



Kingdom of Cambodia
Nation Religion King

Singapore Amicus International School
Quality, Discipline and Dignity
“The Future of Education”

School Child Protection Policy

1. Purpose

The purpose of this policy is to ensure that the school provides a safe and supportive environment for all students. The policy sets out procedures for identifying and responding to concerns about the safety and well-being of children, ensuring compliance with child protection laws and best practices.

2. Scope

This policy applies to all school staff, including:

- **Teachers**
- **Administrative staff**
- **Support staff**
- **Volunteers**
- **Visitors**
- **Contractors**

It covers all forms of child abuse, including physical, emotional, sexual abuse, neglect, and exposure to domestic violence.

3. Key Principles

- **Best Interests of the Child:** The safety and welfare of the child are the primary considerations in all actions and decisions.
- **Zero Tolerance for Abuse:** The school has zero tolerance for any form of abuse or exploitation of children.
- **Confidentiality:** Information related to child protection concerns will be handled confidentially, shared only with those who need to know to protect the child.
- **Mandatory Reporting:** All staff are legally obligated to report suspected cases of child abuse or neglect.

4. Definitions of Child Abuse

ទីតាំងខេត្តព្រះសីហនុ Sihanouk Campus:

ផ្លូវលំ ភូមិ៥ សង្កាត់៤ ក្រុង-ខេត្តព្រះសីហនុ Phum 5, Sangkat 4, Preah Sihanouk City
Tel: 015/092/0976-588-598

ទីតាំងខេត្តកំពត Kampot Campus:

ខាងជើងផ្សារសាមគ្គី ជាប់អគារមង្គលការមិត្តភាព សង្កាត់កំពង់បាយ ក្រុង-ខេត្តកំពត
Next to Mittpheap Wedding Hall, Sangkat Kampong Bay, Kampot City
Tel: 093/014-588-598 Mail: academicsais@gmail.com

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- **Physical Abuse:** Deliberate injury or harm to a child, including hitting, shaking, or other forms of physical assault.
- **Emotional Abuse:** Persistent emotional maltreatment or rejection that negatively impacts a child’s emotional development.
- **Sexual Abuse:** Forcing or enticing a child to take part in sexual activities, whether physical contact is involved or not, including exposure to inappropriate materials.
- **Neglect:** The persistent failure to meet a child’s basic needs, including food, shelter, clothing, or medical care.
- **Domestic Abuse:** Witnessing or experiencing domestic violence in the home environment.

5. Roles and Responsibilities

- **School Leadership:** Responsible for ensuring that the policy is effectively implemented and regularly reviewed. The leadership must also ensure compliance with local laws and child protection regulations.
- **Designated Safeguarding Lead (DSL):** A senior staff member appointed to manage child protection issues within the school. The DSL is responsible for:
 - Managing and investigating reported cases of abuse.
 - Coordinating with local child protection agencies.
 - Providing support and training to staff on child protection.
 - Keeping accurate records of all concerns and actions taken.
- **All Staff and Volunteers:** All staff members have a duty to be vigilant and report any concerns regarding child welfare to the DSL immediately. They are also required to attend regular training on child protection.
- **Parents and Guardians:** Expected to work in partnership with the school to ensure the safety and well-being of their children.

6. Procedures for Reporting Concerns

Step 1: Recognizing Signs of Abuse

All staff members should be alert to the signs of abuse, which may include:

- Unexplained injuries
- Changes in behavior, such as aggression or withdrawal
- Fear of certain adults or locations
- Neglect of hygiene or basic needs
- Sexualized behavior inappropriate for the child’s age

Step 2: Reporting Suspicions

- **Immediate Action:** Any staff member who suspects or becomes aware of child abuse must report the concern to the DSL immediately.
- **Confidentiality:** The staff member should not discuss the case with anyone other than the DSL or appropriate authorities.

Step 3: Investigating and Responding

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ផ្លូវលំ ភូមិ៥ សង្កាត់៤ ក្រុង-ខេត្តព្រះសីហនុ Phum 5, Sangkat 4, Preah Sihanouk City
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ខាងជើងផ្សារសាមគ្គី ជាប់អគារមង្គលការមិត្តភាព សង្កាត់កំពង់បាយ ក្រុង-ខេត្តកំពត
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- **DSL’s Responsibility:** The DSL will assess the concern and, if necessary, contact local child protection services or law enforcement. The DSL may also gather additional information by speaking with the child, parents, or staff members.
- **Referral to External Authorities:** If the child is at immediate risk of harm, the DSL will refer the case to external authorities without delay.

Step 4: Supporting the Child

- **Confidential Support:** The school will provide confidential support for the child through counseling services or referral to external mental health professionals.
- **Monitoring:** The child’s situation will be monitored by the school to ensure their ongoing safety and well-being.

7. Record Keeping

- **Confidential Records:** The school will maintain confidential records of all child protection concerns, including reports made, actions taken, and outcomes of investigations. These records will be securely stored and accessible only to the DSL and other authorized personnel.
- **Documentation:** All reports must be factual, dated, and signed by the staff member who raised the concern.

8. Training and Education

- **Staff Training:** All staff members will receive regular child protection training to ensure they understand their responsibilities, recognize the signs of abuse, and know how to report concerns.
- **Student Education:** Age-appropriate education on child safety, online safety, and how to seek help if needed will be provided to students as part of the curriculum.

9. Code of Conduct for Staff

- **Professional Boundaries:** All staff members must maintain appropriate professional boundaries with students at all times, avoiding any behavior that could be misinterpreted as inappropriate or abusive.
- **Physical Contact:** Physical contact with students should only occur when it is necessary and appropriate for the student’s safety and well-being. Staff should avoid situations where they are alone with a student in an isolated location.
- **Digital Communication:** Staff should use official school channels for communication with students and avoid personal or social media contact.

10. Managing Allegations Against Staff

- **Immediate Action:** Any allegation of abuse against a staff member must be reported immediately to the school principal or DSL. If the allegation involves the principal, it should be reported to the school board or an external child protection authority.
- **Suspension Pending Investigation:** If necessary, the accused staff member may be suspended during the investigation to protect the safety of the child and ensure a fair inquiry.
- **Investigation:** The school will conduct an internal investigation, in coordination with local child protection services and law enforcement where appropriate. The staff member may face disciplinary actions, including termination, depending on the outcome of the investigation.





11. Online Safety

- **Digital Protection Measures:** The school will implement appropriate filters, firewalls, and monitoring systems to protect students from exposure to harmful content online.
- **Education:** Students will be educated on safe internet practices, including recognizing online dangers such as cyberbullying, predatory behavior, and inappropriate content.

12. Partnerships with External Agencies

The school will maintain strong relationships with local child protection agencies, law enforcement, and mental health services. These partnerships will be crucial in ensuring that children receive the protection and support they need.

13. Policy Review

This policy will be reviewed annually by the school leadership team to ensure it remains up-to-date with legal requirements and best practices. Any changes will be communicated to staff, parents, and students.

Preah Sihanouk, 05 September 2024

Hoeung Bunly
CEO

