Action Steps for your Child Protection (CP) Policy

CP Policy Section	Include:	Action Assigned to:	Action Completed
Introduction to the CP Policy	• Statement of beliefs, ethos • What policy covers • Who policy covers	_____ _____ _____	☐ ☐ ☐
International and National Law and Statutory Guidance	• This policy is governed by the national laws of….. • Applicable international agreements cited, linked	_____ _____	☐ ☐
Purpose and Aim	• Statement of school vision, beliefs or principles, values • Principles of non-discrimination and responsibility to raise concerns	_____ _____	☐ ☐
Roles and Responsibilities	• Roles and responsibilities • Reporting obligations by law	_____ _____	☐ ☐
Definitions	• Definitions of harm • Signs of harm • Definition and examples of grooming	_____ _____ _____	☐ ☐ ☐
Code of Conduct	• Dos and Don'ts of professional conduct		☐
Mandatory Reporting	• Report obligations and expectations		☐
Internal Reporting Pathways (flow charts)	• How to report, record concern • Who to report concern to	_____ _____	☐ ☐
Central Record	• What is included, where it is stored, who has access • Data protection considerations for retention and destruction	_____ _____	☐ ☐
Allegation Protocol	• Response protocol including sanctions, reporting flows, risk assessments		☐

Related Policies Links or Language	• Safer hiring, peer abuse, Board policy, trip policies, etc. • Whistleblowing language	_____ _____	☐ ☐
Training	• Requirements for what is included in training, frequency, and tracking for induction, annual, and deeper level training		☐
Resources for Adults	• Resources for staff • Resources for parents	_____ _____	☐ ☐
Policy Updates	• How policy will be monitored and reviewed		☐
Acknowledgement	• Signature page for employee and person accountable		☐

Child Protection Policy for _____ School
Considerations for design of main policy

1. Statement of _____ (school) vision, values, and child protection philosophy.

May include school mission, reference to UNCRC and rights of the child, ITFCP beliefs and National Law requirements. Should state:

2. Purpose. This child protection policy aims to:
   ➢ Ensure consistency and equal access to education for all students regardless of age, gender identity, ability, religion, nationality, etc. and compliance with national laws and statutory guidance related to child safety.
   ➢ Provide clear expectations about child safety and the school's response to concerns or allegations of harm.
   ➢ Establish responsibility of all adults to protect children and the rights of children enrolled in _____school and impacted by the operations of _____ school to be free from harm.
   ➢ Establish clear recruitment and hiring expectations to enable diligent screening and selection of staff, faculty, volunteers, and other _____school identified trusted adults.
   ➢ Outline continued professional development for staff, student prevention education and parent/caregiver support around child protection prevention of harm and response to harm if it occurs.
   ➢ Support continued communication and shared understanding about childhood abuse definitions, signs and indicators, and response when risk of harm is evident, or harm occurs.
   ➢ Establish that _____school prioritizes the wellbeing of students and acknowledges that children cannot consent to abuse.
   ➢ _____staff and Board members are accountable to this policy which is linked to _____ protocols on strategic planning, budgeting, recruitment, performance management, external partnerships, risk management, etc.
   ➢ Outline where this policy will be cited including public facing website, parent and staff pages, waiting lists, student applications, and staff employment announcements and applications.

Commented [LT1]: Include staff, student and parent voice in policy discussion, design, and review process.

Include digital versions accessible from website.

Train staff prior to parents and students on policy.

Develop supplemental policies and addendums (such as a COVID or remote learning addendum) as needed

Regional policy samples available at EdPortal.ICMEC.org under Policies & Procedures / School Policies

Commented [LT2]: Sample language is available at EdPortal.ICMEC.org under Policies & Procedures / School Policies, International & National Laws, and Accreditation / Child Protection Standards.

3. Roles and responsibilities or who does this policy apply to and what will be provided?
   - Staff expectations, including employment procedures including background and reference checks, code of professional conduct, grounds for dismissal, induction, and annual training
     i. Faculty (may be supplemental policies for vulnerable groups such as special needs, early years/intimate care, staff supervising trips, etc.)
     ii. Senior leaders
     iii. Child protection designate and deputy, including names, roles, and contact details
     iv. Governing Board
     v. Contractors and other partners, including who do not have a child protection policy, or it is deemed less robust
   - Home and school partnership or partnerships with families/caregivers
     i. Supports wellness, social emotional learning, understanding of healthy relationships as part of a whole child, whole school, whole community approach
   - Students
     i. Student abuse prevention education or curriculum
     ii. Support of student disclosure and persistence in reporting, 'acceptable digital use' (may be separate acceptable use policies or AUPs), communication with staff, and peer code of conduct (may be a supplemental policy)
4. Definitions, signs and indicators of abuse to include emotional/psychological, physical and sexual abuse and neglect.
   - Definitions and examples of adult on child grooming behavior as a precursor to sexual abuse
5. Staff Professional Code of Conduct
   - It is the responsibility of all adults to keep children safe
   - All position descriptions include child protection responsibilities.
   - May include student communication guidelines and/or acceptable use policies for social media, photography, etc.
6. National and institutional mandatory reporting obligations of staff
7. Reporting pathways for_____ school community
   - Reporting pathways including anonymous reporting for students

Commented [LT3]: Including how often anonymized updates will be provided, what level of oversight and training is established.

Commented [LT4]: May include resources, contact person, positive parenting program, and community or parent outreach program such as Parents as Partners.

Commented [LT5]: For more information on this topic and characteristics of an effective prevention curriculum see EdPortal.ICMEC.org / Curriculum

Commented [LT6]: May be dictated by local statutory guidance. Sample long and short versions at EdPortal.ICMEC.org under Awareness. Long version sample

Commented [LT7]: Depending upon context it may also include early marriage, child labor, extremism, and harmful traditional practices such as FGM.
Depending upon context school may wish to address vaping or use of tobacco, inhalants, or other substance abuse
School may wish to differentiate bullying from peer abuse or link to bullying policy.

Commented [LT8]: Should include prohibition of known grooming behavior, and examples of allowed and prohibited behavior or positive and negative professional conduct. Applies to all staff members regardless of role. Should include do's and don'ts. Sample Codes of Conduct are on portal under Policies & Procedures / School Policies

- Multiple reporting options for staff include ways to report low level concerns or 'observations' and concerns about child protection designate or senior leaders

8. Central record of child protection concerns protocol
   - Elements to be included in record
   - Evidentiary considerations
   - Secure access only by staff with 'need to know'
   - Cross reference with student and employee files
   - Data protection considerations (length of retention for adults and students and access of those named in record)
   - How information will be shared with onward schools

9. Protocol for addressing a concern, an allegation, and a missing child
   - Administrative leave and disciplinary actions
   - Internal inquiry and case evaluation
   - Risk mitigation and safety planning for students
   - External reporting and external partners and local agencies who may become involved in a child protection matter
   - Evaluation of situational risks and mitigating factors, such as shared adult/student toilet facilities, or spaces that lack visual and auditory supervision

10. Related policies or procedures
    - Staff Communication policy
    - Safer hiring policy
    - Acceptable use policies (AUPs) including social media usage and approved platforms
    - Whistleblowing protection language or policy
    - Supervision policies (parents and staff)
    - Visitors, volunteers, tutors, etc.
    - Intimate care policy (Early Years, special needs, etc.)
    - Restraint, if applicable
    - Travel policy
    - Peer abuse policy
    - Photography policy
    - Board child protection policy
    - Procedures for response to concerns or allegations of harm

11. Staff training

12. Resources for staff and parents

Commented [LT9]: See Accreditation / FAQs for more information

Commented [LT10]: These include how material is updated, how it is secured and who has access to change or add material. For more information see FAQs.

Commented [LT11]: See FAQs for more information.

Commented [LT12]: It is suggested that schools use the International Task Force for Child Protection Managing Allegations Against Adults Protocol available at EdPortal.ICMEC.org Reporting & Support / Incident Response

Commented [LT13]: This list is not exhaustive. Some schools prefer one complete policy, others prefer separate policies. All policies should be reviewed annually by the child protection committee and staff should provide a signature documenting their understanding in addition to a comprehensive training on child protection topics.

Commented [LT14]: See data and program suggestions on EdPortal.ICMEC.org under Recruitment.

Commented [LT15]: See sample language under School Policies

Commented [LT16]: Outline who is responsible for staff training, how often it will occur, what will be included and set up tracking of training. See what should be included in staff training here.

- ➢ Applicable staff names and contact details
- ➢ Local reporting hotlines and cyber tip lines for students and parents
- ➢ Local and virtual professional development resources

13. Location and updates to this policy
- ➢ This policy will be reviewed in light of ongoing child protection concerns and audited annually
- ➢ This policy will be provided in staff majority home languages
- ➢ Child-friendly version of this policy will be made available to students
- ➢ This policy will be referenced and/or accessed in the following locations: website, position announcements, employee and parent or student handbooks, student and staff applications
- ➢ Staff, parents and students have input into this policy
- ➢ Outline environmental audits, student safety surveys or other activities that accompany annual policy and child protection training updates
- ➢ Tracking by Human Resources of staff onboarding including reference checks, policy acknowledgements, induction and ongoing child protection training, and child protection concerns

14. Signature form to acknowledge receipt and understanding of policies and procedures related to child protection

Commented [LT17]: This should include all applicable areas that make children vulnerable to harm. These may include local or virtual information on: positive parenting, domestic violence hotlines, suicide hotlines, LGBTQ support, alcohol and substance abuse information, harmful sexual behavior (peer on peer abuse), extremism, FGM, etc.

Commented [LT18]: This may include the ICMEC Education Portal accessible at EdPortal.ICMEC.org

Commented [LT19]: See EdPortal.ICMEC.org Policies & Procedures / Audits & Checklists