



Child Protection Policy (August 2023 Revision)

**GLORY SINGAPORE
INTERNATIONAL SCHOOL**

**Child Protection and
Safeguarding
Policy**



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Introduction

Glory Singapore International School (hereinafter referred to as the school) regards the safety and welfare of each child as vitally important and recognises its responsibilities for child protection. We aim to create a safe environment for children to develop and grow, raise awareness about abuse, and train our children with life skills to keep them safe. This policy applies to all students, teachers, and staff, and will be reviewed annually by the School Administration before the beginning of each academic year, as well as whenever deemed necessary.

The school's child protection policy is framed by the Thai Child Protection Act 2003, and Article 52 of the Constitution of the Kingdom of Thailand 2007, particularly the following sections:

Article 25 Section 5: Parents or guardians are forbidden to treat a child in ways or manners which constitute unlawful caring.

Article 26: A person is forbidden to commit or omit acts which result in torturing a child's body or mind.

Article 52: Children and youth have a right to receive physical, mental and intellectual development in a safe and suitable environment.

Children and youth have the right to be protected against violence and unfair treatment and have the right to medical treatment or rehabilitation.

In addition, the school recognises its obligation to protect our students under the following articles of the UN Convention on the Rights of the Child (1989):



Article 1: A child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Article 2: Respect and ensure the rights set forth to each child without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. Take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Article 3: In all actions concerning children, the best interests of the child shall be a primary consideration. Undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and, to this end, shall take all appropriate legislative and administrative measures. Ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.

Article 12: Assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.

Article 13: The child shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice. The exercise of this right may be subject to certain restrictions, but these shall only be such as are provided by law and are necessary: for respect of the rights or reputations of others; or for the protection of national security or of public order (ordre public), or of public health or morals.

Article 14: States Parties shall respect the right of the child to freedom of thought, conscience and religion. Freedom to manifest one's religion or beliefs may be subject only to such limitations as are prescribed by law and are necessary to protect public safety, order, health or morals, or the fundamental rights and freedoms of others.



Article 16: No child shall be subjected to arbitrary or unlawful interference with his or her privacy, family, home or correspondence, nor to unlawful attacks on his or her honour and reputation. The child has the right to the protection of the law against such interference or attacks.

Article 19: Take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Article 34: Protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, States Parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent: (a) The inducement or coercion of a child to engage in any unlawful sexual activity;(b) The exploitative use of children in prostitution or other unlawful sexual practices;(c) The exploitative use of children in pornographic performances and materials.

Article 35: Take all appropriate national, bilateral and multilateral measures to prevent the abduction of, the sale of or traffic in children for any purpose or in any form.

Article 36: Protect the child against all other forms of exploitation prejudicial to any aspects of the child's welfare.

Article 37: No child shall be subjected to torture or other cruel, inhuman or degrading treatment or punishment.

Child Protection and Safeguarding

Child protection and safeguarding encompass a range of policies, practices, and interventions aimed at preventing and responding to potential harm, abuse, neglect, or exploitation of children. These efforts are designed to create an environment that promotes the well-being and development of children, emphasizing their safety and protection from various risks.

Child protection involves identifying, reporting, and addressing instances of harm, while safeguarding takes a proactive approach, focusing on measures to prevent harm and create a nurturing and secure environment for children to thrive. These concepts



are integral to upholding the rights of children and ensuring their physical, emotional, and social welfare in various settings, including homes, schools, communities, and institutions.

Definition and Classification of Abuse

Abuse is defined as one form of mistreatment of a child, with the other form being neglect. A person may abuse or neglect a child either directly or indirectly by inflicting harm, or failure to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, but rarely by strangers.

Child abuse is defined as follows:

1. Inflicting of physical injury on a child other than accidental means, causing death, disfigurement, skin bruises, impairment of physical or emotional health or loss of any body function, and/or
2. Creating a potential risk of physical harm to a child's bodily functioning, and/or
3. Committing or permitting any sexual offense to be committed against a child as defined in the Thai Child Protection Act 2003, and/or
4. Any improper touching of a child other than for hygiene or other childcare-related purposes, and/or
5. Committing acts that are cruel or inhumane despite observable injury. Such acts may include, but are not limited to, forms of extreme discipline disregarding a child's pain and/or mental suffering, and/or
6. Assaulting or criminally mistreating a child as defined by the Thai Child Protection Act 2003 and/or
7. Participating in actions or negligence resulting in injury to, or creating a considerable risk to the physical or mental health or development of a child.
8. Failure to take reasonable steps to avert the occurrence of all the above.

Different cases of abuse can be classified into four categories.

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect



Physical abuse is defined as causing physical harm on a child with intention, or assaulting or criminally mistreating a child as defined by either the Thai Child Protection Act 2003 or school policy. Indicators of physical abuse include bruises, burns, lacerations, abrasions, fractures, or other unexplained wounds. Partaking or neglecting omissions resulting in injury to, or creating a substantial risk to physical or mental health or development of a child also constitutes as physical abuse.

Sexual abuse is defined as forcing or tempting a child to take part in sexual activities, whether or not the child knows what is taking place. The activities may involve physical contact, including penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching even properly clothed. They also include non-contact activities, involving children in looking at, or in the production of, sexual images, watching sexual activities, allowing children to behave in sexually provocative ways, or grooming a child for abuse (including via the internet). Indicators for sexual abuse include sexual knowledge or behavior that is inappropriate to age level, unusual patterns of interpersonal relationship, evidence of trauma or bleeding to the oral, genital or anal areas.

Emotional abuse is defined as continuous emotional maltreatment of a child causing severe and persistent adverse effects on the child's emotional development. It may involve bullying (or cyberbullying), or expressions that affect a child's self-esteem. **The school has zero tolerance to any instances of bullying.**

Neglect is failure to provide for a child's basic needs in their own environment. Examples of neglect include neglect to physical care, medical care, and emotional care. Exposure to domestic violence also counts towards neglect. Possible indicators of neglect are parents who are disinterested in their child's academic achievements, parents who are unresponsive to repeated communications from the school, both parents or legal guardians being absent from home, and parents who cannot be contacted in the case of an emergency.

Recording and Reporting of Abuses

A student may directly and explicitly communicate what is going on to a member of staff, or they may indirectly hint at a situation. In either case, staff members must exercise their judgment in determining the appropriate level of discussion with the student.



It is crucial to note that any safeguarding concerns related to staff, including the Child Protection and Safeguarding Lead (CPSL) or Child Protection and Safeguarding Officer (CPSO), must be promptly reported directly to the principal or headteacher for further investigation and appropriate action. This ensures a swift and effective response to safeguarding issues within the educational institution.

Moreover, in the event that the safeguarding allegation is against the principal or headteacher, the concern must be reported directly to the chair of the governing body, owner, or trustee for immediate attention and necessary actions. This additional step ensures an impartial and thorough investigation when the safeguarding concern involves a member of the school's leadership.

Guidelines that the staff should follow are:

1. Reassure the child that it is okay to tell what happened.
2. Tell the child what to expect. If the member of staff does not know then they should say so, but should reassure the child that s/he will be supported by the staff member.
3. Project a calm, understanding and supportive attitude to the child.
4. Let the child know that you must tell authorities to get help. Explain that you will have to tell another person because they are at risk.
5. Reassure the student that it is not their fault.
6. Trust your gut feelings.
7. Understand the importance of early reporting.
8. Make clear and detailed notes of the conversation (but ideally after, not during, the conversation).
9. Respect the child's privacy by not discussing the situation either out of school or in school with anyone other than the Guidance Counsellor.
10. Remember that reporting is a request for an investigation into a suspected case of abuse.
11. After reporting, it is important to maintain a supportive presence for the child.

The following guidance is given for writing up details of a disclosure made to a member of staff:

1. Write it up as soon as possible after the conversation, ideally immediately



- after (but not during) the conversation.
2. Be as specific and factual as possible and include the name, gender and age (and/or date of birth) of the child and the date, time and location of the (alleged) incident(s) as well as the pertinent details as to what happened and the name(s) of the perpetrators if known.
 3. If possible also include background information such as parents' names, address, mobile/home phone numbers and workplaces and any information on previous injuries or background data.
 4. Describe any injuries you see (and after the conversation send, or ideally take, the child to the school nurse who should take photos of the injuries, bruises, cuts and or bleeding, and write a report).
 5. Sign all notes with the date and time as well as name of the signatory.

A report of child abuse must be made after there is reasonable cause to believe that a child has suffered abuse. After making a written record, which must be hard copy only, this must be given, ideally immediately, to the Head of Campus.

All reports must be kept confidential. The person to whom the disclosure was made must not discuss any aspect of the disclosure to anyone other than a CPO/Guidance Counsellor unless subsequently required to do so by the Principal, or by the police or legal authorities.

Notes must be stored under lock and key (and not in the child's regular school files).

Each incidence of possible abuse should constitute a separate referral.

If a child discloses inappropriate behavior of school personnel then the school will respond in the same way as for any other similar allegation. School staff have daily access to children and the emotional and physical safety of a child is determined by the access of the offender to the child, thus disclosure of alleged offenses by members of staff will be handled immediately and with seriousness.

Any concerns relating to the behavior of a member of staff (in relation to this policy) must be reported directly and immediately to the Principal. The school is mindful that its integrity is dependent on whether and how it responds when an alleged offender



within the school is reported. It is the duty of the school to prevent and deter child abuse, as well as to provide procedures for the resolution or prosecution of any abuse committed by any member of staff.

Visitors Policy

GLORY is a closed campus and maintaining a secure site is a key component of the school's child protection measures. There is only one entrance to the school site for students and visitors alike. Visitors are restricted to the School Office and visitors-only area and are not allowed to enter the buildings unaccompanied.

Alumni, no matter how recently they may have left the school, must wear a visitor badge in school, available from Reception. Alumni may only enter the school unaccompanied if approved by the School Office. Students from other schools will need to follow the above procedure as visitors of the school.

The procedure for visitors to the school is as follows:

1. The visitor exchanges some form of identification for a visitor's badge with the Security Guard outside the Office.
2. The visitor identifies himself or herself to the Receptionist who will contact the relevant staff
3. Upon departure, the visitor will return the visitor's badge and collect their identification from the Security Guard

Student Absence

Parents are expected to notify the school on all occasions when their child is absent and to do so by 8:00am on occasions of unexpected absence. The School Office will phone parents on all occasions that a student is not in school by 8.30am with no notification from parents. The School Office will notify the appropriate Head or Assistant Head of School or any member of the School Administration on all occasions on which the office phones parents after 8.30am and either cannot contact a parent or when the parent believes that their child was in school. The member of staff will then take



appropriate action to try to establish the safety of the child.

Departure from School

By default, the students' parents are the only people entitled to picking a student up. Should an event where a parent authorizes another adult to pick the student up, the parent is required to inform either the Homeroom Teacher or the School Office, sending in 1) a recent picture of the permitted person 2) a copy of the permitted person's ID card electronically.

All parents or their drivers coming into school must have a current GLORY sticker clearly displayed on the windscreen. Cars without the GLORY sticker will not be allowed in the school parking lot.

Students may leave school unaccompanied in a taxi provided that parents have informed the school on each occasion that they wish their child or children to leave school in this manner.

Students are prohibited from riding a motorbike in school. Students may only ride pillion on a motorbike in school if they are wearing a helmet. Should the School find out that the students are not wearing a helmet, the School will inform the parents of the rule. Parents who insist on their children not wearing a helmet while on the motorbike must sign a waiver form.

Students may not drive a car or motorbike on school premises.

Students may leave school unaccompanied on foot provided that parents have given their permission to the School Office in the form of a written consent. Parents may give such permission either for the whole term or year (if their child often departs on foot). The School Office maintains a written list of such students, or on each specific occasion. For students who usually leave school with a parent, parents are to notify the Homeroom teacher as soon as possible in electronic form.



Use of Student's Images

On accepting a place at the school, parents agree that the school may use images of their child or children without seeking specific parental permission for each occasion. Parents may withdraw this permission by writing to the School. Members of staff should not store images of students on personal devices with the exception of photographs taken during school events. **Members of staff must not post images of students on their personal social media.**

When using images of students the school will always ensure that the student's full name is the most personal information that will be given. Most of the time, the student's nickname will be used. Students will always be appropriately clothed and no other personal information will be revealed, like home address or contact info for example.

Internet Safety Measures

1. **Supervised Internet Access:** Students must have supervised access to the internet during school hours with teachers monitoring online activity.
2. **Personal Information Protection:** Students are prohibited from sharing personal information online, including full names, addresses, phone numbers, school details, and any other identifiable information.
3. **Cyberbullying Prevention:** Students must engage in respectful and kind online behavior. Cyberbullying in any form is strictly prohibited. Students must report any incidents of cyberbullying to teachers or school authorities immediately.
4. **Responsible Online Communication:** Students are expected to communicate responsibly online, refraining from engaging in harmful or inappropriate conversations. Any uncomfortable interactions must be reported to a teacher or staff.



CCTV Usage

Glory Singapore International School buildings and facilities are equipped with CCTV systems (Closed Circuit Television) to maintain a safe learning environment. This section is created to regulate the management, operation, and use of the CCTV. The system comprises CCTV cameras located in and around school sites at Glory Singapore International School Soi 18 and Glory Singapore International School Soi 30. CCTV is monitored by the IT department of both campuses, and access to files are limited to the Principal and designated Administrators only. This section will be subject to review annually to include consultation as appropriate with interested parties.

The CCTV system will seek to comply with the requirements of local laws and international best practice. The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Personal Data Protection Act. The system has been installed to ensure that it will give maximum coverage and efficiency. However, it is not possible to guarantee that the system will cover all areas, nor detect every single incident taking place in the areas of coverage. All staff should be aware that some cameras also record sound. CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the school. CCTV systems and associated equipment will be required to be compliant with the PDPA policy following its adoption by the school. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the Personal Data Protection Act.

All CCTV cameras are placed to ensure and increase both general and personal safety of the students, staff, and visitors and to reduce the fear of crime. The CCTV will be specifically used as follows:

1. To be used to protect the school buildings and assets.
2. To support the police in preventing and detecting crime.
3. To assist in identifying, apprehending, and prosecuting offenders.
4. To assist in managing the school.

Following the stated uses, the CCTV system will not be used for the following reasons:

1. As an alternative to finding lost property, unless there is an accusation of theft.



2. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
3. Images will not be released to the media for purposes of entertainment.

The system and data that has been collected can only be accessed by the Principal and designated Administrators or their staff with Administrative permission. The CCTV system will be operated 24 hours each day, every day of the year. All CCTV data will be kept for a minimum of fourteen days, and not be kept for longer than 1 month where a law enforcement body or equivalent is involved or there is other acceptable reason given and approved by the Principal. The CCTV system hardware will be maintained by the school IT department while the software and data will be maintained by the same department but with supervision of the Principal. Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation from the Principal.

Any and all downloads of CCTV system recordings will undergo certain procedures in order to maintain and preserve the integrity of the data and to ensure their admissibility in any legal proceedings. Before use, each download media must be cleaned of any previous recording. All downloaded media required for evidential purposes must be sealed, witnessed, and signed by the Principal, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the Principal, then dated and returned to the evidence store. Images may be viewed by the police for the prevention and detection of crime. A record will be maintained of the release of any download media to the police or other authorized applicants. Viewing of images by the police must be recorded in writing in the 'CCTV Review Log-Book' at the relevant campus. Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with PDPA legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person.

Verifying incidents or accidents through the CCTV can only be done by the Principal and designated Administrators as appropriate and necessary. The Principal must satisfy themselves of the identity of any person wishing to view images or access



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the system and the legitimacy of the request. Where any doubt exists access will be refused. The approval of viewing of media must be limited to members of senior staff at the school:

1. Associate Director
2. Director
3. Board of Directors

Any request from a parent to view CCTV footage must be made by contacting the Principal directly. All requests to view CCTV footage are logged and must receive written approval. However, the school is under no obligation to approve viewing of the requested footage.



Key Contacts

All staff members are responsible for the safeguarding of children at Glory Singapore International School. However, the key members listed are responsible for the reporting and referral process.

Administration Team

- Mr. Siravich Joshua Chaomuangbon, Associate Director, joshua@glory.ac.th
- Mr. Siradanai Chaomuangbon, Associate Director, joseph@glory.ac.th
- Ms. Edith Chu, Principal, edith@glory.ac.th
- Ms. Maolen Lagonoy, Counsellor, maolen@glory.ac.th

The following teachers are the designated Child Protection Officer:

Soi 18 Campus (Nursery to Primary 2)

- Ms. Ma. Ana Rizza Inting Yu, Primary Mathematics Teacher, ana@glory.ac.th
- Ms. Anafe Grace Capilitan Allesca, Nursery Teacher, anafe@glory.ac.th
- Ms. Krisha Ann Alson, SEN Teacher, krisha@glory.ac.th

Soi 30 Campus (Primary 3 to Grade 12)

- Ms. Iris Rodriguez Saluta, Assistant Teacher, iris@glory.ac.th
- Mr. Frannie James Ballenas, Primary Computer Teacher, frannie@glory.ac.th

Note: The previous revision of the Child Protection Policy was in October 2022.