



The School  
of St Jude

The School of St Jude

# Child Protection Policy





***Protecting the rights of children to be safe is everyone's responsibility. It's the law.***

***The School of St Jude will not allow any person to be near a child in the school's care if they pose a risk to student safety and wellbeing. This includes off campus school excursions and events.***

***It is a condition of our ongoing overseas funding that there are stringent procedures in place to ensure the safety of students.***

***All abuse harms children.***

***If you see something, say something.***

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<b>Holders of Procedure</b>	



# Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Definitions .....</b>	<b>4</b>
2.1. Definitions of abuse .....	4
2.2. Key terms .....	5
<b>3. Key roles and responsibilities .....</b>	<b>6</b>
<b>4. Actions to support and enforce the policy .....</b>	<b>10</b>
4.1. Support .....	10
4.2. Sanctions – What happens if you break the rules? .....	10
<b>5. Complaints .....</b>	<b>12</b>
5.1. Protection for reporters .....	12
5.2. False complaints by staff or student .....	12
<b>6. Confidentiality .....</b>	<b>12</b>
<b>7. Timeframes .....</b>	<b>12</b>
7.1. Immediate safety concerns .....	12
7.2. Serious incidents .....	12
7.3. Resolving incidents .....	13
<b>8. Recording .....</b>	<b>13</b>
8.1. Incidents .....	13
8.2. Training .....	13
8.3. Declarations .....	13
<b>9. Employment of new personnel .....</b>	<b>14</b>
<b>10. Reporting .....</b>	<b>14</b>
10.1. Serious incident reporting .....	14
10.2. Management reports .....	14
10.3. SOSJ and EAF Boards reports .....	14
<b>11. Training .....</b>	<b>15</b>
<b>12. Student empowerment and responsibility .....</b>	<b>15</b>
<b>13. Risk management .....</b>	<b>15</b>
<b>14. Rules .....</b>	<b>15</b>
<b>15. Review .....</b>	<b>16</b>
<b>16. Related documents .....</b>	<b>16</b>
<b>APPENDIX</b>	
<b>CPP Rules and Responsibilities for Staff .....</b>	<b>17</b>
<b>CPP Rules and Responsibilities for Students .....</b>	<b>19</b>
<b>CPP Rules and Responsibilities for Visitors .....</b>	<b>20</b>
<b>Child Protection Flow Chart .....</b>	<b>22</b>
<b>Staff declaration .....</b>	<b>23</b>



# 1. Introduction

*Protecting the rights of children to be safe is everyone's responsibility. It's the law.*

**This policy covers all students and staff at The School of St Jude. The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so all students can achieve their full academic potential.**

This commitment is achieved through The School of St Jude:

- a) Promoting a culture of putting the best interest of the student first.
- b) Having a culture where abuse, neglect and bullying is not tolerated.
- c) Educating students to recognise any form of abuse, neglect or bullying at school, home or in the community and most importantly, knowing how to seek help and keep themselves safe.
- d) Equipping all staff working at The School of St Jude to recognise possible symptoms of abuse, neglect and bullying and actively supporting the child to seek help.
- e) Encouraging everyone to report incidents of abuse, knowing that there will not be any professional or legal consequences, so long as they report in good faith.
- f) Enforcing safeguards to ensure all adults involved with The School of St Jude have a proven reputation of protecting children.
- g) Connecting with other professional staff and organisations outside of The School of St Jude to resolve complex issues.
- h) Dedicating specialised staff to child protection – the Child Protection Officers.
- i) Supporting and educating parent to create safe and secure environments at home so their children can maximise their academic opportunity.
- j) Including child safety in its overall Risk Management strategies.
- k) Ensuring stringent reporting procedures are in place.

**If you are aware or suspect an incidence of abuse, neglect or bullying contact a Child Protection Officer immediately.**



## 2. Definitions

### 2.1. Definitions of abuse

<b>Abuse</b>	The School of St Jude uses the United Republic of Tanzania’s legislative framework for child protection and the definition of abuse as outlined in The Law of the Child, 2009. “Child abuse ... is the contravention of the rights of the child which causes physical, moral, or emotional harm including beatings, insults, discrimination, neglect, sexual abuse and exploitative labour”. Abuse includes:
<b>Emotional abuse</b>	The use of speech or actions against a child that results in mental harm. Emotional abuse includes but is not limited to, yelling, name calling, threats, insults, isolating a person, not including people, shaming, any action or comment that reduces a person’s dignity or self-worth.
<b>Physical abuse</b>	The use of physical force against a child that results in harm. Physical abuse includes but is not limited to, shoving, hitting, slapping, pinching, punching, shaking, kicking, biting, burning, strangling and poisoning.
<b>Sexual abuse</b>	The use of a child for sexual purposes by an adult (person over 18) or significantly older child or teenager. Sexual abuse includes but is not limited to, inappropriate touching, gestures or comments of a sexual nature as well as sexual acts. It also includes non-contact acts such as involving children in looking at or the production of sexual images or sexual behaviours.
<b>Bullying</b>	Bullying is when an individual or group of people, repeatedly and intentionally cause hurt or harm to another person or group of people. It may be Physical Bullying (e.g. hitting, poking, pushing, spitting at, tripping, damaging belongings); Verbal Bullying (e.g. name-calling, insults, threatening, racist remarks); Covert Bullying which is not readily seen by others “behind the targeted person’s back” (e.g. lying about someone, spreading rumours, playing nasty jokes which make a person feel humiliated or powerless, deliberately excluding someone); Cyber Bullying (using technology to bully someone verbally or psychologically).
<b>Grooming</b>	When an adult becomes a special friend to a child to gain their trust and lower their inhibitions with the purpose of sexual abuse.
<b>Neglect</b>	Neglect occurs when a child’s basic needs for life are not met and their health suffers. Basic needs include food, a safe place to sleep, clothes to keep warm, personal hygiene, supervision so they stay safe and timely health care when they are sick.
<b>False complaint</b>	A complaint which is not reported in good faith and is a deliberate abuse of process. A false complaint has no substance and is knowingly untrue. It has the primary intent of harming or causing distress to the targeted person.
<b>“In good faith”</b>	“Good faith” means the reporter has a valid and reasonable concern and is acting without malice or retaliation towards the alleged offender.



## 2.2. Key terms

<b>Child</b>	Under Tanzanian Law, a child is a person under the age of 18.
<b>Student</b>	For the purpose of the policy and regardless of age, students are any person enrolled at The School of St Jude. This includes past students involved in the Beyond St Jude's program as Community Service Year interns and Tertiary scholars.
<b>Staff member</b>	Whenever the term staff member is used in this policy or associated procedures it refers to the three employee groups; academic, non-academic and business staff, as well as contractors, sub-contractors, advisors, religious personnel, volunteers, visitors, and donors. It covers any adult (person over the age of 18 or in a position of authority) working at The School of St Jude in any capacity regardless of hours worked.
<b>Child protection</b>	UNICEF uses the term 'Child Protection' to refer to preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation/cutting and child marriage. Prevention aims to build an environment to reduce social exclusion, and to lower the risk of abuse. Responding means to recognise and act to support a child with abuse by taking the matter seriously and handled in an appropriate manner that ensures the child's safety.



### 3. Key roles and responsibilities

*At The School of St Jude, child protection is everyone's responsibility.*

Every student has the right to be safe from physical, sexual and emotional abuse, neglect and exploitation. It is therefore everybody's responsibility (including students) to not engage in any abusive behaviour and, in doing so, create an environment which helps every student achieve his or her full academic potential.

Below is a list of key roles and their responsibilities.

<b>East Africa Fund Board (EAF)</b>	<p>As the funding partner of The School of St Jude, the East Africa Fund Board is responsible for developing a best practice Child Protection Policy. This Policy will embed an organisational culture of zero tolerance of child abuse at The School of St Jude by way of effective leadership and governance. The EAF Board will:</p> <ul style="list-style-type: none"> <li>- Ensure up to date policies and systems are in place to reduce the risk of abuse.</li> <li>- Monitor systemic issues through twice-yearly reviews of incidents of child abuse and how they are resolved.</li> <li>- Satisfy themselves that effective safeguards are in place to ensure the school is a safe place which supports academic excellence.</li> <li>- Satisfy itself that all Australian Legislative obligations are being met.</li> <li>- Every two years review the overall Child Protection Policy and system to ensure it reflects best practice and continues to improve.</li> </ul>
<b>School of St Jude Board (SOSJ)</b>	<p>The School of St Jude Board has the ultimate responsibility for the implementation of the Child Protection Policy. It is responsible for ensuring that appropriate, up-to-date and effective internal control systems are in place. The SOSJ Board will:</p> <ul style="list-style-type: none"> <li>- Ensure that child safety is an organisational priority and a shared responsibility across all campuses.</li> <li>- Satisfy itself that effective safeguards are in place to ensure the school is a safe place which supports academic excellence.</li> <li>- Ensure that all Tanzanian Legislative requirements are being met.</li> <li>- Provide leadership to the parents of The School of St Jude students to ensure positive discipline is understood and seen as an alternate way to maintain discipline at home.</li> </ul>
<b>Director and Deputy Director</b>	<ul style="list-style-type: none"> <li>- Ensure implementation of all requirements within the Child Protection Policy on behalf of the EAF and the SOSJ Boards.</li> <li>- Act on behalf of the EAF and the SOSJ Board in support of all matters pertaining to the safety and wellbeing of students enrolled at The School of St Jude. This includes Community Service Year and Tertiary students.</li> <li>- Demonstrate compliance with Policy objectives, by ensuring all relevant responsibilities specified in this Child Protection Policy are discharged.</li> <li>- Ensure all staff, contractors, visitors and volunteers are aware of their obligation to observe the Child Protection Policy rules as they relate to child safety.</li> </ul>



	<ul style="list-style-type: none"> <li>- Ensure that The School of St Jude culture prioritises the safety and wellbeing of children and clearly demonstrates the school's commitment to the protection of children from abuse and harm.</li> </ul>
<p><b>Community Relations Manager, Headmasters, Head teachers and Business Managers</b></p>	<ul style="list-style-type: none"> <li>- Foster a culture where openness in communication is valued whereby all persons including staff, parents and students, will feel confident to disclose to management any child safety concerns.</li> <li>- Model and encourage behaviour that upholds the dignity and protection of students from harm.</li> <li>- Take time to listen, be honest and respectful.</li> <li>- Promote zero tolerance of abuse throughout the school by ensuring that matters are resolved quickly and to the satisfaction of the person making the complaint.</li> <li>- Strengthen the zero tolerance to child abuse culture through regular communication, posters and training activities for staff and students.</li> <li>- Ensure rules are in place and being followed to minimise the risk of abuse.</li> <li>- Set and monitor the rules guiding behaviour between staff and students.</li> <li>- Assess the risk of child abuse from within their area of control and eradicate or minimise any risk to the extent possible</li> <li>- Prioritise the safety of students during off campus school excursions and events.</li> <li>- Guarantee adequate time is made available to support CPOs and academic staff to educate and empower students to report incidents of abuse.</li> <li>- Ensure stringent recruitment practices are in place to ensure only those personnel who share the values of The School of St Jude and its commitment to zero tolerance to child abuse, are employed.</li> <li>- Report any reasonable suspicion that a child's safety may be at risk.</li> </ul>
<p><b>Child Protection Officer (CPO)</b></p>	<p>The role of the Child Protection Officer is vital in making the policy and procedures a reality at The School of St Jude. The CPO's actions will have a major impact on creating a zero tolerance of child abuse culture. A CPO will:</p> <ul style="list-style-type: none"> <li>- Educate and empower students to speak up about child abuse and behaviour which might lead to child abuse.</li> <li>- Educate staff, contractors, visitors and volunteers about the child abuse prevention, detection and reporting processes.</li> <li>- Educate school staff to be alert to risks posed to student safety at off campus excursions and events.</li> <li>- Be a primary point of contact for disclosure of suspected abuse.</li> <li>- Support the child to report an incident.</li> <li>- Identify and implement ways to keep the child safe until the matter is investigated.</li> <li>- Investigate and resolve the incident quickly.</li> <li>- Refer serious incidents to Academic Managers, Community Relations Manager and Director.</li> <li>- Keep the person who was involved in the incident informed of the investigation progress.</li> <li>- Maintain detailed individual case records in a confidential manner.</li> </ul>





	<ul style="list-style-type: none"> <li>- Keep relevant people within the school (Director, Deputy Director, Community Relations Manager, Academic Manager, Headmasters) informed about any action taken or required.</li> <li>- Identify patterns of abuse and/or areas of greatest risk and develop teaching resources to reduce incidents and keep students safe.</li> <li>- Advise the school of any child protection training needs.</li> </ul>
<b>Teachers</b>	<p>Teachers are of fundamental importance to achieving educational and wellbeing goals of schooling. As well as being role models, they have the power to create safe learning environments in which students can thrive. Therefore, students need to see a teacher as a trusted person to whom they can turn for help. Teachers will:</p> <ul style="list-style-type: none"> <li>- Provide an environment that supports student emotional and physical safety.</li> <li>- Know and follow the Child Protection Rules.</li> <li>- Model and encourage behaviour that upholds the dignity and protection of students from harm.</li> <li>- Get to know their students so they know if their behaviour changes.</li> <li>- Build trust with students, by listening, being respectful and honest.</li> <li>- Respond to their issues.</li> <li>- Be alert to abuse. Constantly observe students – know the signs</li> <li>- Seek help from the CPO.</li> <li>- Believe the student if they report an incident of abuse, help them to fill out the form and refer to the CPO.</li> <li>- Contribute to the wellbeing and health of all students.</li> <li>- Report any reasonable suspicion that a child’s safety may be at risk.</li> <li>- Prioritise the safety of students during off campus school excursions and events. Be alert to the risks.</li> <li>- Attend Child Protection training as required.</li> </ul>
<b>All staff</b>	<ul style="list-style-type: none"> <li>- Know and follow the Child Protection rules.</li> <li>- Share responsibility for preventing, detecting and reporting abuse.</li> <li>- Model and encourage behaviour that upholds the dignity and protection of students from harm.</li> <li>- Be alert to abuse – know the signs and constantly observe and listen to students.</li> <li>- Seek help from the CPO.</li> <li>- Believe the student if they report an incident of abuse, support them to fill out the form and refer to the CPO.</li> <li>- Contribute to the well-being and health of all students.</li> <li>- Report any reasonable suspicion that a child’s safety may be at risk.</li> <li>- Attend Child Protection training as required.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>- Know and follow the Child Protection rules.</li> <li>- Be a leader. Uphold the dignity and safety of all students, by demonstrating the school values of Respect, Responsibility, Honesty and Kindness in everything they do.</li> <li>- Look out for each other, stand up to bullies.</li> <li>- Support friends to report abuse.</li> <li>- Seek help from teachers, a CPO or other trusted staff member.</li> </ul>



- Contribute to student safety in all off campus, school excursions and events. Be aware of the risks. Look out for each other.
- Be a role model at home.
- Know the difference between appropriate discipline and abuse.



## 4. Actions to support and enforce the policy

### 4.1. Support

The School of St Jude promotes and protects the best interest of their students through the provision of:

- Annual awareness training for staff, students and parents on the policies and procedures relating to child protection.
- Specialist Child Protection Officers at each campus to support teachers and students to report instances of abuse and assist in resolving the issue.
- Promoting staff and student awareness of their responsibility to report incidents. They will not experience any professional or legal consequences, as long as the incident is reported in good faith.
- Training activities aimed at developing teacher's skills to communicate and discipline in a positive way.
- Posters throughout the school to reinforce a culture of zero tolerance to abuse.
- Training for parents to practice positive discipline at home.
- Publication of the policy and procedures on the website of The School of St Jude.

### 4.2. Sanctions – What happens if you break the rules?

This policy is in accordance with The School of St Jude *contract of employment, code of conduct and HR Manual*. If a staff member has not followed the Child Protection Policy and Procedures, they will be subject to the disciplinary procedures of The School of St Jude.

#### 4.2.1. Complaints against a staff member

If a child protection matter has been reported to the Child Protection Officer involving a staff member, they will receive a notification of the allegation through a show cause and a Hearing can follow. The procedures described in the HR Manual will be followed. As soon as the staff member receives the show cause, they are not to have any contact with the student making the complaint. Consideration may be given to the student being placed in another class. A decision will be made on the individual circumstances of the reported incident. An assessment will be made based on what is in the best interests of the student. It is important to note that this is in no way a comment on the staff member's alleged behaviour, but an example of where The School of St Jude will put the best interest of the child first.

If the matter is very serious and it is deemed by the Director and/or Deputy Director that other students or staff may be at risk of injury a staff member may be suspended with pay for a maximum of one week. It is important to note that this is in no way a comment on the staff member's alleged behaviour, but an example of where The School of St Jude will put safety for all first.

If it is found that a staff member did commit a serious breach of the Child Protection Policy their employment can be terminated as per proceedings outlined in the HR Manual.

#### 4.2.2. Complaints against a student

This policy is also in accordance with *School Rules and Parents' Expectations and the Discipline Policy of Primary, Secondary or Beyond St Jude's*. If a child protection matter has been reported to the Child Protection Officer that alleges a student has abused another student or staff member, they will receive notification of the allegation and given at least three days to prepare their response. Once the student has become aware of the allegation they are not to have any contact with the person making the complaint. The student who is subject of the complaint may be required to attend a different class until the matter is resolved.



If the matter is very serious and it is deemed by the Director and/or Deputy Director that other students or staff may be at risk of injury a student may be suspended for a maximum of 14 days.

It is important to note that this is in no way a comment on the student's alleged behaviour, but an example of where The School of St Jude will put the best interest of all children first. However, if it is found that a student did commit a serious breach of the Child Protection Policy, their enrolment could be put to the School Committee/Secondary School Board for termination.

#### 4.2.3. Complaints against a CPO

If a campus CPO is the subject of a complaint, the complaint should be filed with the alternative campus CPO or trusted staff member.



## 5. Complaints

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. All complaints will be investigated by CPO's and with Human Resource support where relevant.

### 5.1. Protection for reporters

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. No-one will suffer any professional or legal consequences or disciplinary action (even if the cases are not proven) so long as they report in good faith.

### 5.2. False complaints by staff or student

False complaints may have serious consequences imposed and could include, but not limited to:

- Apology
- Counselling
- Warning
- Demotion
- Suspension
- Standing aside
- Termination, or
- Expulsion (in the case of a student)

## 6. Confidentiality

Throughout the entire process of observation, discussion and reporting, the interests of the student and their family should be protected from unnecessary disclosure of information concerning abuse. The identity of the person making a notification will be kept confidential unless that person gives permission for the information to be divulged. A confidential reporting culture should be promoted that respects individual privacy while maintaining adequate record keeping of child safety issues. No employee lower than a Headmaster level (except for the CPOs) should be made aware of any Child Protection Issues.

## 7. Timeframes

To ensure students are safe, incidents need to be recorded on an Incident Form and sent to the Child Protection Officer, immediately.

### 7.1. Immediate safety concerns

The CPO and Headmaster / Head teacher of the relevant school need to assess the safety of a student and put in temporary safety measures, if needed. This may include: putting the child in another class, allowing the student to stay at boarding or organizing a foster family.

### 7.2. Serious incidents

Serious incidents involving sexual abuse and physical abuse requiring medical treatment are to be reported by the CPO to the Community Relations Manager, Director, Deputy Director, Academic Manager and Head of relevant campus immediately.



### 7.3. Resolving incidents

The aim is to resolve incidents as quickly as possible, so that everyone has certainty and the school environment becomes safer. Ideally an incident would be resolved within the timeframe of the disciplinary procedures found in the HR Manual and feedback given to the person, who identified the incident. However, some child protection incidents are extremely complex and may require hearings or involvement from external professionals to be fully resolved. The CPO has a responsibility to work with school leaders and administrative staff to keep the resolution process on track.

## 8. Recording

The creation and maintenance of accurate records and rigorous record-keeping practices are critical to identifying, preventing and responding to child sexual abuse. To assist with learning, identifying trends and where additional training is required, The School of St Jude will maintain a register of all incidents and record all training activities. A declaration by students, parents and staff members that they have read and understood the policy and rules associated with their role is recorded on their file.

### 8.1. Incidents

All incidents must be reported using the Incident Form. This form is then lodged with the Child Protection Officer who will record all incidents noting:

- The date the form was received
- Nature of the incident
- How it was resolved
- Date it was resolved

This information will form the basis of a monthly report to the Director, Deputy Director, Academic Manager and Head of relevant campus. This report will help highlight trends and areas where more training is needed.

### 8.2. Training

A record of attendance by staff in induction and annual refresher courses will be maintained by the Human Resources department of the school. Twice yearly reports in May and November will be provided to The School of St Jude and the East Africa Fund Boards. The reports will include percentage of all staff who have attended CPP training sessions in the last twelve months.

### 8.3. Declarations

All staff and students need to sign a declaration as part of their employment contract or enrolment that they have read and understood the Child Protection Policy and the rules that apply to their role. These declarations must be kept on their file. Parents must indicate they understand and support the commitment of The School of St Jude to zero tolerance of child abuse by signing the Parent Expectation Form.



## 9. Employment of new personnel

Prior to commencing their engagement with The School of St Jude, the recruitment and screening process for all workers and volunteers must include reference checks and requests for Working With Children/Police Checks where available, to promote and protect the safety of all students under the care of The School of St Jude. This aims to:

- promote and protect the safety of all children under the care of The School of St Jude
- identify the safest and most suitable people who share the values of The School of St Jude and its commitment to keep children safe, and
- prevent a person from working at The School of St Jude if they pose a risk to the safety of children

## 10. Reporting

Regular reports will be generated to identify trends and maintain transparency of child protection matters at the highest levels of management at The School of St Jude. These reports will be used to strengthen the aim of zero tolerance to abuse at the school.

### 10.1. Serious incident reporting

Serious incidents involving sexual abuse and physical abuse requiring medical treatment are to be reported by the CPO to the Community Relations Manager, Director, Deputy Director, Academic Manager and Head of relevant campus immediately.

### 10.2. Management reports

The CPO will prepare monthly reports by the tenth working day of the subsequent month for the Community Relations Manager, Director, Deputy Director, Academic Manager and Head of relevant campus. This report will identify:

- Number of incidents reported
- Number of incidents resolved
- Average time taken to resolve incidents
- Types of incidents – Physical, Emotional or Sexual abuse
- Source of Abuse – staff, other students, home or community
- Location of Abuse – specific classrooms, areas in playground, buses, on the way to and from school, boarding accommodation, home etc.

### 10.3. SOSJ and EAF Boards reports

The twice-yearly Board reports (May and November) will be prepared by the Community Relations Manager by collating the monthly CPO reports. The aim of these reports is to identify trends and ensure transparency over Child Protection matters at the highest level. Information will include:

- Number of incidents reported
- Number of incidents resolved
- Average time taken to resolve incidents
- Types of incidents – Physical, Emotional or Sexual abuse
- Source of Abuse – teacher, other students, home or community
- Location of Abuse – which campus, specific classrooms, areas in playground, buses, on the way to and from school, boarding accommodation, home etc.



## 11. Training

The School of St Jude will train all staff in the Child Protection Policy at least once annually. All new staff, whether short term or long term appointments, must be familiar with the CPP before starting work at The School of St Jude. The CPP policy and rules for the role are to be included with the employment contract and employees must sign that they have received and understood the Child Protection Policy and Rules for their role. Awareness training on the CPP will be included in all induction training sessions. Child Protection Induction training for new employees must be undertaken within a timeframe of one month from commencement of duties.

Annual training sessions will be supplemented by monthly informal updates at staff meetings, posters and regular discussions between Heads of campuses, CPO's and staff.

Training is mandatory for all staff. Not attending may be subject to disciplinary procedures. The Human Resources team of the school will maintain a signed record of attendance by staff at induction and annual refresher courses.

## 12. Student empowerment and responsibility

To promote a culture where young children and young adults feel free to speak up, managers and staff will make sure that all students are aware that their safety is a priority. All students should be:

- Provided with age appropriate education on appropriate adult behaviour and how to spot and respond to the signs of inappropriate conduct or abuse.
- Provided with educational opportunities about their bodies and personal boundaries.
- Provided with educational opportunities on topics such as safe and not-safe touches; secrets; it's ok to tell (students will never get into trouble for telling trusted adults that someone has done something which has made them feel uncomfortable); adults aren't always right; feelings and instincts.
- Provided with skills to keep themselves safe from abuse.

Students should be encouraged to develop a network of trusted adults, including the campus CPO's, ensuring they know who they can go to when they have a question, concern or complaint.

Regular awareness campaigns will be undertaken across all school campuses to educate students about the role they play in maintaining an abuse free culture.

## 13. Risk management

The School of St Jude will ensure that child safety is part of its overall risk management approach. Designated person/persons should be assigned to assess the risk of child abuse within their area of control and minimise or eradicate any risk to the extent possible.

## 14. Rules

To ensure everyone is safe at The School of St Jude, each role has been assigned clear rules and responsibilities to be followed. Every staff member and student must know these rules and have access to them. It is also important that written acknowledgement and acceptance of the rules is obtained and recorded on the staff member or student's file. An example of the Declaration is attached.





## 15. Review

This policy needs to be reviewed after every serious incident to ensure it addresses serious emerging issues and at a minimum, every two years by the EAF Board, to incorporate learning from incidents and world's best practice in child protection.

## 16. Related documents

- Child Protection Code of Conduct – St Jude's Visitors
- Personal Communications Policy – St Jude's Supporters
- Academic Policy and Procedures
- Parents' Expectations Forms
- HR Manual
- Discipline Policy
- The Law of the Child, 2009
- The United Nations Convention on the Rights of the Child, 1989



The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so students can achieve their full academic potential. All staff play a very important role in creating that environment by demonstrating respectful, non-aggressive behaviour and creating a positive and productive environment throughout the school.

## Your rules

- Never shame, humiliate, oppress or degrade a student.
- Never use physical punishment. Show how issues can be resolved in a positive way.
- Only use staff bathrooms.
- Never arrange an outing, meeting or home visit except for official school duties. You must be accompanied by another St Jude's staff member.
- Never enter a student's home unless accompanied by another St Jude's staff member.
- Never enter boarding when students are in attendance unless accompanied by a boarding parent.
- Never enter student accommodation when they are bathing or undressing.
- Never be alone with a student in a closed room or private outdoor area. Always meet with the door open or in an open public space where other adults can see and hear.
- Never seek or exchange personal contact information with students.
- Never hire a student regardless of age for domestic or other labour.
- Never photograph or video a student without the school's prior knowledge and consent.
- Never allow a student to enter your home or on campus accommodation.
- Never initiate unnecessary physical contact with a student.
- Never develop a 'special friendship' with a specific student for your own needs.
- Never have a sexual relationship with a student, regardless of age, or whether it is consensual or non-consensual.
- Never be in proximity to a student while under the influence of alcohol or illicit drugs while engaged in school activities on or off the school campus.
- Never file false complaints.

## Your Responsibilities

- Put the interests of the student first.
- Consistently demonstrate school values of Respect, Responsibility, Honesty and Kindness.
- Treat all students with respect, value their ideas and opinions, maintain strict impartiality.
- Make sure the child is safe, seek help from the CPO to resolve dangerous situations within two hours of being notified of the issue.
- Know your students, so you know if their behaviour changes.
- Build trust with students, by listening and responding to their issues so they will continue to ask you for help if they are being abused.
- Set clear expectations on behaviour, so students know they cannot criticise, bully or intimidate each other.
- Be alert to abuse – know the signs (see below) so you can offer help, if needed.
- Believe the student if they report an incident of abuse, refer them to the CPO immediately.
- If you suspect or have concerns about a student being abused, report the incident to the CPO immediately.
- Seek help from the CPO to create a positive and safe environment for students.





## Your Actions – What you need to do to help

- Look for sudden changes in school work (more eager to please or not doing work).
- Be alert to sudden changes in behaviour (more talkative, withdrawn, self-harming, speech disorders, crying a lot, scared, aggressive, missing school, tiredness, reporting abuse to others at home, stealing, lying, not wanting to go home).
- Listen for increased complaints of feeling sick, headaches, repeated Urinary Tract Infections, inability to sit comfortably and unexplained injuries e.g. bruises, cuts, burns, swelling, blood in urine or stools, bleeding in genital or anal area; torn, stained or bloody underclothing.
- Observe students in the playground to see who does not have any friends, sits by themselves and observe interactions between friendship groups.





# CPP Rules and Responsibilities for Students

The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so everyone can achieve their full academic potential. Students play a very important role in creating that environment by demonstrating respectful, non-aggressive behaviour and supporting each other. If you or one of your friends need help, see a teacher or the Child Protection Officer.

## Your rules

- Never use violent language.
- Never bully or hurt others – Physically, Verbally or Sexually (read explanation below).
- Don't take photos of other students or load their photos onto the internet without their permission.
- Never be alone with a student of the opposite sex in a closed room or private outdoor space unless in the presence of a staff member.
- Never exchange personal contact information with staff, sponsors, donors or visitors to the school.
- Never accept cash or tips from supporters, sponsors or visitors.
- Never indirectly seek financial or other support from visitors or supporters by describing a family's or individual's circumstances.
- Never have a sexual relationship with another student, staff member or visitor.
- Never file false complaints against anyone including another student or a staff member.

## Your responsibilities

- Consistently demonstrate school values of Respect, Responsibility, Honesty and Kindness to your classmates, teachers and staff.
- Stand up for yourself and seek help from your teacher or the Child Protection Officer if you are being bullied or feel unsafe.
- Be a good friend and speak up immediately if you see someone else getting bullied. Report it to a teacher or a CPO that day.
- Know who the Child Protection Officers are and how to contact them.
- Include and be respectful of students with a disability.
- Develop a network of trusted adults.
- Report abuse or suspected abuse of any kind to a Child Protection Officer or trusted adult.

1. Know what bullying is:	2. Know how to stop bullying:
<p><b>Verbal</b> – Said to the person directly or about the person “behind their backs” e.g. <i>teasing, name calling, spreading rumours, making racist remarks, threatening physical harm to you, your family or friends; deliberately excluding someone; playing nasty jokes with the intention of hurting someone either physically or emotionally.</i></p>	<ul style="list-style-type: none"> <li>- Stand up for your right to be safe.</li> <li>- Tell the bully to stop</li> <li>- Let the bully know that you won't accept their behaviour.</li> <li>- Be confident and look the bully in the eye</li> <li>- Report bullying to a teacher.</li> <li>- Speak up immediately if you see someone being bullied and get a teacher to help if it is serious.</li> </ul>
<p><b>Physical</b> e.g. <i>pushing, punching, pinching, slapping, spitting, kicking, damaging other's property.</i></p>	
<p><b>Sexual</b> e.g. <i>unwanted touching, rude comments, unwanted affection.</i></p>	
<p><b>Cyber/Social media bullying</b> e.g. <i>using technology to intentionally hurt someone verbally or psychologically.</i></p>	





The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so everyone can achieve their full academic potential. We strongly believe that child protection is important and we ask that you follow a few simple rules so that our safe environment is strengthened by your presence.

## Your rules

I must,

- Disclose to the Visitor Liaison Officer any convictions in relation to child abuse in my country of origin or any other country prior to leaving the visitor centre at The School of St Jude.
- Wear your identification badge at all times whilst on St Jude's premises.
- Never be alone with a student in boarding accommodation, closed room, bus or private outdoor area. Always meet with students with the door open or in an open public space where other adults can see and hear.
- Only use bathrooms in the visitor accommodation block or staff bathrooms.
- Never enter student boarding accommodation, unless invited and accompanied by a St Jude's staff member. Never when a student is bathing or dressing.
- Never enter a student's home or meet off campus unless pre-arranged by The School of St Jude and accompanied by a St Jude's staff member. Such visits/meetings must be approved by the Community Relations Manager or Deputy Director.
- Never seek or exchange personal contact information with staff, students or their families, including email addresses and mobile phone number.
- Never give a student or staff member cash or tips. Gifts in appreciation to staff members to the value of AU\$30 are acceptable, but these must be registered first with the staff member's Line Manager.
- Never post an image of an individual student on social media without the school and student's consent.
- Never allow a student to enter your accommodation unless in a serious emergency.
- Never initiate unnecessary physical contact with a student.
- Never use language or behaviour towards students and staff that is harassing, abusive, threatening, humiliating, or sexually provocative.
- Never have a sexual relationship with a student.
- Never be in proximity to a student while under the influence of alcohol or illicit drugs.
- Never access child pornography through any medium while at The School of St Jude.

## Your responsibilities

- Treat all students with respect, including those with disabilities.
- Be aware of cultural sensitivities; respect local traditions.
- Use computers, mobile phones, cameras and social media appropriately.
- If you suspect or have concerns about a student being abused, report the incident immediately to the Visitor Liaison officer or Community Relations Manager who will contact the Child Protection Officer immediately.
- All cash payments to St Jude's must be made via the cashier window at Moshono Business Office.
- All gifts for Sponsor Students are to be handed to Donor Relations Department.
- Filming students: Whilst St Jude's appreciates visitors using images to "spread the word" about the school, St Jude's reserves the right to ask you to withdraw the photo from the internet, including social media, if it is deemed to be inappropriate. Ensure images are (a) respectful and do not depict students in a vulnerable or a sexually provocative manner (b) reflect an honest and factual context (c) use only student first names with published images.





## What happens if you breach these Child Protection Rules?

Any perceived violation of the terms of this Child Protection Policy by any St Jude's Visitor may result in the visitor being asked to leave the school premises and losing Sponsor status. In respect of a proven serious breach, possible legal proceedings under Tanzanian law and in your country of origin may be instigated.





# Child Protection Flow Chart

Child Protection is everyone's responsibility



I \_\_\_\_\_ have read The School of St Jude  
Child Protection Policy and the rules and responsibilities associated with my role as  
\_\_\_\_\_.

I agree and accept that I have an important role to play in maintaining a safe environment for The School of St Jude students. I acknowledge that it is my responsibility and duty to ensure every child feels safe and is free from abuse.

By signing this form, I declare I have no previous convictions related to children.

I agree to uphold the policy, rules and responsibilities of child protection.

I agree to immediately report any incident or allegation of a breach of the Child Protection Policy to any of the Child Protection Officers.

Witness

Name: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Position at TSOSJ

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

