Changchun American International School
长春美国外籍人员子女学校

CAIS
Safeguarding and Child Protection Policy and Handbook Summary

Person Responsible for Policy Summary: Child Protection Officer

Last Review	August 2025
Next Review	August 2026
Revised By	Natalie Hewitt
Approved By	CAIS SMT
SMT Approval Date	August 26, 2025

This policy is reviewed and updated annually by the Child Protection Officer and approved by the Senior Management Team and school board.

CHANGES TO THE POLICY FROM 2024-2025
 Added indicators of abuse.

Mission & Vision

Vision

Changchun American International School inspires its community to become passionate and responsible global citizens who will meet the challenges of the future by creating opportunities through a holistic education.

Values

We are PASSIONATE

We bring passion to our learning, our work, and our lives. We embrace diversity and strive to excel in our individual and collective passions.

We CHALLENGE

We challenge ourselves, others, and the broader community to continually grow and improve academically, socially, and emotionally.

We CONNECT

We make personal, local, and global connections that inspire us to be responsible global citizens.

We CREATE

We utilize our learning and knowledge to actively create a better today and tomorrow through meaningful action.

Safeguarding and Child Protection Policy and Handbook Summary

This document outlines key definitions and practices related to child protection at CAIS, emphasizing safeguarding measures and procedures for responding to potential abuse.

Key Definitions:

- **Child:** Anyone under 18 years old, or any student registered at CAIS, regardless of age.
- **Safeguarding:** Proactive measures taken by CAIS to protect children from harm, abuse, and neglect.
- **Child Protection:** The protection of children from violence, exploitation, abuse, and neglect.
- **Child Protection Officer (CPO):** The appointed individual responsible for managing all child protection cases at CAIS.
- **Deputy Child Protection Officer (DCPO)**: Assists the CPO and assumes duties if CPO is unavailable.

Bullying:

- **Definition:** Deliberate or malicious harm inflicted on a student through physical, verbal, or online methods.
- **CAIS Response:** When bullying is reported, school administrators must follow the CAIS Anti-Bullying Guidelines and Procedures. This includes:
    - **Investigation:** A thorough investigation is conducted to gather evidence and determine the severity of the bullying incident.
    - **Consequences:** Appropriate consequences are implemented for the bully, ranging from warnings and detentions to suspension or expulsion depending on the severity of the offense.
    - **Support for the Victim:** The victim receives support and guidance from school counselors, teachers, or other trusted adults. This may

include individual or group counseling, peer mediation, or other interventions.

- **Parent/Guardian Involvement:** Parents or guardians of both the bully and the victim are involved in the process, informed of the situation, and encouraged to cooperate with the school's efforts to address the bullying.
- **Types:** Verbal, Physical, Social and Emotional Bullying.

Cyberbullying:

- **Definition:** Bullying through electronic communication, including online messages, social media, or emails.
- **CAIS Response:** Cyberbullying is addressed through the CAIS Anti-Bullying Guidelines and Procedures and Information Technology Acceptable Use Policies (AUP). This includes:
  - **Monitoring and Reporting:** CAIS actively monitors online activity and encourages students to report incidents of cyberbullying.
  - **Education and Awareness:** Students and staff are educated about the dangers of cyberbullying and the importance of responsible online behavior.
  - **Consequences:** Violations will result in disciplinary action, which may include suspension of internet access, confiscation of devices, or other consequences.
  - **Collaboration with Parents:** Parents are involved in addressing cyberbullying incidents and are encouraged to monitor their children's online activity.
- **Examples:** Sending hateful messages, posting insulting information, spreading gossip online.

Unfair Use of Power:

- **Definition:** Bullying often involves an imbalance of power, violating CAIS's Bullying Policy, Student Code of Conduct, and Employee Code of Conduct.
- **Types:** Knowledge Power, Group Power, Physical Power, Authority Power.

Reporting Bullying:

- **Who to Report To:** Any trusted adult at CAIS, including parents/guardians, teachers, counselors, coaches, etc.
- **Confidentiality:** Privacy and confidentiality of reporters are respected.

Bullying Intervention Techniques:

- **Discipline:** Refer to CAIS divisional Student Handbooks.
- **Behavior Plan:** Developing a plan to help the bully change their behavior. This may involve:
    - **Identifying Triggers:** Understanding what situations or factors contribute to the bullying behavior.
    - **Developing Coping Skills:** Teaching the bully healthy ways to manage anger, frustration, or other emotions.
    - **Setting Goals and Expectations:** Establishing clear expectations for appropriate behavior and working towards achieving those goals.
    - **Regular Check-ins:** Monitoring the bully's progress and providing ongoing support.
- **Family Conference:** Involving parents or guardians. This provides an opportunity to:
    - **Communicate Openly:** Discuss the bullying incident, its impact, and the school's response.
    - **Develop a Shared Plan:** Work together to create a plan to address the bullying behavior and support the bully and the victim.
    - **Foster Collaboration:** Establish a partnership between the school and the family to ensure consistency and support.
- **Counseling Support:** Providing individual or group counseling. This can help:
    - **Address Underlying Issues:** Identify and address any emotional or psychological factors contributing to the bullying behavior.
    - **Develop Social Skills:** Teach the bully how to interact with others in a positive and respectful manner.

- **Build Empathy and Understanding:** Help the bully develop empathy for the victim and understand the impact of their actions.
- **Referral to Outside Resources:** Connecting families to external organizations.
- This may involve:
    - **Mental Health Professionals:** Providing access to therapists or counselors who specialize in bullying and related issues.
    - **Support Groups:** Connecting families with other families who have experienced bullying.
    - **Community Organizations:** Referring families to organizations that provide resources and support for victims of bullying.

Child Abuse:

- **Definition:** Non-accidental behaviors that harm children, including physical, emotional, neglect, sexual abuse, identity-Based Harm, and peer-on-peer abuse.
- **Types:** Detailed examples and symptoms of each type are provided.
- **Reporting:** Contact appropriate authorities immediately if suspected.

Child Sexual Exploitation:

- **Definition:** Using power over a child to force them into sexual acts, pornography, marriage, or other exploitative situations.
- **Examples:** Forcing a child into sexual acts, pornography, or marriage.
- **Symptoms:** Unexplained physical trauma, inappropriate sexual knowledge, unusual relationship patterns.

Commercial Child Sexual Exploitation:

- **Definition:** Sexual exploitation of children where remuneration occurs, such as child prostitution, selling children for marriage or sex tourism.
- **Symptoms:** Unexplained physical trauma, bleeding, inappropriate sexual knowledge, unusual relationship patterns.

Recognizing Abuse

Staff must remain alert to physical, behavioral, and emotional indicators of abuse. Examples include unexplained injuries, fear of certain spaces, depression, secrecy, or inappropriate sexual knowledge.

IMPORTANT: If a student discloses **self-harm or suicidal ideation**, the staff member must **immediately notify the school counselor and CPO**. The student may not leave campus until assessed.

Reporting Procedures at CAIS:

- **Mandated Reporting**: All CAIS staff and faculty are mandated reporters. Concerns must be reported **within 24 hours**.
- **Disclosing or Reporting Abuse:** Anyone can report abuse. Confidentiality is respected, unless there is immediate harm. Staff: Use **CPOMS** (https://changchunamerican.cpoms.net).

    - Others: Report via **QR Code, email (cpo@caisschool.com), or in person**.

- **Receiving a Disclosure or Report of Abuse:** The CPO manages the case and follows protocols.
- **How to Respond to a Disclosure of Abuse:** Record facts, listen without interrupting, stay calm, explain that you must inform others, do not confront the abuser, share facts with the CPO.

CAIS Course of Action After a Disclosure of Abuse:

- **Case Study Team Decision:** Legal and ethical implications are considered. External agencies are consulted.
- **Course of Action Flow Charts:** Disclosure, Action, and Intervention Flow Chart and Council of International Schools Safeguarding Flow Chart.
- **Suspension:** CAIS has the right to suspend the abuser during an investigation.
- **Four Main Courses of Action:** Further Discovery, Monitor, Immediate Action, No Action.

- **Local Authorities:** Jinkai District Education Bureau, Public Security Bureau, or local police.

CAIS Child Safeguarding and Child Protection Practices: Expanded

- **Confidentiality:** All concerns regarding child safety are handled with the utmost discretion. Information shared with CAIS staff is kept confidential, unless there is a legal obligation to report or a risk of immediate harm to a child.

Safeguarding Practices:

- **Touch & Meeting Guidelines**: No prolonged one-on-one contact. Meetings must be in visible/open spaces. Physical contact should be child-initiated and appropriate.
- **Communication:** Open and transparent communication channels are maintained between students, parents, staff, and the CPO. This ensures that concerns can be raised and addressed promptly.
- **Vetting Employees/Personnel:** Thorough background checks are conducted on all employees and volunteers to ensure their suitability for working with children.
- **Employee Training:** Regular training programs are provided to all staff on child protection policies, procedures, and best practices. This ensures that everyone is equipped to recognize and respond to potential risks.
- **Recruitment:** The recruitment process emphasizes the importance of safeguarding children and seeks candidates who demonstrate a commitment to child protection.
- **Campus:** The school campus is designed with safety in mind, including secure entry points, well-lit areas, and clear lines of sight. Regular safety audits are conducted to identify and address any potential hazards.
- **Parent Workshops:** Workshops and information sessions are offered to parents on child protection topics, empowering them to play a role in safeguarding their children.

- **Student Voice:** Students are encouraged to voice their concerns and suggestions regarding safety and well-being. This includes providing anonymous reporting mechanisms and fostering a culture of open communication.
- **Curriculum:** Age-appropriate lessons on child protection, safety, and healthy relationships are incorporated into the curriculum to empower students with knowledge and skills to protect themselves.
- **Personal Devices**: Staff discouraged from storing student photos on personal devices; photos must be positive and deleted by end of year.
- **Social Media Restrictions**: Staff may not post student photos on personal accounts (WeChat, Facebook, Instagram, TikTok, etc.). Official CAIS content may be shared professionally (e.g., LinkedIn).
- **Sharing Photos/Videos**: Must comply with school consent and privacy rules. Link to official school accounts where possible. Student faces must be covered if used outside marketing.

Campus Access and Safety Protocols for Students:

- **Primary School:** Specific protocols are in place for primary school students, including designated pick-up and drop-off areas, supervised play areas, and age-appropriate safety procedures.
- **Secondary School:** Secondary school students are provided with additional information and resources on safety, including online safety, peer pressure, and healthy relationships.

Remote Learning and Video Communication Guidelines:

- **Child Protection Awareness:** Clear guidelines are established for remote learning and video communication, emphasizing the importance of child protection and responsible online behavior.
- **Professional Guidelines:** Staff are provided with professional guidelines for interacting with students online, including appropriate language, boundaries, and reporting procedures.

- **Guidelines for Contact with Students and Technical Expectations:** Specific guidelines are outlined for the nature and frequency of contact with students online, as well as technical expectations for video conferencing tools.
- **Counselor Specific Guidelines:** Counselors are provided with additional guidelines for online counseling sessions, ensuring confidentiality, safety, and ethical practices.

School Trips:

- **Annual Meeting:** An annual meeting is held between the CPO and trip leaders to discuss safety protocols, risk assessments, and emergency procedures.
- **Risk Assessments:** Thorough risk assessments are conducted for all school trips, identifying potential hazards and developing mitigation strategies.
- **Trip Documentation:** Detailed trip documentation is maintained, including itineraries, contact information, and emergency plans.
- **Procedures:** Clear procedures are outlined in the CAIS Trips' Procedures Handbook and Overseas Trip Guidelines, ensuring consistent safety practices across all trips.

School Operations and Management:

- **Safeguarding Practices:** Child safeguarding practices are integrated into all aspects of school operations, including policies, procedures, and staff training.
- **Continuous Improvement:** Regular reviews and evaluations are conducted to ensure that safeguarding practices are effective and updated to meet evolving needs.

Policy Review:

- **Adherence to Procedures:** The CPO monitors adherence to child protection policies and procedures, ensuring that they are consistently followed.

- **Case Review:** Child protection cases are reviewed and evaluated to identify areas for improvement and to ensure that lessons learned are incorporated into future practices.
- **Policy Updates:** Child protection policies are regularly reviewed and updated to reflect current best practices and legal requirements. These updates are communicated to all staff and made available on the CAIS website.