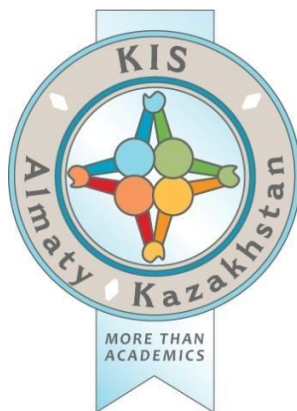


Kazakhstan International School

- Almaty -



CHILD PROTECTION POLICY

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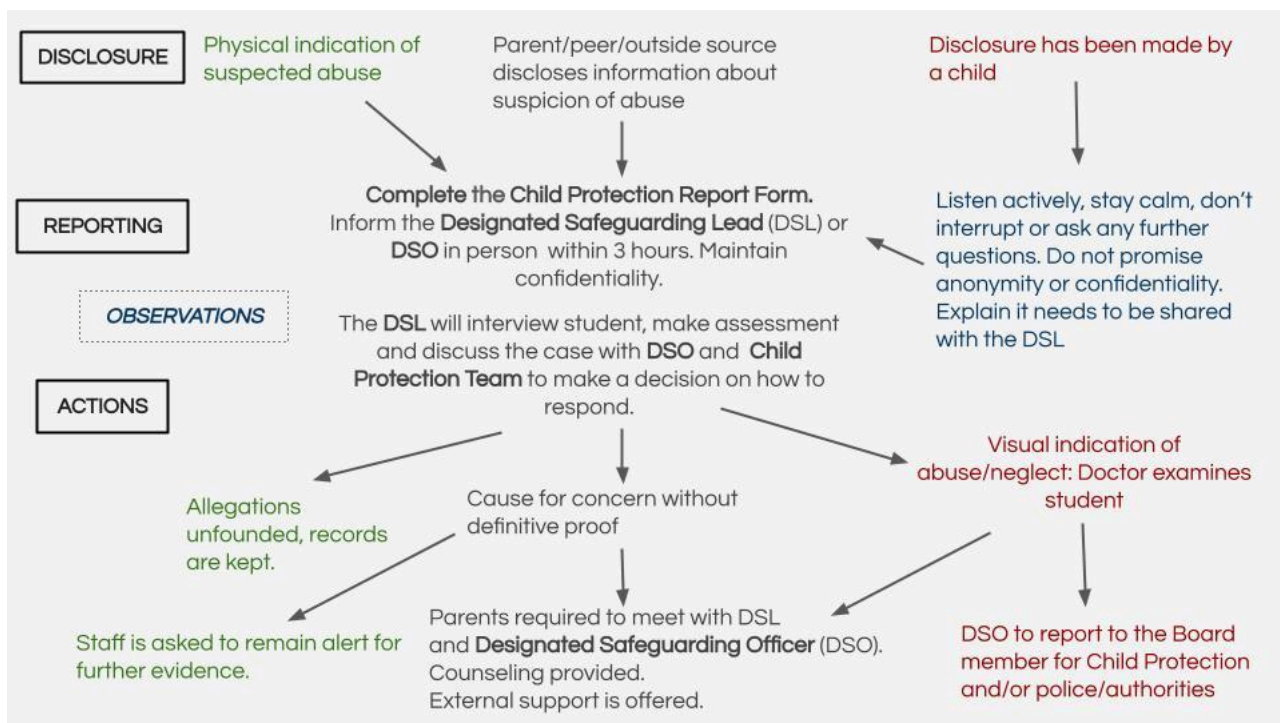
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Summary

KIS Vision: To be a caring, impactful community that excels in learning and life.

All faculty and staff employed by Kazakhstan International School must report suspected incidences of child abuse or neglect whenever the faculty and staff members have reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. Immediately upon deciding that there is a suspicion of abuse, only tell the Designated Safeguarding Lead in person and share the [Child Protection Reporting Form](#) immediately or within 3 hours.

Flowchart of communication:



Designated Safeguarding Leads (DSLs):

- Ms. Loes Franken, School Counselor
- Mr. Amos Stamp-Jerabek, School Counselor

Designated Safeguarding Officer (DSO):

- Year 2024-2025: Mr. Jeff Smith, Secondary Principal
- Year 2023-2024: Mr. Ole Bernard Sealey, Head of School

Board Member for Child Protection:

- Mr. Joel Benjamin, Advisory Board

Introduction and Expectations

WE VALUE SAFETY

FOR STUDENTS TO LEARN, THEY MUST BE IN A PHYSICALLY AND
PSYCHOLOGICALLY SAFE ENVIRONMENT

Kazakhstan International School (KIS), in Almaty, Kazakhstan, is an inclusive community that values safety, dignity, and diversity. KIS endorses the United Nations [Convention on the Rights of the Child](#). The school seeks to be a safe haven for all students and has adopted the **British National Society for the Prevention of Cruelty to Children** (NSPCC) evidence-based standards and practices to inform its Child Protection Policy workings.

KIS makes child protection a part of every aspect of the school's life. As such, KIS will make this policy available to all stakeholders and it will be posted on the KIS website. KIS has implemented hiring practices to ensure the safety of children. Similarly, KIS values and recognizes the code of **Professional Ethics** for teaching professionals, as developed by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). It is the responsibility of all faculty and staff to know and understand [Professional ethics for the teaching profession](#).

All faculty and staff employed by Kazakhstan International School must report suspected incidences of child abuse or neglect whenever the faculty and staff members have **reasonable cause to believe** that a child has suffered or is at risk of suffering abuse or neglect.

Reporting and follow-up of all suspected incidences of child abuse and/or neglect will follow the procedures developed by KIS. Cases of suspected child abuse or neglect will be reported **immediately or within 3 hours** to the Designated Safeguarding Leader(s) (DSLs) as recommended by the NSPCC.

Students who exhibit forms of self-harm or suicidal ideation will be referred to a professional external source and this information will be communicated to parents as quickly as possible. (Referred to our list of emergency contacts and online help, last

page of this policy). The school requests that external assessments be conducted in a timely manner in order to protect students. Refusing this is a breach of section 4.10 of the [Parent School Contract](#) and can result in the student being suspended from attending school.

The purpose of this Child Protection policy is:

- to protect children and young people at Kazakhstan International School from any harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Kazakhstan International School, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, and students. At KIS we believe that children and young people should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people, to keep them safe, and to practice in a way that protects them. This policy is subject to an annual, scheduled review and revision. **Kazakhstan International School in Almaty and the KIS Advisory Board of Trustees endorse this policy.**

Definitions

The **United Nations Convention on the [Rights of the Child](#)** (UNCRC) is a legally binding international agreement that sets out every child's civil, political, economic, social, and cultural rights, regardless of their race, religion, or abilities.

According to the *NSPCC* “*Child abuse is when an adult or another child intentionally harms a child – it can be over some time but can also be a one-off action. It can be physical, sexual, or emotional and it can happen in person or online. It can also be a lack of love, care, and attention – this is neglect*”

Safeguarding vs. Child Protection: “[Safeguarding](#) is what we do to prevent harm, while child protection is how we respond to harm”.

Physical Child Abuse is when someone physically hurts or harms a child or young person on purpose. It can also result from severe discipline, such as physical punishment that is inappropriate for the child’s age or physical condition. It also includes making up the symptoms of an illness or causing a child to become unwell. ([NSPCC, 2023](#))

Child abuse is (not limited to):

- Inflicting physical injury on a child by other than accidental means, causing skin bruising, burns, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function, death;
- Creating a substantial risk of physical harm to a child’s bodily functioning;
- Committing acts that are inhumane regardless of observable injury. Such acts may include but are not limited to, instances of extreme discipline demonstrating a disregard for a child’s pain and/or mental suffering;
- Assaulting or criminally mistreating a child as defined by international law, the national criminal code, and the school policy;
- Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child;
- Failing to take reasonable steps to prevent the occurrence of any of the above.

Emotional or psychological child abuse is 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.

There are two types of **sexual abuse** – contact and non-contact abuse. Sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.

Contact abuse can include touching, kissing, and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view, or share child abuse images or videos
- making, viewing, or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Sexual Exploitation includes the conduct or encouragement of activities related to pornography depicting minors and promoting prostitution by minors.

Commercial exploitation of children happens when a child is used sexually by an adult and the adult pays to do this with money, gifts, or favors. Commercial sexual exploitation is different from sexual abuse of a child because it involves some kind of payment.

Child Neglect is a very common type of child abuse. It is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, or supervision. Older children might not show outward signs of neglect, becoming used to presenting a competent face to the outside world, and even taking on the role of the parent. Neglect can be defined as a failure to provide for a child's basic needs within their environment.

- *Physical Neglect*: (e.g. failure to provide necessary food or shelter, lack of appropriate supervision), *medical* (e.g. failure to provide necessary medical or mental health treatment, permitting the child to use alcohol or other drugs)
- *Emotional Neglect*: (e.g., inattention to a child's emotional needs, verbal humiliation, violent threats, ignorance, invasion of privacy, etc.).

Peer-on-Peer Abuse is a term used to describe children abusing other children. It can include (online) bullying because of someone's race, religion, sexuality, disability, or trans status, physical abuse, sexual violence, sexual harassment, sharing naked or semi-naked photos or videos without permission, emotional abuse, financial abuse, and/or coercive control.

The Kazakhstan International School's Advisory Board agreed that any student attending KIS is legally recognized as a "child" under the Kazakhstan Child Protection Law "According to Art. 1(8) "Code of Kazakhstan on Marriage (Matrimony) and Family" 1 child(children) - a person under eighteen years of age (age of majority). The same definition is also given in Art. 1(2) Law of the Republic of Kazakhstan on the Rights of a Child in the Republic of Kazakhstan" ([Appendix A](#)).

The definitions of abuse and neglect can be complex and vary across cultures. Behavioral indicators in and of themselves do not constitute abuse or neglect. Together with other indicators, such as family dynamics, they may warrant a referral. The school reserves the right to contact the authorities directly, should a reasonable doubt arise of child abuse and/or neglect without contacting the family first. The school takes this policy seriously and will take action to ensure child protection from abuse and/or neglect.

Procedure to be followed in the event of suspected abuse *(How to respond to disclosure)*

According to the NSPCC's step-by-step process of [*Recognising and Responding to Abuse*](#) (see below) these indicators of abuse and/or neglect will be used by faculty and staff as a guide for reporting suspected incidents of child abuse or neglect. **All faculty and staff** employed at KIS must report whenever there is **reasonable cause to believe** that a child has suffered abuse or neglect, either outside or within the school, to the **Designated Safeguarding Leads (DSLs)** within 3 hours. Staff members also must report suspected or identified child abusers and/or sex offenders within the school. Reporting and follow-through of all suspected incidents shall proceed by administrative regulations respective to this policy.

In all cases, the **Designated Safeguarding Officer (DSO)** will be notified of the suspected case by the DSL. All reports of abuse or neglect must be made to the **DSL immediately or within 3 hours for immediate response**. Once a report has been made, the **Designated Safeguarding Officer (DSO)** will determine if the case needs further attention. All reports are **confidential**.

Response to disclosure

According to NSPCC, research has shown how adults can better respond to a child who is disclosing abuse. Four key interpersonal skills help children feel they are being listened to and taken seriously:

- **“Show you care, and help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding, and reassure them their feelings are important. Phrases such as ‘you’ve shown such courage today’ help.
- **Take your time, slow down:** Respect pauses, and don’t interrupt the child – let them go at their own pace. Recognize and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them.

- **Show you understand, reflect:** Make it clear you're interested in what the child is telling you. Reflect on what they've said to check your understanding – and use their language to show it's their experience.
- **Unbiased approach:** It's vital that any child who is trying to disclose abuse feels that they are being listened to and taken seriously. Please stay non-judgmental in your responses and reactions. Do not react to the child's story by your words or body language. Do not correct their language or make any judgments. Do not try to get them to talk when they have made it clear they are through or do not wish to say anything other than nothing.

If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault. Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child." ([NSPCC, 2023](#))

Barriers to disclosure

Children need to feel safe to speak with an adult. Some children and young people are reluctant to seek help because they feel they do not have anyone to turn to for support. According to NSPCC, examples of the barriers to disclosure for children might include:

- feel that they will not be taken seriously
- feel too embarrassed to talk to an adult about a private or personal problem
- worry about confidentiality
- lack of trust in the people around them (including parents) and in the services provided to help them
- fear the consequences of asking for help
- worry they will be causing trouble and making the situation worse

At KIS we are aware and understand that some children are additionally vulnerable because of the impact of discrimination, race, gender, level of dependency, communication or educational needs, or other issues. Not all children and young

people realize they have experienced abuse. For example, if they have been groomed, they might not fully understand the implications.

Communication and Confidentiality

Do not tell the child you will keep it confidential, but do tell the child you will **only tell those who have to know and that can help**. Immediately upon deciding that you have a suspicion of abuse, only tell the **Designated Safeguarding Lead in person (immediately or within 3 hours)** and share the [Child Protection reporting form](#). Do not make the report or any follow-up by email. It is not allowed to tell anyone else at school or home about the allegations. Please do not:

- interrogate the child further or ask others about the matter.
- make any judgments about the truth of the allegations in any comments or writing as you do not know what happened unless you witnessed it.
- comment on the allegations or the child and perpetrator from that day forward unless it is to a court of law or authority investigating the allegations. This means forever.
- make comments to the child or parents and do not treat the child in any special manner. Never, ever, ask the child about the allegations or what happened at home after the report was made.

Reporting procedure

If there is a reasonable suspicion a child may be abused, this procedure (as [recommended by NSPCC](#)) will be followed in **all cases**:

- Fill out the [Child Protection Reporting Form](#). This form must be filled out by the **first and most immediate person** who has a reasonable cause for concern that needs further attention.
- All conversations should be documented immediately after the occurrence. It's important to keep accurate and detailed notes on any concerns you have about a child. Include:
 - the child's details (name, age, class, family)
 - the date, time, and place where the suspicion arose and what occurred.
 - what the child said or did that gave you cause for concern (if the child

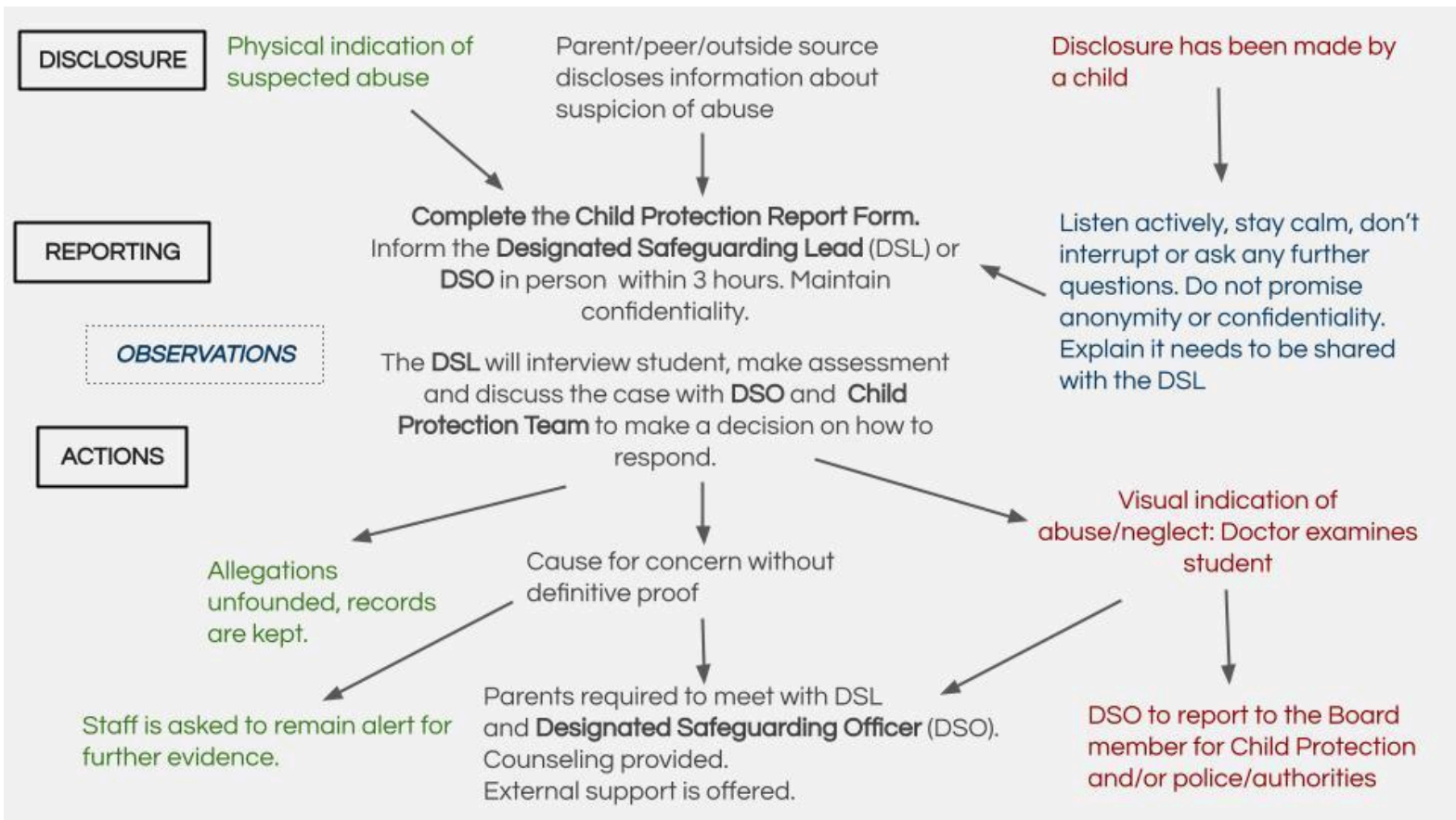
- made a verbal disclosure, write down their exact words)
- any information the child has given you about the alleged abuser.
- any general observations that will put the conversation in context (the child is scared, crying, laughing, quiet, unable to take the test, etc.).

After reporting

Based on the acquired information, The DSL and the Child protection team will develop a plan of action to assist the child and family. Actions that might take place will include:

- Conversations between the child and Counselor to gain more information.
- Observations of the child by teachers and/or Counselors
- Meetings with the parents to present the school's concerns
- Referral of the student (and family) to external professional counseling
- Consultation with the school's attorney.
- In the case of international families, notification of the management of the sponsoring employer, and consultation with the consulate of the country of the involved family.

Flowchart of communication



Kazakhstan International School in Almaty follows the applicable guidelines of the British [General Data Protection Regulation](#) (GDPR) from 2018. The [NSPCC](#) adopted this law as the foundation for its **Child Protection and Safeguarding** program. Therefore, the Kazakhstan International School Child Protection team will review its policies and procedures annually to:

- keep records about children and/or adults (i.e.: related to child protection concerns)
- assess how long the records need to be kept
- plan for the duration of record keeping and expungement

- collect and label files appropriately
- keep confidential data secure and allow access on a “need to know” basis per [NSPCC](#) recommendations

Since the adoption of the **Child Protection Online Monitoring System** (CPOMS) in June 2024, we at KIS Almaty keep all of our Child Protection related documentation in this system.

Ultimately, it is the **Designated Safeguarding Officer** (DSO), at Kazakhstan International School **who bears the responsibility** for protecting the child from abuse and neglect.

The Designated Safeguarding Officer and the Designated Safeguarding Leads

Designated Safeguarding Leads (DSLs):

- Ms. Loes Franken, Middle School Counselor
- Mr. Amos Stamp-Jerabek, High School Counselor

Designated Safeguarding Officer (DSO):

- Year 2024-2025: Mr. Jeff Smith, Secondary Principal
- Year 2023-2024: Mr. Ole Bernard Sealey, Head of School

Board Member for Child Protection:

- Mr. Joel Benjamin, Advisory Board

At KIS, the Child Protection Team includes:

NAME	ROLE	E-MAIL
Joel Benjamin	Advisory Board	joel.benjamin@kinstellar.com
Ole Bernard Sealey	Head of School	osealey@kisnet.org
Jeff Smith	HS Principal	jsmith@kisnet.org
Elena Maksymova	ES Principal	emaksymova@kisnet.org
Nina Babintseva	EY Principal	nbabintseva@kisnet.org
Loes Franken	School Counselor	lfranken@kisnet.org
Amos Stamp Jerabek	School Counselor	ajerabek@kisnet.org

The Child Protection Team's primary role is to ensure the physical and psychological safety of students, creating a secure environment for learning.

The Designated Safeguarding Officer (DSO) bears the ultimate responsibility for managing the procedures related to any suspected cases of abuse within the school.

The **Designated Safeguarding Officer** (DSO) will:

1. Receive training in the management of any **Child Protection** matters
2. Be the appointed representative of the school to report all suspected child neglect/abuse to the designated **Board Member for Child Protection**
3. Be knowledgeable about the operation of the child protective services agencies so that in the event of an emergency, reporting the matter is managed appropriately
4. Be informed about local family service agencies that might assist parents in need when court intervention is not appropriate.

The **Designated Safeguarding Officer (DSO)** is **not** the investigator, but rather a responsible person for the reporting and monitoring of suspected child abuse matters. The DSO will:

1. Notify the Head of School in person (The Head of School will inform the **Board Member for Child Protection**, responsible for Child Protection at KIS.)
2. If the Designated Safeguarding Officer (DSO) doubts there is not enough evidence for a report, he or she will contact the Child Protection Team for consultation.
3. The Head of the School or his designee will call the Regional Security Officer of the U. S. Embassy in the event a U.S. diplomat or their dependent is a party to an abuse allegation. The Head of School or his designee shall call the Regional Security Officer of any other mission that has law enforcement capability within Kazakhstan if there is a diplomat or dependent that is a party to a child protection problem.
4. Keep the matter confidential and seek no advice from outside sources other than child protective services unless approved by the school attorney.
5. Serve as a liaison between the reporter and the protective services agency (unless the matter is one that the School Attorney is handling) so that the reporter is informed of any critical situation or requests.

6. Keep informed on new laws and policies regarding child protection in Kazakhstan and maintain a positive working relationship with those agencies in charge of the investigations.
7. Do not talk to the press or a suspected abuser about the matter.

Inappropriate Images or Material

According to NSPCC any employee or student viewing or having **child sexual abuse material** “on their person”, or on any device shall be confiscated by the **Designated Safeguarding Officer** (DSO). The incident will be reported to the Head of School, who will report to the designated **Board Member for Child Protection**. If the child sexual abuse material images are on files, paper, or other means such as a smart card, law enforcement may also be contacted, and those images may be held for law enforcement as well.

Employees: The employee shall be placed on unpaid leave pending an investigation and shall be terminated if the authorities confirm that the images were child sexual abuse material.

Students: Suppose a student has child sexual abuse material “on their person” at school, they will be reported to the appropriate law enforcement authorities and may be expelled from school.

Child Protection Training for Service Providers and Volunteers

During induction, all faculty and staff will complete Child Protection Training according to NSPCC Standards. All faculty and staff will take a refresher course with Times Educational Supplement (TES) or [TES Safeguarding Training](#) on safeguarding and one other new course in another area. This [presentation](#) is also a part of the induction.

Furthermore, KIS uses outside providers for security, cleaning, catering, bus drivers, and some after-school activities. Each of these employees who come to the school has shared with the school a medical check and a **Police Background check**.

It is important to note that all employees of the outside providers have undergone orientation at KIS. The orientation is specifically focused on child protection and safeguarding. During the training, the employees are instructed on what constitutes acceptable and unacceptable behavior around children. Additionally, they are taught what steps to take if they notice any inappropriate behavior around children or if they are in a situation where a certain response is required. The training is conducted in Russian and is led by either the Designated Safeguarding Officer and/or the Human Resources Manager. This training is mandatory for all employees before they commence work at KIS.

Emergency Information

Emergency helplines

- **Police:** 102
- **Ambulance:** 103
- **Kazakhstan 24/7 [national helpline](#)** for children, youth, and people who have been subjected to violence:
Phone: 150
Whatsapp: +7 708 10 608 10
Email: kzsoyuz@gmail.com
- **Suicide helpline chat:** <https://befrienders.org/>
- **Crisis center KZ for domestic violence:** <https://schitaetsya.kz/crisis-centers>
- **NSPCC helpline for advice(UK):** 0808 800 5000 or email: help@NSPCC.org.uk
- **More online therapy and counseling services:** [Multiple links to various resources](#)

Family therapists:

English speaking

- Dr. Barry Fisher, Psychiatrist US Embassy Warsaw (+48 22 504 2788)
- Talley Sjoberg Varney, Emotional Health Counselor, SOS International Clinic

Russian/Kazakh speaking

- Dr. Julia Turikova, Child Psychiatrist (+7 701 779 54 79 or +7 777 232 27 96)
e-mail: turikova_julia@mail.ru
- Dr. Pavel, Adult Psychiatrist at AMC (+7 747 118 48 17)

Turkish speaking

- Dr. Hakan Dulger ([Helmir Hospital](#))
- Dr. Rumeysa Akbulut – [Psikolojik danışman](#) (+7 (775) 281-21-63)

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[Appendix A](#) - Kazakhstan Child Protection Law