CHILD PROTECTION AND SAFEGUARDING POLICY

I. INTRODUCTION

1.a Rationale

Global Jaya School (GJS) is committed to promoting and protecting the safety and the well-being of the children in its care. GJS believes that all children have a right to feel safe and to be safe, not only when they are at school, but also when they participate in school activities outside the school; therefore, it is our belief that all students have equal rights to protection from acts of abuse whether they occur at school or off campus. GJS believes that child protection reflects its core values and everyone working at the school is responsible for ensuring that the right to protection and access to confidential support systems are available to all community members.

If any person at GJS know or suspect a child is in immediate risk of an act of abuse, or is a victim of an act of abuse, they will take necessary action and, if it is deemed necessary will contact the designated Child Protection Coordinator.

1.b Principles

All services provided by GJS adhere to the principle of child protection practices as described in:

- Indonesian law (Law No. 23 of 2002 concerning Child Protection, as amended by Law Number 35 of 2014, and the Ministerial Decree Number 82 of 2015);
- The Convention on the Rights of the Child (1989) that has already been ratified by the Indonesian government;

1.c Purpose

The purpose of this policy is to provide the GJS school community with guidelines by which to:

- promote school culture on child safety
- protect the children from the acts of abuse
- identify and respond appropriately to the concerns of child protection
- understand everyone’s role in keeping children safe
- understand action that should be taken should acts of abuse or abuse concerning a child be suspected to have occurred within or outside of the school
- prove that any and all suspected acts of abuse will be reported and fully investigated.

1.d Scope

This policy covers all GJS community who have direct or indirect contact with children. This includes those staff, paid or voluntary, employed directly by GJS, as well as those professionals contracted or invited to provide services to children in the care of GJS. This includes teaching and non-teaching staff. In some cases, it will also include parents, guardians or caregivers.
1.e Consistency of policies

This policy should be read alongside the following school policies:
- Policy on Providing a Safe, Supportive School Environment.
- Staff Hiring Policy.
- ICT Usage Policy.
- GJS Staff Code of Conduct.
- Parent Handbooks.
- Digital Viewing Policy.
- Excursion and Camp Policy.
- Medication Policy.

1.g. Definition

For the purposes of this policy, the following are the definition of terms used in this policy:

- **Child protection** means all activities to guarantee and protect children and their rights in order to live, grow, develop, and participate optimally in accordance with human dignity and values, and be protected from abuse and discrimination. (Indonesian Law No. 23 of 2002 concerning Child Protection, article 1 number 2)
- **Child** means a boy or girl under the age of 18 years, including those who are still in the womb. (Law No. 23 of 2002 concerning Child Protection, as amended by Law Number 35 of 2014, article 1 number 1).
- **Student** means a child who is enrolled and seeks to develop their potential through the learning process provided at Global Jaya School.
- **Staff** means all those employed by GJS, whether paid or voluntary, full time or part-time. This includes intern, student teachers, teacher exchange, and other individual or group of a similar nature.
- **Outside providers** refers to any outside group or any other individual whose function means that they might come into contact with GJS students, including after school instructors, guest speakers, contractors and their employees.
- **Child Protection and Safeguarding Team** means a core group of individuals whose members are drawn from relevant areas of the school community. Leaders of the team include the Secondary Lead, Primary Lead and a member of the School Board. Additional members are drawn from Leadership, General Affairs, counselors and on-campus medical personnel.
- **School** means Global Jaya School, a formal education institution. This includes Primary and Secondary.

1.h Definition of acts of abuse and child-abuse

- **Acts of abuse** are behaviours that are performed physically, psychologically, sexually, in a network (online), or through textbooks that reflect aggressive actions and attacks that occurred in a school environment and resulted in fear, trauma, damage to property, injury, disability, and or death. (Ministerial Decree Number 82 of 2015, article 1 number 1).
- **Child abuse or maltreatment** constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the

Acts of abuse in this policy may include:

- **Harassment** is a physical, psychological or online act of abuse.
- **Bullying** is a disturbing, persistent, or distressing act.
- **Persecution** is an arbitrary act, such as torture and oppression.
- **Fighting** is an action with the accompaniment of words or power struggles.
- **Hazing** is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate.
- **Extortion** is an act, a matter, a method or an act of blackmail to forcefully coerce a specific action or behaviour from the victim.
- **Molestation** is an umbrella term that refers to unwanted sexual, physical, psychological, or other abusive actions.
- **Rape** is physically forced or otherwise coerced sexual behaviour that includes penetration using any part of the body or by an object.
- **Sexual abuse** is forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve: physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Acts of abuse based on discrimination** against SARA (SARA stands for Suku/Tribe, Agama/Religion, Ras/Race and/or Antargolongan/Affiliation) is any form of distinction, exclusion, restriction, or election based on SARA which resulted in the revocation or reduction of the recognition, acquisition, or the implementation of human rights and fundamental freedoms in equality.
- **Neglect** is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.
- Other acts of abuse as stipulated in the laws and/or regulations of Indonesia or the location at the time the abuse takes place.

II. Roles and Responsibilities of Staff

All Global Jaya School staff have a responsibility to keep students safe and have a role in reporting concerns of potential or actual acts of abuse.

It is the responsibility of staff to be vigilant, have knowledge and awareness of the indicators of
potential or actual acts of abuse and to report any concerns, suspicions or allegations of suspected acts of abuse immediately and ensure that the students’ concern is taken seriously and reported to the designated Child Protection Coordinator as described by procedure.

III. Child Protection Procedures

The following is a guidance for all staff on how to respond to a concern regarding acts of abuse. It is very important for all staff to maintain confidentiality and privacy when sharing information.

- All concerns of potential suspected or alleged acts of abuse must be brought to the attention of the designated Child Protection Coordinator, who will decide how to further respond to the case.
- If a student makes a verbal report regarding an act of abuse to a member of staff, it is important that staff take what the child says seriously. One of the main reasons abuse goes unreported is the fear children have that they will not be believed.
- Under no circumstances should a member of staff attempt to conduct an investigation or deal with concerns regarding an act of abuse alone.
- All decisions taken must be recorded in writing using the school’s form for recording and reporting concern about a child (link) with the reasons clearly identified and explained and kept securely in a locked safe or cabinet.
- Wherever possible, the family should be kept informed by the Head of School or the appointed contact person regarding what happened and what actions have been taken.
- Below is the flowchart for the child protection procedure:

**GJS REPORTING FLOWCHART FOR CHILD PROTECTION AND SAFEGUARDING**

### YOU ARE CONCERNED ABOUT A CHILD’S WELFARE

Be alert to any sign of any abuse and question unusual behaviour/marks/injuries.

### OR

A CHILD DISCLOSES ABUSE OR NEGLECT TO YOU

Take what the child says seriously. Listen to them, believe and support them for being brave. Tell them what to do next. Do not promise confidentiality.

### REPORT

Complete the Child Protection Coordinator’s Referral Form to make a written report and give the completed form to the designated child protection lead.
GJS Child Protection Team (CP Team)

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<tr>
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<tbody>
<tr>
<td>Pak Edi</td>
<td>Ibu Ninggar</td>
<td>Ibu Joanne</td>
<td>Ibu Devi Trisnadi</td>
</tr>
<tr>
<td>Tel 021-745-7562 ext. 251</td>
<td>Tel 021-745-7562 ext. 246</td>
<td>Tel 021-745-7562 ext. 264</td>
<td></td>
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</tbody>
</table>

IV. Safe Recruitment of Staff

- At GJS, all appointments (permanent, fixed term, student, casual or volunteer) are conditional on a safety check.
- Regular and vigilant background/police checks are in place when hiring local and expatriate staff. Each expatriate and Indonesian or outside sourced staff and leadership member is required to produce a criminal and/or police check from their home country. In addition, a police check may be required from any other countries in which they have taught or resided.
- A signed personal statement from the candidate is required indicating that they have never been convicted of a crime or dismissed from a previous position due to a child safety/welfare issue. Failure to disclose pertinent information of this nature may lead to dismissal.
- In addition, the HR manager will cross-check submitted records and conduct inquiries directly with an applicant’s past HR and Leadership teams to verify that he/she has been truthful in regard to his/her employment, dossiers and other supporting education and application documents.

V. Training of Staff

- GJS is committed that all staff, volunteers, contractors who have contact with children, whether directly or indirectly, must promote and adhere to the child protection and safeguarding policy.
- All staff, volunteers, contractors who have contact with children will receive annual child protection training at the level appropriate to their role.
- The GA personnel, supported by the Child Protection Team, will keep detailed records of all staff child protection training and will issue reminders when training updates are required.
- New staff should have child protection training as part of the induction process and that this is kept up to date by refresher training at a minimum interval of every year.
- In addition, the Child Protection Team will undertake training every two years to keep his or her knowledge and skills up to date.
- Every year, all staff should be made aware of how to access the school’s most recent version of the CP policy and procedures regarding child protection.
- Below is the annual CP training and the allocated trainer:
### VI. Safe Working Practices

- Global Jaya School staff are expected to behave in a manner consistent with the GJS Code of Conduct.
- A relationship between an adult and a child or young person cannot, by its very nature, be a relationship between equals. There is a potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- Global Jaya staff are expected to behave in a manner that maintains appropriate professional boundaries and avoid behaviour which might be misinterpreted by others.
- All members of staff must read and sign to indicate agreement to the child protection and safeguarding policy before the start of their employment.

### VII. Allegations made against members of staff

- Allegations, suspicions or complaints of acts of abuse or abuse involving staff must be taken seriously and reported to the designated Child Protection Coordinator who will then deal with the report immediately, sensitively and expeditiously.
- If the Police decide to follow up on a case and pursue a criminal investigation, the staff member(s) may be suspended, without prejudice, as a precautionary measure. If the police are involved, it is important that no internal investigation is undertaken, and no evidence gathered that might prejudice the criminal investigation.

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Allocated groups requiring training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business/HR Manager</td>
<td>Admin staff, Admin Assistants, Contractors</td>
</tr>
<tr>
<td>Counselors HoD</td>
<td>All counselors, Learning Diversity Specialists, Language Support Teachers</td>
</tr>
<tr>
<td>GA Manager</td>
<td>Nurse/Cleaners/Gardeners/Tea Ladies/Canteen Staff/Security/Technician, Nanny and Drivers</td>
</tr>
<tr>
<td>Events Coordinator</td>
<td>ASA Coordinator, ASA outside Facilitators/Coaches, Trip Coordinators</td>
</tr>
<tr>
<td>CP Team</td>
<td>All teachers, Parents, PA Members</td>
</tr>
<tr>
<td>External Sources &amp; CP Team</td>
<td>All Board Members, Leadership Team &amp; Management Team</td>
</tr>
</tbody>
</table>
This Procedure should be used in any case in which a member of staff, volunteer, or contractor in the school is alleged to have abused or neglected a child.

VIII. Whistleblowing Procedures

Any staff who are concerned about the child welfare may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague’s career. GJS, however, expect its staff or those who deal with children at school to:

- Always remember that a child’s safety and welfare is the number one priority.
- Raise any concerns or allegations in confidence and for a sensitive inquiry to take place.
- Remember that there is always a risk that a breach in child safeguarding or inappropriate behaviour may occur. Such activities cannot be tolerated, and their rapid identification and elimination is necessary for the School, its staff and, above all, the students.
- Understand that they are often the first people to suspect or realise that something is wrong and therefore must be fully committed to dealing responsibly and professionally with their genuine concerns about child safeguarding.
Therefore, GJS will:

- encourage and support any staff, volunteers, contractors to report any concerns they have regarding a child’s welfare;
- maintain the anonymity of the reporter whenever possible;
- ensure that staff concerns are investigated promptly and efficiently;
- advise the person who made the report of the outcome, whenever possible.

The school shall not hold responsible or at fault any school employee making a report of abuse that is later judged to be false, unless it can be demonstrated that the person willfully and intentionally falsified a report.

**Note:** The nature of Child Safety and Protection requires that we regularly evolve and adapt our policy in order to provide the safest environment possible for our students. As a result, this policy may be more frequently updated than others. It is the responsibility of all staff members to remain aware of the contents of the Child Protection Policy together with any supplemental updates or changes.

**Sources Cited:**

Creating a Safe School, A guide to writing a child protection policy

Law No. 23 of 2002 concerning Child Protection, as amended by Law Number 35 of 2014.

The Ministerial Decree Number 82 of 2015.

Links

World Health Organization

[http://www.who.int/news-room/fact-sheets/detail/child-maltreatment](http://www.who.int/news-room/fact-sheets/detail/child-maltreatment)

International Center for Exploited and Missing Children
[https://www.icmec.org/education-portal/](https://www.icmec.org/education-portal/)

[https://www.icmec.org/education-portal/school-policies/](https://www.icmec.org/education-portal/school-policies/)

[https://www.icmec.org/education-portal/awareness/](https://www.icmec.org/education-portal/awareness/)

[https://www.icmec.org/education-portal/prevention/](https://www.icmec.org/education-portal/prevention/)

Global Jaya School Child Protection Reporting Form

**IMPORTANT – READ THIS FIRST**

- If you have concerns about the physical or psychological safety and well-being of a student or member of staff, you must use this form to report your concerns. Do not investigate the matter on your own. The designated Child Protection Coordinator (CPC) will contact you directly if further assistance is required.
- Fill in the form to the best of your knowledge and ability. There may be questions you cannot answer because you do not know or are unsure about the details. Leave these questions blank. The CPC will finish completing the form.
- It is your right to request information regarding the progress and outcome of the investigation into your report. You must request this through the CPC, who may then refer you to the Head of School. Do not request this information from the child, the parents or other members of staff.

**Reporting Date & Time:**
Date & time of incident/disclosure/concern:

**Details of the child at risk**

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Nick Name:</th>
<th>Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Gender:</td>
<td>Religion:</td>
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<tr>
<td>Parent’s contact:</td>
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</tr>
</tbody>
</table>

**Reporting Categories**

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying
- Other (please specify)

**Details regarding your concern** (e.g. observed injuries, observed signs of neglect or other sources of information including witnesses, cctv or social media, etc. – be specific and explain in detail. Include the names and details of any witnesses. Attach additional pages if necessary.)
### Safety of a child
What is their current physical and emotional state (describe any bruises, cuts, lacerations, behaviour, mood):

Who is responsible for ensuring their current safety? (Parent, Guardian, Self)

### Medical Information
Is/was emergency medical attention required? ☐ Yes ☐ No

If yes, has medical assistance or treatment been given? Who provided the assistance or treatment?

What is the diagnosis (the identification of the nature of an illness or other problem by examination of the symptoms) and prognosis (the likely course or outcome of a disease, ailment or injury)?

### Reported by
Name of person raising concern:
Position:

I, ________________________________ , understand and agree that all information obtained from the child and any witnesses involved must remain confidential. I understand that I am restricted from pursuing any investigation or recourse without the express permission of the designated Child Protection Coordinator.

Signature:

*Completed form should be submitted to the designated Child Protection Coordinator for next action.*

Report received by CPC on:
Signature of CPC: