



Child Protection Policy

Updated July 2025



Centurion International School, Bangkok Child Protection Committee - 2025-2026

Purpose

To promote and safeguard the welfare of all students at Centurion International School, Bangkok by:

- Ensuring the Child Protection Policy is understood, implemented and reviewed regularly
- Responding promptly, fairly and confidentially to all concerns or allegations of child mistreatment
- Delivering appropriate child protection training to staff, students and parents/carers

Committee Membership

Permanent Members:

- Chair: Director of Learner Support Services/Dean of Students
- Female Child Protection Officer (Teacher)
- Male Child Protection Officer (Teacher)
- Director of Academics
- Head of Admin
- Athletic Director
- Student Leadership Coordinator

Temporary Members

Temporary members may be appointed by the Chair, in consultation with the Head of School, on a case-by-case basis when additional expertise or capacity is needed.

Responsibilities

1. Policy Oversight

- a. Uphold the School's Statement of Intent and Child Protection Policy at all times
- b. Review and recommend policy updates annually or as required by changes in local/national guidance

2. Reporting & Investigation

- a. Receive and log all reports of concern or allegations of student mistreatment
- b. Maintain strict confidentiality for all parties involved
- c. Ensure investigations are prompt, impartial and documented in line with policy

3. Training & Awareness

- a. Identify internal and external child protection training opportunities
- b. Organize and deliver training sessions for:
 - i. All staff (induction and refresher courses)
 - ii. Student awareness programs (age-appropriate workshops)
 - iii. Parent/carer information sessions and resources
 - iv. Nominate committee members or other staff to attend specialist training and cascade learning

4. Committee Meetings

- a. Frequency: Once every half term (minimum four times per academic year)
- b. Agenda items will include policy review, training updates, summary of reports and investigations, and emerging risks/trends

Investigation Protocol

1. Initiation

- a. Any member who receives a report of concern or allegation must immediately notify one of the Child Protection Officers
- b. At least two Committee members will lead each investigation; the officer who received the report acts as Head of Investigation

2. Special Circumstances

- a. If the accused is a Child Protection Officer, the Chair becomes Head of Investigation.
- b. If the accused is the Chair:
 - i. The Chair steps aside for the duration of the inquiry
 - ii. Remaining Officers elect a Temporary Chair, who leads the investigation
 - iii. Head of Administration informs the School Board Chairman without delay

3. Investigation Steps

- a. The Head of Investigation informs the Chair (or Temporary Chair) that an inquiry has commenced.
- b. Form an investigation team of at least two Child Protection Officers.
- c. Gather and secure all relevant evidence, statements and documentation.

- d. Report initial findings to the Chair before close of school on the first day of the inquiry.
- e. Complete all investigation records as required by the Child Protection Policy.
- f. Submit full documentation to the Chair (or Temporary Chair) at the conclusion of the inquiry.

Confidentiality & Record-Keeping

- All records of reports, meetings and investigations are confidential and stored securely in accordance with data-protection regulations.
- Access is restricted to members of the Child Protection Committee and, where appropriate, external authorities.

Review

These Terms of Reference will be reviewed annually by the Child Protection Committee and approved by the School Board.

Date of Last Review: July 2025

Next Review: July 2026



Centurion International School, Bangkok

Statement of Intent: Child Protection and Student Well-Being

Purpose

At Centurion International School, Bangkok, the health, safety and well-being of every student are our highest priority. Every adult employed by or engaged with our school community must understand, respect and uphold our commitment to protect all students.

Student Rights

Every student at Centurion International School, Bangkok has the right to:

- Be protected from harm, abuse and neglect
- Learn and play in a safe, supportive environment
- Be treated with respect, dignity and fairness
- Have their concerns and opinions heard

School Responsibilities

To safeguard our students, Centurion International School, Bangkok will ensure that:

- All staff, volunteers and regular visitors are informed of our students' rights and our child protection procedures.
- All employees and regular adult volunteers have the appropriate police clearance or criminal-records disclosure required by Thai law before beginning work or activities involving students.
- Mandatory child-protection training and guidance on recognizing and reporting concerns are provided to all staff.
- A clear reporting procedure is in place, so any concerns about a student's health, safety or welfare can be raised promptly and confidentially.

Our Commitment

- Any concern or allegation of mistreatment, neglect or abuse involving a student will be taken seriously and handled in strict accordance with our Child Protection Policy and relevant laws.
- We will investigate all reports impartially and provide support to all involved parties.
- Employees who report in good faith will be protected from retaliation, even if the concern is later unsubstantiated—unless it is proven that the report was made maliciously.

Legal Protection for Good-Faith Reporting

Under Article 29 of the Thailand Child Protection Act of 2003:

“Persons notifying or reporting in good faith under this Article shall receive appropriate protection and shall not be held liable for any civil, criminal or administrative action arising therefrom.”

Declaration

I, the undersigned, confirm that I have read and understood this Statement of Intent, the full Centurion International School, Bangkok Child Protection Policy, and any related appendices. I agree to uphold and adhere to all aspects of our child protection procedures and to act in the best interests of every student.

Signed: _____

Name (print): _____

Position/Role: _____

Date: _____



Centurion International School, Bangkok

Child Protection Protocols & Campus Safeguarding

Purpose

Centurion International School, Bangkok (CISB) is committed to the safety, welfare and well-being of every member of its community: students, staff, parents/carers and visitors. This policy sets out procedures for recruiting and training staff, for reporting concerns, and for important campus protocols that will keep our community safe.

Recruitment of Employees

1. Academic Staff
 - a. All advertisements will include:
“Centurion International School, Bangkok is committed to the safety and well-being of all of its students. Appointment is subject to a thorough background check. Candidates must supply an up-to-date police check/child protection certificate/criminal records disclosure as specified in the contract offer.”
 - b. The School Head will take up at least two written references, with specific child-protection suitability confirmation, before a contract offer.
 - c. The final offer is contingent on receipt of an acceptable, current police check/child protection certificate/criminal records disclosure. Failure to comply will void the offer. Costs are borne by the candidate, unless otherwise noted by School Leadership.

2. Non-Academic Staff
 - a. All non-academic staff (administration, maintenance, security, support) must supply the same clearances as academic staff, at their own expense unless otherwise agreed by the Head of School.

Renewal of Contracts

Annual renewal of contracts requires submission of a new, valid police check/child protection certificate/criminal records disclosure prior to the contract start date. Failure to comply may result in non-renewal or termination.

Training

1. Staff Training

- a. All CISB employees receive child protection induction within one week of joining and refresher training annually before Term 1.
 - b. Child Protection Committee members receive additional role-specific training.
 - c. Training is delivered in English; supplementary sessions may occur throughout the year.
2. Student Training
- a. Through the curriculum (i.e. PSHE in Advisory) and special assemblies/events, all students learn about their rights, how to recognize unsafe situations, and how to report concerns.
 - b. Teachers ensure students demonstrate their learning through end of week deliverables.
3. Parent/Caregiver Training
- a. Annual workshops and/or annual Family Orientations introduce parents/caregivers to the CISB Child Protection Policy, reporting procedures and campus-safety rules. Attendance is strongly encouraged.

Police Checks & Criminal Records Disclosures

The Head of School may request updated disclosures at any time. Compliance is mandatory.

Reporting Concerns or Allegations

- All concerns or allegations of mistreatment must be documented on the CISB Child Protection Concerns Form (see appendix).
- Guidance on spotting signs, handling disclosures and next steps is provided in the appendix.
- Confidentiality is paramount: information is shared only with Child Protection Committee members. Breaches are disciplinary matters.

Confidential Records Management

- The investigating lead completes required paperwork; interview notes are typed up promptly.
- All records are handed to the Child Protection Committee Chair and stored securely in a locked cabinet.

ID Cards

- All employees are issued CISB ID cards. These must be worn visibly on campus at all times.

Photography and Videography Policy

1. Waiver and Consent
 - a. Centurion International School, Bangkok (CISB) routinely records school events, activities and learning experiences through photography and videography. To participate in these activities, all CISB staff and families must sign a Photography and Videography Waiver.

2. Privacy and Opt-Out
 - a. CISB fully respects the privacy of students and families. Any parent or caregiver who requests that their child's image not be published will have that request honored immediately. Please note, however, that opting out will likely preclude a student's participation in events or activities where photography or videography is integral. To opt a student out, a letter should be written to the Head of School.

3. Use, Storage and Security
 - a. No student's name will be displayed alongside their photograph or image in CISB publications or online.
 - b. All images captured by CISB employees remain the property of the school and must not be removed from campus.
 - c. Digital files must be stored securely on CISB's authorized systems.
 - d. CISB staff may use photographs and videos solely for official school purposes. Personal sharing—on social media or messaging platforms—is prohibited unless the content is used exclusively to promote CISB's mission, vision, core values and programmes.

4. Third-Party Photography
 - a. Parents, caregivers and visitors may photograph only their own children. Under no circumstances should they capture images of other students.

By adhering to this policy, CISB ensures both the protection of individual privacy rights and the responsible use of visual media to showcase our school community.

Visitors

- All visitors must sign in at Security, present valid ID and wear a CISB Visitor badge throughout the duration of their visit on campus.
- Under no circumstances should a visitor be left unsupervised around students.

- a. **Student Drop-Off and Pick-Up Policy**

To maintain the highest level of safety and to comply with international accreditation standards, CISB implements the following controlled arrival and dismissal process:

2. Drop-Off (Morning)

- a. Arrival Window: 7:45 – 8:00 a.m. Gates close promptly at 8:00 a.m.
- b. Designated Drop-Off Zone: Parents/caregivers can walk their child to the main entrance gate adjacent to the football field. The blue-paved area near the playground and parking lot is off-limits for non-staff.
- c. Supervision: CISB staff will be stationed at the drop-off gate. They will greet students and escort Early Years/Foundation Stage children to their classrooms/designated areas.
- d. Late Arrivals: Students arriving after 8:10 a.m. (after morning assembly) must be walked in by an adult to the Reception Desk in the Front Office, sign in using the Late Arrival Register, and obtain a Late Slip before proceeding to class.

3. Pick-Up (Afternoon)

- a. Dismissal Window: Starting at 3:30 p.m.
- b. Designated Pick-Up Zone: Same as drop-off area by the football field/blue pavement gate. The playground perimeter and visitor car park remain off-limits.
- c. Authorized Pick-Up List: Families must submit in writing the names of those permitted to collect each student. Changes must be communicated to Office Staff in advance.
- d. Car Placard: A laminated placard will be given to all families or carers who pick up their children. The laminated will have the official CISB seal on it, as well as the student's name. When picking up a student, the official CISB placard must be prominently displayed, otherwise the individual must present themselves at the front office with formal identification prior to picking up a student.
- e. General Dismissal Procedures:
 - i. Students are brought by their teachers to the supervised pick-up zone
 - ii. Staff verify the adult's identity/official CISB placard
 - iii. Students are released one-by-one into the care of their adult
- f. Late Collect: After 3:45 p.m., students who do not partake in after school programming or clubs are escorted to the waiting area for parents to pick them up. Parents/carers must sign them out from that location. **If a student is picked up after school *operating hours*, an additional fee of 150 THB per 15 minutes (past school closing time) will be charged to the parent (600 THB per hour).**

Safety Reminders for Families

- Please do not attempt to enter campus beyond the drop-off/pick-up gate without prior appointment.
- Please do not park or stand in the no-parking zones.
- Please always follow instructions from CISB staff on traffic and pedestrian flow.

Non-compliance with drop-off/pick-up procedures may result in withdrawal of driving privileges on campus and/or late-collection fees. These protocols are set in place in alignment with international school standards and to ensure the absolute safety of our students and staff at all times.

Policy Review

This policy will be reviewed annually by the Head of School in consultation with the Child Protection Committee to ensure ongoing effectiveness and compliance with local regulations and accreditation standards.



Child Protection Policy

APPENDIX



Centurion International School, Bangkok

APPENDIX 1: Guide for Dealing with a Child Protection Disclosure

1. Avoid Denial
 - a. Listen attentively and take the student's words seriously.
 - b. Believe what the student tells you; do not minimize or dismiss their account.

2. Establish a Safe Environment
 - a. Choose a private, comfortable setting.
 - b. Maintain a calm, supportive demeanor—avoid showing shock or horror.
 - c. Speak slowly and reassure the student that they are doing the right thing by speaking up.

3. Reassure the Student
 - a. Emphasize that they are not at fault and that you believe them.
 - b. Let them know you will do your best to help.

4. Listen Actively and Avoid Assumptions
 - a. Focus on listening rather than offering advice or problem-solving.
 - b. Do not interrupt, rush, or put words in their mouth.
 - c. Allow the student to use their own language and set the pace.

5. Limit Questioning
 - a. Do not interrogate or ask leading questions.
 - b. If critical details are missing, you may ask only: What happened? When did it happen? Where did it happen? Who was involved? How do you know that person? Avoid probing for additional details beyond these essentials.

6. Clarify Next Steps Without Overpromising
 - a. Explain clearly what you will do next and who else may be informed.
 - b. Do not promise absolute confidentiality; instead, let the student know what to expect.

7. Document Exact Statements

- a. Record the student's precise words on the Child Protection Concerns Form (Appendix 2).
 - b. Accurate documentation preserves evidence and supports any subsequent investigation.
8. Maintain a Nonjudgmental Tone
- a. Avoid questions or comments that imply blame, such as "Why didn't you stop it?" or "Are you sure?"
 - b. Continue to reassure the student of their safety and innocence.



Centurion International School, Bangkok
APPENDIX 2: Child Protection Concerns Form

Child's Name:	Parent(s) Name(s):
Child's Date of Birth:	Contact Number/LINE ID:
Year/Homeroom:	Interpreter Required: Yes / No
Name of Reporter:	Reporter's Contact Information:
Statement of Concern: <i>(Be as specific as possible)</i>	
How did the concern/suspicion/allegation come about? (i.e. child verbal report, physical observation, diary writing): <i>(Be as specific as possible)</i>	
Do you consider the child to be in immediate danger? Yes / No	If yes, why? <i>(Be as specific as possible)</i>
Report Submitted by:	Date and Time:
Received by:	Date and Time:
Actions Taken by Receiver:	