

Protocols to ensure Child Welfare at BIS

Key Component	BIS "Musts" / Non-Negotiables	Monitoring Mechanism / Resources
Screening and Selecting Employees and Volunteers	<ol style="list-style-type: none"> 1 Minimum 2 / Preferably 3 CONFIDENTIAL References done by Senior Management and logged 2 No individual will be hired unless their present employer is contacted directly by the Head of School 3 Prior to contacting references, all prospective employees will be asked if BIS can contact personal references. Internet investigations will also be done to further investigate the individual, as needed. All reference material culled will constitute part of the file of the employee. 4 Question for all personnel interviews: "Is there anyone who might suggest that you should not work with youth? Why or why not?" 5 No individual will be hired until they sign and return a declaration the says they clearly understand the schools polices and protocols on Child Welfare at BIS 6 Police Check for all Foreign Hire Faculty from current country of residence (and home country if different from country of residence) stating no record; in lieu of this an Interpol background check will be required 7 KTP required for all Local Hire employees 8 Direct Supervisor established from first day, Probationary Period (first 3 months) 9 All documentation related to any case/individual will be immediately shared with legal counsel who is on retainer to work with BIS. 	<ol style="list-style-type: none"> 1 All policies and protocols related to Child Welfare at BIS will be published to any prospective employee, in English and Bahasa Indonesia, ahead of any recruitment. (BIS Mission: "... in a supportive, secure environment ...") 2 Checklist of Screening kept in personnel file in administrative office 3 Mandatory written evaluation of performance based on multiple personal observations, (by Supervisor) in probationary period. 4 All Accountability for ALL Hiring rests with the Head of School
Guideline on Interactions Between Individuals	<ol style="list-style-type: none"> 1 The interactions between individuals in the BIS Community should support the School's Mission and should reflect the spirit and harmony of our school, and the normal day to day activities of a PS-12 school 2 These guidelines should support positive interactions and not be restrictive in nature. 3 The Guidelines should clearly point out harmful behaviors (categories: appropriate, inappropriate / harmful) and offer clear protocols to follow for 	<ol style="list-style-type: none"> 1 School's Mission Statement and Core Values 2 Guidelines posted in the BIS Expatriate Staff Handbook as well as the BIS Parent-Student Handbook. 3 Ratios for activity supervision shall be established prior the start of the activities

	<p>all students, teachers, parents, administrators and staff members.</p> <p>4 Ratios for Adults: Children will be specified for given activities (e.g. minimum 10:1 for field trips in Secondary) and monitored by the division principals and Head of School. The ratios should reflect the actual and perceived risk involved.</p> <p>5 BIS will limit, as far as possible, any structured one on one interactions, unless this is essential for communication / privacy.</p> <p>6 All trips off campus involving mixed groups will have a male and a female chaperone as a minimum. If the group is being billeted, and with the consent of the Head of School, this may be modified to limit expenses if a professional educator can be identified to fill this role on the destination end.</p> <p>7 In situations where children are changing for activities, the supervising teacher will remain in the vicinity of the change station to supervise from outside.</p> <p>8 Any improper interactions between youth will be dealt with immediately and according to the Community Rights and Expectations as spelled out in the BIS Parent-Student Handbook.</p> <p>9 Information for Youth and Caregivers held by BIS will be treated with the strictest confidence and never released publicly.</p>	<p>and published in the appropriate documents (Student Life communications, EOTC Handbooks).</p> <p>4 Emails to large groups will be BCC'd (Blind Carbon Copied) and master database lists will be in the possession of administrators only. Class lists will be under the supervision of the teachers to whom they are given.</p>
Monitoring Behavior	<p>1 Monitoring Behavior = OBSERVING interactions and REACTING appropriately</p> <p>2 REACT if you observe inappropriate / Harmful behavior by ANY member of the community to another</p> <p>3 REACT if you observe a potential risk situation</p> <p>4 REACT if you observe a potential boundary violation</p> <p>5 EVERYONE has a responsibility to protect EVERYONE in the BIS Community</p> <p>6 REACT = Report to an authority (principal, Head of School, your parent)</p> <p>7 Designate people to report to in the school if concern is with administration / procedures.</p> <p>8 Written records kept however only the Head of School can authorize the release of records or use of written records in any meeting/hearing that could have legal consequences. The Head of School will seek legal opinion prior to given or using said authorization.</p>	<p>1. List of agreed upon Appropriate and Inappropriate / Harmful Behaviors</p> <p>2. Reporting sheet with work flow (reporting person – division principal – Head of School – authorities (as needed))</p> <p>3. BIS form to record observation of individual (time, place, who involved, type of interaction, what was said, what action taken)</p>

Ensuring Safe Environments	<ol style="list-style-type: none"> 1 Goal = to think ahead to lower risk of problems 2 Keep sightlines open to as many people as possible 3 Put windows on doors, bright lighting 4 “no closed doors” policy as default (unless inappropriate) 5 Clear expectations for off-site activities (supervision, changing / sleeping arrangements); Never should “outside” providers be alone with kids on a field trip 	<ol style="list-style-type: none"> 1 Annual risk assessment on sight lines done by HOS and Principals at start of each school term 2 EOTC Handbook should reflect item 5
Reporting / Responding	<ol style="list-style-type: none"> 1 Ultimate goal = to prevent child abuse from ever happening! 2 Aim for protocol is to provide step by step response plan for all community members 3 Refer to table of Appropriate / Inappropriate-Harmful behavior if in doubt 4 Who MUST Report? <ol style="list-style-type: none"> a. teachers, b. administrators, c. staff d. volunteers, at BIS 5 HOW do you Report? <ul style="list-style-type: none"> -see BIS Child Welfare Reporting Flow Chart (Steps following a Report/Disclosure) - USE: BIS Child Welfare Reporting Form (particularly work flow) 6 Note the Head of School is responsible professionally and legally to ensure all cases of abuse are reported to the proper authorities. 7 Do <u>not</u> promise confidentiality to students. Whenever possible, inform the students about who will be involved and the actions that may be taken. 8 Confidentiality can not be assured if there is a legitimate change that the child, their friends or family are in danger. 9 BIS Confidentiality Policy: no public information on the names of potential victims, accused or those who made report 10 Remember that an allegation does not equate to guilt. 11 Counseling will be made available to ALL involved, as needed; BIS will fund this. 	<ol style="list-style-type: none"> 1 BIS Student Support Services Community / Regional Contact List (updated list available from divisional counselors) 2

Examples of Appropriate / Inappropriate / Harmful Behaviors

Verbal Communication:

Appropriate:

- Praise
- Positive reinforcement for good work/behavior

Inappropriate / Harmful

- Sexually provocative or degrading comments
- Risque jokes

Physical Behavior

Appropriate:

- pats on the back or shoulder
- hugs????

Inappropriate / Harmful:

- patting the buttocks
- intimate / romantic / sexual contact
- corporal punishment
- showing pornography or involving youth in pornographic activities

Source: Saul J, Audage NC. Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta (GA: Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2007. ”

Dump / Questions:

- kids in PS who do not know how to wipe their bum?
- Protocol for TAs who take children to bathrooms?