

## CHILD PROTECTION HEALTH & SAFETY POLICY

YBIS has a zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The School is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a 'Child Safe Culture'. To support this, it has established the following child safety standards.

### 1. Purpose

- To ensure all children feel safe, secured and supported at school.
- To ensure that all staff, volunteers, visitors to the school and parents understand the school's 'Child Protection and Safety Policy' and conduct appropriately with and towards children.
- To comply with all regulations of the government.
- To be responsible towards the needs of the community.
- To conduct themselves as a responsible resident in a public place.

### 2. Scope

- Provide an environment where children feel safe secured valued and respected and will approach any school staff in difficulty.

### 3. Application

- The policy is to be applied in conjunction with provisions in the child code of conduct and other relevant policies and procedures.

Teachers and children spend a substantial part of their day in school, it is essential to keep the school environment including building, premises, entrance and surroundings that comprise broader term 'Infrastructure' safe and secure.

- It is important to see that school buildings are built to be more resilient to hazards and ensure "life safety".
- In similar way, school administration, staff, teachers as well as students need to be better aware and prepare to respond to any catastrophe, natural or man-made, so that any damage - injury or loss of life and property - can be reduced, if not completely avoided.

School infrastructure includes many components viz., physical structures such as:

- School Guard house/ Security System
- School building
- Playground
- Electrical and fire safety mechanisms
- School transport etc.

This section examines some of the existing guidelines to see what specifications are mentioned in them in order to ensure and maintain a safe school infrastructure, where children will be safe and secure.

#### **4. School building**

- The staircases, which act as exits or escape routes, have to provisions to ensure quick evacuation of children.
- The orientation of the buildings is a way that proper air circulation and lighting is available with open space all-round the building as far as possible.
- School buildings are be insured against fire and natural calamities with Group Insurance of school pupils.
- Canteen and other activities involving use of fire is carried out in a secure and safe location.
- Clean drinking water is made available.
- CCTV in school needs to be monitored and maintained regularly to ensure school safety & security.

#### **5. Classroom**

- All classrooms are spacious and airconditioned.
- The classrooms are swept mopped and kept clean every day.
- The windows are secure.
- White boards are fixed on the wall.

#### **6. Laboratory**

- The space for free mobility for students in case of an emergency.
- The chemicals and instruments are kept safely beyond the easy access of children and are used only under supervision.
- A first aid box is made available in the lab.
- There is exhaust/ fume hood to prevent exposure to hazardous or toxic fumes, vapours, dusts or gases.
- The school team is first aid trained to meet any emergency in the laboratory.

#### **7. Canteen**

- The Canteen is in a clean and open place certified by NEA.
- The premises is clean and adequately lighted and ventilated and have enough free space for movement.
- Floors, ceilings and walls are maintained in a sound condition. They are smooth and easy to clean.
- The floor and skirted walls are cleaned with effective disinfectants. The premises is kept free from all insects and monitored by the Pest control.
- Continuous supply of potable water is ensured.
- Arrangements for cleaning of containers, tables, working parts of machinery, etc. are provided.

- All utensils are kept clean, washed, dried and stored at the canteen to ensure freedom from growth of mold/ fungi and infestation.
- There are efficient drainage system and there are adequate provisions for disposal of refuse.
- Proper Ventilation are available and exhaust fans are fixed wherever required.

## **8. Toilets**

- There are separate toilets for girls and boys
- Separate toilets for children, staff, support staff
- Toilets are always kept open for the use.
- Separate toilets are available/ accessible for children with disabilities.
- All the toilets preferably need have water facility.
- Availability of soaps etc. for washing hands are made available.
- All the toilets have proper doors for ensuring safety and privacy of children
- The school has clean and working method of disposing waste materials, especially for girls.
- Toilets is cleaned at regular intervals.

## **9. Drinking Water**

- Safe and adequate drinking water is made available to the children.
- Safety/quality of water is checked on regular basis.
- Water filter carbon is replaced as advised in/by the product/supplier.

## **10. Electrical System and Safety**

- All the electrical systems in school are checked periodically.
- The electric wiring and points are to be kept in order.
- The electrical distribution boxes are locked, and the keys are kept only under the custody of electrician or the person in charge.
- Immediate necessary measures are taken to repair the loose wiring / connections.
- Lightening protection audits are conducted to ensure safety.

## **11. Fire Safety Management**

- Every school must have a fire safety certificate, which must be validated periodically by concerned authority
- School must have firefighting systems in place to meet any emergency, including the alarm system or smoke detection system.
- With the help of firefighting agencies mock drill and training must be carried out in each school on periodical basis.
- Trained management team should be available in the school for initial fire hazard management.
- The School must put on display the Fire Safety and Evacuation Plan to be followed in case of emergency.
- Emergency exit plan is displayed at the main door of each class.

- Emergency numbers are displayed at prominent places.

## **12. Disaster Management**

- The School is in collaboration with SG Secure and SCDF for local disaster management for training and mock drills.
- The School displays the Emergency Numbers and Evacuation Plan in case of emergency.

## **13. Playground**

- The school should have a playground.
- The playground is maintained properly.
- The children must get the games/ sports materials to play.
- The School should have a boundary.
- The school provides proper facilities, trained staff and necessary equipment and materials, with respect to each of them.
- Trees are crowned are monitored.

## **14. Minimum Standards for Safety related to Sports**

- Provision of adequate medical facilities in schools is required. Reach out to nearest clinic / hospital for catering to the medical emergencies.
- Adequate and enough food/refreshment facilities are provided for children while they participate in sports.
- The PE teachers take the responsibility to monitor the system set up to address emergency pertaining to sports persons.

## **15. Boundary and Gates**

- Boundary is of sufficient height so that no one can scale it down and are got fixed with concertina wire.
- Boundary fencing /wall should have 3-4 gates preferably on different sides to ensure free, convenient and prompt exit in emergency.
- However, entry of outsiders is allowed only through single gate properly manned by the guards. That single gate should have telephone connection (to enable the guard to inform the police directly in exigency).
- Surveillance and safety measures is taken before actual entry and exit time of the school.
- Student who reports late to school must make an entry in the late entry register at the security desk. (Refer Attendance Policy)
- At exit time of staff and students two or more gates available be used for dispersal.
- The main gate should remain locked after entry of students and staff. Entry of the parents and visitors are permitted only through wicket gate after verifying their identity through window during well notified schedule intervals, as such vehicles of visitors should not be allowed inside the campus.

## **16. Safety from Constructional Hazards**

- School must obtain necessary permission from the local authorities for the constructional and repair work.
- The constructions if any are planned during the lean time of students' presence in the school.
- Barricades and signboards must be installed in the construction area prohibiting the movement of students.
- Water storage sources for such constructions must be covered to prevent staff and students from any possible mishap.

## **17. Safety during School Events**

- Adequate precautions are taken with regard to the movement of children inside the campus during celebration of festival days in schools.
- for outside campus events, risk assessment will be conducted (if required)
- Teachers are put on duty to organize the activities as per scheduled plan.
- Special care is taken to see that children do not move, around the hazardous and dangerous points.
- All staff members are properly briefed before commencement of any programme regarding safety of children.

## **18. Safety in School Transports**

- There is an attendant, (female) in the bus to attend to children.
- Transport coordinator ensures the safety of the school children in making arrangements and corresponding with parents.
- First Aid Box is kept in every bus.
- Safe arrangement for boarding and de-boarding of school children from the school bus.
- The bus attendant ensures that the doors of the buses remain shut while in running condition.
- The driver ensures that bus halts only at bus stops designated for the purpose and within the marked area.
- The school to makes necessary arrangement for parking the school bus inside the school campus at the time of boarding and disembarking. In case, it is not possible to park such vehicles inside the school campus, the buses are parked in the nearby designated parking area so that it does not create any traffic problem for other vehicles.
- The school encourages children to conduct programmes through play, exhibition to create an awareness.
- Periodic feedback from students using school Transport facility are collected.

## 19. Child Abuse

Child abuse is a physical, sexual and / or psychological maltreatment or neglect of a child.

### Types of Child Abuse

**a. Physical Abuse**

Physical abuse of a child is the inflicting of physical injury upon a child. It may include burning, hitting, punching, kicking, beating or otherwise harming the child.

**b. Sexual Abuse**

Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is not developmentally prepared.

**c. Neglect and Negligent Treatment**

Neglect is the failure to provide for the child's basic needs. Neglect can be physical, educational or emotional. It may also include abandonment.

**d. Emotional Abuse**

Emotional abuse is verbal abuse, mental abuse, and psychological maltreatment.

**e. Exploitation**

Commercial or other exploitation of child refers to the use of the child in work or other activities for the benefit of others.

**f. Bullying**

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening

**g. Conscriptio of Children**

Conscriptio corrupts a child by making him engage in violent, destructive and anti-social behaviour such as killing and destruction of property thus making him unfit for normal social experience.

## 20. Child Sexual Abuse

Child sexual abuse occur when a child is used for sexual gratification of an older adolescent or adults.

**a. Risk factors for Child Sexual Abuse**

**i. Child Related**

- Weak child
- Sick child
- Handicapped child
- Emotional child

## ii. Parent Related

- Personal history of Physical or Sexual Abuse as a child
- Single Parent
- Emotional Immaturity
- Poor coping skills
- Low Self-Esteem
- Lack of social support
- Domestic Violence
- Lack of Parenting Skills
- History of depression or other Mental Health Problems

## iii. Peer on Peer

- Abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh”, or “part of growing up”. It should be clear as to how victims of peer on peer abuse will be supported.
- Peer on peer abuse is of a gendered nature (i.e. it is more likely that girls will be victims and boys perpetrators), but all peer on peer abuse is unacceptable and will be taken seriously
- Peer on peer abuse can manifest itself in many ways, such as:
  - sexual violence and sexual harassment.
  - Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

## b. Signs of Child Sexual Abuse

- The Child Victim of abuse may show a cluster of Physical, Behavioural and Emotional changes listed below:

### i. Physical Symptoms

- Bite marks
- Unusual bruises
- Lacerations
- Burns
- High incidence of accidents or frequent injuries like swelling of face and extremities.
- Discolouration of skin
- Sleep, speech disorders
- Complaints of pain upon movement of contact
- Bed wetting
- Continuous loose motions and passing stools on bed
- Recurrent abdominal pain
- Constant throat and urinary infections

## ii. Behavioural Changes

- Avoids physical contact with others
- Avoids certain adults
- Wears clothing to purposely conceal injury, i.e., long sleeves
- Gives inconsistent versions about occurrence of injuries, burns, etc.
- Often late or absent from school
- Comes early to school, seems reluctant to go home afterwards
- Not concentrating in school
- Compulsions, obsessions, problems, phobias, hysterical reactions
- Temper tantrums, aggressive over demanding behaviour
- Say negative statements about self
- Attempting to physically hurt oneself
- Constant rubbing of body parts against objects
- Sexual exploration and abuse of others
- Substance-Abuse
- Precocious sexual behaviour
- Emotional changes
- Apprehensive when other children cry
- Depression, anxiety
- Seems frightened by parents
- Has difficulty getting along with others
- Deep sense of isolation
- Little respect for others
- Overly compliant, shy passive withdrawn give in readily
- Plays aggressively, often hurting peers

## 21. Digital Safety

- The internet provides children and young people access to a wide-range of content which are harmful.
- Children will be taught how to stay safe online, both in school and outside school. They will be taught to understand the risks posed by adults or young people who use the internet and social media to groom, abuse or radicalise other people, especially children, young people and vulnerable adults.
- Web filtering (Firewall) is active which includes preventing access to the following:

### *For staff and children*

- Sites that offer information about or promote or are sponsored by groups advocating anti- government beliefs or action.
- Sites that condone intolerance towards any individual or group.

### *For children*

- Sites of web communities that provide users with means for expression and interaction.
- Messaging and social media sites.

## 22. Extremism & Radicalisation

- Behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views. These include:
  - Spending increasing time in the company of other suspected extremists.
  - Changing their style of dress or personal appearance to accord with the group.
  - Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
  - Sharing messages of extremism using internet, including social media.
  - Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
  - Possession of materials or symbols associated with an extremist cause.
  - Attempts to recruit others to the group/cause.
  - Communications with others that suggests identification with a group, cause or ideology.
  - Using insulting to derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include:
  - Physical or verbal assault
  - Provocative behaviour
  - Damage to property
  - Derogatory name calling
  - Possession of prejudice-related materials
  - Prejudice related ridicule or name calling
  - Inappropriate forms of address
  - Refusal to co-operate
  - Attempts to recruit to prejudice-related organisations
  - Condoning or supporting violence towards others.

## 23. Staff Issues

- Any complaints about staff behaviour may be made to the Principal. All those involved will be entitled to a fair hearing, both children and staff.
- Complaints which raise child protection issues will be taken seriously.

## 24. Child Protection Programme

- Assembly Talk on Values and Virtues
- Health Talks
- CBSE Komal "Komal" A film to create awareness on the issue on Child Sexual Abuse by Ministry of Women and Child Development, Government of India.
- Cyber Wellness Awareness Programme
- Singapore Police Force (SPF) Police Talk

- CBSE Adolescence Education Programme - an intervention to impart knowledge about the process of growing up with a focus on reproductive and sexual health, emotional health and coping with life skills.
- SCDF Fire drill practice once a year.

## 25. Responsibilities

The School ensures that appropriate resources are made available to allow the School's Child Protection: Health & Safety Policy to be effectively implemented.

- **Principal**

- The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Protection: Health & Safety Policy and the School's Child Protection: Health & Safety Program are implemented effectively.

- **Staff**

All Staff are oriented about Child Protection: Health & Safety and should be able to:

- Identify when children are at risk
- Take thorough and effective preventive action
- Respond in the most appropriate way to children who are suspected of being abused
- Report their concerns appropriately
- Recognise their responsibilities about suspected poor practice or possible abuse
- To educate the child more responsible towards the need of the community.
- Create awareness among children to remain safe and alert at all time and how to respond in public, take care of themselves and others safety in family and community.

## 26. Reporting a Concern

- At any time, the child can approach any staff who will take immediate necessary action. If required, it may be escalated to the next level.
- Any time in public, the child is encouraged to approach the parents/police who help them resolve issues.

## 27. Definitions

- **Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.
- **School staff** includes individuals working in a school environment who are:

- Staff who are employed full time at the school, employed under contract of service, volunteers & contracted service providers.
  
- **School environment** includes any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:
  - a campus of the school;
  - online school environments (including email and intranet systems); and
  - other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).
  
- **Radicalisation** is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.
  
- **Extremism** is defined as the holding of extreme political or religious views.

## 28. Related Policies and Procedures

- Attendance Policy
- Discipline Policy
- Staff Handbook
- Student Handbook
- SG Secure
- ISO 9001:2015 for Quality Management System
- ISO 45001:2018 for Occupational Health & Safety Management System
- Fire Drill

## 29. Related Legislation

- Singapore Children and Young Persons Act
- Committee for Private Education (CPE)
- Central Board of Secondary Education (CBSE) – Safety in Schools.
- Protection of Children from Sexual Offence Act, 2012, Government of India.

## 30. Clearances

- The School conducts fire safety & evacuation drill with the help of SCDF Department.
- Periodical inspection is carried on quarterly basis (especially during raining seasons) to check cracks in the school structures and immediate action are taken to repair them.

### **31. Feedback**

- Feedback from stakeholders through survey, emails, informal meeting and notes will be addressed promptly.

### **32. Review**

- This policy will be reviewed annually or more frequently if required.

**Child protection and safety process – FLOW CHART**



