



# **Child Protection Policy**

## **Committed to Safeguarding and Student Well-Being 2022-23**

### **1. WVIS CHILD PROTECTION POLICY PURPOSE**

The purpose of this policy is to:

1. Provide child protection documentation that is appropriate to WESTVIEW CAMBODIAN INTERNATIONAL SCHOOL and its context.
2. Ensure there is an exemplary standard of child protection and well-being upheld at all times at WVIS.
3. Ensure that prompt and adequate assistance is provided to a child in need of special care and protection.
4. Define procedures for staff members and establish clear reporting guidelines and mechanisms.

This document outlines Westview Cambodian International School's safeguarding and child protection policy. It applies to all adults, including volunteers, contractors and employees, working in- or on behalf- of the school.

### **2. ROLES AND RESPONSIBILITIES**

The safeguarding and provision of a healthy, supportive educational environment is the responsibility of all members of the Westview community. This responsibility is shared between the governance, administration, staff, parents and students. Our School Director, Ms Vanny Sok, is the designated Child Safety Officer for Westview Cambodian International School.

The Governance of the school will ensure that clearly documented policies are in place for child safeguarding, and that these policies are reviewed annually. The policies align with the UN Convention on the Rights of the Child, the CIS Code of Ethics, and the guidance of local authorities.

The School Leadership ensures that policies are adhered to, and that procedures to enact these policies are clear and understood by the school community. The School Leadership Team is responsible for assigning members to the Child Protection Committee, organizing and maintaining records of staff safeguarding training, and providing a report of safeguarding policies and procedures to the school Governance for review.

**The Child Protection Committee**, is made up of:

- The Academic Manager
- The HR & Admin Manager
- The School Counselor
- A Representative from our teaching faculty
- An ACS representative
- A Front Office Supervisor Representative

The Child Protection committee ensures that reported incidents are managed with confidentiality and due diligence, and investigates all reported incidents. (*See Appendix i for details of the names of each individual*).

The Staff (teaching and non-teaching) ensure that they respect the rights of children in their care, that they adhere to the Safeguarding policy and Employee Code of Conduct, and that they are proactive in developing and maintaining an environment in which children feel safe.

Parents are advised of the Child Safeguarding, Anti-Bullying and Digital Technology policies of the school upon admission, and are encouraged to contact the school in the event of concerns regarding their child.

Students are advised of the Anti-Bullying and Digital Technology policies during orientation, and conduct themselves in a manner that respects the rights of other students to be protected from aggression, harassment or abuse, whether in person or in a digital space.

### 3. REPORTING SAFEGUARDING CONCERNS

It is a mandated obligation of all members of the Westview faculty, staff, and administrators, either as individuals or members of the institution, to report incidents of, or concerns about, physical or psychological intimidation, aggression, harassment, and physical or sexual abuse.

The reporting should be done by the person who has identified the safeguarding concern by completing a Safeguarding Incident Report Form (see attached form) within the same school day, or at most, within 48 hours, to any member of the Child Protection Committee. Contact may be made at any time, and is not restricted to working hours due to the urgent nature of matters such as these.

#### Process steps

1. The Child Protection Committee (CPC) will revise the incident as recorded on the Incident Report Form and investigate the report. All documentation will be kept confidential from parties outside the CPC.
2. If the investigation does not call for additional action, the incident report will be closed



and filed in a restricted shared drive.

3. If the investigation does call for further action, the CPC will consult with the school director to contact parents and local support organizations or authorities as required by the nature of the incident.

## 4. PARENT & COMMUNITY AWARENESS

It is vital that the school's commitment to the highest possible standards of safeguarding and child protection for all students is communicated clearly to all stakeholders who come into contact with the school.

- School safety goals and objectives are communicated upon admission/enrollment to all new parents. The Child Protection Policy is also available on request. The school's commitment to child protection is stated clearly on the school's website at [www.westview.edu.kh](http://www.westview.edu.kh).
- New families receive specific information regarding the school's policies and procedures as part of the 'New Parent Orientation' when they enroll their child at WVIS.

## 5. EMPLOYEE CODE OF CONDUCT

In addition to screening and background checks, all newly appointed staff are asked to sign and adhere to the 'EMPLOYEE CODE OF CONDUCT', a copy of which is provided to them. Within this document, the following statement is included:

"All staff members are :

..... [to report any suspected mishandling or abuse of students to their line

manager and class supervisor at the front office immediately]

.....[to report to their line manager and class supervisor at the front office if they suspect that a student might require special accommodations during their school day or special assistance to keep their academic and behavior on track with the school curriculum]....."

## 6. CONTRACTORS AND SERVICE PROVIDERS

No outside contractors, vendors or service providers operating on-site during school operating hours will be left with unsupervised access to students.

## 7. STAFF TRAINING

Annual safeguarding training for staff is conducted by the school to ensure staff feel confident about all aspects of child protection: awareness, types, signs/symptoms, prevention, policies and laws, reporting process, local authority support and resources available; and the promotion of child wellness.

The school counselor (international staff) and Academic Manager (Khmer staff) are responsible for maintaining records of training attendance.

## 8. STUDENT AWARENESS

Student awareness of issues affecting their personal safety, including abuse and strategies for dealing with difficult situations is vital. At Westview students are made aware of these through:

- A behavior policy and digital citizenship policy which are presented to all students
- During the school orientation and by the school counselor during the year.
- Students are counseled to share their own safety concerns or report of an incident to a trusted adult.

**Actions for students to take when they feel their safety has been compromised:**

**Actions to take**

**Report to relevant contacts right away**

Remain calm and reassure the person that they have done the right thing by speaking up

Explain that only the professionals who need to know will be informed, but never promise confidentiality

Write a statement, giving as much detail as possible; date & time, what was said, how you acted, and any names/parties mentioned



Listen carefully and give the person time to speak

Act immediately, and do not try to address the issue yourself

A student's first points of contact are *the adults in the classroom: their subject teachers and the teaching assistant*. If there is a need for social-emotional support, we have a school counselor



with a private office at the entrance to Building B. Please see Appendix i for the Child Protection Committee Members.

## 9. BULLYING

Westview Cambodian International School defines ‘bullying’ as: *Repeated incidents involving a bigger, stronger, or more powerful child- on a smaller or weaker child- or by a group of children on a single child.* Different types of bullying could be: physical, verbal, psychological, power imbalance and cyberbullying.

Westview does not tolerate any form of bullying in any of its manifestations. Students have rights as individuals and are to be treated with kindness and respect. They also deserve to be in an environment where they feel safe and are given opportunities to achieve their personal goals. Students, parents, and teachers have the responsibility to respect the rights of others and to help make our school a friendly place, by being thoughtful, respectful and courteous to others. All stakeholders must:

- Report incidents of bullying or suspected bullying
- Treat reports of bullying seriously
- Follow the correct procedures in attempting to resolve any conflict

The teaching faculty and administrative teams work with students to problem-solve any situation that arises and they encourage all students involved to move from a negative situation to a positive solution.

***The following procedures must be followed when reporting incidents:***

1. When you hear of a suspected incident, try to establish when and where the incident took place, who was involved and why it took place. Also, was this the first time that it has taken place?
2. Incidents of bullying are considered contrary to the student code of conduct and the positive environment of the school. Isolated incidents are managed in accordance with the school’s Positive Behavior Management policy. Repeated or serious incidents may be passed to the Child Protection Committee if the situation is deemed to be indicative of child endangerment.

## 10. WELLBEING



At the center of the Westview experience for students are the academic class supervisors (ACS team). Together with the subject teachers, school counselor, dedicated front office supervisors and teaching assistants, there is a strong focus on student social and emotional wellbeing and mindfulness. As part of our school vision is the imparting and reinforcement of traditional Cambodian values. This is an ongoing pursuit and underpinned by the strong personal relationships these staff have with each and every student. The ACS are non-teaching staff and their primary responsibilities involve character development, the promotion of student joy for learning, and instilling a sense of belonging. Additionally, the school counselor leads and delivers a whole-school health curriculum, which promotes wellbeing through units focusing on areas such as: digital citizenship, identity, self-care, relationships and stress management, among others.

## **11. FACILITIES & SECURITY**

School leadership ensures that all facilities are safe and secure in their efforts to maintain the safety and wellbeing of students in accordance with Cambodian law. The School Director, and key personnel, such as the school counselor, Operations Manager and Academic Manager conduct regular inspections and yearly evaluation of our safeguarding procedures.

Students are not permitted on-campus outside of school operating hours from 7h00 am to 6h pm Monday to Friday. End of day sweeps are made by a member of the facility team to ensure no students are left in the buildings.

Off-site facilities are regularly reviewed in terms of safety and security. Crisis procedures (lock-down, evacuation, bomb/terrorist attacks, fire) are reviewed annually and drills are regularly conducted. Security guards are present on campus at the school gates and entrances for the entirety of the school day. Security guards are required to conduct regular daily sweeps of the school premises and the immediate surroundings. Outside of school hours and holidays, at least a security guard is present on campus to daily sweeps of the school premises.



**9. WVIS SAFEGUARDING INCIDENT RESPONSE FORM**

**CONFIDENTIAL**

**1. Person Making the Report**

**Reporter information:**

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Student information:**

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Language spoken: \_\_\_\_\_

Address: \_\_\_\_\_

**Incident information:**

Date, time, location of incident: \_\_\_\_\_

Name of witness(s) if any: \_\_\_\_\_

Person(s) involved in the incident: \_\_\_\_\_

Information from the student's disclosure or your reasons to believe the student has been or is likely to be abused (conversation, events, observations or circumstances):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature: \_\_\_\_\_ Report date: \_\_\_\_\_



## 2. Reporting

Name of a member of Child Protection Committee filing this report:

\_\_\_\_\_

Date of investigation: \_\_\_\_\_

### **Parents/Guardian information:**

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Profession: \_\_\_\_\_ Language spoken: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address if different from the child: \_\_\_\_\_

\_\_\_\_\_

Sibling(s) name, age, and school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Evidence(s) from investigation:**

Ways information collected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the incident occurred with the same people before? \_\_\_\_\_

Child's history on attendance, behavior, and academic performance: \_\_\_\_\_

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Information collected from investigation: \_\_\_\_\_

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**3. Follow Up**

Immediate action(s) taken if any: \_\_\_\_\_

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Course of follow-up actions: \_\_\_\_\_

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