



Dear Parents,

Nanjing International School, in keeping with the NIS mission, is committed to Child Protection. As such, procedures have been developed to guide our staff and families in matters related to the health, safety, and care of children in attendance at our school. It is with the support of our School Board that I send this letter to parents at the beginning of each school year, reminding our community about this critical issue. The NIS Child Protection procedures are based on the United Nations Convention on the Rights of the Child, of which China is a signatory.

We want to draw your attention to two key articles:

Article 3 - In all actions concerning children. "...the best interests of the child shall be a primary consideration."

Article 19 - Protection from abuse and neglect. "...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 care of the child."

By enrolling your child at NIS, you agree to work in partnership with the school and abide by the procedures adopted by NIS. We genuinely value our partnership with you in providing for the safety and care of your children. As part of our overall educational programs and specific to our shared responsibility to educate children, to protect them, and to learn and grow in a safe environment, NIS approaches Child Protection in the following ways:

Prevention

- Police checks of all employees, contractors, and volunteers
- Code of Conduct signed by all employees, contractors, and volunteers
- Guide faculty to recognise and report issues of abuse and neglect
- Age-appropriate education regarding child protection

Operational

- NIS community members to wear their NIS identification cards
- All visitors to sign-in and display the visitor badge
- All visitors are made aware of the NIS Visitor Code of Conduct
- All adults to use Adult only toilets

Strategic

- Put in place a Child Protection Officer and a Child Safeguarding Team
- Conduct regular external audits of our Child Protection Policies and Procedures

I thank you for your support of our efforts and invite you to contact the relevant school counselor, leadership team member, or myself with any questions you may have.

Laurie McLellan
School Director

**An Inclusive
Learning
Community**



Nanjing International School
南京国际外籍人员子女学校

NIS Child Protection Policy and Procedures

NIS Child Protection Policy and Procedures

Version: 2.0
February 2020

Author(s): Kasson Bratton
Ruth Clarke

© Nanjing International School
Xue Heng Lu 8
Xian Lin University City
Qi Xia District, Nanjing PRC
+86 25 8589 9111

Child Protection at NIS

What does Child Protection mean for the NIS community?

NIS is defining a standard for the treatment of all children and youth — that they be always treated with respect and dignity by adults. Guidelines regarding student-to-student safeguarding can be found in our Peer-to-Peer Safeguarding document. NIS endorses the UN Convention on the Rights of the Child, of which the host country, China, is a signatory. As such, we have a professional and ethical obligation to identify children who need help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect. Child protection standards defined by NIS encompass all cultures and international law. When given reasonable cause to believe that these rights are violated, NIS will seek all available resources to restore those rights.

Definitions

Child: At NIS we define “child” as any currently enrolled student, regardless of age.

Physical abuse is defined as “any non-accidental physical injury to the child” and can include, but are not limited to striking, kicking, burning, or biting the child.

Neglect is the persistent failure of a parent or other person with responsibility to meet a child’s basic physical, physiological, and/or safety needs that may result in serious impairment to the child’s health or development.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e., rape) or non-penetrative acts. They may include non-contact activities, such as involving children in the production or viewing of pornographic material or encouraging children to behave in sexually inappropriate ways.

Emotional abuse is the persistent ill treatment of a child as to cause severe and adverse effects on a child’s emotional development.

The Role of the Child Protection Officer

The Child Protection Officer (CPO) is the first point of contact for all child protection concerns. The CPO is responsible for hearing child-abuse concerns and dealing with these by informing the Deputy Child Protection Officer and School Director and by conducting an initial investigation. The CPO is also a member of the Child Safeguarding Team, and work with the Human Resources Team to maintain a central database of police checks, codes of conduct, and staff training. The CPO reviews and updates school procedures in relation to Child Protection, trains staff/parents/students, and raises awareness within the NIS community. Additional responsibilities include gathering and maintaining records regarding safeguarding incidents, managing the referral process, keeping parents informed, maintaining training of themselves, and implementing child protection procedures.

Safeguarding Outside of School Hours

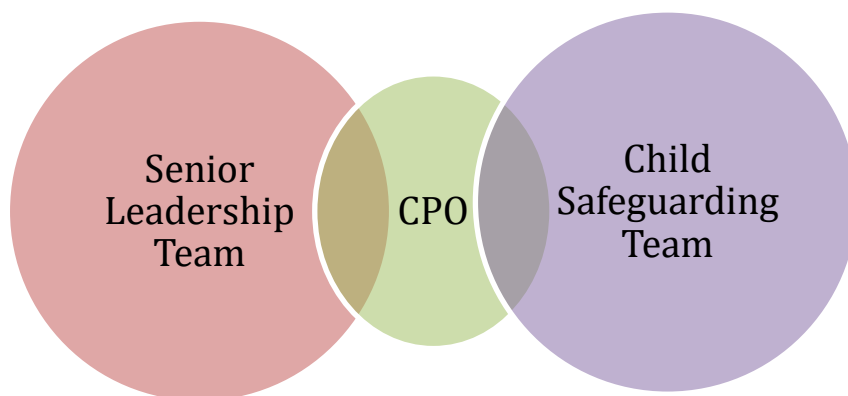
NIS seeks to always keep its students safe. If a student is left overnight at home without an adult, it is the responsibility of the parents to inform the relevant section principal at least 24 hours before hand. Information should be provided about the length of time the parents will be away

and the name and contact number of the adult who will be responsible for the safety and welfare of the students.

Teams

The Child Safeguarding Team meets monthly. This team is made up of the Child Protection Officer and the Counselors. The Team focuses on staff training, student education, parent education and matters arising from the procedures that are in place. This team does not discuss individual cases.

The Child Response Team comes together when there is reasonable cause to follow up on a disclosure. This team is made up of a combination of relevant persons which may include: the School Director, Director of Learning, the relevant Principals and Deputy Principals, Child Protection Officer, the relevant Counselor(s). Additional members may include the Director of Operations and Finance, Homeroom or Advisory teacher, the School Nurse, the IT Director, and/or any other teachers deemed essential to support the response to the situation.



Child Protections Reporting Procedure (See Appendix 1)

1. Disclosure

All NIS staff and volunteers must report suspected incidences of child abuse or neglect to the Child Protection Officer immediately (within 24 hours). The CPO will notify the Deputy Child Protection Officer and the School Director. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with NIS protocols. Anyone can disclose concerns about abuse or neglect of a child by an adult to the NIS Child Protection Officer. Once a disclosure is made the CPO will ask for further details in writing using the NIS Incident Report Form. This will be provided by the CPO. In all cases, we listen to and believe the child.

2. Response Team

The Child Protection Officer will inform the Deputy CPO and School Director. Should there be reasonable cause, a confidential Child Protection Response Team may also be formed by the CPO to support the process. This may include the DCPO, Counselor(s), Leadership Team, and teachers

3. Investigation

The CPO will lead an investigation of the child protection concern along with designated members of the response team. Throughout this process, the child's welfare and confidentiality will be prioritized. Actions may include:

- A record of physical and/or digital evidence
- Discussions between the child and counselor to gain more information
- Discussions with relevant adults
- In-class observations of the child by the teacher, counselor, or leadership team member
- Meetings with the family to present the school's concerns
- Consultation with the school's attorney and other external agencies

4. Outcomes

After a reported and/or substantiated case of child abuse or neglect, the following actions may take place:

- Provide in-school structures and guidance as appropriate to the child and family
- Provide the child's teachers with ongoing support
- Provide resource materials and strategies for teacher use in support of the child
- Maintain contact with outside therapists regarding support for the child
- Notification to the sponsoring employer of the family.
- Consultation with the consulate of the country of the involved family.
- Consultation with local authorities.
- Consultation with the school's attorney and other external agencies.

Confidentiality

In all cases, steps taken will be conducted in a manner that ensures that information is documented factually, and that strict confidentiality is maintained. All documentation of the investigation will be kept in a confidential and locked records file in school. Records sent to schools to which a student may transfer will be flagged to let the receiving school know there is a confidential file for the child. NIS will make every attempt to share this information in a way that will protect the child.

If the abuse or neglect allegation involves a staff or faculty member of NIS, the Director and Board Chair will follow Board policy pursuant to ethical professional behavior.

This document should be read in conjunction with the Nanjing International School Code of Conduct and the NIS Peer-to-Peer Safeguarding Guidelines.

In developing this document, NIS thanks the following individuals and organizations:

Association of International Schools in Africa. (2016). *AISA Child Protection Handbook*. Nairobi, KE.

Council of International Schools. (2018). *Managing Child Abuse Allegations*. Leiden, NL: Smellie, et al.

Douglas Walker, CIS Affiliated Consultant at NIS. (2016)

Shanghai American School. (2016). *SAS Child Protection Policy*. Shanghai, CN.

Appendix 1: NIS Child Protection Flowchart



Nanjing International School
An Inclusive Learning Community

NIS Child Protection Flowchart

All NIS staff and volunteers must report suspected incidences of child abuse or neglect to the Child Protection Officer immediately. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with procedures below.



Disclosure

Anyone can disclose concerns about abuse or neglect by an adult to the NIS Child Protection Officer. Once a disclosure is made the CPO will ask for further details in writing using the NIS Incident Report Form. This will be provided by the CPO. In all cases we listen to and believe the child.



Response Team

After disclosure, the Child Protection Officer will inform the Deputy CPO and School Director. Should there be reasonable cause, a confidential Child Protection Response Team may also be formed by the CPO to support the process.



Investigation

The CPO will lead an investigation of the child protection concern along with designated members of the response team. Throughout this process, the child's welfare and confidentiality will be prioritized.



Outcomes

Possible outcomes include family meetings, counseling support, external referrals, reporting to relevant authorities, consulting with attorneys, disciplinary action, contacting employers and/or relevant consulates and embassies. If no child abuse or neglect is found, no additional action will be taken by the CPO.



Confidentiality

In all cases, an incident report form must be completed by the CPO, signed by the School Director, and kept by the CPO in a locked file. The CPO will communicate outcomes to relevant stakeholders as required. In all cases, information will be documented factually and strict confidentiality maintained.

Updated February 2022