



GOOD SAMARITAN KINDER SCHOOL

Safeguarding Procedures

A. PURPOSE

These Procedures are based on the Professional Standards Safeguarding Policy of the Sisters of the Good Samaritan and the Safeguarding Policy and Code of Conduct for the Good Samaritan Ministries in the Philippines.

GSKS community ensures not only the academic excellence of its students but also their safety and well-being. In addition to the Sisters of the Good Samaritan Safeguarding Policy and Code of Conduct, Kinder School (GSKS) Sisters, employees, including administrators, faculty, staff, and volunteers commit themselves to honour and practice the principles and behaviors that are outlined in this document.

B. PROCEDURES

1. Gatekeeper

- Strictly monitor their entry and exit of the school.
- Ensure the gate is closed and secured during designated times.
- Know who the guardian/service designate is for each student.
- Strictly monitor the pupils during playtime and dismissal.
- Ensure the playground and its equipment are child-friendly, clean, and safe.

2. Classroom/Multipurpose/Library

- Build trusting relationships with children through the “no secrets rule” inside the classroom.
- Equip staff and volunteers with professional training and development to ensure that the safeguarding of children and adults at risk is a priority.
- Protect children from any form of abuse and make them aware of different forms of abuse.
- Create an environment conducive to each child’s learning and development.
- Ensure a child is never left on their own. They must be accompanied by at least two (2) adults.
- Strictly observe the recording and reporting of any incident/accident within the school area.

3. Kitchen/Clinic

- Make sure that when giving food to children, they are accompanied by an adult.
- When administering first aid, ensure another person is present, when possible.
- The use of reasonable physical restraint is a last resort in order to protect the child/young person or others from harm.
- Monitor the children’s health.
- Collate and maintain health records of child safety and welfare matters with confidentiality.
- Avoid doing things for children of a personal nature, when they can do it for themselves (e.g. helping with toileting, washing or changing clothes)

4. Comfort Room/Office

- Always have a GSKS staff or volunteer accompany the child to the comfort room.
- If a child should have a toileting accident do not humiliate them in any way. Always respond with respect, compassion, understanding to ensure the child’s dignity is maintained.
- When children enter the office ensure an adult is present.

5. Bullying

GSKS administrators, staff, volunteers, parents, students and all its stake holders are seen as people who have the right to be treated with dignity and respect.

- Promote a true sense of community through the culture of appreciation, recognition, respect and affirmation.
- Do not gossip about, invalidate, or ridicule anyone.
- Provide constructive feedback when applicable.

6. Family Relations

Any GSKS staff or volunteer who visits and/or accompanies a family shall respect the private space and trust of the family. The following procedures apply:

Home Visitation

- There shall be no visitation without prior notice to the family.
- There shall be no visitation when a minor is alone.
- Observe a reasonable time limit for the visit.
- Do not enter bedrooms.
- When visiting, the staff in-charge must be accompanied by a Sister or another staff member.
- The Principal must be notified of any scheduled home visits.
- Conduct the visitation in an open area where everyone in the house can see you. Thus, avoid conversing or spending time in private rooms with household members.
- There shall be no special treatment of any members of the family.
- Do not give gifts nor request snacks to particular members of the family. This should be known by the parents.
- Observe prudence in dealing with minors in the family.
- Observe modesty in clothing.

Counseling:

- Always observe the Disclosure and Statement of Confidentiality.
- The Statement of Disclosure and Confidentiality as well as the extent and number of times that the counselor should meet with clients should be discussed at the first counseling session.

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- Counseling should be made available to all students, staff, volunteers and parents whose children are enrolled in the Kinder school.
- A counseling appointment can be made by parents who wish to see the counselor.
- A sign-in worksheet will be maintained. It will list the number of students, staff, volunteers and parents who have attended a counseling session.
- The counselor assumes responsibility for her/his personal and professional growth.
- If possible, a counseling session should be held face-to-face.
- An appropriate setting for counseling sessions will be designated and shall have the following features:

Counseling Room:

- a. The room should be well ventilated.
- b. The person inside the room should be seen from outside (through a window or door) yet should be private enough not to be heard.
- c. The door may be closed but not to be locked. A notice must be placed outside the room if it is used for this purpose.
- d. Clients are to be referred to an expert if cases are beyond the expertise of the counselor.

Counseling Time:

- a. Time is limited to 45mins to 1 hour. If possible, it will be held during weekdays and within office hours between 8am until 4pm.
- b. Follow-up messages should be limited to important and urgent matters.

7. Visitors

The SGS Safeguarding Policy will be given as part of the orientation program to guests and visitors who wish to have engagement with the students in the Kinder School. Guests and visitors will never be unaccompanied.

Guests and visitors who visit the Kinder school will be required to sign-in.

Visitors or guests (local and international who stay for at least 3 days) who may have contact with children will sign the Statement of Commitment to Safeguarding.

8. Parent and Student Engagement

In addition to the Community Engagement Policy section of the SGS Philippines Safeguarding Policy, Kinder School will implement the following additional procedures:

- The SGS Safeguarding Policy will be included into the Parent and Student Manual.
- Provide student sessions on the topic “Hero”. This topic includes how to determine whether they are safe or unsafe, and how and to whom they are safe to talk about it to.

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- In addition, the Safeguarding Policy will be part of the in-service training to parents. Training also includes education on topics such as Children Rights and keeping children and household members safe.
- Moreover, notices are evident in corridors and classrooms and are displayed in such a manner that the message is clear and understood.
- Likewise notices on who to contact with complaints and concerns are included in the school manual and posters!

9. Use of technology

All GSKS staff and volunteers are to use technology responsibly and in accordance with these procedures.

- Never use computers or mobile phones, videos, cameras, or social media to exploit or harass children, or access child exploitation material. (Related Policy: Guidelines for Best Practices when using Technology with Children, Young People and Vulnerable Adults.)

10. Confidentiality

This procedure aims to create and maintain an atmosphere and community of trust and respect.

- . Sensitive issues must be taken up in the proper forum. Care must be shown to ensure that people are informed about sensitive issues on a need-to-know basis only.

C. REPORTING COMPLAINTS, ALLEGATIONS AND INCIDENTS

Purpose: Implement a system of immediate and required reporting for any internal and external concerns of suspected cases of child abuse, exploitation or policy non-compliance.

Procedures:

If any staff or volunteer of GSKS has any concerns or suspicions or is aware of any allegations of exploitation or abuse of a child connected with the Kinder School, or policy non-compliance they must report.

All GSKS staff who have concerns about the safety of a child, will record and take necessary action within 24 hours, rather than trying to gather further information first. If the child is in significant danger, action will occur immediately. (Related Policies: Conducting Internal Investigations)

- Steps should be taken to ensure the immediate safety of the child.
- Principal to be notified immediately, followed by the Safeguarding Desk Officer.
- A report should be made to the police or other authority, as appropriate.
- The family of the child involved should be advised as appropriate.
- The Principal is responsible for keeping a record of the report which includes the steps taken.

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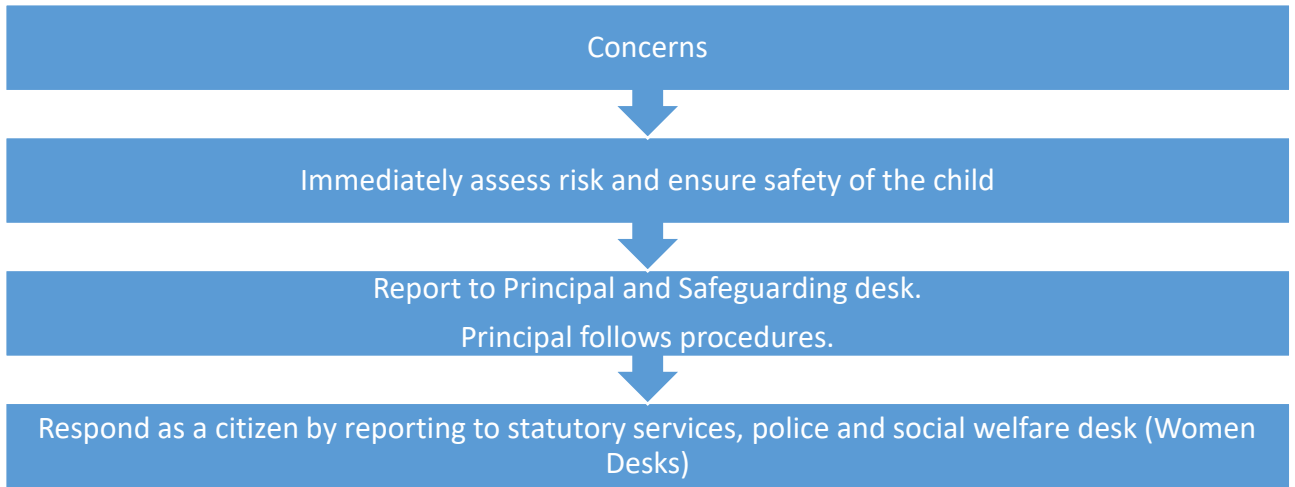
GOOD SAMARITAN KINDER SCHOOL

Safeguarding Procedures

- The Safeguarding Coordinator Philippines is notified of the report or allegation of abuse. If the allegation is serious, the Safeguarding Coordinator Philippines is responsible for sending an email to the Member of Council who has pastoral oversight of the Philippines to advise them of the matter.
- Any safeguarding issues that arise need to be raised at the Governance Committee for discussion re risk management. No names should be mentioned in the discussion.
- The Principal of the Kinder School is responsible for providing a report of safeguarding incidents to the Annual General Meeting of the Religious Corporation.
- The reporting person and any witnesses must cooperate fully and openly with internal and statutory investigations and hearings.
- GSKS staff and volunteers must observe confidentiality and not talk about any situations of actual or suspected abuse that occurs except in accordance with this policy. This is necessary to protect the privacy of those involved.
- Any GSKS staff who raises concerns of child abuse will be protected as far as possible from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations will be treated seriously and will be investigated by the Safeguarding Coordinator-Philippines.

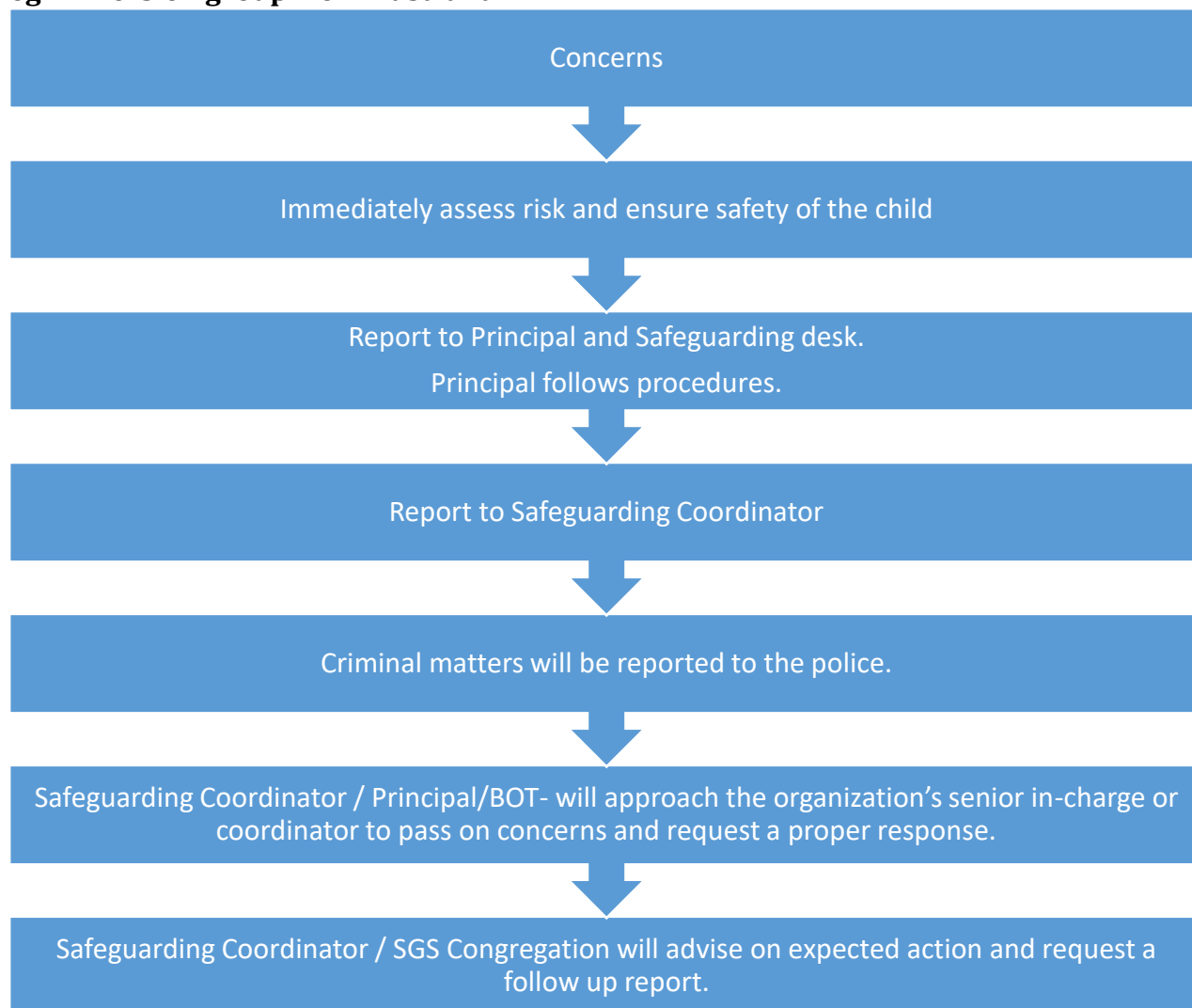
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Procedure Flow Chart: If alleged perpetrator is in the community and unrelated to GSKS:



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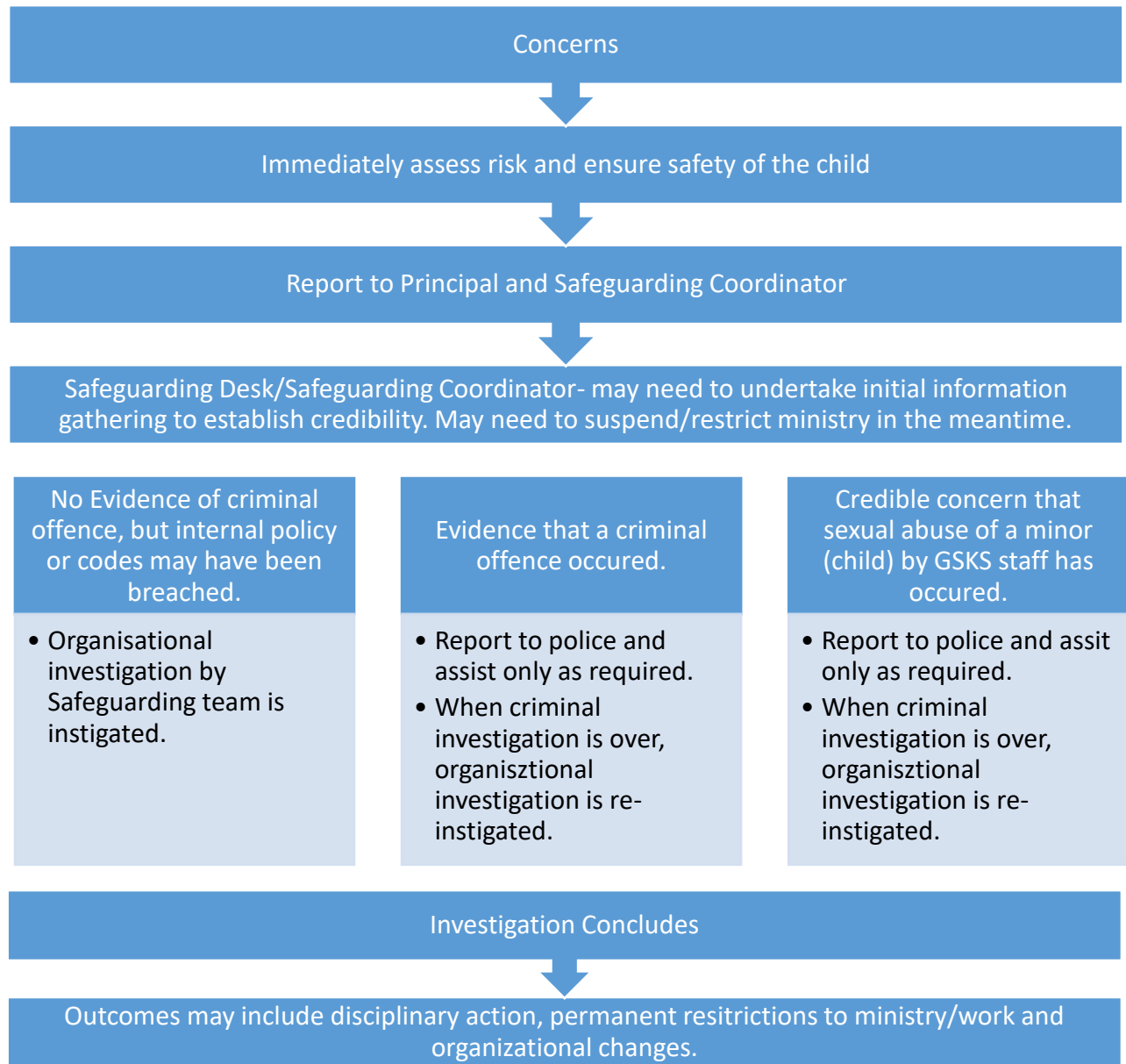
Procedure Flow Chart: If Alleged perpetrator is at the Kinder, but not responsible to GSKS eg immersion group from Australia.



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Procedure Flow Chart: If Alleged perpetrator is staff or volunteer in GSKS.

GSKS/BOT has employer responsibility and a duty to respond.



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D. REVIEW OF THIS PROCEDURE

We are committed to continually strengthening our approach to safeguarding. This Procedure will be reviewed every year before the end of the School Year. It will also be reviewed following any safeguarding incidents to make sure it is working well.

Staff will re-sign the Declaration every year before the end of the school year.

E. DECLARATION

I, _____, have received, read and understand the Sisters of the Good Samaritan Philippines Kinder School Safeguarding Procedure, which is a document specific to the Kinder that supports the implementation of the Sisters of the Good Samaritan Children and Vulnerable Adults Safeguarding Policy and Code of Conduct.

I understand that I must adhere to both the Policy and the Procedure.

Signature: _____

Date: _____

Please remove the declaration and provide a signed copy to the Kiribati Safeguarding Coordinator. Retain the copy of the Policy for your reflection and record.

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