



BRANKSOME
HALL ASIA

CHILD PROTECTION AND WELFARE HANDBOOK

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Child Protection and Welfare Policy

Child abuse and neglect are violations of a child's human rights and are detrimental to the child's education as well as to his/her physical, emotional, and spiritual development. Branksome Hall, Asia endorses the UN Convention on the Rights of the Child, of which our host country, Republic of Korea, is a signatory.

Child abuse and neglect are defined according to four categories that include four types of maltreatment: neglect, physical abuse, sexual abuse, and emotional abuse. While Branksome Hall Asia acknowledges that cultural values may differ among members of our international parent population, maltreatment of a child is never justified under any circumstance.

Faculty and staff members are required to report possible signs of abuse and neglect to their Section Section Principal.

The BHA Board of Governors has approved this policy. In addition the Board of Governors regularly reviews and approves Child Protection and Safeguarding policies and procedures.

Definition of Student Safety and Child Welfare

WHAT CONSTITUTES CHILD ABUSE OR NEGLECT?

In keeping with practices from a variety of countries, Branksome Hall Asia recognizes four major types of maltreatment: neglect, physical abuse, sexual abuse, and emotional abuse. Although any of the forms of child maltreatment may be found separately, they often occur in combination. Branksome Hall Asia acknowledges that although many families come from different cultural backgrounds, with varying disciplinary practices, maltreatment of a child is never justified. Therefore, we define abuse and neglect as follows.

Definitions of Abuse:

- The deliberate inflicting of physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function, and/or
- Creating a substantial risk of physical harm to a child's bodily functioning, and/or
- Committing or allowing to be committed any sexual offense against a child as defined in either the criminal code of the host country or school policy, or intentionally touching, either directly or through clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes, and/or
- Committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering, and/or
- Assaulting or criminally mistreating a child as defined by either the criminal code or school policy, and/or
- 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 and/or
- Failing to take reasonable steps to prevent the occurrence of all of the above

Definitions of Neglect:

Neglect is failure to provide for a child's basic needs. Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision—this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time. Note: At Branksome Hall Asia, the parent or legally registered guardian remains responsible for the child, even in situations where the parent is opting to utilize Homestay as a means of housing the child.
- Medical (e.g., failure to provide necessary medical or mental health treatment)
- Educational (e.g., failure to educate a child or attend to special education needs)
- Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs, specific examples may include verbal humiliation, refusing to acknowledge presence of child, invasion of privacy for no specific reason, violent threats, a pattern of actions that show contempt).

Possible Signs of Sexual Abuse

- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Refusing to change into PE clothes
- Child running away from home and not giving any specific complaint
- Pregnancy with no history of peer socialization
- Sexual knowledge, behavior, or use of language not appropriate to age level

Possible signs of Psychological/Emotional Abuse or Neglect:

- Significant changes in behavior that include becoming withdrawn from contact
- Sudden withdrawal from friends or others
- Changes in acting out behavior
- Changes in body weight
- Arriving at school in dirty clothes and/or appearing unkempt; poor hygiene

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Procedures for reporting suspected cases of child abuse or neglect

1. If a staff member suspects that a case of abuse or neglect exists, he/she will report this to the appropriate Principal and the Child Protection Officer (Ms. Greta Keltz) and provide all available detail. Staff members are not to engage in extensive questioning or examination of students who may be affected.
2. The Principal will weigh the available evidence and decide if the situation warrants further investigation. The Principal may opt to have the student examined by the nurse and may also opt to have the Social Counselor talk with the student. If suspected the nurse finds evidence of physical abuse, he/she will photograph the affected areas (such as bruises, burns, welts, or cuts) and record the date that the pictures were taken.
3. If a Principal believes that there is sufficient evidence of abuse or neglect, he/she will contact the Head of School.
4. The Head of School will weigh the evidence and determine if an official report to child services or the police is required. Members of the Child Protection and Welfare Response Team may be requested to:
 - a) Interview staff members as needed,
 - b) Conduct a review of documentation related to the child's history,
 - c) Consult with an attorney or other sources.

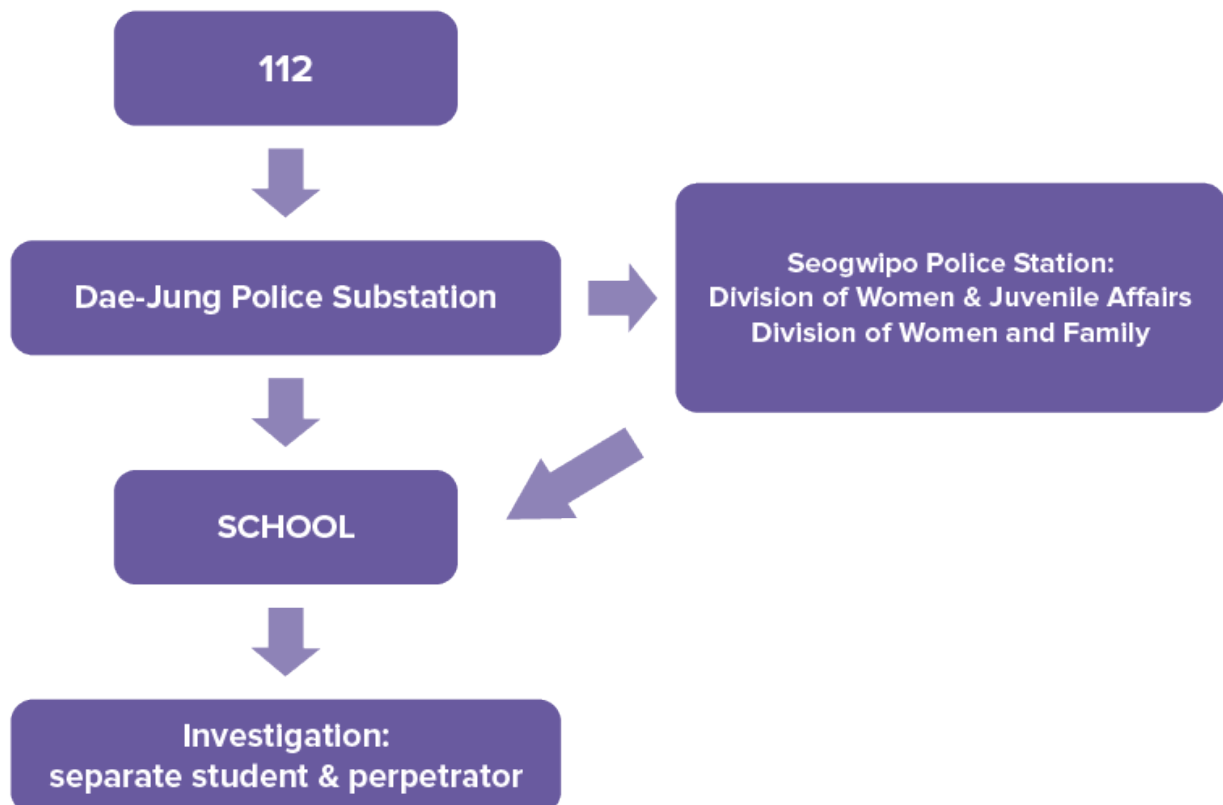
Any interviews with family members will take place in the presence of at least one other ST team member.

5. If a case of Abuse or Neglect is suspected, the Head of School will make the determination to contact Child Protective Services and/or the Police.
6. The school's Social Counselor may be invited to draft and implement a plan of continued support for the student and family where the situation warrants.

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CPS Report Chart

- Police officers from Dae-Jung Police Substation are dispatched within 10 minutes (takes 15-20 minutes to BHA.)
- Investigators (total 4: 2 from two different divisions) from Seogwipo Police Station are expected to come to school.
- Investigators (Division of Women & Juvenile Affairs) from Seogwipo police station may want to interrogate the perpetrator here at school (if perpetrator lives in Jeju) Please prepare a space away from students and parents for this interrogation. We have used the empty spaces in the Business Office for this in the past.
- Two investigators (Division of Women and Family) from Seogwipo Police Station: They interview a student and perpetrator separately to decide admin related issues such as 1) Does a child need to be seen by a doctor? 2) Is it safe to send the child home with the perpetrator or take him/her to the shelter?
- The person who made CPS report is also interviewed by the investigator(s): ARC #, Full name, cell #, and job title are required to submit.
- Depending on the severity of the case, Jeju Police Agency might be involved. Relevant teachers might be contacted for further information.



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Child Protection Case Management Team (CPCMT)

The purpose of this team is to manage traumatic events, including cases of abuse. It is essential for the School Traumatic Occurrence Team to recognize the limitations of their expertise and to involve local resource or other consultant expertise as necessary.

The team will gather needed information to determine whether the situation should be handled by the school, referred to outside support services or reported to authorities.

PERSON ASSIGNED	ROLE	RESPONSIBILITY
Dr. Blair Lee	Head of School Incident Team Leader	Verification of facts Spokesperson for the School Responsible for overall management Delegates responsibility
Ms. Greta Keltz	Child Protection and Welfare Response Team and Child Protection Officer	Accountable to the Incident Team Leader Compiles lists of students at risk Addresses follow up issues Coordinates contact with parents
	Social Counselor	Counseling and Intervention Identification of High Risk Students Addresses follow up issues with high risk students and parents
	Nurse	Provide any needed medical follow up
	School Security	Gather facts about any safety issues, threats or retaliation and report these concerns to the Head of School
	Teachers	Provide accurate information to students in a Developmentally appropriate manner Read script where appropriate Assist in class discussions Dispel rumors Model the appropriate responses Identify students who are in need of counseling

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Child protection Advisory Team

The Child Protection Team consists of:

- Child Protection Officer: Greta Keltz
- A Social Counselor
- Nurse
- Teacher representative from each level within the school (i.e. Junior School, Middle School, Senior School) and, if needed, a Boarding representative.
- Administrator – Head of School or designated Principal according to need
- At least two members of the community who work in child protection related professions (lawyer, social worker, psychologist)

The role of the Child Protection Advisory Team (CPAT) is to ensure that there is a comprehensive Child Protection Program (CPP) in place at the school and to annually monitor the effectiveness of the program.

Specific tasks include:

- Ensure/guide Professional Development for training for all staff including teachers and volunteers

The school-based child protection team will meet at least twice annually. The first meeting is to plan for the school year.

Preparation planning items for the successful teaching of personal safety lessons include:

- Discuss readiness of the teachers to teach personal safety
- Review personal safety protocols and guidelines
- Schedule future school-based support team meetings

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Prevention Practices

HIRING PRACTICES

In order to protect the safety of students, the following hiring practices are implemented at Branksome Hall Asia.

1. Branksome Hall Asia will reference the International Task Force on Child Protection (ITFCP) recommended screening and assessment practices for International School Recruitment.
2. A country-wide police check will be requested from all new international and domestic hires from their previous place of employment prior to contracts being offered. A criminal records check must also be provided from the country where the candidate holds a passport.
3. Candidates must provide at least two confidential references from positions held by the candidate over the previous 6 years.
4. Referee questions include:
 - Do you have any concerns about the candidate working unattended with children?
 - Did any of the candidate's colleagues, students, or parents express such concerns?
 - Would you rehire the candidate? (why or why not according to the response received).
5. Referees are contacted through telephone numbers or business email addresses. Personal numbers are checked through available online directory services. Required documentation is collected and reviewed before a final decision is made.
6. Branksome Hall Asia conducts internet checks as a precondition of employment.
7. Branksome Hall Asia conducts checks of available sex offender registries as a precondition of employment.

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Prevention Practices

STAFF CODE OF BEHAVIOR

Branksome Hall Asia is committed to the safety and protection of children. Branksome Hall Asia Employees must, at all times, be aware of the responsibilities that accompany their work with children.

Employees are responsible for maintaining physical, emotional, and sexual boundaries in all interactions with children. This includes: a) the avoidance of any covert or overt sexual behaviors, b) seductive speech or gestures and c) physical contact that exploits, abuses, or harasses.

Employees must show prudent discretion before touching children and be aware of how physical touch can be perceived. Branksome Hall Asia personnel and volunteers are prohibited at all times from physically disciplining a child or using what may be termed to be corporal punishment.

We must report when there is evidence or cause to suspect that child abuse or neglect that might involve staff, peers, parents, or others. Suspected abuse or neglect must be reported to the appropriate Principal.

Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not give gifts to children without the knowledge of their parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of inappropriate communication between Branksome Hall Asia parents, administration, teachers, personnel, volunteers, and minors:

- Communication between Branksome Hall Asia (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
- Email exchanges between a student and a teacher are to be made using a school email address.
- Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving school business.

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Prevention Practices

STUDENT DATA COLLECTION

Annual data is collected relating to the health and self-efficacy of students within particular divisions in the school. This data assists the Senior Leadership team to understand student perception of constructs related to student sense of well-being and overall self-efficacy.

STUDENT TRAINING

Students receive training through the PE and Health programs in healthy living choices. They also receive education in sexuality and healthy choices. They also receive training in personal grooming, safety, and healthy sexual behavior.

TRAINING OF FACULTY AND STAFF

Appropriate in-service training will be provided annually to staff that will include:

- Warning signs of abuse and neglect
- The needs of the abused or neglected child and
- The important role teachers may need to play in assisting the child's recovery and future development
- The process the school will follow in suspected abuse cases.

CLASSROOM DOORS

It is recommended that all classroom and specialist doors have clear glass which allows an individual outside of the room to see in at all times.

WASHROOM POLICY

Junior School Staff and Visitor Toilets are separate from JS student toilets. Adult staff members will be in student washrooms when required to assist a student and to supervise washroom visits.

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Digital Citizenship

Branksome Hall Asia students recognize the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world. They demonstrate ways that are safe, legal, and ethical.

Issues related to digital citizenship are embedded through JK-12 technology curriculum. These include processes and procedures related to Internet safety, cyber bullying, relationships, and communication, information literacy, privacy and security, information literacy, and self-image and identity. Further, students learn about issues related to their responsibilities as stewards of the digital environment, their digital footprint, reputation, liability and ethical behavior as this relates to topics such as hate speech and online interactions.

Staff are trained to ensure that the delivered curriculum reflects these issues and themes.

SCHOOL ADDRESS AND CONTACT INFORMATION

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