



Glory Singapore International School

CHILD PROTECTION POLICY

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Glory Singapore International School Substance Abuse Policy (Including Alcohol)

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Approved by: School Board and Head of School, Glory Singapore International School

Policy Owner: Child Protection and Safeguarding Team

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Glory Singapore International School

Child Protection and Safeguarding Policy

Introduction

At **Glory Singapore International School (GSIS)**, the welfare and safety of every child are our highest priority. We believe that all students have the right to learn in an environment where they feel **protected, respected, and supported**. This commitment extends to every member of our school community — students, teachers, support staff, administrators, parents, and visitors.

This policy establishes the school's framework for **child protection and safeguarding**, in line with Thai legislation, international child rights standards, and the **Educational Development Trust (EDT) Accreditation Standards 2025**.

Our commitment is grounded in the **GSIS Vision and Mission**, which emphasize holistic education that develops **compassion, responsibility, integrity, and global citizenship**.

We recognize that safeguarding is not only a legal requirement but a moral obligation central to our role as educators. It is our collective responsibility to **prevent harm, identify early signs of abuse, intervene appropriately, and promote student well-being**.

Legal and Policy Framework

GSIS complies with the following key laws and policies:

National Frameworks

- **Child Protection Act B.E. 2546 (2003)** – The core legislation outlining child safety, protection measures, and mandatory reporting responsibilities.
- **Promotion of National Child and Youth Development Act B.E. 2550 (2007)** – Establishes rights-based programs to ensure development and welfare for all Thai and non-Thai children.
- **Rule of the Ministry of Education on Penalisation of Pupils and Students B.E. 2548 (2005)** – Ensures positive, non-violent disciplinary practices.
- **Personal Data Protection Act (PDPA) B.E. 2562 (2019)** – Mandates proper handling and safeguarding of all personal and educational data.
- **Civil and Criminal Codes** – Provide penalties for neglect, violence, exploitation, and abuse.

International Standards

- **UN Convention on the Rights of the Child (1989)** – Upholds children’s right to protection, survival, and development.
- **EDT Standards (Areas 8–9)** – Require international schools to demonstrate robust safeguarding structures, trained personnel, secure records, and clear evidence of protection procedures.

Purpose and Objectives

This policy aims to:

1. Establish a consistent and transparent **system for safeguarding and child protection**.
2. Ensure that all GSIS staff are **aware of their duties** to protect students from harm.
3. Provide a **clear procedure** for identifying, reporting, and responding to child protection concerns.
4. Promote **preventive education** that empowers students to understand personal safety, boundaries, and respect.
5. Maintain compliance with **Thai law** and **international accreditation standards**.
6. Strengthen partnerships with **families, government agencies, and the community** to safeguard every child.

This policy applies to all GSIS campuses, school activities, digital platforms, transportation, and events.

Guiding Principles

1. **Best Interests of the Child:** Every action prioritizes the child’s welfare.
2. **Zero Tolerance for Abuse:** All concerns are taken seriously and investigated.
3. **Equality and Inclusion:** Every child, regardless of race, nationality, gender, religion, or ability, deserves protection.
4. **Confidentiality:** Information is shared only on a need-to-know basis to safeguard the child.
5. **Transparency and Accountability:** All decisions and actions are recorded, reviewed, and auditable.
6. **Empowerment:** Students are encouraged to speak up, knowing they will be heard and supported.

Definitions

- **Child:** Any person under 18 years old.
- **Safeguarding:** Preventive measures to ensure children are safe and free from abuse or neglect.
- **Child Protection:** Immediate and responsive actions taken when abuse or harm is suspected or disclosed.
- **Abuse:** Physical, sexual, emotional, or psychological mistreatment of a child by an adult or peer.
- **Neglect:** Failure to provide adequate care or supervision.
- **Bullying:** Deliberate harm through intimidation, exclusion, or aggression, including cyberbullying.
- **Well-being:** The state of physical, emotional, and social health of the child.

Roles and Responsibilities

School Board & Directors

- Approve, review, and fund safeguarding initiatives.
- Ensure the policy aligns with Thai law and EDT standards.
- Receive and review the annual **Safeguarding Report**.

Principal

- Leads and monitors policy implementation.
- Ensures all incidents are handled promptly and in line with procedure.
- Coordinates external referrals and communication with parents.

Designated Safeguarding Lead (DSL)

- **Ms. Krisha Ann Alson and Ms. Ma. Anariza Yu**
- Oversees all safeguarding matters, record keeping, and training.
- Acts as liaison with MSDHS, OSCC, and law enforcement.
- Maintains confidentiality of all child protection documents.

Deputy DSL

- **Ms. Ma. Christina Ford**
- Assist the DSL in investigations, counseling follow-ups, and training.

Discipline Officer

- **Mr. Frannie James Ballenas**
- Receives and logs all incident reports.
- Coordinates investigations and sanctions in collaboration with the COS Team.
- Ensures all outcomes align with the Student Handbook.

Teachers and Staff

- Observe and report any safeguarding concerns.
- Maintain professional conduct and boundaries.
- Participate in annual safeguarding and PDPA training.

Parents and Guardians

- Cooperate with the school in promoting safety and positive discipline.
- Attend meetings when concerns arise.

Types and Indicators of Abuse

Type	Definition	Indicators
Physical	Intentional injury through hitting, shaking, or excessive punishment.	Bruises, burns, unexplained marks, fear of adults.
Sexual	Involving a child in sexual acts, exploitation, or grooming.	Fearfulness, age-inappropriate knowledge, behavioral regression.
Emotional	Persistent humiliation, threats, or isolation.	Withdrawal, anxiety, self-harm, extreme compliance.
Neglect	Failure to provide food, shelter, care, or supervision.	Poor hygiene, malnutrition, frequent absences.
Cyber	Abuse via online platforms, bullying, or exploitation.	Anxiety, secretive device use, distress after using technology.

Reporting and Response Procedure

Step 1: Observation or Disclosure

- Remain calm, listen attentively, and reassure the child.
- Do not make promises of secrecy.
- Avoid judgment or leading questions.

Step 2: Documentation

- Record all details using the **Child Protection Report Form**.
- Include date, time, persons involved, and exact quotes from the child.
- Submit to the **DSL within 24 hours**.

Step 3: Internal Review

- DSL assesses urgency and severity.
- DSL and Principal determine if referral to authorities is necessary.

Step 4: External Reporting

- For severe or criminal cases, DSL contacts:
 - **Provincial Social Development Office**
 - **One Stop Crisis Center (OSCC 1300 Hotline)**
 - **Royal Thai Police / Juvenile and Family Court**

Step 5: Support and Follow-Up

- Counseling and emotional support provided by the Safeguarding Team.
- Regular follow-up to monitor the child's adjustment and safety.

Preventive Safeguarding

- **Safe Recruitment:** All staff undergo criminal background checks and reference verification.
- **Annual Training:** All employees receive refresher training on child protection and PDPA.
- **Student Awareness:** Classroom discussions and assemblies on body safety, consent, digital safety, and respect.
- **Parent Education:** Workshops on discipline, screen time, and child well-being.
- **Campus Safety:** Monitored entrances, ID checks, CCTV, and emergency procedures.

Behavior Management and Positive Discipline

In accordance with the **MOE Rule B.E. 2548 (2005)**:

- Discipline must be corrective, not punitive.
- Sanctions include: verbal warnings, behavior contracts, counseling, and community service.
- Prohibited: physical punishment, humiliation, or deprivation of basic needs.
- Teachers model empathy, fairness, and consistency in handling behavior.

Student Departure and Dismissal Procedures

To ensure student safety during dismissal, the following rules apply:

1. Authorized Pick-Up

- Only parents or legal guardians may pick up students.
- If another adult is authorized, parents must inform the **Homeroom Teacher or School Office** in advance and provide:
 1. A recent photo of the authorized person, and
 2. A copy of their ID card (sent electronically).

2. Vehicle Access

- All vehicles entering school must display a valid **GLORY sticker** on the windscreen.
- Vehicles without a sticker will not be permitted entry.

3. Alternative Transportation

- Students may leave unaccompanied by **taxi** only if parents inform the school each time.
- Students may leave **on foot** if parents have given written consent to the School Office (for specific days or the full term).
- A register of authorized students is maintained by the School Office.

4. Motorbike and Vehicle Use

- Students are prohibited from driving motorbikes or cars on school grounds.
- Riding pillion on a motorbike is allowed **only with a helmet**.
- Parents refusing helmet use must sign a **safety waiver form**.

These measures ensure student safety and compliance with GSIS's safeguarding standards.

Data Protection and Confidentiality

- **All safeguarding records** are stored securely under the DSL's supervision.
- **Digital files** are password-protected and encrypted.
- **Physical files** are kept in a locked cabinet, separate from academic records.
- **Access limited** to DSL, Principal, and authorized authorities.
- **Parental consent** required for data sharing, except in legal investigations.

Use of Students' Images

1. Upon enrollment, parents or guardians grant GSIS permission to use images or videos of their child for educational, promotional, or school-related purposes.
 - Parents who wish to withdraw consent may do so at any time by **submitting a written notice** to the School Office.
2. **Staff Conduct and Storage**
 - Members of staff may not store student images on **personal devices**, except for photographs taken during official school events.
 - Staff must **not post or share** images of students on personal social media accounts under any circumstances.
3. **Publishing Guidelines**
 - When using images publicly (website, brochures, presentations), GSIS ensures that:
 - The **student's full name** will never be published alongside the image unless explicitly approved.
 - **Nicknames or first names only** are used when necessary.
 - Students are always **appropriately dressed**, and no personal details such as home address or contact information are disclosed.

These practices comply with the **Personal Data Protection Act (PDPA) B.E. 2562 (2019)** and ensure the responsible, respectful, and secure use of student images.

Collaboration with Thai Authorities

GSIS works closely with:

- **Department of Children and Youth (MSDHS)**
 - **Provincial Social Development Office**
 - **One Stop Crisis Center (OSCC 1300 Hotline)**
 - **Royal Thai Police / Family Court**
- to ensure timely intervention and legal compliance.

Cross-Referenced Policies

This policy aligns with other GSIS safeguarding documents:

- **Anti-Bullying Policy (2025):** Promotes a culture of respect and intervention in peer abuse.
- **SEN Policy (2025):** Protects and supports students with learning or emotional needs.
- **Substance Abuse Policy (2025):** Ensures a drug-free and safe school environment.
- **Health and Safety Policy (2025):** Maintains physical safety through risk assessments and emergency preparedness.

Monitoring and Review

- Annual review by DSL and Safeguarding Committee.
- Termly incident summaries submitted to the School Board.
- Policy updated to reflect legislative or EDT changes.

Key Contacts (2025–2026)

DSL: Ms. Krisha Ann Alson – krisha@glory.ac.th , Ms. Ma. Anariza Yu – ana@glory.ac.th

Deputy DSLs: Ms. Iris Rodriguez Saluta, Ms. Ma. Christina Ford

Associate Directors: Mr. Siravich Joshua Chaomuangbon, Mr. Siradanai Chaomuangbon

Annex A: Safeguarding Procedures

Purpose of This Annex

This annex provides a **practical step-by-step guide** for all GSIS staff to follow when a safeguarding or child protection concern arises. It is adapted from the school's **Child Protection Flier (2025)** and forms an operational supplement to the main Child Protection and Safeguarding Policy.

It outlines clear **actions, expectations, and responsibilities** for both staff and students to ensure prompt, compassionate, and lawful handling of any disclosure or concern.

When to Use These Procedures

These procedures must be followed whenever:

- A child **discloses abuse** or expresses discomfort or fear.
- A staff member **suspects neglect, harm, or unsafe behavior**.
- A child's **behavior, appearance, or attendance** raises concern.
- An incident of **bullying, discrimination, or online exploitation** occurs.

All concerns, no matter how small, must be taken seriously.

Step-by-Step Procedures for Staff

A. Reassurance

- Remain calm and approachable.
- Reassure the child that it is okay to tell what happened.
- Listen carefully — do not interrupt or show shock.
- Tell the child they are not in trouble and that it is not their fault.

B. Expectations

- Explain what will happen next in clear, age-appropriate language:
"I need to tell someone who can help keep you safe."
- Do **not** promise secrecy.
- Avoid asking leading questions or pushing for details.

C. Partnership

- Discuss the situation **immediately** with the **Designated Safeguarding Lead (DSL)** or a **Deputy DSL**.
- If the concern involves a staff member, report directly to the **Principal**.
- If the concern involves the Principal, report to the **Associate Director**.

D. Documentation

- Write clear, factual notes as soon as possible after the conversation.
- Include:
 - Date, time, and location
 - Child's name, age, and class
 - Exact words used by the child (in quotation marks)
 - Observed injuries or behaviors
 - Your name and signature
- Use the official **Child Protection Report Form**.
- Submit your report **within 24 hours** to the DSL.

E. Empowerment

- Maintain a positive presence for the child.
- Provide reassurance that they will be supported and protected.
- Follow up with the counselor or DSL for updates if appropriate.
- Continue to observe and support the child in daily routines.

External Emergency Contacts:

- **One Stop Crisis Center (OSCC): 1300 Hotline**
- **Provincial Social Development Office**
- **Local Police Station (Juvenile Division)**



Glory Singapore International School

Display and Awareness

- This **Safeguarding Procedure Flier** must be displayed in:
 - Classrooms, hallways, nurse's offices, and counselor's room.
 - Staff workrooms and administrative offices.
 - Student handbooks and parent orientation materials.
- All staff and students should be familiar with these five key actions:
Reassure – Explain – Partner – Document – Empower.

Annex B – Formal Record Transfer Protocol

Purpose

To ensure that all **child protection, counseling, and welfare records** are transferred **securely, confidentially, and in compliance with Thai law and PDPA (2019)** whenever a student moves between GSIS campuses, transfers to another school, or when records are requested by authorized agencies.

Procedures

1. **Authorization**
 - The **Designated Safeguarding Lead (DSL)** oversees all transfers.
 - **Parental or guardian consent** is required unless transfer is mandated by law or court order.
2. **Preparation**
 - Records are reviewed for accuracy, signed, and marked **Confidential – Safeguarding Only**.
 - Irrelevant academic data are excluded.
3. **Transfer Method**
 - **Physical:** Placed in a sealed, labeled envelope and hand-delivered or couriered to the receiving institution.
 - **Digital:** Sent via encrypted email or password-protected file approved by the DSL.
4. **Record Log**
 - Each transfer is **recorded in the Safeguarding Register** with date, name, purpose, and acknowledgment of receipt.
5. **Retention**
 - A copy and the transfer log remain on file at GSIS for **five (5) years** for accountability and audit purposes.

Accountability

All staff involved must follow this protocol strictly. Breach of confidentiality or mishandling of safeguarding documents constitutes serious **professional misconduct** and will be subject to disciplinary action.

Annex C – Incident Reporting and Disciplinary Procedure

Purpose

This annex outlines the formal procedure for reporting and managing **student incidents** related to behavior, safety, or safeguarding concerns.

It ensures that all incidents are **documented, investigated, and resolved fairly**, in accordance with the **GSIS Student Handbook**, the **Child Protection Policy**, and the **Ministry of Education Rule on Penalisation of Pupils and Students (B.E. 2548)**.

Procedure

1. Initial Report

- The **Homeroom Teacher** documents the incident immediately using the official **Incident Report Form**.
- The report must include:
 - Date, time, and location of incident
 - Names of students and staff involved
 - Factual description of what occurred
 - Any immediate actions taken

2. Submission to Discipline Officer

- The completed report is submitted to the **Discipline Officer** for verification and logging.
- The Discipline Officer ensures that reports are complete, factual, and categorized according to the **Student Handbook** behavior categories (Minor, Major, or Serious Misconduct).

3. Notification of the COS Team

- The Discipline Officer informs the **Child Protection and Safeguarding (COS) Team** if the incident involves:
 - Bullying, harassment, or discrimination
 - Physical or verbal aggression
 - Threats to safety or well-being
 - Any form of suspected abuse or neglect

4. Investigation

- The COS Team, with the Discipline Officer, conducts an **internal investigation** to establish facts and identify contributing factors.
- Witness statements may be collected, and relevant CCTV footage reviewed under PDPA compliance.

5. Parent Communication

- **Parents or guardians** of the involved students are called to school.
- The incident report is read and explained by the Discipline Officer or Homeroom Teacher.
- Parents are asked to **sign the report** to acknowledge awareness (not necessarily agreement).

6. Sanction and Follow-Up

- Appropriate disciplinary action is determined based on the **Student Handbook's categories of behavior** and the school's **Positive Discipline Framework**.
- Sanctions may include verbal warning, reflection, community service, behavior contract, or suspension (for major offenses).
- All actions are documented and filed in the **Student Discipline Record** and **Safeguarding Log**.

7. Confidentiality and Record-Keeping

- All incident reports are treated as confidential safeguarding documents.
- Copies are stored securely by the Discipline Officer and shared only with the DSL, Principal, and COS Team.

Accountability

Failure to report or document an incident accurately may be considered a breach of professional responsibility.

The Discipline Officer submits a **summary of incidents and outcomes** each term to the **DSL and Principal** for inclusion in the **Safeguarding Review Report**.

