

Child Protection Guidelines

Gyeongnam International Foreign School (GIFS) takes seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.

The school aims to create and maintain a safe environment for children and young people where they feel respected and supported. Students are guided in recognizing the boundary between acceptable and unacceptable adult behaviour.

We recognise that some children can become victims of neglect and/or physical, sexual or emotional abuse. We also recognise that staff of the school, because of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and to offer support to children in need.

The school has policies and procedures on the management of situations where an allegation of abuse has been made. Given their daily contact with students in a variety of situations, staff members are vulnerable to accusations of abuse. Such allegations may be either deliberately or innocently false, malicious or misplaced. Regardless of the motives underlining any allegations the allegations will be taken seriously.

Instructions to Staff on Child Protection

GIFS is required to brief all staff on procedures relating to child protection and the procedures for responding to allegations of child abuse.

Any member of staff who is told of any incident or has a strong suspicion of physical or sexual child abuse occurring in or outside of school must report the information immediately to the Principal or Director.

Note:

1. Staff should never give absolute guarantees of confidentiality to anyone raising complaints about abuse but may point out that they will pass on information to only a minimum number of people who have to be told to ensure that proper action is taken.
2. Staff should point out to the informant that action will be taken as a result of the allegation. The informant must be assured that steps will be taken to assure their protection.
3. If a report of abuse occurs, a written record should be made as soon as possible and a copy given to the Principal and Director.
4. Staff should be aware that the Principal, if necessary, will suspend from duty, pending investigation, any staff member who is alleged to have abused a student or students. The school will suspend without prejudice of guilt, as a precautionary measure, where there is concern about possible abuse. See later section regarding allegations made against a staff member.
5. The school will refer all allegations to the appropriate authorities. This referral must happen within 24 hours of an allegation being made.

GIFS Social Media Policy Outline Template

As educators, we increasingly engage, collaborate, learn, and share in changing digital environments. This provides great opportunities, but also requires responsibility given

our school setting. Care must be taken with social media to avoid any blurring of the boundaries lines between professional and personal relationships between a teacher and student. Such boundary crossings can be harmful to the students and are unacceptable at our school.

This policy is created to ensure that communications originating from Gyeongnam International Foreign School (GIFS) are professional and appropriate. It is important the rules regarding communication are understood and can be overseen.

I. Statement of Policy

- A. All employees acknowledge as a condition of their employment that all images, information and data of any kind about students, employees, volunteers, board members, donors, and visitors that are obtained by an employee during the period of his or her employment are the property of GIFS.
- B. Likewise, all social media accounts created during an individual's employment by GIFS which include such information about members of the GIFS community are subject to this policy and mat not be created without prior approval.
- C. Accounts created in support of programs, clubs, sports teams, boarding, or other campus groups and activities must be submitted for review and written approval by the Principal.
- D. Violation of these guidelines, regardless of intention, is a very serious matter and is grounds for disciplinary action up to and including termination of employment. Violations may expose GIFS to liability and loss of trust within the GIFS community. GIFS reserve the right to pursue additional remedies it may deem appropriate.

II. Definitions

- A. Social Media – includes, without limitation, blogs, wikis, social networking sites, photo and video sharing sites, social bookmarking, podcasting, and email. Examples include but are not limited to: Facebook, Instagram, Snapchat, Twitter, Tumblr, Blogger, etc.
- B. Communications include all written or pictorial communications created on or transmitted using GIFS network, equipment, or school social media accounts during, or arising from, an individual's employment at GIFS, whether or not work related. Such communications are not private and are subject to review without prior notice. Employees shall use GIFS's network, equipment, and school social media accounts mainly for school related activities, and use must not violate this or any other school policy.
- C. Employee - for purpose of this policy only, includes all persons who act on behalf of GIFS in any capacity, including members of the Board of Trustees, volunteers, parents acting as volunteers, and other who share responsibility for the safety of students. Nothing in this policy shall be construed to create or confirm an employment relationship with user.

III. Social Media Communications with Students and Parents

- A. When communicating with students and parents/guardians, employees shall use GIFS email as the preferred method of communication. All students

and parents will be informed of this preference so that channels of communication do not become fragments. Employees should exercise caution concerning the security of messages and maintain a professional communication style always.

B. Texting – is an accepted method of official school communication with when immediate communication is necessary for safety or the conduct of school business such as on field trips or athletic events. Texts should be concise, professional, and limited to school related matters.

C. Employees shall not establish private, personal relationships with students. All employees who interact with GIFS students on behalf of the school shall maintain the highest standards of professional and personal conduct at all times, on or off campus. Specifically, employees shall not fraternize or communicate with students:

1. As if they were peers
2. Communicate with individual students via text or phone regarding non-school related business
3. Send inappropriate pictures
4. Discuss or reveal personal, private matters to students
5. Invite students to discuss or reveal personal, private matters (unless during professional duties by school counselors or nurses)
6. Engage in sexualized dialogue

D. Tagging with individual's names should be avoided on all GIFS approved social media unless required by the context, such as alumni gatherings. Documentation of parent/guardian approval shall be kept in the student's personal file. Use of images of students on GIFS social media accounts is always subject to Marketing and Communications Department approval.

E. Social Media accounts created for internal use by GIFS students, faculty, and employees shall be closed to view by the public. Accounts maintained by the Marketing and Communications Department for general outreach, or those (with prior approval) that are maintained for outreach by specific programs (such as the tennis program,) may be open to public view and interaction.

IV. Prohibited Use of Personal Social Media Accounts

A. GIFS respects its employees' privacy and freedom to express themselves on social media. As members of the GIFS community, employees must, in return, respect and support GIFS's duty to protect the security of students and the integrity of information owned by GIFS. When using social media, employees are prohibited from:

1. Friending or following students from personal or non-GIFS social media accounts including former students until they are graduated from high school.
2. Posting or tagging photos or videos of students obtained during employment on non-GIFS social media accounts. Using images of students creates risk to the safety of students and is therefore not allowed without express written permissions from the legal guardian or parents. Unauthorized use may subject GIFS and the employee to liability. Where an employee is also a parent, the employee should

exercise discretion in posting images of their child which includes other students.

3. Using social media accounts for harassment. Actionable harassment can occur in the workplace in various forms, including after hours through private social media. GIFS does not condone any form of harassment or intimidation. Derogatory comments regarding another individual or group, obscenity, or engaging in other conduct that is inconsistent with GIFS's equal employment opportunity policy and harassment policies, is forbidden.

4. Providing employment references or recommendations on behalf of a coworker, subordinate, or other current or past employee, while claiming to be a representative of the school. All request for references and recommendations must be referred to the Principal or Director.

5. Sharing confidential school information. Employees must protect and maintain the confidentiality of the School's propriety information and other sensitive communications. These communications may include nonpublic correspondence in any media to business partners, vendors, students and parents, as well as internal communications of a sensitive nature among faculty, employees, volunteers, and advisers.

6. Using GIFS logo, seal, marks, imagery, derivatives, or other protected information or property without express written authorization from the Director of Marketing and Communications.

7. Misusing copyrighted material and other intellectual property. For the School's protection and the employee's own protection, it is critical to abide by and give proper respect to the laws governing copyright, fair use of the copyrighted material owned by others, trademarks and other intellectual property, including the School's own copyrights, trademarks, and brands.

8. Knowingly making false representations of employee credentials or their work.

9. Communicating on behalf of GIFS. Employees are not authorized to speak on behalf of GIFS unless they have prior written permission the Principal. This policy exists to ensure that our community and the public have access to consistent, accurate information about GIFS and its activities. No school related photographs or statements may be related or shared in social media without first being cleared.

10. Creating a blog or online group representing GIFS without prior approval.

11. Writing a personal blog or social media entry that identifies the writer as GIFS employee and/or mentions GIFS, without a disclaimer. A clear disclaimer must be added that the personal views expressed do not represent the views of the School. GIFS will not be liable, in any circumstance, for the content or consequences of any employee's personal use of social media.

12. Posting material on social media that impairs the employee's ability to maintain the respect of students and parents/guardians or

calls into doubt the employee's ability to serve as a role model for children. This includes without limitation: provocative photographs, sexually explicit messages, bullying, and abuse of alcohol, drugs, or unlawful substances.

Conclusion:

All members of the GIFS community share responsibility for the safety of students. Employees and volunteers have an affirmative duty to this policy and to report violations to their supervisors or Human Resources. If you are aware of any inappropriate social media behavior or violations of this policy, you must report it to the PRINCIPAL immediately. Upon receipt of any report of inappropriate social media behavior, the School will investigate the claim. The source of any report will not be retaliated against for making the report. Please contact the Principal at principal@gifs.or.kr should you have any questions about these policies.

Responding to Allegations of Abuse

1. Listen to the child

Children who report to a teacher or other members of staff that an abuse has occurred must be listened to and heard, whatever form the communication may take. The following points give guidance on how to deal with a child who makes an allegation:

- Listen to the child. Be careful to avoid leading questions and try to ask open-ended questions.
- Do not interrupt when the child is recalling significant events.
- Make a careful note of all information, including details such as timing, setting, who was present and what was said, in the child's own words.
- Take care not to make assumptions about what the child is saying or to make interpretations.
- The written record of the allegations should be signed and dated by the person who received them as soon as is practicable.
- All actions subsequently taken should be recorded.
- The Principal and Director must be informed immediately of any suggestion or allegation of abuse by a member of the school community.

No member of staff should promise confidentiality to a student who makes an allegation. Within that context, the child should be assured that the matter will be disclosed only to people who need to know and the child will be informed who these people are.

2. Take action

The member of staff who has heard the allegations of abuse should report immediately to the Principal and/or Director who will make an urgent initial assessment.

Procedure for Allegations Made Against Members of Staff

A. Notification

1. When an allegation is made the Principal must be informed immediately.
2. If the parents are not present when the allegation is made the Principal will inform them in person giving them an outline of what has been said and what steps will be taken.

3. Where allegations are of a serious nature i.e. sexual (either physical or verbal) or physical abuse, the Principal will prepare a letter giving the member of staff temporary leave on full pay with immediate effect. The letter will make it clear that the leave is without prejudice and is intended to be in the best interests of all parties while the allegation is investigated.
4. The letter will be handed to the member of staff by the Principal. In the event of a delay in producing the letter, the Principal will give the teacher verbal notice of temporary leave with a letter to follow within three days.

B. Initial Investigation

1. As soon as possible after the allegation has been made, the Principal will speak informally to the member of staff, the child, and the child's parents in an attempt to clarify the issues. These meetings may be held separately as needed.
2. If the Principal feels that there is no case to answer he or she will inform the parents and the member of staff.
3. If the Principal feels that there is a case to answer or if the parents are not satisfied, then a formal investigation will be launched.

C. The Decision

1. If the decision is that the alleged incident did not take place or did not constitute child abuse the Principal will inform the parents and the member of staff.
2. Then, subject to any other disciplinary action, the school will formally end the temporary leave of the member of staff.
3. If the decision is that the allegation is justified and that the action can be regarded as child abuse then the Principal will prepare a letter terminating the contract of the employee. The letter will set out the terms of this termination.
4. The letter of termination will normally be handed to the member of staff by the Principal, who will make clear that he or she is unable to discuss the matter further.
5. If the decision is that the allegation has some validity but cannot be regarded as child abuse, other action will be taken according to the disciplinary procedure.
6. The Principal will inform the parents of the action taken within privacy guidelines for the teacher.

D. Appeal

1. In the event of termination, the member of staff has the right of appeal to the School Board whose decision is final.

E. Confidentiality

1. It is important that all parties to the investigation, including the parents, recognise that they have a duty of confidentiality both during and after the investigation and the final decision. This is in the best interests of the child.

Notes

1. Parents have a right to be present when their child is interviewed. It should be made clear to them, however, that if they opt for this right they are there to support their child and to observe proceedings rather than to take an active part.
2. The accused member of staff can choose to be accompanied at any interview by a nominated 'friend'. This person may not take part in the proceedings and cannot act as a representative. They will also be bound by confidentiality guidelines.
3. Any reference written on a member of staff whose contract has been terminated following an allegation of child abuse will refer to that fact.
4. In the event of a teacher's contract being terminated following an allegation of child abuse the Principal will write to the teacher's home country's education authority informing them of that fact.

