Shaping the future
of international education

CIS
COUNCIL OF
INTERNATIONAL
SCHOOLS

Creating a Child Protection Policy

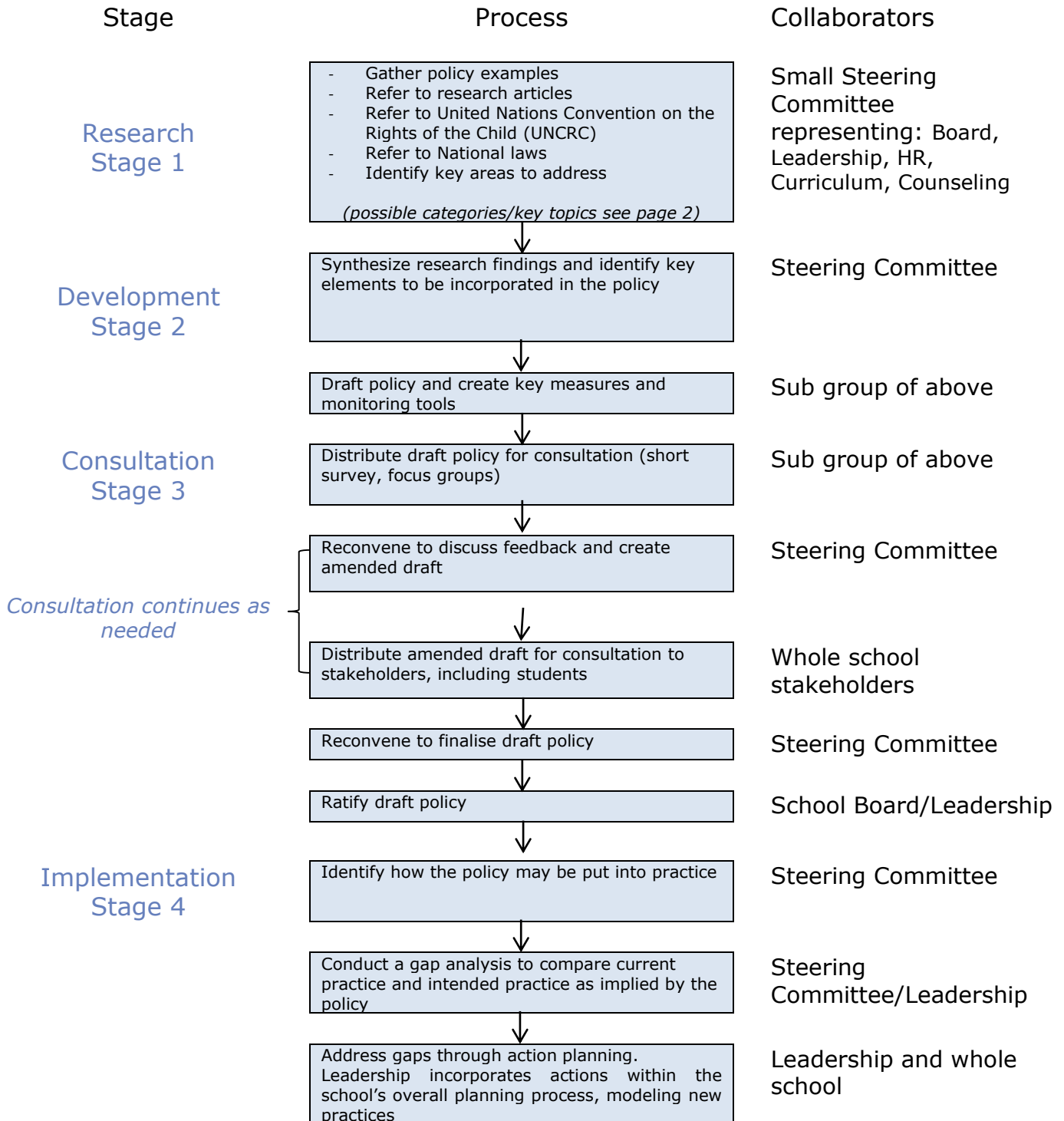| Stage	Process	Collaborators
Research Stage 1	- Gather policy examples - Refer to research articles - Refer to United Nations Convention on the Rights of the Child (UNCRC) - Refer to National laws - Identify key areas to address *(possible categories/key topics see page 2)*	Small Steering Committee representing: Board, Leadership, HR, Curriculum, Counseling
Development Stage 2	Synthesize research findings and identify key elements to be incorporated in the policy	Steering Committee
	Draft policy and create key measures and monitoring tools	Sub group of above
Consultation Stage 3	Distribute draft policy for consultation (short survey, focus groups)	Sub group of above
	Reconvene to discuss feedback and create amended draft	Steering Committee
Consultation continues as needed	Distribute amended draft for consultation to stakeholders, including students	Whole school stakeholders
	Reconvene to finalise draft policy	Steering Committee
	Ratify draft policy	School Board/Leadership
Implementation Stage 4	Identify how the policy may be put into practice	Steering Committee
	Conduct a gap analysis to compare current practice and intended practice as implied by the policy	Steering Committee/Leadership
	Address gaps through action planning. Leadership incorporates actions within the school's overall planning process, modeling new practices	Leadership and whole school

Policy Categories and Topics

Child Protection Principles and Beliefs

- Define what the school considers to be child abuse (in multiple forms)
- Clearly state the connection between the definition of abuse and the school's Purpose and Direction (as written in the school's guiding statements)
- Ensure there is shared understanding in the school community
- Create a code of conduct for acceptable behavior with children

Code of Conduct - Roles and Responsibilities

- Staff
- Volunteers and Visitors
- Parents
- Students

Recruitment and Selection of Staff

Managing Concerns and Allegations

- Reporting Process
- Identification of lead roles and designated responsibilities (including Board/Governor/Owner)
- Whistle blowing
- Confidentiality Guidelines
- Addressing historical allegations/reports

Child Protection Training and Plan

- Prevention: Risk Assessment, Safe Working Practices, Security and Facilities
- Training for adults
- Curriculum (age appropriate)
- Digital Safety
- Annual Auditing Process

NOTE: The school may already have other policies in place which address areas such as the physical environment, health and safety, recruitment, the curriculum, etc.