



Child Protection and Safeguarding PROCEDURES

Procedures

While it is not the school's policy to monitor the conditions under which the students live, nor to intrude on the privacy of families, the school does expect its personnel to be vigilant and proactive in identifying and responding to signs of abuse and neglect. While remaining sensitive to different cultures, the school sets out below common definitions of abusive behaviour:

- Physical abuse – non accidental injury, burns, human bites, bruising or beating.
- Sexual abuse – where a child is used for the sexual gratification of an adult as in obscene conversation, exposure to pornographic material, exhibitionism, molestation, incest, rape or sexual exploitation.
- Emotional abuse – unreasonable demands in an excessive or aggressive manner such as teasing, verbal abuse that demeans and belittles the child, or bullying.
- Self Harming – Signs of self harm such as cutting visible on the body
- Domestic violence – allowing a child to witness violence within his/her immediate environment.
- Neglect – inadequate supervision which leads to negative consequences for the child.

The school has a legal obligation to follow the requirements of the government of Taiwan as set out under the Gender Equities Act. Please see Appendix 1 (Taipei European School Regulations for Prevention of Sexual Assault, Sexual Harassment and Sexual Bullying on Campus) and Appendix 2 (Child Protection Procedures Flowchart) detailing our response as required by law. Appendices 3 & 4 set out reportable issues. Appendix 3 covers reportable issues to the Department of Social Affairs and Appendix 4 covers reportable issues to the Department of Education. Also included in to this policy is the TES Reporting Form (Appendix 5) that must be used when reporting incidents.

All staff employed at Taipei European School must report suspected incidents of child abuse and/or neglect according to the following guidelines:

- Identifying members of staff must report the suspected abuse immediately to the designated Child Protection Officer (CPO). For BPS, the Head of Section will be the designated CPO. In his absence the Deputy Head will act as CPO. In the absence of both, reports should be made to the Legal and Compliance Officer. In the BSHS the Assistant Head for Student Welfare is the CPO, in their absence all matters should be reported to the Head of Section, or in her absence the Deputy Head.
- The Heads of Section will refer any report immediately to the Legal and



Compliance Officer. The disclosure will be reported via the official TES Reporting Form. The Legal and Compliance Officer will refer the report to the Gender Equity Committee as soon as possible, and at least within three days, to discuss the report and decide on an appropriate course of action.

- The Legal and Compliance Officer will inform the appropriate authority at the Centre for Domestic Violence and Sexual Assault at Department of Social Affairs and also the Campus Security Report Centre at the Department of Education within 24 hours of an incident first being reported to, or by, a member of staff. The Legal and Compliance Officer will be seek advice from the Social Affairs Bureau as to whether any case should be reported to the police.

- The Head of Section will also immediately inform the CEO in all cases.

- All staff in all sections will be made aware of the requirements of this policy.

- Accurate records must be kept and should be stored securely and confidentially.

- Following a report the Gender Equity Committee will decide whether to proceed with investigation or to reject the allegation. The Gender Equity Committee will consult with and work in partnership with Department of Education and the Social Affairs Bureau. The Legal and Compliance Officer will act as liaison with all government agencies.

- The Head of Section in consultation with the Legal and Compliance Officer will arrange for an internal investigation by the School Ad-hoc team. This may involve a meeting with the parents to inform them of the suspected abuse. In extreme cases, the Head of Section, in consultation with the Legal and Compliance Officer and the competent authority from Social Affairs Bureau, may deem it necessary to place the student in a “safe place” if informing the parents could place the student at further risk.

- The School Ad-hoc team will report to its findings to the Gender Equity Committee. The Committee will follow legal requirements as established under the Gender Equities Act (see Appendices 1 & 2) and may conclude that the Ad-hoc investigation is all that is required. The Committee, through the Legal and Compliance Officer, will consult with the Social Affairs Bureau and the Department of Education.



- If further investigation is required, then, in compliance with the Gender Equities Act, the school will appoint an Investigation Team of between 3 to 5 people with more than 50% of members being female and at least 1/3 being experts as designated by the Social Affairs Bureau. This Committee will investigate and report as required by the Gender Equities Act and as advised by the Social Affairs Bureau. The Legal and Compliance Officer will be a member of the Committee.

- All subsequent aspects of any case, including reporting, provision of support for pupils, parents of staff, will be determined by the Gender Equity Committee taking account of the guidance provided by of the Gender Equity Committee (See Appendices 1 & 2). Each case will be concluded by a report submitted to the proper authority.

Staff Recruitment and Selection:

TES recognizes that all the vacancies in a school whether teaching or non-teaching positions, represent an opportunity for unsuitable people to seek employment to gain access to children. At all points during the recruitment and selection process those members of staff responsible for the procedures will be vigilant in the need to help deter, reject or identify people who might be unsuitable to work with children.

TES takes up references, looks into career history and ascertains the reasons for an applicant to leave previous employment. At least one person on an interviewing panel will have attended safer recruitment training provided in-house by senior TES staff.

All adults recruited from the UK who may have access to pupils are subject to an enhanced DBS check. The most recent results from DBS checks must be provided by newly appointed staff. Any adults recruited elsewhere overseas are expected to provide police checks for each country in which they have worked.

TES will not knowingly employ people who are disqualified, including by association, or allow them to manage such childcare directly.

In the cases of teaching staff recruited from within Taiwan the following steps will be followed:

1. An online non-criminal "incompetent educator" check with the Ministry of Education (via Taipei City Department of Education). A secure account will be set up for TES, with one person (the HR Manager) entrusted with its proper use and security.
2. An online non-criminal "incompetent educator" check on the Judicial Yuan's website.
3. Submission of a name list (which may be just one name) to a different section of the Taipei City DoE for referral to the Ministry of Education for a partial criminal record check. Note that this includes criminal cases pending.
4. A Taiwan police criminal record check.
5. References will be taken up.



For non-teaching staff the checks carried out will be:

1. Submission of a name list to the Taipei City DoE to check if the person has a criminal record for a sexual assault / offence. This check should be completed within 7-10 days.
2. A Taiwan police criminal record check.
3. References will be taken up.

All staff working in Taiwan longer than two years have a responsibility provide a police check every two years. This will be administered by the HR Department.

Staff Training

All school staff, teaching and non-teaching, will receive annual child protection training and all newly appointed staff will be given child protection training as part of the induction process. The Heads of Section will be responsible for provision of training.

Every three years an appropriate, recognised child protection authority will review school procedures including, policy documents and procedures, staff training and related curriculum areas. The CPD Coordinator for TES will be responsible for the organisation and provision of this training. Designated child Protection Officers for TES will be required to attend Advanced Child Protection Training every three years.

Confidentiality

The need for confidentiality in cases involving child protection is recognised. The need for confidentiality will be an aspect of staff training. In child protection cases only members of the relevant committees, involved staff in the investigation and officers of the competent authority will be given detailed information pertaining to cases. The Chairs of Section Councils may be informed. This decision will be taken by the Gender Equity Committee.