



Child Protection Procedures

In order to implement the YCID Child Protection Policy, the following procedural document has been created for implementation at YCID Beijing.

YCID Beijing fully recognises its responsibilities for child protection. We aim to create a safe, secure and supportive learning environment for our students, free from any form of harm. The welfare of the child is of paramount importance to the YCID community. To achieve this aim YCID Beijing will:

- Establish a safe environment in which students can learn and develop
- Provide an environment where students are encouraged to talk and are listened to
- Help equip students with skills needed to keep themselves safe
- Identify and respond to students who may show signs of abuse
- Adhere to the responsibilities of YCID Schools as outlined in the YCID Child Protection Policy

Definition of child abuse:

Abuse is a form of maltreatment of a person, often with diminished rights or capacity. Somebody may abuse another by inflicting harm, or by failing to act to prevent harm.

Abuse may take place in a family or in an institutional or community setting by those known to them or by others. In the case of child abuse, an adult or adults, or another child or children or young people may abuse them. Child abuse can take a variety of forms:

Physical Abuse

Physical abuse is violence causing injuries involving hitting, slapping, kicking, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, misuse of medication, undue restraint or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

Physical abuse may be the result of an immediate stress and may not be planned beforehand.

It can include a one-off, unplanned incident or it might include frequent physical force and aggression towards someone.

Physical abuse can include disciplinary actions that cause pain and/ or mental suffering to a child or young person.



What to look out for:

- Any injuries not consistent with the explanation given to them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries that have not received medical attention
- Bruises, bites, burns and fractures for e.g. which do not have a reasonable explanation
- Reluctance to change for, or participate in games, Physical Education, sports and swimming
- Child or a young person gives inconsistent accounts for the cause of injuries
- Injuries that appear after absence from school or vacations
- Bruises of different ages, various colours
- Child or a young person shies away from touch, flinches at sudden movements, appears afraid to go home, or is watchful as if waiting for something bad to happen
- Child or young person demonstrates self destructive tendencies and/ or aggressiveness

Emotional Abuse

Emotional abuse is persistent or severe emotional ill treatment of a child or young person that is likely to cause serious harm to his/her development.

It may involve persistently denying love and affection, regularly making the child or a young person feel frightened by shouts, threats, or any other means (including shouting and fighting between the adults in the house).

It may also involve hurting another person or a pet in order to distress a child or young person and being so over-protective towards the child or a young person that he/she is unable to develop or lead a normal life.

It may involve exploiting or corrupting a child or young person, e.g. by involving him/her in illegal behaviour.

It may involve conveying to a child or young person, the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of verbal/ non verbal abuse.

It may be that unrealistic expectations are being imposed on a child or a young person, by adults.

Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.



What to look out for:

- Shows extremes in behaviour such as overly compliant or demanding behaviour, extreme shyness, passivity or aggression
- Excessively withdrawn, fearful, or anxious about doing something wrong
- Is either inappropriately adult (parenting others) or inappropriately infantile
- Changes or regression in mood, extreme anxiety or depression
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children or young people
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Stealing and lying

Sexual Abuse

Sexual abuse occurs when someone uses power or control to involve a child or young person, in sexual activity, or if someone allows a child or young person to be used by someone else in this way. This behaviour might be for the purpose of sexual, emotional and/ or financial benefit of the perpetrators.

It may include forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

It may include encouraging children or young people to behave in sexually inappropriate ways, showing children or young people pornographic material or involving them in the production of such material.

It may also include involving children or young people in watching other people's sexual activity or in inappropriate discussions about sexual matters.

Sexual abuse differs from physical abuse because it often involves planning on the part of the perpetrator. Children or young people can be "groomed" by perpetrators before sexual abuse takes place.

What to look out for:

- Displays knowledge or interest in sexual acts inappropriate to his/her age
- Sexual activity through words, play or drawing
- Withdrawal from social situations and classroom activities
- Regressing to younger behaviours e.g. bed wetting



-
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares
 - Repeated urinary infections, unexplained stomach pains or other (e.g. sexually transmitted infections)
 - Eating disorders or changes in eating habits
 - Evidence of physical trauma or bleeding in the oral, genital or anal areas
 - Difficulty in walking or sitting
 - Any allegations made by a child or young person concerning sexual abuse regarding themselves or another child or young person

Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development.

It may include failing to ensure that a child or young person's basic needs for food, clothing, shelter, health care, hygiene and education are met.

It may also include failing to protect a child or young person from physical and emotional harm or danger, including failure to ensure adequate supervision or leaving a child alone in the house or a young person unsupervised overnight or for extended periods of time.

It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

What to look out for:

- Hygiene is consistently bad (unbathed, unwashed hair, and noticeable body odour)
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Untreated illnesses and physical injuries
- Frequently unsupervised or left alone, allowed to play in unsafe situations and environments
- The child or young person seeks affection, attention or emotional support from others that appear excessive
- Is frequently late or absent from school

A change in behaviour is not always a sign of abuse

Any one sign doesn't mean that a child or young person is or was being abused, but the presence of several suggests that you should begin to be vigilant and seek advice from the Child Protection Officer if necessary. Keep in mind that some of the signs and symptoms can emerge at other times such as-



-
- During a separation or divorce
 - Death of a family member or pet
 - New sibling (e.g. birth or adoption)
 - Problems at home, school or with friends
 - Other anxiety-inducing or traumatic events
 - Transitional periods

Ways that abuse might be brought to your attention: *(Always take these seriously!)*

- A child or young person may make a direct disclosure about him or herself
- A child or young person may make a direct disclosure about another child
- A child or young person may offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a child or young person's appearance or behaviour or about the behaviour of a parent or caregiver towards a child or young person
- A parent or caregiver might make a disclosure about abuse that a child or young person is suffering or at risk of suffering
- A parent might offer information about a child or young person that is worrying but not a direct disclosure
- A child or young person enrolled from another school and disclosure of concerns or of abuse are shared as a part of transfer process

Staff Action:

All staff are advised to maintain an attitude of '*it could happen here*' where child protection is concerned. In the event a child or young person makes a direct disclosure, or says something concerning, all YCIS staff, outsourced staff, service providers and volunteers are expected to make a report to the Child Protection Officer. The school will follow the ARM Response.

ARM Response:

- A- Act now**
- R- Record**
- M- Monitor**

A - Act now (Responding in the moment):

- Reassure the child that telling someone about it was the right thing to do
- Listen carefully to the child
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying
- Use open questions (see below for more information)



-
- Tell him/her that you now have to do what you can to keep him/her safe
 - Let the child know that you are going to speak to someone who can help because you are worried about the child's safety

If a child or young person is in immediate danger or in need of medical attention remain with him/her and call the Child Protection Officer to discuss immediate action. In the event of the Child Protection Officer not being available, please contact the Child Protection Deputy or Co Principals/ Vice Principal.

School staff are reminded **not** to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognize concerns and pass the information on in accordance with the procedures.

R – Respond and Record

- Step 1: Notify the Child Protection Officer, or in the event of the Child Protection Officer not being available notify the Child Protection Deputy or Co Principals/ Vice Principal
- Step 2: The person who receives the disclosure completes the ‘**Child Protection Reporting Form**’ in hand written form and submits it to the Child Protection Officer (within 24 hours). In the event of the Child Protection Officer not being available hand the form to the Child Protection Deputy or Co Principals/ Vice Principal

M - Monitor

- Attention needs to stay on the child or young person to monitor changes in behaviour or any additional concerns you might have
- The Child Protection Officer will support teachers with monitoring
- Report any changes or significant information to the Child Protection Officer
- Stay as neutral as possible when interacting with the family and the child or young person

Communicate with open questions when you have a concern about a child or young person or a direct disclosure has been made:

- I noticed the bruise on your face, what happened?
- Tell me a bit more about that?
- What happened next?

The main thing is to listen, ask for clarification, repeat back the story and ask, “Have I got that right?” Check.



To ensure accuracy, record the disclosure as soon as possible on the school's designated Child Protection reporting forms.

Students may be informed about where they can access help, such as:

- ❖ School counselling service
- ❖ A trusted adult
- ❖ Response Team: Maryanne Harper (CPO), Farah Sun (DCPO)

In the event of a disclosure/concern needing further exploration, the Child Protection Officer, with the help of the Co-Principals will form a 'Response Team' of relevant staff and will arrange a meeting to discuss further action. The Response Team may consist of the Child Protection Officer and/or Deputy, Co-Principals and other relevant staff according to the need. The Response Team may differ in each child protection case.

The role of the Response Team is to meet as soon as possible after a child protection concern has been reported, to determine the course of action required for that particular case. The Child Protection Officer will use the campus specific forms to record and track information. Once the information has been gathered, the Response Team will then consider the information provided and determine the next steps. It is the responsibility of the Child Protection Officer to document the information and further actions required.

The exploration process and order of proceedings can be found in **(Appendix 1): Reporting Flow Chart for YCW Beijing.**

Confidentiality:

Confidentiality and trust must be maintained and kept within the Response Team throughout the whole process of a child or young person protection case.

The Response Team will act on the basis that the welfare of the child is paramount. The degree of confidentiality will be governed by the need to protect the child or young person and personal information will be shared where it is necessary to protect the child or young person.

YCW staff, outsourced staff, service providers and volunteers:

YCW Beijing is committed to safe recruitment practices. YCW staff and outsourced staff are carefully screened prior to working at YCW. YCW Beijing is responsible for ensuring service providers who will come into contact with children or young people during sanctioned YCW activities (e.g. after school activity providers, therapy providers, learning support assistants etc.) provide ID and police checks, and sign the Code of Conduct document. In the case of volunteers, the school checks their suitability to work with children and young people, and volunteers will be asked to sign the Visitors agreement.



It is the responsibility of YCW staff, outsourced staff, service providers and volunteers to report any concerns of suspected child abuse to the Child Protection Officer.

When working with children or young people, YCW staff, outsourced staff, service providers and volunteers are acting in a position of trust. It is important that they are aware that they are role models to children and young people, and must act in an appropriate manner at all times.

Professional boundaries – It is important to:

- Operate within YCW Philosophy and Objectives and associated guidelines:
 - Code of Practice / Staff Handbook (HR)
 - Child Protection Policy and Procedures
 - YCW BJ Adult Code of Conduct for Working with Students
 - Campus specific handbooks and procedures
- Listen to and respect children or young people at all times
- Avoid favouritism with children or young people and adults
- Treat children or young people fairly and without prejudice or discrimination
- Provide examples of appropriate conduct for children or young people to follow
- Challenge unacceptable behaviour and report any concerns/suspensions
- Recognise that special caution is required when you are discussing sensitive issues with children or young people

Professional boundaries – It is important Not To:

- Allow your concerns/suspensions to go unreported
- Delay reporting your concerns/suspensions
- Patronise or treat children or young people as if they are being silly/ making things up
- Silence children or young people
- Jump to conclusions
- Either exaggerate or trivialise child abuse issues
- Discuss your concerns/suspensions in a way that will cause damage to the child/family involved (only discuss with those who absolutely need to know – **Child Protection Officer/ Child Protection Deputy/Co-Principals**)
- Develop inappropriate relationships with children or young people
- Meet with students outside of sanctioned YCW activities
- Swear, make sarcastic, derogatory, or sexually suggestive comments or gestures to or in front of children or young people
- Allow children or young people to have your personal contact details
- Use student toilets or changing facilities and children or young people should not use staff toilets or changing facilities
- Share sensitive information in public areas that may be overheard by others, such as staff rooms, corridors, playground, cafeteria etc.



Professional boundaries – Digital:

While photographic and video images can play a valuable role within the curriculum, after school activities and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives.

- Consider the information and images of yourself available and be confident that they represent you in a manner that is acceptable to your role in working with children or young people.
- Refrain from having children or young people enrolled at YCW, or past students under the age of 18, as friends on your personal or private sites, or able to access the online environments you use.
- Staff should check with the school office and follow parental instructions and permissions regarding photography, when planning to publically display photos of students.
- Ensure that if published, online comments about the YCW workplace, work colleagues or students, would not cause hurt or embarrassment to others or harm the reputation of YCW, yourself, your colleagues or students
- Photographs and videos of students should not be taken for personal use or uploaded to social media, personal or private sites.
- Ensure students are only exposed to age appropriate images, web links, materials and resources.

Allegations against members of staff:

Suspicious and allegations of child abuse by a member of staff will be responded to in a manner which best ensures student's immediate and long-term safety. The school will manage suspicions or allegations against a staff member with the same seriousness as suspicions or allegations made against any other person.

If an allegation is made against a member of staff or a member of staff has put a student at risk, or acted inappropriately, this will be managed by the School Leadership Team according to the Staff Code of Practice / HR Staff Handbook (for Chinese employees). If the allegation is made against Co-Principals or General Manager, this will be handled by the Directorate.

It is not the role of School Leaders to investigate allegations, this is a matter for the police. Rather it is their responsibility to enquire about that person's suitability to work with children or young people and determine whether or not their employment contract will be terminated. If there is insufficient evidence to pursue a criminal prosecution, then a disciplinary enquiry may still be undertaken to assess the suitability of this individual to work with students.



All concerns regarding the suitability of any person to work with children or young people will be based on facts. Allegations will be treated in a confidential manner and the rights of adults will be taken into consideration. Written records of concerns will be kept and stored securely.

YCW Beijing's Expectations of Reporting of Suspected Child Abuse

As YCW Beijing aims to create a safe, secure and supportive learning environment for students, it is expected that all teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with children or young people, report all suspected cases of child abuse to the Child Protection Officer immediately.

Consequences for knowingly failing to report abuse or neglect or interfering with reporting:

Any YCW Beijing teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with children or young people who suspects a child or young person is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subject to discipline. That discipline can include suspension or dismissal of an employee, discontinuation of contract services, loss of volunteer privileges and informing local authorities and/or consulate.

Consequences for offenses with respect to abuse or neglect:

If YCW Beijing determines that a teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with children or young people has directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face discipline up to and including suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local authorities, Police, and/or appropriate consulate.

All YCW staff, outsourced staff, service providers and volunteers will be required to sign the.

(Appendix 2.) "YCW Duty of Student Care Policy"

Visitors who will come in contact with students when visiting the campus, such as visiting authors, trainers, professionals carrying out testing, short term volunteers will be asked to sign the ***(Appendix 3) "YCW Beijing Notice for Visitors."*** The staff member who organises the visitor is responsible for sending the notice in advance and having the document signed when they are on site. The ***"YCW Beijing Notice for Visitors"*** document will be displayed at the gate of each campus.

Training of YCW staff, outsourced staff, service providers and volunteers

YCW Beijing is committed to providing Child Protection training and informational presentations to YCW staff, outsourced staff, service providers, volunteers and parents

Content of Training for all Teaching Staff (faculty, administrators, teacher assistants)



-
- Understanding of specific policy and procedures of the school
 - Child Protection Training
 - Signs and symptoms of abuse: knowledge of grooming behaviors
 - Statistics of incidence and prevalence
 - Vulnerabilities of international school students growing up in international communities
 - Developmental levels of children, with a focus on sexual development
 - Explanation of ***“YCW Duty of Student Care Policy”***
 - Training that focuses on disclosure and reporting
 - Review of the curriculum – resources, lesson plans and responsibilities of teachers

Content of training for Non-Teaching Staff (outsourced staff, service providers and volunteers)

- Develop overall context of school’s management of the issue within school policy and procedures
- Explanation of ***“YCW Duty of Student Care Policy”***
- Behavioral expectations
- How to report on child protection matters
- How to access help

Training Responsibilities:

- Co-Principals
 - Ensures training takes place and adequate resources are available to support the program
 - Public advocates for the program and implementation; endorse and support internal personnel in their roles
- Child Protection Officer
 - Designates time for the training for the two different groups
 - Make use of networks, training sites and resources to deliver the training
 - Work with non-teaching divisions to provide training to non-teaching staff

Frequency of training:

- Teaching Staff – online child protection course through Educare at commencement of employment plus yearly refresher course
- Non-Teaching Staff – Awareness level training to be held yearly.

Note: Skill training specific to job description (e.g. Counsellors, Leadership Staff etc..) to be determined by the Co-Principals.



Note: The YCW Beijing Child Protection committee will review these documents annually.

Working with Parents/Carers

YCW Beijing is committed to working in partnership with parents/carers to protect and promote the welfare of children and young people and to support them to understand our statutory responsibilities in this area.

When new students join our school, parents and carers will be informed that we have a child protection policy. The document will be available to parents online. Parents and carers will be informed of our legal responsibility to report child protection concerns to local authorities and other relevant organizations.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality but at times it may be necessary to share sensitive information in order to protect the child or young person.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child or young person at increased risk of harm. A lack of parental engagement, or agreement regarding concerns the School has about a child, will not prevent the School making a referral, where it is appropriate to do so.

Safer Recruitment

At YCW Beijing we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references as part of the recruitment process. We will question the contents of applications if we are unclear about them, we will undertake full Criminal Records checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our students. We will make use of external agencies to assist us in carrying out screening procedures.

Co-Principals: Ms Christine Xu, christinex@bj.ycef.com; Dr Timothy Gray, timothy.gray@bj.ycef.com

Vice-Principals: Ms Farah Sun, farah.sun@bj.ycef.com; Mr James Sweeney, james.sweeney@bj.ycef.com

Child Protection Officer: Ms Maryanne Harper; mary.harper@bj.ycef.com

Child Protection Officer Deputy: Ms Farah Sun, farah.sun@bj.ycef.com



***Acknowledgement of 'YCW Beijing Child Protection Policy and Procedures'
and 'YCW Duty of Student Care Policy'***

I understand that as a person working with and/or providing services to students at YCW Beijing, I am suitable to be working with children and young people. My signature confirms that I have read and understood *the YCW BJ Child Protection Policy and Procedures* and *The YCW Duty of Student Care Policy* and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in disciplinary action that may lead to, and include reporting to appropriate enforcement authorities and dismissal from Yew Chung International School of Beijing.

Name: _____

Signature: _____

Date: _____

Received by: _____

Completed on November 30, 2017



儿童保护流程

为落实北京耀国际学校儿童保护政策，特设立以下儿童保护程序。

北京耀中充分认识到儿童保护的责任。我们旨在创建一个安全、可靠和支持的学习环境，让我们的学生远离伤害。儿童的福祉是耀中社区的重中之重。为此，北京耀中将：

- 为学生建立一个安全的环境去学习和发展
- 提供一个鼓励学生诉说和倾听的环境
- 帮助学生培养自我保护的技能
- 识别和回应遭有虐待迹象的学生
- 遵循耀国际学校儿童保护政策中概述的学校责任

虐待儿童的定义

虐待是一种粗暴对待人的方式，经常会降低他人权利和能力。某个人可能通过伤害的方式或者通过未能阻止伤害的方式来虐待另一个人。

躯体虐待

躯体虐待是一种因暴力引起的伤害，其中包括：碰撞、拍打、脚踢、发抖、抛、中毒、烧、烫伤、溺水、窒息、滥用药物、过度的限制等导致一个孩子或年轻人身体上的伤害。

躯体虐待可能是直接施压的结果，可能不是事先计划好的。

它可能包括一次性的意外事件，也可能包括频繁的躯体暴力和对某人的侵害。

躯体虐待包括对儿童或年轻人造成痛苦和/或精神痛苦的纪律处分。

注意事项

- 任何与他们给予的解释不符的伤害
- 受伤部位异常
- 尚未治疗的伤害
- 没有合理的解释瘀伤，叮咬，灼伤和骨折
- 不愿改变或参与游戏、体育、运动和游泳
- 儿童或年轻人对造成伤害的原因解释不一致
- 离校或休假后出现的受伤
- 不同时期、不同程度的瘀伤
- 孩子或年轻人避免接触，突然移动退缩，似乎不敢回家，或者看起来好像在等待不好的事情发生
- 儿童或年轻人表现出自我破坏性倾向和/或侵略性



情感虐待

情感虐待是对儿童或年轻人持续或严重的不良情绪对待，可能会对他/她的发展造成严重的伤害。

这可能涉及持续否认爱和情感，定期让孩子或年轻人因呼喊，威胁或任何其他方式（包括家中成人之间的吵架和打架）而感到恐惧。

它也可能涉及伤害另一个人或者宠物，伤害孩子或年轻人，或对孩子或年轻人过度保护，以致他/她无法过正常的生活。

它可能涉及利用或腐蚀儿童或年轻人，例如，通过让他/她参与非法行为。

这可能涉及向小孩或年轻人传递他/她毫无价值、不被关爱、没有用等信息，他/她唯一的价值是满足他人需求。这可能包括也可能不包括种族主义，害怕同性恋或其他形式的言语/非言语的虐待。

这可能涉及成人会对儿童或年轻人施加不切实际的期望。

尽管可能单独发生，但某种程度的情感虐待涉及所有虐待儿童或年轻人的行为。

注意事项

- 表现出极端行为，例如过度依从或要求过高，极度害羞、被动或侵害
- 过度沉默寡言，害怕或担心做错事
- 不恰当的成人化（抚养他人）或不适当的孩子气
- 情绪变化无常，极度焦虑或者抑郁
- 强迫症或恐惧症
- 突然能力不达标或缺乏专注力
- 寻求成人关注，不与其他孩子或年轻人玩
- 睡眠或言语障碍
- 关于自我的消极言论
- 对他人极具侵略性或残忍
- 偷窃和撒谎

性虐待

当有人使用权力或控制力让儿童或年轻人参与性行为，或者如果某人以这种方式允许其他人使用儿童或年轻人时，就会发生性虐待。这种行为可能是为了肇事者的性方面的，情感的和/或经济的利益。

它可能包括强迫或引诱小孩或年轻人观看性活动，无论小孩是否知道这是什么事情。



它可能包括鼓励儿童或年轻人以不恰当的性方式行事，向儿童或年轻人展示色情材料或让他们参与制作此类材料。

它还可能包括让儿童或年轻人参与其他人的性活动或不适当地讨论性问题。

性虐待与躯体虐待不同，因为它通常涉及肇事者的计划。在性虐待发生之前，犯罪者“培养”儿童或年轻人。

注意事项

- 显示出与其年龄不相符的对性行为的知识或者兴趣
- 通过言语、游戏或绘画进行性活动
- 退出社交场合和课堂活动
- 行为退化，例如尿床
- 严重的睡眠障碍伴有恐惧、恐惧症、逼真的梦或梦魇
- 反复尿路感染、原因不明的胃痛或其他（例如性传播感染）
- 饮食失调或饮食习惯改变
- 口腔，生殖器或肛门部位出现身体创伤或出血的证据
- 行走或坐着困难
- 有关儿童或青少年对自己或其他儿童或青少年进行性虐待的指控

忽略

忽视是一直未能满足儿童或青少年的基本身体和/或心理需要，可能导致严重损害儿童或青少年的健康或发育。

这可能包括不能满足儿童或年轻人对食物、衣服、住所、医疗保健、卫生和教育的基
本需求。

它也可能包括不能保护儿童或青少年免受身体和精神方面的伤害或危险，包括不能确
保适当的监督，或者不让孩子单独在家中或一个年轻人在一晚上或长时间无人监督。

它也可能包括对儿童或青少年的基本情绪需求的忽视或不作为。

注意事项

- 卫生持续不好（不洗澡，不洗头 and 明显的体臭）
- 衣服脏，太大或太小，或穿着不适合天气条件的衣服
- 未经治疗的疾病和身体受伤
- 经常无人监督或独处，允许在不安全的情况下和环境中玩耍
- 小孩或年轻人寻求来自其他人看似过度的感情，注意或情感支持，这些看似过
度
- 经常迟到或缺课



一种行为的改变并不总是一种虐待的迹象

任何一个迹象并不意味着儿童或年轻人正在或曾受到虐待，但有几个迹象表明您应该开始保持警惕，并在必要时向儿童保护专员寻求建议。请记住，有些症状和体征可能出现在其他时候出现，例如：

- 分居或离婚期间
- 家人或宠物的死亡
- 新的兄弟姐妹（例如出生或收养）
- 家中、学校或与朋友的问题
- 其他因焦虑诱发或创伤事件
- 过渡时期

需引起您注意的虐待方式：（请认真对待！）

- 小孩或年轻人可能会直接揭露他或她自己
- 小孩或年轻人可能会直接揭露另一个孩子
- 儿童或年轻人可能会提供令人担忧的信息但不是直接揭露的信息
- 职员可能会担心儿童或青少年的外貌或行为，或担心父母或照料者照顾儿童或年轻人的方式
- 父母或照料者可能会揭露虐待儿童或青少年正在遭受痛苦或有遭受痛苦的风险
- 家长可能会提供有关儿童或年轻人的令人担忧的信息，但并非直接揭露
- 作为转学过程的一部分，有关学生遭受虐待的信息将会进行共享

员工行动

我们建议所有员工在儿童保护方面保持“可能发生在这里”的态度。如果儿童或年轻人直接揭露或者诉说有关事宜，所有北京耀中的员工，外包员工，服务提供者和志愿者都应向儿童保护专员提交报告。学校将遵循ARM回应

ARM回应：

A- 立即行动

R- 记录

M- 监测

A: 立即行动（在当下做出回应）

- 让孩子放心，告诉别人这件事是正确的
- 仔细聆听孩子
- 让孩子讲述他/她的整个故事。不要试图调查或测试孩子，但要确保你清楚他/她在说什么



-
- 使用开放的问题（详情请参阅下文）
 - 告诉他/她现在你将尽你所能去保证他/她的安全
 - 让孩子知道，因为你担心孩子的安全，你将寻求帮助

如果儿童或年轻人即将遇到危险或需要医疗护理，陪他/她致电儿童保护专员讨论如何立即采取的行动。如果儿童保护官员不在，请联系儿童保护代表或双校长/副校长。

提醒学校工作人员不要调查福利问题或判定任何披露的或指控的真相。然而，所有的工作人员都有责任根据程序识别问题并报告信息。

R-回应和记录

- 第一步：通知儿童保护专员，或者如果儿童保护专员不在，通知儿童保护代表或双校长/副校长
- 第二步：收到披露的人以书面形式完成“儿童保护报告表”并将其提交给儿童保护专员（24小时内）。如果儿童保护专员无法将表格交给儿童保护代表或双校长/副校长

M-监测

- 注意力需要放在孩子或年轻人身上，以监测行为变化或任何其他可能的担忧
- 儿童保护专员将支持教师进行监测
- 向儿童保护专员报告任何变化或重要信息
- 与家人、孩子或年轻人互动时尽可能保持中立

如果您对儿童或年轻人有所顾虑或者已经做出直接披露，请用开放的问题进行沟通：

- 我注意到你脸上的瘀伤，发生了什么？
- 告诉我更多关于这个事情？
- 接下来发生了什么？

主要的是倾听，要求澄清，重复讲述故事，并问：“我的理解正确吗？”进行检查。

为确保准确性，请尽快在学校指定的儿童保护报告表上记录这些信息。

可以告诉学生他们可以在哪里获得帮助，例如：

- ❖ 学校咨询服务
- ❖ 一个值得信赖的成人
- ❖ 回应小组：Maryanne Harper (CPO), Farah Sun (DCPO)

如信息的揭露和担忧，需要我们采取进一步的探讨，儿童保护专员将在双校长的帮助下成立“回应小组”，安排会议讨论进一步的行动。回应小组可根据需要由儿童保护专员/或副主任，校长和其他相关人员组成。回应小组的组成在每个儿童保护案件中可能会有所不同。



回应小组会在报告儿童保护问题后尽快开会，以确定该特定案件所需采取的行动方案。儿童保护专员将使用校园特定表格记录和跟踪信息。一旦收集到信息，回应小组将会考虑当前所得到的信息并确定下一步行动。儿童保护专员有责任记录这些信息并采取进一步行动。

流程和顺序可以参见：**（附件1）北京耀中报告流程图。**

保密条约

在儿童或青少年保护个案的整个过程中，回应小组必须保密并保持信任。

回应小组的行动将基于儿童的福利至关重要。保密程度取决于保护儿童或年轻人的需要，个人信息将在需要保护儿童或年轻人的情况下分享。

耀中国际学校的员工，外包员工，服务提供者和志愿者：

北京耀中国际学校致力于安全的招聘活动。在耀中国际学校上岗之前，耀中国际学校的工作人员和外包人员都经过了认真的筛选。北京耀中国际学校有责任确保在耀中国际学校活动期间，与儿童或青少年接触的服务提供者，如课后活动提供者、治疗提供者、学习助理等，提供身份证件和警察检查，签署行为准则文件。就志愿者而言，学校会检查他们是否适合与儿童和青少年一起工作，志愿者将被要求签署来访者协议。

耀中国际学校的员工、外包员工、服务提供商和志愿者有责任向儿童保护专员报告任何涉嫌虐待儿童的问题。

在与儿童或年轻人一起工作时，耀中国际学校的员工，外包员工，服务提供商和志愿者的行为是被信任的。他们意识到自己是儿童和年轻人的榜样，并且必须始终以适当的方式行事，这一点很重要。

专业界限 – 重要事项

- 在耀中国际学校的理念和目标及相关指导下运作：
 - 实务守则/员工手册（人力资源）
 - 儿童保护政策和程序
 - 北京耀中国际学校与学生一起工作的成人行为准则
 - 校园特定的手册和程序
- 随时倾听并尊重儿童或年轻人
- 避免偏袒儿童、青少年和成人
- 平等对待儿童或年轻人，不得有任何偏见或歧视
- 提供儿童或年轻人适当行为的榜样
- 挑战不可接受的行为并报告任何疑虑/怀疑
- 认识到在与儿童或年轻人讨论敏感问题时需要特别小心



专业界限 – 注意事项

- 不要隐藏您的疑虑/怀疑
- 不要延迟报告您的疑虑/怀疑
- 不要认为儿童或年轻人很糊涂或者在捏造事实
- 不要让儿童或青少年沉默
- 不要直接得出结论
- 不要夸大或琐碎化虐待儿童问题
- 不要以一种会导致儿童/家庭受到损害的方式讨论您的疑虑/怀疑（只与那些绝对需要知道的人讨论 - 儿童保护专员/儿童保护代表/副校长）
- 不要与儿童或年轻人发展不适当的关系
- 不要耀中国际学校活动之外与学生会面
- 不要对儿童或青少年发表讽刺、贬低或性暗示的言论或姿态
- 不要让孩子或年轻人有你的个人联系方式
- 不要使用学生洗手间或设施，儿童或年轻人不得使用员工洗手间或设施
- 不要在可能被他人偷听到的公共区域分享敏感信息，如员工房间，走廊，操场，自助餐厅等。

专业界限 - 数字化：

虽然摄影和视频图像可以在课上、课后活动和庆祝成就中发挥宝贵作用，但这些图像有可能会被别有用心心的成年人滥用。

- 考虑自己在网络上可获得的信息和图像，并确信它们恰当地代表着您在与儿童或年轻人一起工作时的角色。
- 不要让在耀中国际学校注册的孩子或年轻人，或者已经离开耀中不满18岁的学生在您的个人或私人网站上成为朋友，或者能够访问您使用的在线环境。
- 计划公开显示学生的照片时，工作人员应向学校办公室查询并遵循家长的指示和摄影许可。
- 确保发表有关耀中国际学校的工作场所、工作同事或学生的在线评论不会对他人造成伤害或尴尬，或者损害耀中国际学校、您自己、您的同事或学生的声誉
- 学生的照片和视频不应被私人使用或上传到社交媒体、个人或私人网站
- 确保学生只接触适合年龄的图片、网页链接、材料和资源

针对工作人员的指控：

对工作人员虐待儿童的怀疑和指控，我们将采取最能确保学生直接和长期安全的解决方式。在处理对员工的怀疑或指控时，学校的处理方式与其他人一致。

如果某工作人员被指控将学生置于危险境地或采取不适当的行动，该工作人员这将由学校领导团队根据《员工守则》（针对西方员工）以及《员工手册》进行处理。如果指控是针对双校长或总经理的，被指控人将由董事会进行处理。



虽然指控由警察调查，而不是学校领导的职责，但是学校领导有责任衡量员工是否适合与儿童或青少年一起工作，并确定他们的劳动合同是否会被终止。如果没有足够的证据发起刑事起诉，学校可以选择进行纪律调查，以评估此人是否适合与学生一起工作。

我们会基于事实考虑与儿童或年轻人一起工作的合适性。指控将以保密的方式处理，并将考虑成年人的权利。相关的书面记录将被安全地保存和存储。

北京耀中对疑似虐待儿童事件的报告预期

北京耀中旨在为学生创建一个安全和支持性的学习环境。我们希望所有教学人员、非教学人员、外包工作人员、服务提供者、志愿者和与儿童或青少年一起工作的访客都应立即向儿童保护专员报告所有涉嫌虐待儿童案件。

对虐待或忽视事件隐瞒不报或阻碍报告的情况：

任何北京耀中教学人员、非教学人员、外包人员、服务提供者、志愿者以及与儿童或青少年一起工作的访客，如果发现疑似虐待事件却隐瞒不报或阻碍报告，该人将受到纪律处分。纪律处分可能包括暂停或解雇员工，停止合同服务，失去志愿者特权并通知当地政府和/或领事馆。

虐待或忽视行为的后果：

如果北京耀中判定与儿童或青少年工作的教师、非教学人员、外包人员、服务提供者、志愿者和来访者直接或间接参与任何形式的对儿童或青少年的虐待或忽视行为，该人将面临纪律处分，包括暂停或解雇员工，终止合同或志愿者特权，并通知当地政府、警察和/或相应领事馆。

我们要求所有的耀中员工、外包员工、服务提供者和志愿者都必须签署：

（附录2）《耀中学生关怀政策》

在访问校园时，与学生接触的访问者，如来访作家、培训者、进行测试的专业人员和短期志愿者都将被要求签署（附录3）《北京耀中访客通知》。组织参观者负责提前发送通知，并在来访者到达学校时签署文件。《北京耀中访客通知》文件将摆放在校园入口处。

对耀中员工、外包员工、服务提供者和志愿者的培训

北京耀中致力于为耀中员工、外包员工、服务提供高、志愿者和家长提供儿童保护培训和信息介绍。

所有教学人员（教师，管理人员，教师助理）的培训内容

- 了解学校的具体政策和程序
- 儿童保护培训
 - 虐待的迹象和症状：掌握梳理儿童行为的相关知识



-
- 虐待事件统计数据及发展情况和趋势
 - 国际学校学生在国际社区长大的脆弱性
 - 儿童的发育水平，着重性发育
 - 《耀中学生关怀政策》的说明
 - 揭发和报告虐待事件的培训
 - 复习课程 - 资源，教案和教师责任

非教学人员（外包人员，服务提供者和志愿者）的培训内容

- 根据学校政策和程序制定学校管理的总体内容
- 《耀中学生关怀政策》的说明
- 行为准则
- 如何报告儿童保护问题
- 如何寻求帮助

培训责任：

- 双校长
 - 确保培训准时进行以及保证培训有足够的资源支持
 - 方案和实施的公共倡导者
 - 支持内部员工履行职责
- 儿童保护专员
 - 指定两个不同组的培训时间
 - 利用网络，培训地点和资源提供培训
 - 与非教学部门合作，为非教学人员提供培训

培训频率：

- 教职员 - 在职期间通过Educare进行在线儿童保护课程以及每年一次的进修课程
- 非教学人员 - 每年举办儿童关爱意识的培训。

注意：职位描述特定的技能培训（例如辅导员，领导职员等）由双校长决定。

注意：北京耀中国际学校儿童保护委员会每年都将会对这些文件进行审查。

与父母/监护人一起工作

北京耀中致力于与家长/监护人合作，保护和提高儿童和青少年福利，并帮助他们理解我们在这方面的法定责任。



当新学生加入我们的学校时，我们会将儿童保护政策告知家长和监护人。家长可以登录学校网站家长在线获取。同时我们也会告知家长和监护人，我们有责任向地方当局和其他相关组织报告儿童保护问题。

我们致力于与父母积极、坦诚、坦诚地合作。我们确保所有父母都受到尊重、尊严和礼遇。我们尊重父母的隐私权和保密权，但有时可能需要共享敏感信息以保护儿童或年轻人。

必要时，我们会在避免增加儿童或者年轻人受伤害风险的前提下，与家长分享我们对孩子的担忧。父母的低参与度不会阻止学校在适当的情况下采取相应的行动。

更安全的招聘

在北京耀中，我们使用严格的招聘和选拔流程来阻止和拒绝不合适的候选人。我们需要应聘者提供原始学历证书。在招聘过程中，我们不接受推荐信，并坚持在招聘过程进行背景调查。如果我们对应聘者有疑问，我们会对应聘者进行多重考核，我们会进行完整的刑事记录检查，并使用其他任何手段确保我们招聘到最合适的人与我们的学生一起工作。我们还聘用外部机构协助筛选。

双校长： Ms Christine Xu, christinex@bj.ycef.com; Dr Timothy Gray, timothy.gray@bj.ycef.com

副校长： Ms Farah Sun, farah.sun@bj.ycef.com; Mr James Sweeney, james.sweeney@bj.ycef.com

儿童保护专员： Ms Maryanne Harper; mary.harper@bj.ycef.com

儿童保护代表： Ms Farah Sun, farah.sun@bj.ycef.com



《北京耀中儿童保护政策和程序》
及
《耀中学生关爱政策》
确认书

我了解，我作为在北京耀中国际学校的工作人员/和学生一起工作和/或为他们提供服务的人员，我非常适合与儿童和年轻人一起工作。我的签名证明我已经阅读并理解了北京耀中儿童保护政策和程序以及耀中学生关爱政策，并且我同意遵守其中所包含的标准。我了解任何违反这些政策的行为都可能导致纪律处分，并可能承担法律责任并被北京耀中国际学校辞退。

名字:

签名:

日期:

接收人:

完成于 2017 年 11 月 30 日