn)

**Appendix E: Parent Acknowledgement of Receipt, Reading, and Understanding of the Policy**

I understand that I have received and read the documents provided (the AIAN Child Protection Policy). My signature confirms that I have read and understood *the AIAN Child Protection Policy and Procedures* and the *AIAN Code of Conduct for Working with Students*, and that I understand that parents are a part of the AIAN community, and therefore hold the same standards as outlined in the policy. I understand that any action that violates these policies may result in disciplinary action which may lead to and include reporting to appropriate authorities.

**Name:**

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**Signature:**

---

**Date:**

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**Witnessed and Received by:**

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