



SEOUL
FOREIGN
SCHOOL



CHILD PROTECTION POLICY

Table of Contents

Table of Contents	3
Introduction	5
Child Protection Policy	6
Scope	6
Purpose	6
Philosophy	6
Definitions	7
CHILD	7
STUDENT	7
GUARDIANSHIP	7
MANDATED REPORTING / REPORTERS	7
CONFIDENTIALITY	7
CHILD MALTREATMENT / CHILD ABUSE	7
PHYSICAL ABUSE	7
POSSIBLE INDICATORS OF PHYSICAL ABUSE	7
EMOTIONAL ABUSE / PSYCHOLOGICAL ABUSE	8
POSSIBLE INDICATORS OF EMOTIONAL ABUSE	8
SEXUAL ABUSE	8
POSSIBLE INDICATORS OF SEXUAL ABUSE	8
NEGLECT	9
POSSIBLE INDICATORS OF NEGLECT	9
Roles and Responsibilities	10
SFS EMPLOYEE	10
CHILD PROTECTION EMERGENCY RESPONSE TEAM (CPERT)	11
CHILD PROTECTION LEAD	11
HEAD OF SCHOOL	12
ASSISTANT HEAD OF SCHOOL - HUMAN RESOURCES	12
CHAIR, BOARD OF GOVERNORS	12
PRINCIPALS AND ASSISTANT PRINCIPALS	13
SCHOOL COUNSELORS	13

CHILD PROTECTION COMMITTEE	14
COMMUNITY MEMBERS	14
VOLUNTEERS, VISITORS, THIRD-PARTY VENDORS	14
Procedures	15
COMMUNICATION WITH STUDENTS	15
REPORTING SUSPECTED ABUSE	15
MONITORING AND SUPPORT	16
DOCUMENTATION	16
POLICY ARCHIVE AND UPDATE	16
Commitments	18
POLICY REVIEW	18
POLICY IMPLEMENTATION	18
EMPLOYEE TRAINING	18
RECRUITING AND HIRING	18
CAMPUS AND FACILITIES	19
Appendix	20
Abbreviations	20
Sources	21
INTERNATIONAL SCHOOLS	21
WORKS CITED	21

Introduction

Seoul Foreign School's Child Protection Policy is informed by the [Statutes of the Republic of Korea](#), the [United Nations Convention on the Rights of the Child](#), and best practice as identified by the [International Task Force for Child Protection](#).

Seoul Foreign School (SFS) fully recognizes its responsibility and unique position as it pertains to child protection. We also realize the importance of both the family and the community in building a safe environment for students. As we continue to work together, the child's best interest will always be the focus of our efforts. For this reason, Seoul Foreign School has adopted the Child Protection Policy (CPP) outlined in this document.

Seoul Foreign School's Child Protection Policy includes the following:

1. Purpose and Philosophy of Child Protection at SFS
2. Definition of Child Maltreatment / Child Abuse and Possible Indicators
3. Roles and Responsibilities
4. Procedures: Reporting, Monitoring and Support, Communication
5. Commitments: Implementation, Communication, Training, Human Resources, Facilities
6. Policy Revision and Approval

Further details, processes, and procedures for implementing and adhering to the Child Protection Policy are being developed in an SFS Child Protection Guide.

By enrolling your child at SFS, you have entrusted us with their safety, a responsibility we do not take lightly. We hope to work in partnership with you to ensure that together we will provide a school climate where students feel confident and secure.

Thank you for supporting our efforts to create a safe and healthy environment for our children. If you have any questions or concerns about the SFS Child Protection Policy, please contact the **SFS Child Protection Lead** (childprotection@seoulforeign.org).

God Bless,

Colm Flanagan

Head of School,

Seoul Foreign School

Child Protection Policy

Seoul Foreign School (SFS) is committed to protecting students and providing an environment that provides safety and security to each child, allowing them to be their best selves.

Scope

This policy applies to all adults who interact with children and students at Seoul Foreign School (SFS). This includes all full time and part time SFS Employees, faculty and classified staff, volunteers, parents, community members, third-party vendors, and campus visitors.

Purpose

- Provide a safe and secure environment at SFS where all children can grow and develop intellectually, physically, emotionally, socially and psychologically
- Provide clear definitions, roles and responsibilities, and procedures regarding child protection at SFS
- Provide clear guidelines for reporting suspected child abuse and/or maltreatment
- Provide clear guidelines for compliance with the SFS Child Protection Policy, including training, recruiting and hiring at SFS

Philosophy

All children have legal and moral rights to their individuality, that when protected, will develop into the ability to meet the needs of the family, community, and society as a whole. Every child and student in the Seoul Foreign School community will be treated with respect and dignity at all times. Given reasonable cause to believe that any child's rights have been violated, under any circumstance, SFS will use all available resources to protect those rights.

Seoul Foreign School's Child Protection Policy is based on [Statutes of the Republic of Korea](#), the [United Nations Convention on the Rights of the Child](#), and best practice as identified by the [International Task Force for Child Protection](#).

Definitions

CHILD

Anyone who has not yet reached their 18th birthday ("Convention on the Rights", "Child Welfare").

STUDENT

Anyone enrolled and on the current register at Seoul Foreign School, regardless of age.

ADULT / CAREGIVER

An adult or caregiver is defined as any adult, including a person with parental authority, a guardian, a person who protects, rears or educates a child or has duty to do so, or a person who de facto protects and supervises a child in relation to business, employment, etc ("Child Welfare Act").

Anyone who has reached their 18th birthday. Students who have reached their 18th birthday are considered adults according to the [Statutes of the Republic of Korea](#).

GUARDIANSHIP

All students should be provided with an ongoing and stable relationship and a family environment that is supportive of the student's education at SFS. SFS mandates that a student must live with at least one of his/her parents (or other legal guardians) or must request the court to select the child's guardian, if deemed necessary for the welfare of such child ("Child Welfare").

MANDATED REPORTING / REPORTERS

The legal requirement imposed on selected classes of people to report suspected cases of child abuse and neglect to government authorities. Failure to follow protocol could result in fines and/or criminal charges. All SFS Employees are **Mandated Reporters** and have an obligation to report child abuse ("Act on Special").

CONFIDENTIALITY

The nondisclosure of information except to another authorized person(s). Confidentiality applies to the student or child who is the subject of a report as well as the employee who makes a report.

CHILD MALTREATMENT / CHILD ABUSE:

Child maltreatment / child abuse is defined as harm to the child's health or welfare or commits physical, mental, or sexual violence, or cruel acts that are likely to impede the child's normal growth, and such a caregiver abandons or neglects the child in the Korean law ("Child Welfare Act").

Above and beyond this, SFS understands that child maltreatment and/or child abuse includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of, trust or power" ("Violence against").

At Seoul Foreign School we understand that abuse and neglect can be committed by any person and is not necessarily the adult or caregiver. For this purpose our definitions assume abuse or neglect by any adult and/or caregiver.

PHYSICAL ABUSE

Physical abuse is defined as what “happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It’s also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don’t need, making them unwell. This is known as fabricated or induced illness” (Definitions and signs).

POSSIBLE INDICATORS OF PHYSICAL ABUSE

- Unexplained bruises and welts on any part of the body
- Injuries reflecting shape of article used (electric cord, belt, buckle, hand, etc.)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, back, or buttocks
- Burns with a pattern from an electric burner, iron, or cigarette
- Rope burns on arms, legs, neck, or torso
- Injuries inconsistent with information offered by the child
- Unexplained laceration, abrasions, or fractures
- Avoiding adult contact
- Showing aggressive and/or intimidated behavior
- Fearing parents
- Fearing going home

EMOTIONAL ABUSE / PSYCHOLOGICAL ABUSE

Emotional or psychological child abuse is defined as “a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance” ("Identification of Emotional").

Children who suffer from emotional abuse often, but not always suffer from other forms of abuse.

POSSIBLE INDICATORS OF EMOTIONAL ABUSE

- Sucking or biting a particular object constantly
- Behavioral problems (antisocial, destructive behaviors)
- Mental neurogenic reaction (hysteria, pressure, fear)
- Extreme behavior, hyperactivity, suicidal behavior
- Overreacting to making mistakes
- Fearing contact with parents

SEXUAL ABUSE

Child sexual abuse is defined as “the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person” (Child Sexual 75).

This may include but is not limited to:

- Inducement or coercion of a child to engage in any unlawful sexual activity
- Exploitative use of a child in prostitution or other unlawful sexual practices
- Exploitative use of children in pornographic performance and materials

POSSIBLE INDICATORS OF SEXUAL ABUSE

- Sexual knowledge, behavior or use of language not appropriate to age level
- Unusual interpersonal relationship patterns
- Evidence of physical trauma or bleeding to the oral, genital, or anus areas
- Difficulty in walking or sitting
- Refusing to change into physical education (PE) clothes, fear of bathrooms
- Child running away from home and not giving any specific complaints
- Not wanting to be alone with an individual
- Pregnancy, especially at a young age
- Extremely protective parenting
- Intimidated, delusional, baby-like behaviors (regressive behaviors)
- Self-destructive and risky behaviors
- Impulsiveness
- Fear of being alone or being a loner
- Cruelty towards animals
- Depression, anxiety, and isolation from society
- Eating disorder (binging/anorexia)

NEGLECT

Neglect is defined as “meeting a child’s basic physical and psychological needs. Neglect can happen at any age, sometimes even before a child is born” ("Protecting Children").

The four main types of neglect are:

- **physical neglect:** not meeting a child’s basic needs, such as food, clothing or shelter; not supervising a child adequately or providing for their safety
- **educational neglect:** not making sure a child receives an education
- **emotional neglect:** not meeting a child’s needs for nurture and stimulation, for example by ignoring, humiliating, intimidating or isolating them
- **medical neglect:** not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations.

POSSIBLE INDICATORS OF NEGLECT

- Child is unwashed or hungry
- Parents are uninterested in child’s academic performance
- Parents do not respond to repeated communications from the school
- Child does not want to go home
- Parents cannot be reached in the case of emergency
- Unhealthy due to not getting vaccination/medical treatment
- Wearing clothes out of season
- Begging for food or stealing
- Coming to school early and going home late
- Constantly feeling tired and insecure
- Sleeping in class
- Frequent absences

Roles and Responsibilities

SFS EMPLOYEES

SFS Employees must uphold and adhere to the SFS Child Protection Policy, the [SFS Code of Conduct: Adult and Student Boundaries](#), SFS Child Protection Guide (in development), and follow the [SFS Child Protection Reporting Flowchart](#). **SFS Employees are Mandated Reporters** of Child Maltreatment and/or Child Abuse.

When an SFS Employee ***suspects or receives a disclosure of Child Maltreatment and/or Child Abuse***, he/she must:

- Report the concern or disclosure to their sectional Principal and Counselor
- Report directly to the Head of School, if a supervisor or sectional Principal is the subject of the report
- Report directly to the Chair, Board of Governors (board.chair@seoulforeign.org), if the Head of School is the subject of the report
- Reports must be made as soon as possible, and prior to the end of the school day
- Reports must be made **immediately**, in case of immediate harm (to self or others)
- Maintain confidentiality regarding the suspected and/or disclosed Child Maltreatment and Child Abuse except to authorized members of the **Child Protection Emergency Response Team (CPERT)**

When an SFS Employee ***observes a violation*** of the SFS Child Protection Policy or the [SFS Code of Conduct: Adult and Student Boundaries](#), he/she must:

- Report the violation(s) to their direct supervisor (email or in person)
- Report directly to the Head of School, if a supervisor or sectional Principal is the subject of the report
- Report directly to the Chair, Board of Governors (board.chair@seoulforeign.org), if the Head of School is the subject of the report
- Reports must be made as soon as possible, and prior to the end of the school day
- Reports must be made **immediately**, in case of immediate harm (to self or others)
- Maintain confidentiality regarding the suspected and/or disclosed Child Maltreatment and Child Abuse except to authorized members of the **Child Protection Emergency Response Team (CPERT)**

Additional responsibilities include but are not limited to:

- Undergoing criminal and background checks prior to working with children at SFS
- Completing annual training to recognize and report issues of abuse and neglect
- Conduct in accordance with the highest degree of professionalism, integrity and ethics
- Assuring physical, emotional and spiritual safety of all children
- Fostering appropriate and healthy relationships with children
- Maintaining appropriate documentation as needed
- Ensuring documentation is properly and securely stored

- Ensuring sectional Principals and Counselors are informed of relevant documentation
- Compliance with and conduct in accordance with the [Statutes of the Republic of Korea](#) as well as SFS Policies and Administrative Regulations (ARs)
- Use of Adult Only or shared washrooms, bathrooms, restrooms, changing rooms. Use of student washrooms, bathrooms, restrooms, changing rooms is strictly prohibited.

CHILD PROTECTION EMERGENCY RESPONSE TEAM (CPERT)

The **Child Protection Emergency Response Team (CPERT)** is responsible for responding to child protection concerns and/or disclosures. The **CPERT** consists of the following members:

- Child Protection Lead
- Manager of Risk and Compliance
- School Psychologist
- Sectional Principal of the student involved
- Sectional Counselor of the student involved

The following additional members are informed and support the CPERT as noted in the SFS Child Protection Procedural Flowchart:

- Head of School
- Assistant Head of School - Human Resources (in allegations involving an SFS Employee)
- Chair, Board of Governors (in allegations involving the Head of School)

CPERT duties include, but are not limited to:

- Responding to and reviewing reported, suspected, disclosed Child Maltreatment and/or Child Abuse
- Upon establishing reasonable cause for Child Maltreatment and/or Child Abuse, communicating with the appropriate authorities
- Supporting communication, investigation, intervention, and documentation of reported, suspected, disclosed Child Maltreatment and/or Child Abuse

CHILD PROTECTION LEAD

The **Child Protection Lead (CPL)** is responsible for leading the Child Protection Emergency Response Team in the event of a report or disclosure of Child Maltreatment and/or Abuse.

Duties include, but are not limited to:

- Ensuring that the procedures outlined in this policy are followed appropriately and fairly in the interests of each child and with due regard to the Statutes of the Republic of Korea
- Ensuring that all members of the Senior Leadership Team are aware of and follow the SFS Child Protection Reporting Flowchart
- Responding to and reviewing reported, suspected, disclosed Child Maltreatment and/or Child Abuse
- Ensuring communication with the appropriate authorities
- Supporting communication, review, intervention, and documentation of reported, suspected, disclosed Child Maltreatment and/or Child Abuse

If for any reason the Child Protection Lead (CPL) is unavailable, a Deputy Child Protection Lead (DCPL) has been identified and will act in the CPL's absence.

HEAD OF SCHOOL:

The **Head of School (HOS)** is responsible for ensuring that appropriate staff are in place, and prepared to support the SFS Child Protection Policy, SFS Child Protection Guide (in development), SFS Code of Conduct, and SFS Child Protection Reporting Flowchart. The HOS is informed and updated on the status of any Child Protection Disclosure or Concern as noted in the SFS Child Protection Reporting Flowchart.

Responsibilities include, but are not limited to:

- Ensuring that the procedures outlined in this policy are followed appropriately and fairly in the interests of each child and with due regard to the Statutes of the Republic of Korea
- Ensuring that all members of the Senior Leadership Team are aware of and follow the SFS Child Protection Reporting Flowchart
- Supporting the review of the **CPERT**
- Determining, with the Assistant Head of School - Human Resources, further actions and/or interventions when an SFS Employee is the subject of the allegation
- Keeping the Chair, Board of Governors informed of a Child Maltreatment / Child Abuse disclosure, concern, and or review, while maintaining confidentiality with regard to the student or child, the reporter, and the alleged perpetrator.

Additional responsibilities in accordance with the Child Welfare Act and Act on Special Cases Concerning the Punishment, etc. of Child Abuse Crimes:

- Immediately reporting a disclosure or suspected child abuse crime in the course of performing his or her duties to the Office of Si/Gun/Gu. With respect to SFS, competent local government will be the Seodaemun Gu Office, hereinafter "**Local Government**" or "**investigation agency**" ("Act on Special")
- Formulating education plans and provide education for the prevention of sexual violence and child abuse, etc. each year, according to the appropriate developmental age and stage of the child and/or student ("Child Welfare Act")
- Requesting relevant Local Government or prosecutor to file a claim with the court to restrict the exercise of parental authority or sentence the loss of parental authority if he/she identifies that a person with parental authority abuses such authority or commits significant misconduct or child abuse or that any other serious grounds exist to stop the person from exercising parental authority ("Child Welfare Act")
- Requesting a court appointed guardian if he/she identifies a child without a person with parental authority or a guardian or if the guardian of a child commits serious misconduct ("Child Welfare Act")

ASSISTANT HEAD OF SCHOOL - HUMAN RESOURCES

The **Assistant Head of School - Human Resources (AHOS-HR)** is informed and updated on the status of any Child Protection Disclosure or Concern as noted in the SFS Child Protection Reporting

Flowchart when a Child Protection Disclosure or Concern involves an SFS Employee and/or the Head of School.

Responsibilities include, but are not limited to:

- Ensuring that all SFS Employees are aware of and follow the SFS Child Protection Policy, SFS Child Protection Guide (in development), SFS Code of Conduct, and SFS Child Protection Reporting Flowchart
- Supporting the review of the **CPERT** when a Child Protection Disclosure or Concern involves an SFS Employee and/or the Head of School
- Determining, with the Head of School, further actions and/or interventions when an SFS Employee is the subject of the allegation
- Determining, with the Chair, Board of Governors, further actions and/or interventions when the SFS Head of School is the subject of the allegation

CHAIR, BOARD OF GOVERNORS

The **Chair, Board of Governors** is responsible for ensuring that all members of the SFS Board of Governors are aware of and follow the SFS Child Protection Policy, SFS Child Protection Guide (in development), SFS Code of Conduct, and SFS Child Protection Reporting Flowchart. The Chair, Board of Governors is also informed of a Child Maltreatment / Child Abuse disclosure, concern, and or review, while maintaining confidentiality with regard to the student or child, the reporter, and the alleged perpetrator.

Responsibilities include, but are not limited to:

- Ensuring that the procedures outlined in this policy are followed appropriately and fairly in the interests of each child and with due regard to the Statutes of the Republic of Korea
- Ensuring that the full Board of Governors follow the SFS Child Protection Policy, SFS Child Protection Guide (in development), SFS Code of Conduct, and SFS Child Protection Reporting Flowchart
- Supporting the review of the **CPERT** when a Child Protection Disclosure or Concern involves the SFS Head of School
- Determining, after consultation with the full Board of Governors, with the Assistant Head of School - Human Resources, further actions and/or interventions for the Head of School, when the SFS Head of School is the subject of the allegation.

PRINCIPALS AND ASSISTANT PRINCIPALS

Principals provide an important route for reporting and ensuring implementation of the Child Protection Policy and collaborating with the appointed Child Protection Lead in enforcing the Child Protection Policy. If a **Sectional Principal** is not available, the responsibilities of the Sectional Principals fall to their respective **Assistant Principal**.

Duties include, but are not limited to:

- Ensuring that the procedures outlined in this policy are followed appropriately and fairly in the interests of each child and with due regard to the Statutes of the Republic of Korea

- Ensuring that all members of their respective sections are aware of and follow the SFS Child Protection Policy, SFS Child Protection Guide (in development), SFS Code of Conduct, and SFS Child Protection Reporting Flowchart
- Working with School Counselors to notify the **CPERT** of reported or disclosed Child Maltreatment and/or Abuse.
- Supporting the **CPERT** in to review the reported or disclosed Child Maltreatment and/or abuse when involving a student in his/her respective section
- Working with School Counselors to support the needs of the student or child who is the subject of reported or disclosed Child Maltreatment and/or Abuse
- Conducting annual walkthroughs of their respective campus facilities

SCHOOL COUNSELORS

School Counselors are responsible for working with Sectional Principals to notify the **CPERT** and supporting the needs of the student or child who is the subject of the reported or disclosed Child Maltreatment and/or Abuse.

Duties include, but are not limited to:

- Working with Sectional Principals to notify the **CPERT** of reported or disclosed Child Maltreatment and/or Abuse.
- Supporting the **CPERT** review of the reported or disclosed Child Maltreatment and/or abuse when involving a student in his/her respective section
- Supporting the review conducted by SFS and/or the Local Government and/or investigation agency.
- Working with Sectional Principals to support the needs of the student or child and families as needed
- Supporting the **CPERT** with communication, review, intervention, support and monitoring, and documentation of reported, suspected, disclosed Child Maltreatment and/or Child Abuse
- Communicating pertinent information to faculty as needed
- Following up with the child or student, and families as noted in the SFS Child Protection Procedural Flowchart
- Providing annual training for their respective sections on Reporting, Confidentiality, and other topics as needed
- Collaborating with the Child Protection Committee as needed

CHILD PROTECTION COMMITTEE

The **Child Protection Committee (CPC)** is composed of faculty and staff from several sections and departments of SFS and lead by a **Child Protection Committee Chair**. The Child Protection Committee oversees the integrity of, and administrative guidance to, strategic initiatives regarding child protection.

Responsibilities include, but are not limited to:

- Reviewing and updating the SFS Child Protection Policy
- Reviewing and updating the SFS Child Protection Procedural Flowchart

- Reviewing and updating the SFS Child Protection Guide (in development)
- Reviewing and updating the SFS Code of Conduct: Adult and Student Boundaries
- Accountability for annual review of policies, procedures, and documents noted above
- Coordinating training for all SFS employees
- Staying up to date on current best practice in Child Protection
- Advocating for student safety
- Identifying and communicating child protection matters with the community

CHILD PROTECTION COMMITTEE CHAIR

The **Child Protection Committee Chair** leads the Child Protection Committee in overseeing the integrity of, and administrative guidance to, strategic initiatives regarding child protection.

In addition to the responsibilities of the Child Protection Committee, the Child Protection Committee Chair must:

- Lead collaborative review, update, and implementation of SFS policies and procedures related to Child Protection
- Communicate relevant update to the Senior Leadership Team
- Stay up to date on current best practice in Child Protection
- Advocate for student safety
- Identify and communicate child protection matters with the community

COMMUNITY MEMBERS

ALL **SFS Community Members**, including parents and guardians, have a responsibility to keep children safe. Parents/guardians have a responsibility to pass on information to the respective sectional leaders in cases of abuse or suspected abuse of any child on SFS campus.

As members of a diverse community, SFS recognizes there are a variety of beliefs and practices in raising children and the need for sensitivity around child rearing. Our sensitivity must be considered alongside our commitment as a signatory country to the [United Nations Convention on the Rights of the Child](#) (UNCRC), and the SFS Mission Statement.

VOLUNTEERS, VISITORS, THIRD-PARTY VENDORS

Visitors, Third Party Vendors, and Volunteers at SFS are responsible for maintaining appropriate boundaries with students, and conducting themselves in accordance with the SFS Code of Conduct: Adult and Student Boundaries. Profanity, aggressive or threatening behavior, smoking, photography of children, physical contact with a child, and use of student washrooms is strictly prohibited.

To support a healthy, safe, and secure learning environment for everyone in our community, visitors will be required to show valid identification and register with the school. Additionally, visitors wear a visitor badge, which will be worn in a visible location, at all times while on campus and returned upon departure. All visitors have a responsibility to report information to an SFS employee in cases of abuse or suspected abuse.

Procedures

REPORTING SUSPECTED ABUSE

Any suspected or disclosed Child Maltreatment and/or Child Abuse must be reported to the student's Sectional Principal and Counselor. The SFS Child Protection Procedural Flowchart identifies formal actions to be taken, including informing the appropriate local authorities.

- ALL SFS Employees must report to the Sectional Principal and/or Counselor
- The **Child Protection Emergency Response Team** will review the report to determine reasonable cause based on NCPA Criteria for suspected abuse
- The **Child Protection Lead** will contact the local government or investigation agency
- The **Child Protection Emergency Response Team** will support the actions determined by the appropriate authorities
- The **Child Protection Emergency Response Team** and Counselor will monitor and support students and families as needed

COMMUNICATION WITH STUDENTS

Communication with students is governed by the key safety concept of transparency. Employees and those acting on behalf of Seoul Foreign School (teachers, staff, volunteers, parents, community members, and third-party vendors) who communicate with minors will ensure that communications are clear and transparent and open to scrutiny. Adults will not use personal channels or media when communicating with students, or provide students with personal contact details (such as personal phone numbers, home addresses, personal email addresses, or personal social media details).

With reasonable suspicion of acts in violation of this Code of Conduct, SFS may access electronic communications and/or data that was shared using a school provided account, software platform, or network to the extent the access is related to the suspicion of such act.

ACCESS TO COMMUNICATION

When suspected or disclosed Child Maltreatment and/or Child Abuse is under review, SFS reserves the right to provide access to communications and/or data with to local authorities. Review and/or investigation of such communications and/or data will be accessed to the extent that the review and/or investigation is related to the suspected or disclosed Child Maltreatment and/or Child Abuse report.

Additional cooperation with local authorities include but are not limited to:

- Accessing electronic communications and/or data shared using a school provided account.
- Accessing electronic communications and/or data shared using a school provided software platform.
- Logging and permanently retaining electronic communications and/or data for the maximum allowable period.
- Logging and permanently retaining access attempts and connections that take place using the school's networks.

- Logging and permanently retaining the user's IP address and hardware address when using the school's networks.

MONITORING AND SUPPORT

The **CPERT** and Sectional Counselor(s) will create and implement a plan for monitoring and support for the student and family as needed.

DOCUMENTATION

Any suspected or disclosed Child Maltreatment and/or Child Abuse must follow the documentation procedures outlined in the SFS Child Protection Procedural Flowchart identifies Forms and Documents to be created, completed, and updated.

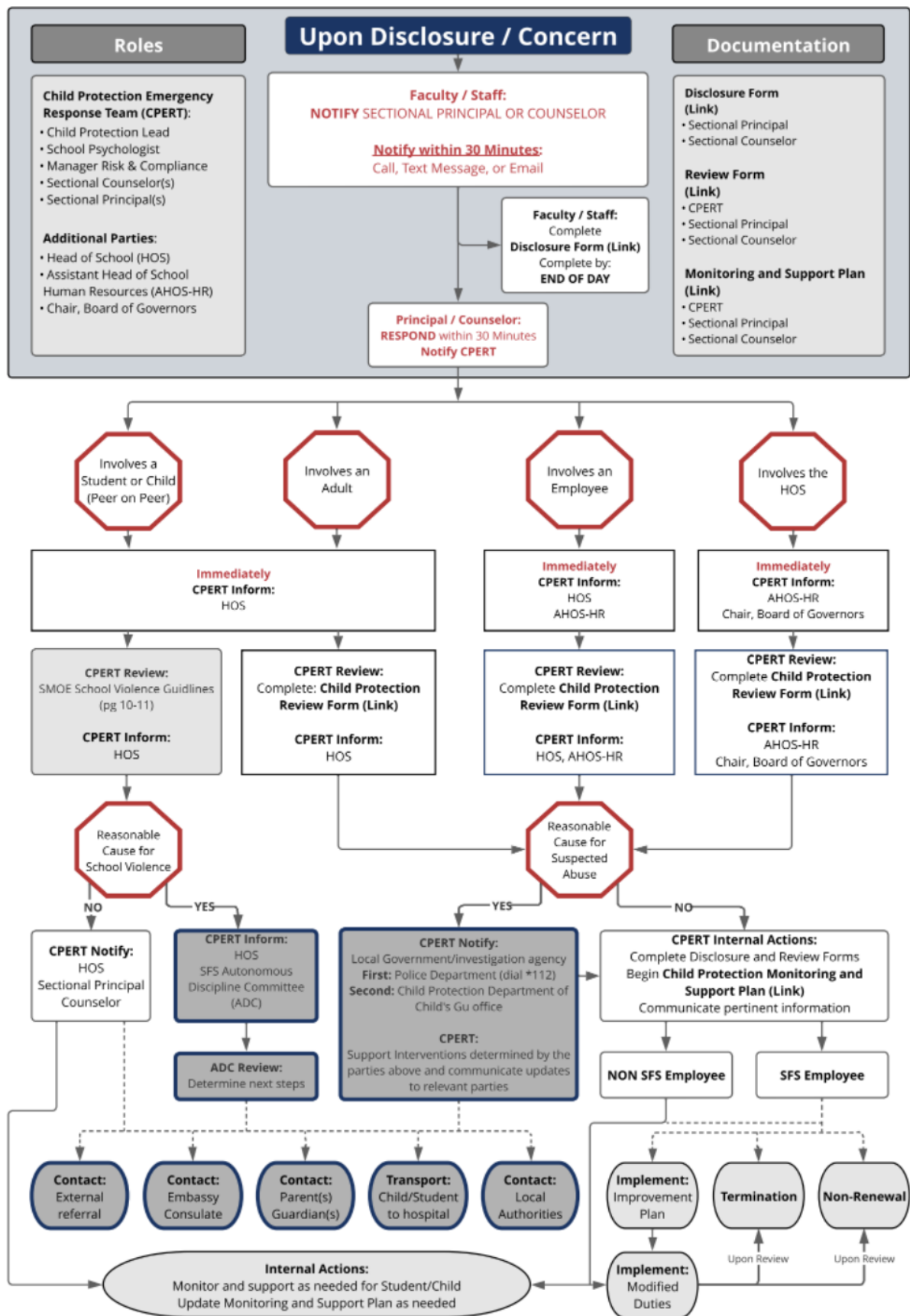
Form	Responsible Parties
Disclosure - Make a Copy	Sectional Principal / Sectional Counselor
CPERT Review - Make a Copy	Child Protection Emergency Response Team
Monitoring and Support Plan - Make a Copy	CPERT / Sectional Counselor

- Completed documentation is to be printed, signed, and stored in the office of the SFS School Psychologist
- Digital use, update, and storage of documentation is to following the SFS guidelines on confidential digital file use and storage

POLICY ARCHIVE AND UPDATE

Following annual review and approval of the SFS Child Protection Policy and other supporting documents, all documents will be updated and archived in the [Child Protection at SFS](#) Google Team drive.

1. Export finalized and approved documents to PDFs.
2. Copy and place current documents and folders in the folder zArchive
3. Rename current working documents to the following academic school year.
 - a. Example: **20xx-20xx** SFS Child Protection POLICY - **DRAFT**



Seoul Foreign School is committed to protecting students and providing an environment that provides safety and security to each child, allowing them to be their best selves.

Commitments

POLICY REVIEW

Child protection policies and procedures will be reviewed annually by the Child Protection Committee.

POLICY IMPLEMENTATION

SFS has specific child protection policies, practices and faculty and staff training programs to ensure the safety and welfare of all students who are on trips and student exchanges. These policies and practices are reviewed regularly and are available in the Child Protection handbook.

EMPLOYEE TRAINING

All SFS faculty and staff, volunteers, and contractors will receive annual training on Child Protection and Safeguarding.

Annual training will include, but is not limited to the following topics:

- SFS Child Protection Policy
- SFS Child Protection Guide (In development)
- [SFS Code of Conduct: Adult and Student Boundaries](#) - Setting and maintaining appropriate adult and student boundaries for working with children
- Recognising Child Protection concerns
- Reporting Child Protection concerns: [SFS Child Protection Procedural Flowchart](#)
- Responding to students who have experienced any form of abuse or neglect

Annual training will be scheduled through [Educare Online](#) and/or a member of the **CPERT**:

- Beginning of each academic school year:
 - New Employees will complete the course: [Child Protection For International Schools](#)
 - Returning Employees will complete the course: [Child Protection Refresher](#)
 - New volunteers, coaches, contractors, and third party vendors will complete the course: [Child Protection For International Schools](#)
 - Returning volunteers, coaches, contractors, and third party vendors will complete the course: [Child Protection Refresher](#)
- Throughout each academic school year:
 - All Employees will complete additional reviews and training as needed
- Training will be available in Korean/Hangul via online learning platforms or from a **CPERT** member

RECRUITING AND HIRING

The SFS recruitment and hiring policy specifies rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults. These procedures include criminal records/background checks, training, professional recommendations, and analysis of previous employment history.

As stated in Article 29-3 of the Child Welfare Act and Article 56(1) of the Act on the Protection of Children and Youth Against Sex Offence, anyone previously convicted of a child abuse-related crime or sex offense will not be employed at SFS, nor have a de facto employment relationship with SFS.

Further details on the SFS recruiting and hiring policy can be accessed through Human Resources.

CAMPUS AND FACILITIES

Deliberate consideration has been given to building and facility design, layout and use to ensure best practice in child safety and protection ie. designation of separate adults only bathrooms for staff/guests. SFS has a [Visitor code of conduct](#). The identification policy and resulting implementation clearly distinguishes between students, parents, faculty, vendors, and visitors. Posters promoting safeguarding for the students are located in the counseling offices within each section.

Appendix

Sources

INTERNATIONAL SCHOOLS

Seoul Foreign School is grateful for the following schools who have shared their child protection policies and guides as collaborative resources.

- American International School, Hong Kong - <https://www.ais.edu.hk/>
- American School In Japan - <https://www.asij.ac.jp/>
- English Schools Foundation - <https://www.esf.edu.hk/>
- Hangzhou International School - <https://www.his-china.org/>
- Hong Kong International School - <https://hkis.edu.hk/>
- Jakarta Intercultural School - <https://www.jisedu.or.id/>
- Korea International School, Jeju - <https://kis.ac/>
- Shekou International School - <https://www.sis-shekou.org/>
- St. Andrews International School, Bangkok - <https://www.nordangliaeducation.com/our-schools/bangkok>

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www.who.int/health-topics/violence-against-children#tab=tab_2.*