



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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1. Introduction

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

This policy covers all students and employees 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 employees 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 employees and organisations outside of The School of St Jude to resolve complex issues.
- h) Dedicating specialised employees to child protection – the Child Protection Officers.
- i) Supporting and educating parents 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

Abuse	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: Emotional, Physical, Sexual, Bullying, Grooming and Neglect.
Emotional abuse	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.
Physical abuse	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.
Sexual abuse	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.
Bullying	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: <ul style="list-style-type: none"> ● 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).
Grooming	When an adult becomes a special friend to a child to gain their trust and lower their inhibitions with the purpose of sexual abuse.
Neglect	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.
Exploitative Behaviour	Under The Law of the Child Act, 2009 of Tanzania, exploitative labour is defined as any form of work that deprives a child of their health, education, or development. This includes any labour that is harmful to the child’s physical or mental well-being, interferes with their schooling, or involves work that is disproportionate to their age, strength, or capabilities. It also encompasses work that subjects a child to economic exploitation, hazardous conditions, or extended hours that are inappropriate for children under Tanzanian law.
False complaint	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.
“In good faith”	“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

Child protection	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.
Child	Under Tanzanian Law, a child is a person under the age of 18.
Student	For the purpose of the policy and regardless of age, students are any person who holds a scholarship with The School of St Jude. This includes past students involved in the Beyond St Jude’s Scholarship Program (BSJSP) as Community Service volunteers and Tertiary/College scholars. Child Protection will be extended to any child that is on school property, or at any event organised by The School of St Jude, and doesn’t already fall under the above definition (e.g., scholarship applicants at probation and Scholarship Application Days, school sports tournaments).
Employees	Whenever the term employee is used in this policy or associated procedures it refers to the three employee groups; <ul style="list-style-type: none"> ● academic, non-academic and Head Office employees ● contractors, consultants, sub-contractors, advisors, religious personnel and volunteers ● 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 such as a Field Placement intern (excluding BSJSP scholarship holders)
Child Protection Officer (CPO)	The Child Protection Officer (CPO) is a designated staff member responsible for ensuring that all child protection policies and procedures are effectively implemented and upheld. The CPO is trained in child protection protocols and serves as the primary point of contact for any concerns, suspicions, or reports related to child safety and welfare.
Parent	Whenever the term Parent is used in this policy or associated procedures, it refers to a parent or guardian of a student at The School of St Jude.
Visitor	For the purpose of this policy, a visitor is any adult on school property or at any event organised by The School of St Jude, that is not an employee, parent, or student.
School property	Includes all school campuses or school-owned buildings, vehicles, or land.
Event organised by The School of St Jude	Any activity organised by The School of St Jude, whether it be on school property or not, where the school is responsible for the well-being of students. Includes, but is not limited to, sports tournaments, excursions, home visits, house checks, Scholarship Application Days, visitor excursions, and staff parties.
Serious incident	A violation of the CPP rules where there is an immediate and/or ongoing safety concern for the student, or serious case of abuse. This can include: <ul style="list-style-type: none"> ● Instances where it is necessary to put the child in another class or boarding room/house, allowing the student to stay at boarding or organising a foster family. ● Serious incidents involving sexual abuse/grooming or physical abuse requiring medical or psychological treatment.
Non-serious incident	A violation of the CPP that is not considered a serious incident (as defined above). Where there is no immediate or ongoing safety concern or serious abuse. E.g., cases of emotional abuse or bullying, breaches of Personal Communications Policy.



3. Key roles and responsibilities

3.1. 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.

3.2. Key roles and their responsibilities:

The School of School Ltd – Australia (SOSJA) Charity	<p>As the funding partner of The School of St Jude, The School of School Ltd - Australia Charity 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 SOSJA Board will:</p> <ul style="list-style-type: none"> - Ensure up to date policies and systems are in place to reduce the risk of abuse. - Monitor systemic issues through twice-yearly reviews of incidents of child abuse and how they are resolved. - Satisfy themselves that effective safeguards are in place to ensure the school is a safe place which supports academic excellence. - Satisfy itself that all Australian Legislative obligations are being met. - Every two years review the overall Child Protection Policy and system to ensure it reflects best practice and continues to improve.
The School of St Jude (SOSJ) iNGO Board	<p>The School of St Jude iNGO 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 iNGO Board will:</p> <ul style="list-style-type: none"> - Ensure that child safety is an organisational priority and a shared responsibility across all campuses. - Satisfy itself that effective safeguards are in place to ensure the school is a safe place which supports academic excellence. - Ensure that all Tanzanian Legislative requirements are being met. - 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.
American Friends of The School of St Jude (AFSJ) Board	<p>As the funding partner of The School of St Jude, American Friends of The School of St Jude is responsible for ensuring The School of St Jude has safeguards in place to manage risks associated with Child Protection. 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 AFSJ Board will:</p> <ul style="list-style-type: none"> - Ensure up to date policies and systems are in place to reduce the risk of abuse. - Satisfy themselves that effective safeguards are in place to ensure the school is a safe place which supports academic excellence. - Satisfy itself that all US Legislative obligations with regards Child Protection are being met.
Founding Director	<ul style="list-style-type: none"> - Ensure implementation of all requirements within the Child Protection Policy on behalf of SOSJA, AFSJ and the iNGO SOSJ Boards. - Act on behalf of the SOSJA, AFSJ and the SOSJ iNGO Boards in support of all matters pertaining to the safety and wellbeing of students enrolled at The School of St Jude. This includes students with BSJSP



	<p>Community Service, College and Tertiary scholarships.</p> <ul style="list-style-type: none"> - Demonstrate compliance with Policy objectives, by ensuring all relevant responsibilities specified in this Child Protection Policy are discharged. - Ensure all employees, contractors, visitors and volunteers are aware of their obligation to observe the Child Protection Policy rules as they relate to child safety. - 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.
<p>All Senior Managers, Managers and Head of Schools.</p>	<p>In their roles, as management and leadership of The School of St Jude, they are responsible for promoting a safe and respectful environment at The School of St Jude by upholding child protection standards and fostering a culture of open communication and zero tolerance toward abuse. The leadership team will:</p> <ul style="list-style-type: none"> - Foster a culture where openness in communication is valued whereby all persons including employees, parents and students, will feel confident to disclose to management any child safety concerns. - Model and encourage behaviour that upholds the dignity and protection of students from harm. - Take time to listen, be honest and respectful. - 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. - Strengthen the zero tolerance to child abuse culture through regular communication, posters and training activities for employees and students. - Regularly review and update child protection policy and associated policies and procedures to ensure they are in line with best practices and legal requirements. - Facilitate ongoing professional development for staff on child safety and reporting protocols. - Ensure rules are in place and being followed to minimise the risk of abuse. - Set and monitor the rules guiding behaviour between employees and students. - Assess the risk of child abuse from within their area of control and eradicate or minimise any risk to the extent possible. - Prioritise the safety of students during off campus school excursions and events. - Guarantee adequate time is made available to support CPOs and academic employees to educate and empower students to report incidents of abuse. - 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. - Report any reasonable suspicion that a child's safety may be at risk.
<p>Child Protection Officers (CPO)</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"> - Educate and empower students to speak up about child abuse and behaviour which might lead to child abuse. - Educate employees and visitors about the child abuse prevention, detection and reporting processes. - Educate school employees to be alert to risks posed to student safety at off campus excursions and events. - Be a primary point of contact for disclosure of suspected abuse. - Support the child to report an incident. - Identify and implement ways to keep the child safe until the matter is



	<p>investigated.</p> <ul style="list-style-type: none"> - Investigate and resolve the incident quickly. - Refer serious incidents to Academic Senior Manager, Fundraising and Strategic Development Senior Manager, Community Relations Manager and Founding Director, plus reporting to BSJ & Career Development Programs Manager and Special Programs Senior Manager (if the incident involves BSJSP scholarship holders) and Human Resources Manager (if an employee is involved in the incident). - Keep the person who was involved in the incident informed of the investigation progress. - Maintain detailed individual case records in a confidential manner. - Keep relevant people within the school (Founding Director, Academic Senior Manager, Fundraising and Strategic Development Senior Manager, Community Relations Manager, plus BSJ & Career Development Programs Manager and Special Programs Senior Manager (if the incident involves BSJSP scholarship holders) and Human Resources Manager (if an employee is involved in the incident) informed about any action taken or required. - Identify patterns of abuse and/or areas of greatest risk and develop teaching resources to reduce incidents and keep students safe. - Report on Child Protection Policy Implementation, cases and training. - Advise the school of any child protection training needs.
<p>Teachers, Nurses, and School Counsellor</p>	<p>Teachers, Nurses and School Counsellor 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"> - Provide an environment that supports student emotional and physical safety. - Know and follow the Child Protection Rules. - Model and encourage behaviour that upholds the dignity and protection of students from harm. - Get to know their students so they know if their behaviour changes. - Build trust with students, by listening, being respectful and honest. - Respond to their issues. - Be alert to abuse. Constantly observe students – know the signs. - Seek help from the CPO. - Believe the student if they report an incident of abuse, help them to fill out the form and refer to the CPO. - Contribute to the wellbeing and health of all students. - Report any reasonable suspicion that a child's safety may be at risk. - Prioritise the safety of students during off campus school excursions and events. Be alert to the risks. - Attend Child Protection training as required.
<p>All employees</p>	<p>All staff members play a critical role in fostering a safe and respectful environment, safeguarding students from abuse, and supporting their well-being. By upholding these responsibilities, staff ensure that child protection standards are consistently maintained across the school community:</p> <ul style="list-style-type: none"> - Know and follow the Child Protection Rules. - Share responsibility for preventing, detecting and reporting abuse. - Model and encourage behaviour that upholds the dignity and protection of students from harm. - Be alert to abuse – know the signs and constantly observe and listen to students. - Seek help from the CPO. - Believe the student if they report an incident of abuse, support them to fill out the form and refer to the CPO. - Contribute to the well-being and health of all students. - Report any reasonable suspicion that a child's safety may be at risk. - Attend Child Protection training as required.



<p>Student Central Government, Head Boy and Head Girl, House Leaders and Health and Social Welfare Prefect and Committees. BSJSP Volunteer and Scholar Representatives.</p>	<p>The School Government, especially Head Boy, Head Girl, General Secretary, House Leaders, Health and Social Welfare Prefect and Committees or BSJSP Volunteer and Scholar Representatives are in a special and important position in representing the entire school/BSJSP body in student welfare and safety, it is vitally important they use their roles to lead the way on Child Protection for students. Therefore, they will:</p> <ul style="list-style-type: none"> - Be a good listener, support and care for your fellow students. Give them moral, social and spiritual support. - Protect your fellow students from bullying and other form of mistreatment. - Know the forms of abuse and be aware on how to help students with emotional issues. - Counsel and support students who are being bullied or have emotional issues. - Identify and inform the CPOs about the serious emotional issues that need counselling sessions by the School Counsellor. - Observe and identify students who are abused and report to a Child Protection Officer or any staff whom they trust by filling in the Incident Form. - Encourage fellow students to disclose any kind of abuse to the CPOs. - Report on the efforts made by the Student Government to foster a child safe environment to the CPO. - Conduct seminars or training to other students on how to report an abuse. - Build good living relationship in the boarding house, free from bullying, abuse and any form of discrimination. - Attend Child Protection training as required. <p>Any other responsibility not covered by the above but thought to be essential for child protection, is under the responsibilities.</p> <p>Leaders in the Student Government will never use their positions of authority to take advantage of any other student.</p>
<p>Students</p>	<p>Students are expected to actively contribute to a safe and supportive school environment by showing leadership and supporting each other. Through their actions, students can help uphold the school values, by:</p> <ul style="list-style-type: none"> - Know and follow the Child Protection Rules. - 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. - Look out for each other, stand up to bullies. - Support friends to report abuse. - Seek help from teachers, a CPO or other trusted employee. - Contribute to student safety in all off campus, school excursions and events. Be aware of the risks. Look out for each other. - Attend Child Protection training as required. - Be a role model at home. - Be aware of risks of abuse. Ensure you are always aware of your environment and actions so that you avoid being in an unsafe or vulnerable position. - Know the difference between appropriate discipline and abuse.
<p>Parent Representatives</p>	<ul style="list-style-type: none"> - Know and follow the Child Protection Rules. - Identify students living in a tough environment that includes abuse. - Attend Child Protection training by CPOs. - Report any concerns or allegations of child abuse to relevant campus CPO and Head of School.



Parents	<ul style="list-style-type: none">- Know and follow the Child Protection Rules.- Attend termly Parent's Agreement meetings.- Ensure their child is aware of the Child Protection and School Rules.- Report any concerns or allegations of child abuse to their area's Parent Representative and the Head of School or CPOs.
Visitors	<ul style="list-style-type: none">- Know and follow the Child Protection Code of Conduct – St Jude's Visitors- Report any concerns or allegations of child abuse to the Experience and Community Programs Senior Manager.

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 employees, students, and parents on the policies and procedures relating to child protection.
- Specialist Child Protection Officers at each campus, within Head Office, Boarding, and in Beyond St Jude's Scholarship Program to support teachers, employees, and students to report instances of abuse and assist in resolving the issue.
- Promoting employees 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 teachers' 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?

4.2.1. Complaints against an employee

This policy is in accordance with The School of St Jude *Contract of Employment, and HR Manual*. If an employee has not followed the Child Protection Policy, they will be subject to the disciplinary procedures of The School of St Jude as per the labour laws.

If a child protection matter has been reported to the Child Protection Officer involving an employee, 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 employee receives the show cause, they are not to have any contact with the student identified in the complaint.

Consideration may be given to the student being placed in another class, boarding house, or CSY placement. 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 employee's alleged behaviour, but an example of where The School of St Jude will put the best interest of the child first.



In the case of a serious incident, and it is deemed by the Human Resources Manager and Senior Management that the student, other students, or employees may be at risk of injury, an employee may be suspended with pay until the investigation is completed, for a maximum of one week. It is important to note that this is in no way a comment on the employees alleged behaviour, but an example of where The School of St Jude will put safety of for all first.

If, at the completion of the investigation, it is found that an employee 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 Regulations for Primary and Secondary Students Day and Boarding, Parents Agreement Regarding Primary/Secondary School Students, Discipline Policy & Procedure for Primary and Secondary and Beyond St Jude's Agreements (volunteers and scholars)*.

If a child protection matter has been reported to the Child Protection Officer that alleges a student has abused another student, 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 and/or boarding room/house until the matter is resolved.

In the case of a serious incident and it is deemed by Senior Management that the student, other student(s), or reporting employees 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 name and redacted investigation documents may be forwarded to the relevant school board; Primary School Committee or Secondary School Board for expulsion, or a BSJSP Disciplinary Hearing for termination.

When a matter goes to the relevant Primary School Committee, Secondary School Board or BSJSP Disciplinary Hearing for expulsion, the name of the student identified in the complaint will be kept confidential at all times and will not be used as a witness at the meeting. A CPO will be a witness to provide evidence for expulsion, representing the identified student in the complaint.

4.2.3. Complaints against a CPO

If a CPO is the subject of a complaint, the complaint should be filed with an alternative CPO or trusted employee. The CPO or trusted employee should fill out the incident form and submit to the Academic Senior Manager, Community Relations Manager, Fundraising and Strategic Development Senior Manager, BSJ & Career Development Programs Manager, Special Programs Senior Manager or Human Resources Manager.

The complaint processes underlined in section 4.2.1 will then apply.

4.2.4. Complaints against a parent

If a parent is the subject of a complaint, the complaint should be filed with the appropriate campus CPO. The CPO investigates the case with the relevant Head of School then reports to the Community Relations Manager.

After investigation, if the CPO finds the complaints raised are true, then the CPO and Community



Relations Manager call in the parents to discuss the matter and warn them in writing through a warning letter. Parents leave with a copy of the letter and the other copy is kept in the student's file. A Welfare check needs to be scheduled within the week of the meeting and then four weeks later. The CPO must check-in on the student weekly until the second welfare check.

If it is a serious incident, the reporting CPO must immediately report it to the Head of School of the relevant campus and Community Relations Manager. They will proceed in informing the relevant Government Welfare Desk and recommend the removal of the student to foster care.

At any point during the investigation into a serious incident, a student may remain in boarding until the CPO, Head of School and Community Relations Manager are satisfied that a safe living environment is secured.

4.2.5. Complaints against a visitor

This policy is reflected in the *Child Protection Code of Conduct – St Jude's Visitors*. If a child protection matter has been reported to the CPO for a complaint against a visitor, the CPO is to immediately report the incident to the Experience and Community Programs Senior Manager and Senior Management and start an investigation.

In the case of a serious incident, and it is deemed by the Experience and Community Programs Senior Manager and Senior Management that the student, other students, or employees may be at risk of injury, an visitor may be escorted off campus immediately. It is important to note that this is in no way a comment on the visitors' alleged behaviour, but an example of where The School of St Jude will put safety of for all first.

The Experience and Community Programs Senior Manager and Senior Management will then meet within 24 hours of the complaint, with all investigation outcomes gathered by the CPO, to decide whether the incident should be reported to the Police, and whether the visitor should be removed from school campus accommodation and prohibited from participating in school-related activities.

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 Resources Manager's 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 employees or students

People who have been found to have made false complaints against another employee or student 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)

People who have had a false complaint made against them must accept the final decision made on the consequences imposed on the false complainant. They may receive the following;

- Apology
- Counselling
- Feedback on the consequences imposed on the false complainant

People who have had a false complaint made against them have no recourse to change/request specific consequences be imposed.

5.3. Appealing decisions made based on Child Protection

All appeals should be made to the Founding Director in accordance with the approved policies relating the disciplinary processes for employees, students, parents, and visitors.

The Founding Director will receive reports of any incident that is being investigated and if a disciplinary action is underway.

The Founding Director will not be part of any investigation and disciplinary process to remain impartial for any appeals that are made.

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 reporting an incident 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 Head of School level should be made aware of any Child Protection Reports (except for the CPOs, School Counsellor, or reporting employees). Only relevant members of the Management team will be made aware of a Child Protection Report or incident when it is deemed necessary by the Founding Director.

However, where a student's best interests would be served through disclosure of child protection issues to other employees; then a disclosure can be made by the Community Relations Manager or CPO, with permission from the Academic Senior Manager or BSJ & Career Development Programs Manager and Special Programs Senior Manager and Founding Director.

7. Timeframes

To ensure students are safe, all incidents need to be recorded on an Incident Form and sent to the Child Protection Officer, within 24 hours. Immediately after receiving an incident form, the CPO informs the relevant Head of School or BSJ & Career Development Programs Manager that they are going to conduct an investigation, so that they can establish whether this is a serious or non-serious incident and whether there is an immediate safety concern for the student.

Once the preliminary investigation has taken place, the CPO reports to the relevant Head of School of their respective campus, or BSJ & Career Development Programs Manager informing them if it is a serious incident or non-serious incident.



7.1. Immediate safety concerns

The CPO and Head of School of the relevant school or BSJ & Career Development Programs Manager need to assess the safety of a student with the Community Relations Manager and put in temporary safety measures. This may include: putting the child in another class, boarding room/house, 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 immediately to the Community Relations Manager, Fundraising and Strategic Development Senior Manager, Academic Senior Manager or BSJ & Career Development Programs Manager and Special Programs Senior Manager, and Head of relevant campus and Human Resources Manager (if an employee involved).

Medical treatment for students must be organised immediately by the relevant CPO, in coordination with the Community Relations Manager. They will ensure in criminal incident; any required documentation will be organised with police officials.

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, Disciplinary procedures in the Academic or BSJSP policies and procedures, and feedback given to the person who reported 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 Managers 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 protection issues. 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 employees that they have read and understood the policy and rules associated with their role is recorded on their file. All visitors must sign a declaration that they have read the *Child Protection Code of Conduct – St Jude's Visitors* recorded within the school supporter database.

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 Founding Director, Academic Senior Manager, Fundraising and Strategic Development Senior Manager, Community Relations Manager, and relevant Head of School. This report will help highlight trends and areas where more training is needed.



8.2. Training

A record of attendance by employees in induction and annual refresher courses will be maintained by the Human Resources Manager. This will form the basis of the twice-yearly reports in April and November will be provided to The School of School Ltd - Australia Charity Board.

8.3. Declarations

All employees 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 and secondary students must indicate they understand and support the commitment of The School of St Jude to zero tolerance of child abuse by signing the Parent Agreement Form.

All visitors must sign a declaration that they have read the *Child Protection Code of Conduct – St Jude’s Visitors* recorded within the school supporter database.

9. Employment of new personnel

Prior to commencing their engagement with The School of St Jude, the recruitment and screening process for all employees and volunteers must include child protection disclaimer in job advertisement, 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.

Once employed, all employees sign a Child Protection Disclaimer in their Job Description. Job Descriptions for Managers and Senior Managers reflect the additional responsibilities and accountability tied to their leadership roles.

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 or psychological treatment are to be reported by the CPO to the Community Relations Manager, Fundraising and Strategic Development Senior Manager, Academic Senior Manager and relevant Head of School or Special Programs Senior Manager 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, Fundraising and Strategic Development Senior Manager, Academic Senior Manager and relevant Head of School or Special Programs Manager. 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; Neglect or Grooming
- Source of Abuse – employee, other students, visitor, home, or community
- Location of Abuse – specific classrooms, areas in playground, buses, on the way to and from school, boarding accommodation, home etc.

This monthly Report will also include:

- Student Report from Central Student Government.
- Any training that has been conducted with students and staff.

In cases where no incidents are reported within the month, the CPO will:

- Explain the absence of reported incidents in the monthly report.
- Report on the specific actions the CPO has taken to prevent underreporting; including extra training, informal check-ins with students and staff, reinforcing reporting procedures in assemblies and staff meetings.

10.3. Student Reports

A monthly report will be submitted by each responsible student leader to the Chairperson of the Central Student Government, with copies sent to the CPOs of their respective campus. This report will include:

- Record CPP seminars attended and any conducted for student awareness.
- List cases reported to CPOs and serious ones sent to the School Counsellor.
- Summary of child protection issues reported and Incident Forms filed.
- Efforts to encourage reporting and activities promoting a respectful house culture.

10.4. SOSJ and The School of St Jude Ltd – Australia Charity Boards reports

The twice-yearly Board reports (April and November) will be prepared by the Fundraising and Strategic Development Senior Manager with the assistance of the Community Relations Manager and Human Resources Manager by collating the monthly CPO reports, Student Government Reports, and employee training attendance reports. The aim of these reports is to identify trends and ensure transparency over Child Protection matters at the highest level. Information will include:

Incident Report of:

- Number of incidents reported
- Number of incidents resolved
- Average time taken to resolve incidents
- Types of incidents – Physical, Emotional or Sexual abuse; Neglect or Grooming.
- Source of Abuse – teacher, other students, visitors, 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.

Training & Awareness Report of:

- Number of training sessions conducted by CPOs for students and staff
- Additional awareness activities conducted by CPOs
- Percentage of all employees who have attended CPP training sessions in the last twelve months.
- FAQs, policies and procedures updated to comply with CPP rules and policies.
- Summary of Student Central Government Report.



11. Training

11.1. Employee training

The School of St Jude will train all employees in the Child Protection Policy at least once annually.

All new employees, 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 employees' meetings, posters and regular discussions between Heads of Schools, CPOs and employees.

Training is mandatory for all employees. Not attending will lead to disciplinary procedures. The Human Resources Manager will maintain a signed record of attendance by employees at induction and annual refresher courses.

The *Child Protection Frequently Asked Questions* document is to be updated twice-yearly with all new questions asked during annual training sessions.

All Managers and Senior Managers are required to conduct annual refresher trainings with their (sub)divisions.

11.2. CPO training

All CPOs are to receive culturally-appropriate professional development training on specific Child Protection issues at least once per year.

All new CPOs will be trained on the Child Protection Policy, training requirements, and procedures within one month of accepting their role as CPO.

11.3. Student training

CPOs will train all students in the Child Protection Policy at least once a term/semester.

Student Government and Health and Social Welfare Committee members are required to conduct annual refresher trainings with their fellow students.

The Academic Senior Manager, Fundraising and Strategic Development Senior Manager, and Community Relations Manager will meet with the CPOs and the Central Student Government of each school twice per year to improve the training and share feedback on awareness campaigns that can be conducted.

11.4. Parent training

CPOs will train all Parent Representatives in the Child Protection Policy once a year. Parents will be reminded of the Child Protection Policy in at least one of their Parent Agreement meetings each year.



12. Student empowerment and responsibility

To promote a culture where young children and young adults feel free to speak up, managers and employees 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 CPOs, 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.

12.1. Student Suggestion Box

The School of St Jude will maintain a Student Suggestion Box as part of its commitment to safeguarding and promoting reporting of Child Protection issues. This box provides students with a safe, anonymous means of reporting any concerns, including incidents of abuse, bullying, or suggestions for school improvement.

The Student Suggestion Box is located in a discreet, easily accessible area on each campus to ensure students can use it freely and confidentially.

13. Risk management

The School of St Jude will ensure that child safety is part of its overall risk management approach. Senior Managers should assign specific employees 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 employee 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 employee or student's file. An example of the Declaration is attached.

14.1. CPP Rules for Employees

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 employees 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.



14.1.1. Your rules

- a. Never shame, humiliate, oppress or degrade a student.
- b. Never use physical punishment. Show how issues can be resolved in a positive way.
- c. Only use employees' bathrooms.
- d. Never arrange an outing, meeting or home visit except for official school duties. You must be accompanied by another St Jude's employee.
- e. Never enter a student's home unless accompanied by another St Jude's employee.
- f. Never enter boarding when students are in attendance unless accompanied by a boarding parent.
- g. Never enter student accommodation when they are bathing or undressing.
- h. 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.
- i. Never seek or exchange personal contact information with students, unless an exception applies in the Personal Communications Policy - Employees.
- j. Never hire a student regardless of age for domestic or other labour.
- k. Never photograph or video a student without the school's prior knowledge and consent.
- l. Never allow a student to enter your home or on campus accommodation.
- m. Never initiate unnecessary physical contact with a student.
- n. Never develop a 'special friendship' with a specific student for your own needs.
- o. Never have a sexual relationship with a student, regardless of age, or whether it is consensual or non-consensual.
- p. 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.
- q. Never use a position of authority to influence a student to tell lies or make false complaints.
- r. Never file false complaints.

14.1.2. Your Responsibilities

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

14.1.3. Your Actions – What you need to do to help

- a. Look for sudden changes in school work (more eager to please or not doing work).
- b. 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).
- c. 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.
- d. Observe students in the playground to see who does not have any friends, sits by themselves and observe interactions between friendship groups.

14.2. CPP Rules 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.

14.2.1. Your rules

- a. Never use violent language.
- b. Never bully or hurt others – Physically, Verbally or Sexually (read explanation below).
- c. Never take photos of other students or load their photos onto the internet without their permission.
- d. Never be alone with a student of the opposite sex in a closed room or private outdoor space unless in the presence of an employee.
- e. Never exchange personal contact information with employees, sponsors, donors or visitors to the school.
- f. Never accept cash or tips from employees, supporters, sponsors, or visitors.
- g. Never indirectly seek financial or other support from visitors or supporters by describing a family's or individual's circumstances.
- h. Never have a sexual relationship with another student, employee, or visitor.
- i. Never file false complaints against anyone including another student or an employee.

14.2.2. Your responsibilities

- a. Consistently demonstrate school values of Respect, Responsibility, Honesty and Kindness to your classmates, teachers, employees, parents, and visitors.
- b. Stand up for yourself and seek help from your teacher or the Child Protection Officer if you are being bullied or feel unsafe.
- c. 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.
- d. Know who the Child Protection Officers are and how to contact them.
- e. Include and be respectful of students with a disability.
- f. Develop a network of trusted adults.
- g. Report abuse or suspected abuse of any kind to a Child Protection Officer or trusted adult.

Know what bullying is	Know how to stop bullying
Verbal – 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>	<ul style="list-style-type: none"> - Stand up for your right to be safe. - Tell the bully to stop - Let the bully know that you won't accept their behaviour. - Be confident and look the bully in the eye - Report bullying to a teacher. - Speak up immediately if you see someone being bullied and get a teacher to help if it is serious.
Physical e.g. <i>pushing, punching, pinching, slapping, spitting, kicking, damaging other's property.</i>	
Sexual e.g. <i>unwanted touching, rude comments, unwanted affection.</i>	
Cyber/Social media bullying e.g. <i>using technology to intentionally hurt someone verbally or psychologically.</i>	



14.3. CPP Rules for Parents

The School of St Jude is committed to providing a safe, respectful, and supportive environment where students can thrive academically and personally. Parents play a vital role in reinforcing child protection practices and ensuring a positive environment for all students. The following rules guide parents in creating a positive and protective home environment.

14.3.1. Your Rules

- a. Never use physical discipline or aggressive behaviour towards any child on school premises or during school events.
- b. Never belittle, shame, or humiliate your child in a way that could harm their emotional well-being.
- c. Never leave your child without adequate supervision, especially in potentially unsafe situations or environments.
- d. Never expose your child to inappropriate content or activities that could compromise their safety, such as sexual activities or substance use.
- e. Never withhold essential needs—such as food, shelter, medical care, or education—as a form of punishment or control.
- f. Never enter student areas, such as boarding houses or classrooms, without authorization from school staff.
- g. Never seek or exchange personal contact information with supporters or employees of the school.
- h. Never dismiss your child's concerns or disclosures about feeling unsafe, whether these relate to school or any other environment.

14.3.2. Your Responsibilities

- a. Consistently model school values of Respect, Responsibility, Honesty, and Kindness in your interactions within the school community.
- b. Attend termly Parent Agreement meetings and participate in child protection training sessions as required.
- c. Encourage your child to speak up about any concerns they may have, and ensure they know how to contact the Child Protection Officers (CPOs).
- d. Report any concerns or allegations of child abuse, bullying, or inappropriate conduct to the area Parent Representative, Head of School, or CPO immediately.
- e. Ensure that your child is aware of and follows the school's Child Protection and School Rules, fostering a respectful and safe school environment.
- f. Teach children not to accept rides, gifts or favours from strangers and to maintain distance if approached by someone they don't know.

14.3.3. What happens if you breach these Child Protection Rules?

- a. Violations of the Child Protection Policy may lead to a review by the Head of School, Child Protection Officer and Community Relations Manager.
- b. Serious breaches, including any act that compromises the safety or dignity of a child, may be reported to local authorities as required by law.
- c. A parent will cover any medical costs that are incurred due to a violation of the Child Protection Policy.

14.4. CPP Rules for Visitors

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.

14.4.1. Your rules

- a. Disclose to the Experience and Community Programs Senior Manager 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.
- b. Wear your identification badge at all times whilst on St Jude's premises.
- c. 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.
- d. Only use bathrooms in the visitor accommodation block or employees' bathrooms.
- e. Never enter student boarding accommodation, unless invited and accompanied by a St Jude's employee. Never when a student is bathing or dressing.
- f. 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 employee. Such visits/meetings must be approved by the Community Relations Manager.
- g. Never seek or exchange personal contact information with employees, students or their families, including email addresses and mobile phone number.
- h. Never give a student or employee cash or tips. Gifts in appreciation to employees to the value of AU\$30 are acceptable, but these must be registered first with the employees' Line Manager.
- i. Never post an image of an individual student on social media without the school and student's consent.
- j. Never allow a student to enter your accommodation unless in a serious emergency.
- k. Never initiate unnecessary physical contact with a student.
- l. Never use language or behaviour towards students and employees that is harassing, abusive, threatening, humiliating, or sexually provocative.
- m. Never have a sexual relationship with a student.
- n. Never be in proximity to a student while under the influence of alcohol or illicit drugs.
- o. Never access child pornography through any medium while at The School of St Jude.

14.4.2. Your responsibilities

- a. Treat all students with respect, including those with disabilities.
- b. Be aware of cultural sensitivities; respect local traditions.
- c. Use computers, mobile phones, cameras and social media appropriately.
- d. 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.
- e. All cash payments to St Jude's must be made via the cashier window at Moshono Head Office.
- f. All gifts for Students are to be handed to Sponsor Relations ~~team~~
- g. 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:
 - i. respectful and do not depict students in a vulnerable or a sexually provocative manner
 - ii. reflect an honest and factual context
 - iii. use only student first names with published images.

14.4.3. 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.



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 School of St Jude Ltd – Australian Charity Board, to incorporate learning from incidents and world's best practice in child protection.

16. Related documents

This policy is upheld and referenced through the following documents:

- Academic Policy and Procedures
- Beyond St Jude's Scholarship Agreements
- Beyond St Jude's Volunteers and Scholars Handbook
- Child Protection Code of Conduct – St Jude's Visitors
- Child Protection FAQs
- Child Protection Implementation Procedure
- Discipline Policy
- HR Manual
- Parents' Agreement
- Parents Representative Guidelines
- Personal Communications Policy – St Jude's Local Community
- Personal Communications Policy – St Jude's Students
- Personal Communications Policy – St Jude's Supporters
- School Rules
- Student Government Manual
- The Law of the Child, 2009
- The United Nations Convention on the Rights of the Child, 1989
- Tripartite Memorandum of Understanding – The School of St Jude International Boards (SOSJT – SOSJA- AFSJ)



16.1. Child Protection Flow Chart

Child Protection is everyone's responsibility

