

ICSB Student Protection Policy

ICSB values human life and strives to provide a safe and supportive learning environment in which all individuals are treated with dignity, respect, and care. The school is committed to protecting the health, safety, and well-being of our students, who have the right to live free from abuse. Student Protection means we work together to prevent and reduce risks, occurrences, and impact of harm,

ICSB is a member of the Child Safety & Protection Network (CSPN), a network of organizations who collaborate, share resources, and develop best practices in child protection. This Student Protection Policy has been developed to create an environment where students are protected from harm and where adults' behavior is above reproach.

<http://childsafetyprotectionnetwork.org/>

Definitions Related to Abuse and Harm

- Child abuse: Any non-accidental action by another person - adult or child - that causes significant harm to a child. Abuse usually occurs in the context of a relationship of responsibility, trust, and power. The definition of child abuse refers to children under 18, but this policy applies to all currently enrolled ICSB students. If both parties are under 18, it is considered abuse if there is an age difference of more than three years. The following factors will be considered in the response to child-to-child harmful behaviors: difference in age, responsibility, trust, power, development, awareness or understanding.
- Physical Abuse: Any action which results in physical harm to a child. It may include slapping, punching, hitting, kicking, biting, shaking, throwing, burning, hair-pulling, pinching, suffocating, holding under water, or otherwise causing intentional physical harm.
- Emotional Abuse: Persistent emotional maltreatment which damages the confidence and self-esteem of a child. It may include patterns of belittling, scapegoating, threatening, ridiculing, isolation, exclusion, ignoring/rejection, humiliating, or spiritually manipulating behavior. Emotional abuse can be verbal, written or online.
- Sexual Abuse: Any sexual behavior against or among individuals under the age of 18 that uses coercion or manipulation, occurs without consent or understanding by one party, or without equality between the two parties.

Sexual Abuse occurs in different ways, including verbal, visual, and physical.

- Verbally oriented sexual abuse may include sexual threats, innuendoes, solicitation, suggestive comments about a person's body or appearance, sexual speech using the phone or internet, inappropriate affectionate comments, and any verbal expression with the intent to arouse or stimulate.
 - Visually oriented sexual abuse may include indecent exposure, taking suggestive pictures, peeping, leering, voyeurism, exhibitionism, and showing pornographic material.
 - Physically oriented sexual abuse includes kissing and other romantic overtures, any sexual touching of clothed or unclothed genitals, self-touching, and masturbation in the presence of the victim.
- Grooming: Befriending and establishing an emotional connection with a child, and sometimes the family, with the plan to lower the child's inhibitions and to gain their trust

for the purpose of sexual abuse, sexual exploitation or trafficking. This can be done face-to-face or online.

- Neglect: Includes the failure, refusal, or inability of a parent or caregiver to provide a child with the basic elements needed for his or her proper growth and development, such as food, clothing, shelter, education, medical care and adequate supervision.
- Inappropriate Behavior: Unwanted attention or actions (including those described above) among peers who are closer than three years of age that causes physical or emotional harm.

Prevention Strategies

ICSB employs several strategies to prevent abuse and promote student safety, including

- Student Protection Team: ICSB has a trained staff team that:
 - Ensures student protection policies and procedures are in place and are followed.
 - Plans and implements relevant student protection training for staff and students
 - Maintains a clear reporting mechanism for raising concerns
 - Leads the response to any reports of harm to a child
- Screening: ICSB staff and volunteers are adequately screened prior to beginning their service. Screening includes a criminal background check and may include reference checks, interviews, and any other screening processes deemed necessary. Individuals who have been accused, convicted of, or are under the suspicion of crimes against children, or who have been convicted of violent crimes or other relevant crimes, will not be permitted to serve at ICSB.
- Student Awareness: Our yearly schoolwide student protection objectives at ICSB are that all students will be able to (in an age appropriate manner):
 - Explain in their own words an individual's right to be safe.
 - Recognize that our bodies are lovingly created by God and He cares for us.
 - Explain that we have the right/responsibility to care for our bodies.
 - Affirm that abuse is never the child's fault.
 - Demonstrate abuse prevention strategies, in both online and personal situations.
 - Differentiate between safe and unsafe touch, words or images.
 - Explain the difference between safe and unsafe secrets.
 - Analyze situations for high-risk using safety cues.
 - Explain the value of assertiveness in abuse prevention.
 - Identify personal safety advocates in the community.
 - Identify trustworthy helpers/advocates.
 - Give examples of words to say when accessing advocates.
 - Defend the value of persistence in accessing an advocate.
 - Recognize that it is never too late to tell.
- Staff Training: New staff receive training in student protection and returning staff get a refresher on important points every fall.
- Code of Conduct (below)

Student Protection Code of Conduct

Staff assume the burden of maintaining safe, clearly-established safeguards in all interactions with children. The safeguards established in this Code of Conduct are intended to do the following:

- Provide a safe environment for children.
- Ensure that adults model safe and healthy interactions with children.
- Protect those interacting with children from invalid reports of inappropriate behavior.

The most effective way to prevent abuse of children is to be wise and vigilant in how we interact with our students. Applying as many of these safeguards as possible will reduce risk and demonstrate professionalism and wisdom in our interactions with students.

Primary Safeguards

In any setting where children are present, at least one of these primary safeguards should be implemented and as many as possible should be followed. These safeguards are applicable for in person and online interactions.

- **Visibility:** *"Is it possible for others to see me?"* When interacting with children, adults position themselves in a place that is visible to other unrelated adults. This can be accomplished by such things as planning activities in areas where other adults are present, staying within view of the window in the door, or keeping doors open.
- **Accountability:** *"Do others know where I am or what I am doing?" "Am I promoting a culture of transparency and accountability?"*

One-on-one interactions with a child, such as tutoring, discipling, personal counseling, or private lessons, whether done physically or online, should only occur in situations where other staff members are in the vicinity or when permission has been given by a supervisor or a parent. If a situation with a student becomes uncomfortable, this should be discussed with your supervisor immediately.

- **Power Balance:** *"Do students feel safe in my presence?"* Adults, by virtue of their age, size, strength, and authority, exert control over children. Balancing control enhances student safety. This can be accomplished by avoiding one-on-one situations, when possible, and avoiding favoring or showing differential treatment to particular children to the exclusion of others. Students should be supervised so that there is also balance between students in age, size, strength, power and authority. Bigger or more aggressive students should not have opportunities to exercise power over other students.

Additional Safeguards

Because healthy, caring, touch is valuable to children, but unhealthy touch is abusive, touch should ALWAYS be:

- In response to the need of the child and not the need of the adult.
- Age-appropriate and initiated by the child rather than the adult. Resistance to touch should be respected.
- Open rather than secretive or behind closed doors.
- Communicating respect for the child.
- Examples of healthy affection:
 - Verbal praise
 - Side or shoulder-to-shoulder hugs
 - Arm's length physical proximity in conversation

Do not engage in inappropriate behaviors, including:

- Communicating with a student using private social media or email accounts rather than approved school platforms, such as Microsoft Teams and PowerSchool.
- Touching any part of a student's body that would be covered by a modest swimsuit.
- Full frontal hugs or other affection in isolation.
- Sleeping or lying on the same bed as a child.
- Individual counseling and/or discipling students of the opposite sex.
- Undressing/showering in the presence of students.
- Flirtatious or seductive looks
- Using sexually suggestive pictures, games or explicit language with students
- Dating or romantic relationships with students
- Using student restrooms (This may be unavoidable at times.)
- Grooming behavior- befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions and to gain their trust for the purpose of sexual abuse, sexual exploitation or trafficking. This can be done face-to-face or online.

Note: No policy covers every situation. When in doubt, be sure to keep in mind the values of visibility and accountability and talk to your supervisor, for your protection as well.

Student Protection Reporting Guidelines

If someone comes to you with a report of abuse or inappropriate behavior, your highest priority at that point is to care for him/her. Provide reassurance to any reporter that they were right to tell, and that you are glad they told you. Offer support and tell what you will do next. Do not make promises or push for more information. Consider if there are any immediate safety concerns.

It is mandatory to immediately report any reasonable suspicions or allegations of harm that come to your attention in any way to a supervisor or the Director. This includes any behavior related to ICSB's child abuse definitions, regardless of when (i.e., "years ago") or where ("off campus") the harm may have occurred. Do not try to first verify or handle the situation privately. This initial verbal report must be followed up by a student protection incident report form within 24 hours. It is necessary to preserve confidentiality for the sake of all involved by restricting information to only those who need to know and have authority to know.

The Student Protection Incident Report can be found [here](#). It is also accessible on the ICSB website and on the forms list on the ICSB Policy Site. This report goes to the Student Protection Team. If you do not hear back confirming someone has seen it, please follow up with your supervisor.

Examples of what and where to report

The following chart provides examples of different types of inappropriate behavior in regard to student safety and how it needs to be corrected and reported. These are examples only and do not exhaust all types of inappropriate behavior, child harm, or child abuse. This chart doesn't replace the Behavior Expectations and Discipline Process policies, but it is meant to clarify when the Student Safety Team needs to become involved.

Level 1 Reported to and resolved by a staff member/ teacher	Level 2 Reported to and resolved by Principal (with possible counselor involvement)	Level 3 Reported to and resolved by the Child Protection Officer (with Director, Principal involvement) cpo@icsbudapest.org
<ul style="list-style-type: none"> • Inappropriate language • Gossip/slander • Mocking/teasing • Hurtful physical behaviors • Personal misuse of technology 	<ul style="list-style-type: none"> • Serious or repeated behavior that violates school behavioral expectations • Consensual sexual activity between peers* above sixteen • Bullying between peers* • Violent behavior that is not defined as physically abusive behavior • Depression, eating disorders, self-harm, and suicidal expressions or indicators • Possession of weapons • Possession or use of tobacco, alcohol or drugs • Possession or pattern of viewing pornography 	<ul style="list-style-type: none"> • Abuse (physical abuse, sexual abuse, emotional abuse, neglect or exploitation) whether adult-to-student, student-to-student, contact or non-contact and including online behavior • Inappropriate behavior/relationships between adults and students • Harassment: aggressive pressure and intimidation including sexual harassment • Threatening or bullying younger/weaker students or a pattern of bullying behavior • Nonconsensual, exploitative or concerning sexual activity and anything below 16 • Possession or distribution of child pornography • Abusive or inappropriate social media or online communication between students including nudes and sexting

*A peer relationship exists when there is not a significant difference in responsibility, trust, power, age, development, awareness, and/or understanding between the individuals.

Administrative Response

All reports of abuse or inappropriate behavior, current or historical, will be accepted by ICSB’s administration. According to the guidelines set forth by CSPN (Child Safety and Protection Network), a response process will take place following established protocols. This process will be objective and confidential. Administrative outcomes depend on the findings and the nature of the behavior, but could include coaching, mentoring, counseling, formal warning placed in file, opportunity to resign, contract not renewed, or immediate termination.

Historical Reports

ICSB is committed to taking all reports of harm to children seriously whether past or present. Because of the importance to the individual, other children, and the organization itself, ICSB will

respond to reports of abuse, no matter how old. Individuals who choose to come forward can do so knowing that ICSB will listen to whatever experience they choose to share, will always take them seriously and will respond in the appropriate way to help ensure the safety of our whole community.

Guidelines for Student Protection during Online Interactions

Circumstances occasionally may alter our normal way of communicating with our students, and we must interact with them from a distance via technology. Please follow these general guidelines in such situations:

Professional Hours

Communicate with students between 8am and 4pm on school days, whenever possible. There is no expectation that a staff member will communicate outside these hours, although it may be advantageous at times.

Professional Platforms

- Only use PowerSchool, Microsoft suite tools (such as Teams), or previously approved tools to communicate with students.
- Use caution when directing students to outside sources. Pay attention to the types of ads that may be used.
- Never give your personal phone numbers, email addresses, or social media usernames to students for school-related communication.

Professional Engagement

- Stay on topic, stay professional, and stay brief.
- There should be a difference between the way you communicate with students and your friends online. While we want to maintain warm relationships, terms of endearment, emojis, and informal terminology should be avoided.
- Opt for group communication, whenever possible. A brief 1:1 text or video chat is acceptable within the general guidelines.
- Staff should not video chat from bedrooms or bathrooms. If staff must chat from a bedroom, the camera should be positioned in such a way that it is not obvious it is a bedroom and the door should be left open for both students and staff, in any case.
- Staff and students should be dressed according to the school dress code, although staff may dress somewhat more casually than usual. If students appear on-screen out of dress code, let them know, and reschedule the call, if needed.

Professional Responsibility

- Staff members are responsible for reporting any student safety concerns to their supervisor and submit a written report within 24 hours (use the Incident Report).
- Your supervisor must be notified no later than the end of the current school day (4pm) of any one-to-one video chats with a short description of what was discussed and any concerns. If a video chat happens outside of school hours (8-4), parents should also be notified. Regularly scheduled chats do not require daily updates, but your supervisor should know they are happening.