



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"
21 Muroor Road, Abu Dhabi, United Arab Emirates

STUDENT PROTECTION POLICY

Rationale:

The best interests and safety of students who attend The Philippine Global School shall be the school's primary consideration in all actions taken to safeguard their well-being. All students have the right to be heard and express their opinions, treated with dignity, respect, fairness, and justice. The school recognizes and understands its responsibilities to respond and manage student protection risk and impact to the best of its ability.

To be able to recognize and provide proper handling and protection of any form of child abuse/maltreatment, the following definitions are provided for reference:

1. **Student Protection** – Synonymous with child protection, all measures, steps, and actions that must be taken to prevent, protect, and support students from the risk of maltreatment while they are under the supervision of the educational institution.
2. **Student Maltreatment** – Synonymous with child maltreatment, refers to abuse (physical, emotional, and sexual), and includes neglect, exploitation, bullying, and cyberbullying of a student.

Types of Student Maltreatment

- a. **Physical Abuse** – An intentional physical act which results in, has a high likelihood of resulting in, or poses a threat of resulting in immediate and/or long-term physical injury or harm to the student's health, survival, and development.
- b. **Emotional Abuse** – An act, whether consistent or inconsistent, used to make a student feel unloved, worthless, and of no value and integrity, interfering with the student's positive mental and emotional development.
- c. **Sexual Abuse** – Involvement of a student in sexual activity that may or may not be fully comprehended, or that violates the laws or social taboos of society. Student sexual abuse is evidenced by the activity between an adult and a student, or between a student and another student who, by age or development, is in a relationship of responsibility, trust, or power. The activity intends to gratify or satisfy the needs of the other person.
- d. **Neglect** – Failure of a parent or any adult supervising a student to provide for the basic needs and rights of a student towards their physical safety, development, and well-being, which may lead to a failure to thrive in the context of the resources reasonably available to the parent and causes or has

a high probability of causing significant harm to the student's health and/or physical, social, educational, mental, spiritual, or moral integrity.

- e. **Exploitation** – Use of the student in work or other activities for the benefit of others. This includes, but is not limited to, student labor and exploitation of students in prostitution or involvement of the student in gangs, militia, or military. These activities are to the detriment of the child's physical or mental health, education, moral or social development.
 - Sexual exploitation is a form of sexual abuse where there is abuse of power by a youth, adult, or group who may coerce, manipulate, or deceive a student into sexual activity by physical contact and/or use of technology for monetary, social, or political profits.
 - Economic exploitation is the use of a student who is below the minimum age of labor in the workplace or related activities for the benefit of others through the production, distribution, and consumption of goods or of a particular service delivered by the student.
 - f. **Bullying** – Repeated physical, social, or verbal aggression exercised by students who feel they are in a position of power against other students who are perceived as weaker or powerless, to achieve specific gains or draw attention, in a way that hurts the student physically and/or emotionally. Bullying can be committed by groups or individuals, in online (cyberbullying) or offline settings.
 - Cyberbullying is bullying that takes place online. Online bullying can follow the bullied student wherever they go via social networks and mobile phones, and has a wider reach than bullying in the real world.
3. **Child Protection Team (CPT)** – a specialized group of professionals or individuals created to help identify, investigate, and prevent cases of child abuse/maltreatment and neglect, among others. Its activities are coordinated with the school management, the proper government, and non-government authorities that provide necessary tools, facilities, and medical treatment for the victims and their families.
 4. **Reporting Procedures** – A protocol for identifying a victim of abuse, establishing and gathering evidence, recording facts of the case, and formally informing the authorities about the case.

In response to this, the school will implement the following to support the Child Protection Policy that the school is committed to:

- a. Recruiting highly professional teachers, counsellors, and staff whose qualifications and documentation have been thoroughly checked. This includes criminal record checks from other countries from which the applicant is being hired.
- b. Providing the teachers, counsellors, and staff necessary training to address the issues and concerns affecting the child/student and to recognize early detection of child abuse/maltreatment.
- c. Assisting the victims of child abuse/maltreatment, such as individual and/ or group counseling.

- d. Providing a safe environment where children/students can learn and develop their potential skills and knowledge.
- e. Disseminate timely information (i.e. publications, memoranda, bulletins, advisories, etc.) to members of the school community and parents regarding policies, events, concerns, etc.)

The Child Protection Team (CPT) is headed by the guidance counselor, assisted by the following:

- a. Guidance Counselor/Psycho-Social Expert
- b. Vice Principal
- c. Head of Inclusion
- d. Head of Student Affairs and Services
- e. Health and Safety Officer
- f. Faculty
- g. Doctor/Nurse
- h. Parent/s (on case-to-case basis)
- i. Student (on a case-to-case basis)

The Team shall recommend to the management measures to ensure a safe environment for children/students conducive to study.

Ensure that children are aware of the school's CPT and support program in handling cases of child abuse.

Recommend the incorporation of relevant programs into the curriculum for children's socialization process development to easily recognize the forms of abuse/maltreatment.

Disseminate information/guidelines on the role and responsibilities of the CPT, Child Protection Policy and Support Programs through, but not limited to, the school's newsletter/bulletins and advisories for parents and school staff;

Inform and notify the responsible government agencies (Ministry of Education/ADEK) or social services if there is an unexplained absence of registered students/pupils for more than two days.

Keep written records, cases filed, action taken, on-going investigations, reports, etc., of cases for future references and following up of cases. The records shall be confidential and shall have a separate location from the main student file/records.

Periodically follow up on cases of abuse and allegations made against any member of the school staff or volunteers.

Reporting Process

- a. The class adviser or subject teacher, guidance counsellor, parent, or any concerned individual prepares a written report on the suspected case of abuse/maltreatment or neglect and sends the same to the CPT through the Principal.
- b. After receiving the report, the Principal immediately convenes the CPT to determine the appropriate action on the report, to commence an investigation, and file a case if warranted. In case the Principal or any school official is the suspected offender, the guidance counsellor is automatically authorized to convene the CPT and sit as Chair for all matters about the case.
- c. The report/s to the Chair of CPT must include the following information: name and address of the reporter or complainant; name address and age of the victim; name and address of parents or guardians of the victim; name and address of the suspected offender; facts of the case, supporting evidences; and, any other information that may be useful in filing formal administrative, civil or criminal case against the offender.
- d. The principal or guidance counsellor will notify ADEK depending on the gravity of the case.

**SCHOOL CHILD PROTECTION TEAM SUPPORT PROGRAMS/ACTIVITIES
(in or outside the school)**

- a. **Team Leadership** – All activities for children will be supervised by a team of adults.
- b. **Individual/Group Counseling** – An abused child/student will be provided with one-on-one counseling services. After each counseling session, a careful assessment and monitoring process for follow-up of cases should be done confidentially to prevent a feeling of seclusion and mistrust between the counselor and the counselee.
- c. **Long-Term Counseling** – In cases where the assigned counselor has a long-term case that needs immediate attention and requires assistance from other government and private organizations, the CPT shall convene to discuss the immediate solution of the case.
- d. **Transportation** – The school has available transportation in case of an emergency situation.
- e. **Confidentiality** – All counseling cases shall be dealt with utmost confidentiality. If there are cases that require emergency handling, the counselor may discuss the matter with the school management officials for further deliberation and immediate action and/or solution of the case. However, after consultation, only the counselor shall assess the emergency cases for immediate dissolution.
- f. **Youth Supervising Youth** – Student leaders may help teachers lead youth activities only under the direct leadership of teachers or advisers. Clear instructions and guidelines shall be provided

to the student leaders in handling school activities to prevent case of child abuse by the senior students.

Community Activities:

Members of community organizations and associations will be informed on the school Child Protection Policy through monthly/quarterly newsletters, monthly bulletins, parents meetings through the Parents Teachers Council (PTC) handbooks and other related documents, email, phone, letter, and student's assignment/diary. When necessary, media will also be utilized.