



The School of  
St Jude

The School of St Jude ~ h e ° 4 o oe ° t °



***Protecting the rights of children to be safe is everyone's responsibility. It's the law.***

***The School of St Jude will not allow any person to be near a child in the school's care if they pose a risk to student safety and wellbeing. This includes off campus school excursions and events.***

***It is a condition of our ongoing overseas funding that there are stringent procedures in place to ensure the safety of students.***

***All abuse harms children.***

***If you see something, say something.***

<b>Title of policy</b>	Child Protection Policy Version 6
<b>Location of policy</b>	TSOSJ website and intranet
<b>Effective date</b>	1 <sup>st</sup> December 2019
<b>Next review date</b>	September 2021
<b>Holders of Procedure</b>	



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## 2. Definitions

### 2.1. Definitions of abuse

<b>Abuse</b>	The School of St Jude uses the United Republic of Tanzania's legislative framework for child protection and the definition of abuse as outlined in The Law of the Child, 2009. "Child abuse ... is the contravention of the rights of the child which causes physical, moral, or emotional harm including beatings, insults, discrimination, neglect, sexual abuse and exploitative labour". Abuse includes:
<b>Emotional abuse</b>	The use of speech or actions against a child that results in mental harm. Emotional abuse includes but is not limited to, yelling, name calling, threats, insults, isolating a person, not including people, shaming, any action or comment that reduces a person's dignity or self-worth.
<b>Physical abuse</b>	The use of physical force against a child that results in harm. Physical abuse includes but is not limited to, shoving, hitting,





### 3. Key roles and responsibilities

*At The School of St Jude, child protection is everyone's responsibility.*

Every student has the right to be safe from physical, sexual and emotional abuse, neglect and exploitation. It is therefore everybody's responsibility (including students) to not engage in any abusive behaviour and, in doing so, create an environment which helps every student achieve his or her full academic potential.

Below is a list of key roles and their responsibilities.





**Community  
Relations Manager,  
Headmasters,**

- Ensure that The School of St Jude culture prioritises the safety and wellbeing of children and clearly demonstrates the school's commitment to the protection of children from abuse and harm.





- Keep relevant people within the school (Director, Deputy Director, Community Relations Manager, Academic Manager, Headmasters) informed about any action taken or required.
- Identify patterns of abuse and/or areas of greatest risk and develop teaching resources to reduce incidents and keep students safe.
- Advise the school of any ch



- Contribute to student safety in all off campus, school excursions and events. Be aware of the risks. Look out for each other.
- Be a role model at home.
- Know the difference between appropriate discipline and abuse.



## 4. Actions to support and enforce the policy

### 4.1. Support

The School of St Jude promotes and protects the best interest of their students through the provision of:

Annual awareness training for staff, students and parents on the policies and procedures relating to child protection.

Specialist Child Protection Officers at each campus to support teachers and students to report instances of abuse and assist in resolving the issue.

Promoting staff and student awareness of their responsibility to report incidents. They will not experience any professional or legal consequences, as long as the incident is reported in good faith.

Training activities aimed at developing teacher's skills to com





## 5. Complaints

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. All complaints will be investigated by CPO's and with Human Resource support where relevant.

### 5.1. Protection for reporters

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. No-one will suffer any professional or legal consequences or disciplinary action (even if the cases are not proven) so long as they report in good faith.

### 5.2. False complaints by staff or student

False complaints may have serious consequences imposed and could include, but not limited to:

- Apology
- Counselling
- Warning
- Demotion
- Suspension
- Standing aside
- Termination, or
- Expulsion (in the case of a student)

## 6. Confidentiality

Throughout the entire process of observation, discussion and reporting, the interests of the student and their family should be protected from unnecessary disclosure of information concerning abuse. The identity of the person making a notification will be kept confidential unless that person gives permission for the information to be divulged. A confidential reporting culture should be promoted that respects individual privacy while maintaining adequate record keeping of child safety issues. No employee lower than a Headmaster level (except for the CPOs) should be made aware of any Child Protection Issues.

## 7. Timeframes

To ensure students are safe, incidents need to be recorded on an Incident Form and sent to the Child Protection Officer, immediately.

7.2. Immediate safety concerns should be reported to the Child Protection Officer immediately.

7.2.1. Immediate safety concerns should be reported to the Child Protection Officer immediately.



### 7.3. Resolving incidents



## 9. Employment of new personnel







## 15. Review

This policy needs to be reviewed after every serious incident to ensure it addresses serious emerging issues and at a minimum, every two years by the EAF Board, to incorporate learning from incidents and world's best practice in child protection.

## 16. Related documents

- Child Protection Code of Conduct – St Jude's Visitors
- Personal Communications Policy – St Jude's Supporters
- Academic Policy and Procedures
- Parents' Expectations Forms
- HR Manual
- Discipline Policy
- The Law of the Child, 2009
- The United Nations Convention on the Rights of the Child, 1989



**The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so students can achieve their full academic potential. All staff play a very important role in creating that environment by demonstrating respectful, non-aggressive behaviour and creating a positive and productive environment throughout the school.**

### **Your rules**

Never shame, humiliate, oppress or degrade a student.

Never use physical punishment. Show how issues can be resolved in a positive way.

Only use staff bathrooms.

Never arrange an outing, meeting or home visit except for official school duties. You must be accompanied by another St Jude's staff member.

Never enter a student's home unless accompanied by another St Jude's staff member.

Never enter boarding when students are in attendance unless accompanied by a boarding parent.

Never enter student accommodation when they are bathing or undressing.

Never be alone with a student in a closed room or private outdoor area. Always meet with the door open or in an open public space where other adults can see and hear.

Never seek or exchange personal contact information with students.

Never hire a student regardless of age for domestic or other labour.

Never photograph or video a student without the school's prior knowledge and consent.

Never allow a student to enter your home or on campus accommodation.

Never initiate unnecessary physical contact with a student.

Never develop a 'special friendship' with a specific student for your own needs.

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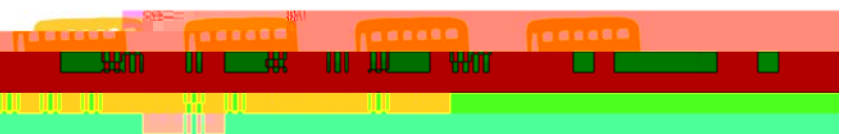
## Your Actions – What you need to do to help

Look for sudden changes in school work (more eager to please or not doing work).

Be alert to sudden changes in behaviour (more talkative, withdrawn, self-harming, speech disorders, crying a lot, scared, aggressive, missing school, tiredness, reporting abuse to others at home, stealing, lying, not wanting to go home).

Listen for increased complaints of feeling sick, headaches, repeated Urinary Tract Infections, inability to sit comfortably and unexplained injuries e.g. bruises, cuts, burns, swelling, blood in urine or stools, bleeding in genital or anal area; torn, stained or bloody underclothing.

Observe students in the playground to see who does not have any friends, sits by themselves and observe interactions between friendship groups.



**The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so everyone can achieve their full academic potential. Students play a very important role in creating that environment by demonstrating respectful, non-aggressive behaviour and supporting each other. If you or one of your friends need help, see a teacher or the Child Protection Officer.**

### **Your rules**

- Never use violent language.
- Never bully or hurt others – Physically, Verbally or Sexually (read explanation below).
- Don't take photos of other students or load their photos onto the internet without their permission.
- Never be alone with a student of the opposite sex in a closed room or private outdoor space unless in the presence of a staff member.
- Never exchange personal contact information with staff, sponsors, donors or visitors to the school.
- Never accept cash or tips from supporters, sponsors or visitors.
- Never indirectly seek financial or other support from visitors or supporters by describing a family's or individual's circumstances.
- Never have a sexual relationship with another student, staff member or visitor.
- Never file false complaints against anyone including another student or a staff member.

### **Your responsibilities**

- Consistently demonstrate school values of Respect, Responsibility, Honesty and Kindness to your classmates, teachers and staff.
- Stand up for yourself and seek help from your teacher or the Child Protection Officer if you are being bullied or feel unsafe.
- Be a good friend and speak up immediately if you see someone else getting bullied.
- Report it to a teacher or a CPO that day.
- Know who the Child Protection Officers are and how to contact them.
- Include and be respectful of students with a disability.
- Develop a network of trusted adults.

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VHFXUH HQYLURQPHQWV QVRFKLYH VNRWKHLUSIRVDQDFDDGCHP:LF



## What happens if you breach these Child Protection Rules?

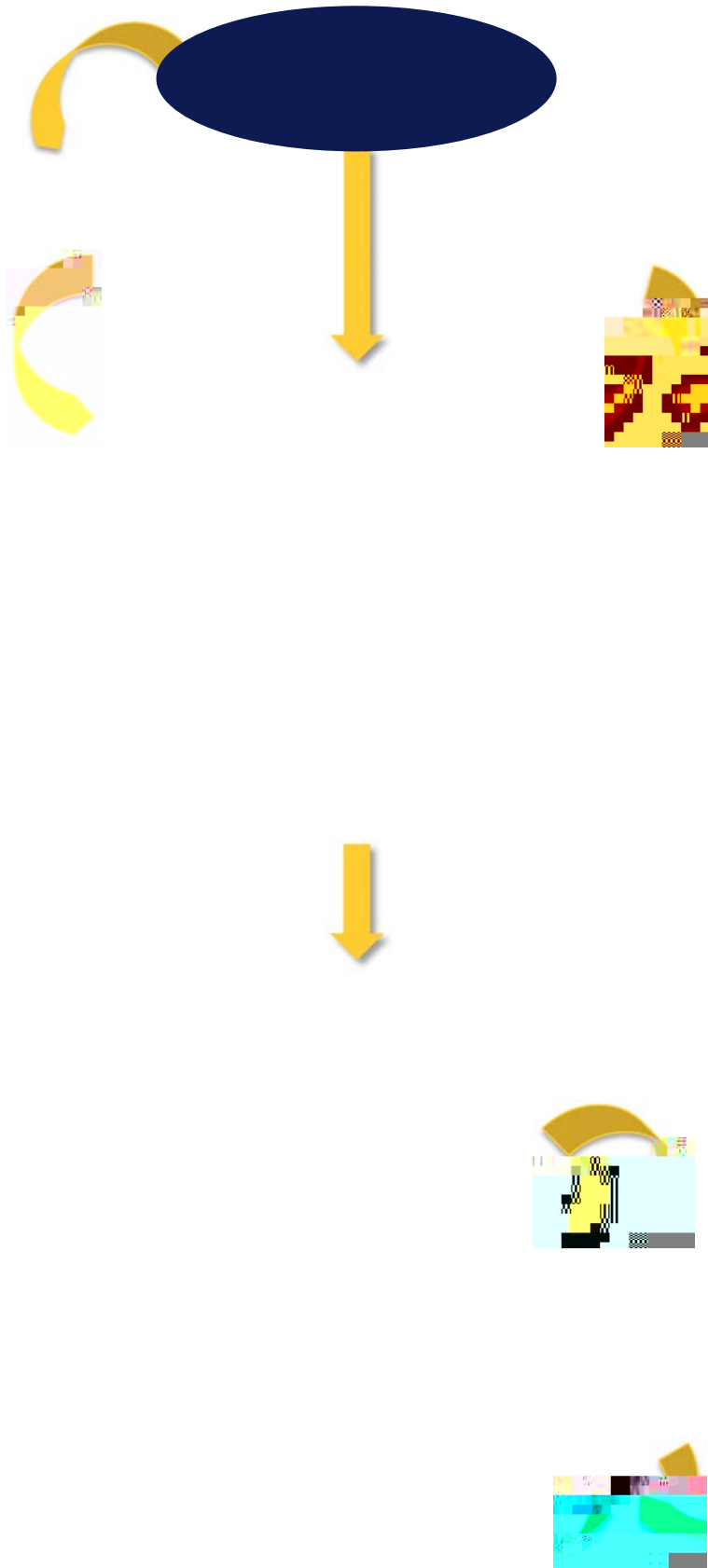
Any perceived violation of the terms of this Child Protection Policy by any St Jude's Visitor may result in the visitor being asked to leave the school premises and losing Sponsor status. In respect of a proven serious breach, possible legal proceedings under Tanzanian law and in your country of origin may be instigated.





# Child Protection Flow Chart

Child Protection is everyone's responsibility





# Staff declaration



I \_\_\_\_\_ have read The School of St Jude  
Child Protection Policy and the rules and responsibilities associated with my role as  
\_\_\_\_\_.

I agree and accept that I have an important role to play in maintaining a safe environment for The School of St Jude students. I acknowledge that it is my responsibility and duty to ensure every child feels safe and is free from abuse.

By signing this form, I declare I have no previous convictions related to children.

I agree to uphold the policy, rules and responsibilities of child protection.

I agree to immediately report any incident or allegation of a breach of the Child Protection Policy to any of the Child Protection Officers.

Witness

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position at TSOSJ

\_\_\_\_\_

Date \_\_\_\_\_