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CHILD PROTECTION POLICY



International School Waldorf Cordoba

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Child Protection Policy

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1. OBJECTIVES

The main objectives of this security policy and child protection are:

- ✗ protect students during their stay in the center and create an environment where they feel safe and can talk to an adult about issues affecting their personal safety or that of their friends.
- ✗ reinforce the values of the school, so that staff, students and parents feel comfortable when articulating their concerns and calm because they know they are going to take effective action.
- ✗ With this policy we aim to ensure that all members of our community:
 - ✗ aware of their responsibilities regarding safety and child protection
 - ✗ know the procedures to follow if something concerns them
 - ✗ know where to go for more information on safety
 - ✗ know the main indicators of child abuse
- ✗ support the Center's commitment to safety and the protection of minors
- ✗ have all the information necessary to ensure their own safety and are protected

2. RESPONSIBLE

The person responsible for the safety and protection at the center is the coordinator of the kindergarten stage. In his absence, security issues are the responsibility of the classroom teacher child 1. If both were outside the center, the responsibility lies with the classroom teacher child in February.

The person in charge is key to ensure that the procedures and rules of the center are followed regarding safety issues. It will also be a function of the person in charge of security help other downtown workers and volunteers. Requirement is that the person who has enough authority in the center to fulfill its responsibilities in this position. All staff and volunteers must know who is in charge of security and functions.

This person will also give advice and coordinate actions within the school in a possible case of child protection. This person should be the intermediary between the players and forge strong working ties between them. This person should be trained to recognize and deal with a case related to the welfare of any child. Therefore it shall be given the support and training necessary to enable it to fulfill its functions. This person will be responsible to inform people, or relevant actors for investigation, any case of possible child abuse or other allegations. The person in charge of security will not be liable for any claims made against a staff member, except that this person is the head of studies.

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2.1. Functions

- ✘ It will give advice and support and share his experience with the rest of the center and will be responsible for coordinating any action related to the cooperation of the various parties involved in suspected case that is hurting a student.
- ✘ Transmit tips for everyone's safety and provide guidance. If it considers that a case has not been investigated respecting the procedures for child protection, inform the head of studies to be investigated further.
- ✘ It will ensure that all staff and volunteers at the center, as well as anyone who visits the center regularly aware of this policy and can access it. It shall inform the head teacher of any question or ongoing investigations and ensure that there is always someone in charge to do so.
- ✘ It will ensure that this document is updated and revised every three years. Maintain a detailed and accurate written record of all cases and store it in a safe place.
- ✘ It will ensure that parents know the child protection policy to inform them that the school may have to open a file.
- ✘ It will raise awareness to parents to prevent conflicts in the center if it were to carry out measures to protect the child.
- ✘ In the event that a student change center will arrange to send the file on the protection of minors to the new center as soon as possible, but in a separate file and direct the person in charge of security. If you do not know which center has changed the student will be responsible for informing local authorities to include the child's name in the database of missing students.
 - ⇒ It will ensure that all staff and volunteers receive appropriate training.
 - ⇒ Receive training on how to identify cases of abuse and when it is appropriate to report a case.
 - ⇒ Knowing the operation of the Community of Madrid is a case of abuse and meetings relating to a case of child abuse.
 - ⇒ Attend these meetings and participate in them if relevant to implement the Child Protection Plan.
 - ⇒ Go to any required course or refresher and report any new or relevant to other staff, volunteers and managers information.
 - ⇒ Be disclosed to other staff and volunteers (including new teachers or substitutes) and ensure that all staff have received training on child protection. This training will be based on their needs so they can identify and report on any matter that concerns you the teacher in charge immediately.

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2.2. Procedures

To address any possible case of abuse (or one confirmed) regarding the safety of the child that includes an element of child abuse School will take into account issues such as:

- ✘ The child abuse can be physical (injury other than by accident), sexual, or emotional negligence.
- ✘ If a child reports being a victim of abuse or if suspected of being a victim of such abuse, tell the person in charge immediately.
- ✘ They will also be forwarded to the teacher in charge of child protection concerns of other students or parents.
- ✘ Any notes should be as faithful as possible to the exact words the child used, date and signature.
- ✘ Do not ask the child or make you try to develop in greater detail what has been told that could have a negative effect on the action to be taken by the police or social services at some later time. If a student asks to keep a secret, it will explain that it is not always possible to keep it because if you say something that you believe is endangering the child, should ask for help for him or her and that they are required by law.
- ✘ Should not contact with parents or guardians in the case of an allegation of abuse.
- ✘ In cases where serious doubts about a case of physical or sexual abuse are taken, it will be the student as soon as possible. If applicable, the master shall seek additional information.
- ✘ It is not acceptable to ask a minor remove clothing. If necessary, you will be asked to help from a health personnel and recorded the existence of any injury. Any allegation of this seriousness should be made known to social services as soon as possible.
- ✘ If cases come to light on the child's after-school and no teacher available, the file must be sent to social services. Most cases involve maintaining contact with the child on a daily basis at the center.
- ✘ The teacher will appoint a teacher that the student or the student knows well to maintain contact with the child or supervise their development. In the event that the child abuse case came to trial, you can be called as a witness to the person to whom the student told him the problem first and teachers.

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2.3. Responsibilities and immediate action

- ✗ All adults working in the school (staff visit, volunteers and trainees) will have to inform the teacher coordinator of child of any matter that concerns you or about who suspect concerning the protection of minors. When catches up to teachers of any concern or incident, she will be responsible for deciding whether to inform social services. If in doubt about the seriousness of the matter, the teachers council may request the Board of Directors.
- ✗ In the event that a student submit a suspicious lesion that required urgent medical intervention, it must inform the school nurse immediately. They should never delay first aid or emergency medical care during the opening of a file. If you suspect that the student is in imminent danger, the immediate intervention of the emergency services and police will be asked.
- ✗ For suspected that a student is in danger, you will not say anything to the parent / guardian of the student without the consent of the teachers, after they consult the social services.

3. PERSONAL AND CHILDREN'S SELF

- ✗ references and criminal records of anyone you hire the center will be investigated. Everyone who will access the center must submit a certificate duly completed criminal and sexual history. The child protection policy, will be made aware of any permanent or temporary worker center.
- ✗ Volunteers criminal record of any parent or other persons contracted by the Center as a volunteer to work with students will be investigated. Volunteers will be supervised by a staff member and must respect the same code of conduct that a worker paid the center. At no time will be left in charge of students to volunteer.

3.1. Staff Code of Conduct

All staff (paid or volunteer) must adhere to the code of the center on contact with students and their families behavior. The basic rules are:

- ✗ They treat children with respect and dignity.
- ✗ They were not punished, subject, punish or reward except in cases provided by the Code of Conduct school.
- ✗ They will work with professionalism at all times and must know the inherent dangers of:
 - ⇒ contact students via private phones, either through text messages, emails, MSN or social networks

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- ⇒ work alone with a minor
- ⇒ physical interventions
- ⇒ cultural or gender stereotyping
- ⇒ working with sensitive information
- ⇒ giving and receiving gifts from students or their parents
- ⇒ inappropriately disclose personal data
- ⇒ meet with students outside school hours and hours where they meet their obligations

4. COMPLAINTS / CLAIMS AGAINST PERSONAL

Cordoba for Waldorf International School complaints against teachers, teachers or staff working at the center are received very seriously.

There are methods for students, parents and staff to share any concerns regarding the actions of any staff member. All such complaints should be forwarded immediately to the coordinator of the Children's stage so it can implement the appropriate procedures.

If the complaint is related to possible abuses by the coordinator, must be submitted to the Board.

The staff has been sanctioned for abusing students (or resign before disciplinary measures are taken) will be reported to the relevant Spanish authorities.

5. RECORDS

brief and accurate written notes on any incidents or concerns regarding child protection individually be retained. Child protection records are not available for consultation by students or parents. Child coordinator will keep in a safe place these records separate transcripts. They can only access these files, other teachers or members of the Board of Directors.

This document should be read carefully because we know that exposure to bullying can lead to self-harm minors and mark them for life with mental disorders or a damaged self image. the entrance to the center of every person accessing the School will be monitored. The staff will give the highest anyone who is in the center unidentified and take you to the meeting if necessary. It will call emergency services if worried the presence of people without identification or intruders.

All curriculum subjects seize any opportunity to address the issue of personal security and other related to child protection, especially in the field of life skills issues. Minors must keep well structured talks on these issues, including self-injury.

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Staff need to be aware of the risks they face commenting on these issues in the classroom because of the impact they can have on the students present. Center staff communicate their concerns to the coordinator of the Children's Stage and the Board of Directors in case of a pupil who:

- ✗ This non-accidental injury that could be the result of abuse
- ✗ It is self-injury
- ✗ Abuse of drugs / substances
- ✗ He has run away from home

6. PHOTOGRAPHING MINOR

We understand that parents who like taking pictures or videotaping their children playing in a time when parents come to school, or on important days like birthdays and celebrations This is normal in families and we will not oppose it parents and celebrate the participation of their children.

However, there are health and safety issues related to the photographs. For example, the use of flash may distract or blind students and cause an accident. For this reason, we strongly ask parents to use video or shooting modes that do not require the use of flash.

- ✗ It will not allow other people (people passing as theater groups or facilitators of workshops) make photographs or videotaped students during a school activity without parental permission.
- ✗ It does not allow images of students using school web pages, advertising or press releases without the express permission of parents or guardians.
- ✗ Furthermore, in the case from obtaining permission, we not individually identify students by name.

The annexes is the consent form shooting for students.

7. CONFIDENTIALITY AND EXCHANGE OF INFORMATION

School, and all staff members at school, will ensure that all students data are managed in accordance with legal requirements and in accordance with national and local regulations on the matter.

Any staff member who has access to sensitive information about a student or a student's family must take all necessary steps to ensure that information is only brought to the attention of people who need to know it measures.

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Despite confidentiality rules, if a staff member has reason to believe that a child is suffering any harm, or is in danger, their duty is to pass that information as soon as the person in charge of child protection center.

8. RETENTION AND PHYSICAL CONTACT WITH STUDENTS

The teachers of the school may employ physical contact with children, for some moments determined as:

- ✘ Finger play activities, play touch, work songs with proprioception, etc.
- ✘ Intervening in an emotional or physical conflict.
- ✘ Providing comfort and emotional care for children, etc.

9. SCHOOL ACTIVITIES

In the event that the School cede their space for conducting courses and workshops, we will ensure they have an appropriate security policy and child protection and that they can inform the center about these issues. All these considerations will be made explicit in any contract or service agreement with any organization.

10. IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

All adults, including volunteers and staff management center will receive a copy of this document or summary and asked to sign it as proof that you have read and agree to follow the procedures set forth herein.

This document will be discussed at least annually during staff meetings. The effectiveness of the policy will be reviewed and evaluated by the school administration in collaboration with teachers and members of the Board of Directors of school every year in the light of any specific incidents or changes in local / national regulations.

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Annex 1: Definitions and symptoms of abuse

The four main categories of abuse are physical injury, neglect, sexual abuse and emotional abuse. The following list of symptoms is not exhaustive is not complete, but lists the most common symptoms.

Remember that in most cases various types of abuse occur simultaneously, for example, sexual and emotional abuse. Some symptoms, such as cuts and scratches, may also be accidental and not a sign of abuse.

✘ **Physical abuse:** Physical abuse involves an injury or risk of having it or prevent it in fact not a minor, including deliberate poisoning, suffocation and fictitious diseases that will induce the child. It also falls into this category excessive punishment. Symptom:

- ⇒ Behavioral changes / Bedwetting / Retracts
- ⇒ Fingermarks
- ⇒ Frequent unexplained injuries
- ⇒ Broken bones
- ⇒ It frightened by physical contact
- ⇒ Cuts and scrapes
- ⇒ violent behavior during RPGs
- ⇒ Cigarette burns
- ⇒ Not to change clothes
- ⇒ He cowers
- ⇒ aggressive language and threats
- ⇒ Bruising in unusual areas
- ⇒ Change the explanation of how it was done injury
- ⇒ He does not want to go home with a parent or guardian.

✘ **Negligence:** Negligence is persistent or severe neglect of the child or failure to protect children from exposure to any kind of danger (freezing, starvation) form. It is also considered negligent failure to take over the care of the child, and that such behavior results in an impairment to their health or development, including the fact that the child can not progress. Symptom:

- ⇒ Lack of appropriate clothing
- ⇒ Dirt
- ⇒ He complains about the cold
- ⇒ Body pain
- ⇒ He complains of hunger
- ⇒ Smell of urine
- ⇒ Messy hair
- ⇒ Lack of parental interest
- ⇒ He refuses to communicate

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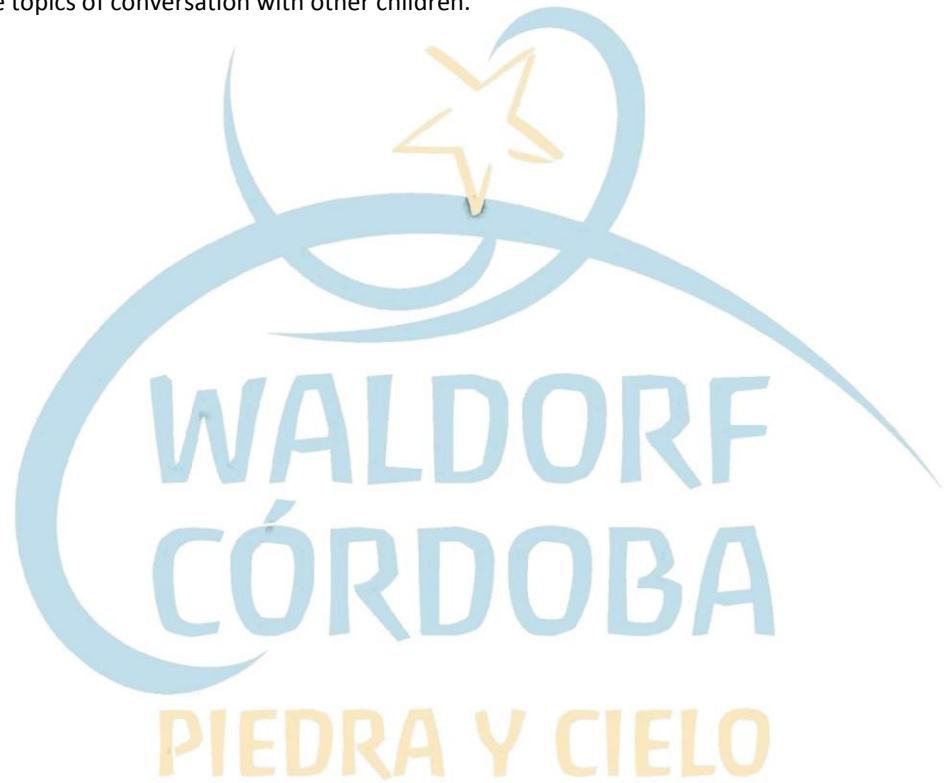
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- ⇒ Behavioral problems
 - ⇒ Seeking attention
 - ⇒ Disrespect
 - ⇒ Often gets into trouble (police)
 - ⇒ bullying
 - ⇒ Use expletives
 - ⇒ Always distracted
 - ⇒ Lacks self-confidence (low self-esteem)
 - ⇒ Roba
 - ⇒ She is jealous.
- ✘ **Sexual abuse:** This type of abuse is sexual exploitation of a child or adolescent or the risk of being a victim of exploitation. The child may be dependent and / or immature development. It also entails the involvement of dependent, immature children and adolescents in activities for which they are not in a position to give informed or that violate social taboos of family roles consent. Symptom:
- ⇒ Behavior or inappropriate language
 - ⇒ Retracts
 - ⇒ Behavior Change Role Play
 - ⇒ Rejects physical contact or demands attention
 - ⇒ Sways
 - ⇒ Physical evidence (marks, bruises, etc.)
 - ⇒ Knowledge
 - ⇒ Feel pain when going to the toilet, urine is strong
 - ⇒ stained underwear
 - ⇒ Bruises / marks on the genitals
 - ⇒ Draw inappropriate things
 - ⇒ Relationships with other adults or children, for example, be cheeky.
- ✘ **Emotional abuse:** Consists of influence or risk negatively influencing emotional development and behavior of a minor by a persistent and serious emotional maltreatment or rejection. Remember that any abuse involves emotional abuse. Symptom:
- ⇒ Crying
 - ⇒ Swinging
 - ⇒ Retracts
 - ⇒ Not to socialize
 - ⇒ Shame
 - ⇒ Misbehavior
 - ⇒ Aggression
 - ⇒ Behavioral changes
 - ⇒ Bribing parents

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- ⇒ It punishes himself
- ⇒ Lack of self confidence
- ⇒ Draws attention
- ⇒ Frightened of authority figures
- ⇒ Insecure
- ⇒ It is isolated from peers (unable to communicate with others)
- ⇒ Treat others as you would have treated him or her
- ⇒ Choose inappropriate topics of conversation with other children.



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Annex 2: Record for concern

- × Child's name:
- × Date:
- × Date of birth of the child:
- × Male / Female:
- × Ethnic origin:
- × Disability Yes / No:
- × Date and time of the problem:
- × His explanation of the problem (what has been said, observed, reported and by whom)
- × Additional information: (your opinion, context of concern / information)
- × His answer: (what you did / put the following concern)
- × Your name:
- × His sign:
- × Office in the center:
- × Date and time of this record:
- × Response measures and the person responsible / Director of Studies
- × Comments that have been made to the person who reported the problem
- × You have shared information with another staff member?
- × If so, what information shared and why?

