



Changing the world, one student at a time...

Wells International School

Safeguarding and Child Protection Policy (2024-2025)

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Wells International School

Introduction

1. Scope

Wells International School is committed to providing a safe and nurturing environment for our students. This means that our students are free from abuse, neglect, or mistreatment. Wells International Schools depends on preventative practices, including educator trainings, to promote student well-being. Wells International Schools are relatively small, family-like environments where teachers and students develop strong bonds. As educators in our community, we know our students well and are uniquely able to assess behaviors that indicate they need help or protection. We have an ethical obligation to protect the students in our community from harm or danger. Wells teachers, staff and employees are obligated to report any suspicion of mistreatment or neglect using the proper channels later identified in this manual. This policy applies to all employees working at Wells International Schools and all children within the community that have not yet reached 18 years of age.

2. Purpose

Wells International School fully recognizes our responsibility for child protection in our community. The purpose of this document is to outline procedures that keep our children safe from potential harm and to provide a protocol for child safety to our employees and staff. All faculty and staff at Wells International School are required to report their concerns about the well-being of any student they have concerns about.

3. Core Beliefs

At Wells International School, we believe that the welfare of our students is our priority, and this surpasses all other concerns in our school. All children, regardless of economic background, ethnicity, gender, religion, sexual orientation, have equal rights to protection from harmful behaviors. Children may be more vulnerable than others due to communication issues or special needs and our school will take further precautions to protect these students. We are committed to ensuring that each child is safe from harm and if there is suspicion, we will share information and work with outside agencies for child advocacy.

4. Legal Framework

This document was drafted with the legal framework of Thai law in mind, specifically the Child Protection Act, 2003, and Article 52 of the Constitution of the Kingdom of Thailand, 2007. The following non-verbatim summary is adopted in accordance with Thai law while maintaining awareness of the demographic group represented at Wells International School.

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- Children and youth have a right to receive physical, mental and intellectual development in a safe and suitable environment (Article 52 of Constitution of the Kingdom of Thailand, 2007).
- Children and youth have the right to be protected against violence and unfair treatment and have the right to medical treatment or rehabilitation (Article 52 of Constitution of the Kingdom of Thailand, 2007).
- A staff member shall report suspected cases of harm to the child to a designated administrator (Section 29 of The Child Protection Act, 2003).
- A guardian shall not treat a child in any manner which obstruct his or her growth or development or treat a child in any manner which constitutes illegal care. (Section 25 of The Child Protection Act, 2003).
- A person is forbidden to commit or omit acts which result in torturing a child's body or mind (Section 26 of The Child Protection Act, 2003).

5. Key Contacts

All staff members are responsible for the safeguarding of children at Wells International School. However, the key members listed are responsible for the reporting and referral process.

Bang Na Campus	Thonglor Campus	Onnut Campus	Chonburi Campus	Physical Environment Across Campuses
Ms. Victoria Roth, Early Years and Primary School Principal victoria@wells- school.com	Ms. Gona Narula, School Director gona@wells- school.com	Dr. Peng Suvilaisunthorn, Director of Student Support Services peng@wells- school.com	Ms. Sunee Steyn, School Principal sunee.s@wells- school.com	Mr. Ravin Maharjan Director of General Affairs ravin@wells-school.com

6. Roles and Responsibilities

Wells International School does not have an official Designated Child Protection Lead or Safeguarding Lead responsible for overseeing all matters related to policy generation, systems and compliance, and staff-related matters. Child Protection and Safeguarding matters are handled through a collaboration between the campus Principals, Head of School, Head of

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General Affairs, and members of the Counseling Department. Matters of budgeting for external training and professional development are managed by the Head of School and various members of the leadership team. The Head of General Affairs is responsible for facilities management and works with the school heads to maintain a physically safe environment that is supportive towards the students' learning and development. The Counseling Department manages referrals, record keeping, and interventions involved upon receiving cases from the teachers, and staff members, or students. The counselors work with the various Campus Leaders in order to access the situation, educate and raise awareness through the guidance curriculum, and implement an action plan which includes referring to community resources and case consultations. Besides the above mentioned roles of key members, all staff of the Wells International School community are responsible for adhering to the following:

- Contribute to a safe environment which supports student learning
- Maintain awareness of the Staff Code of Conduct (Section 3.1 to 3.31.9)
- Maintain awareness of the Child Protection Policy and process of referral
- Record factual information during suspected case of harm and refer to the school counseling team or administrator in charge or immediately escort a child to see a counselor during high-risk situations

7. Record Keeping

Due to the sensitive nature of the cases in Child Protection, records are kept within the Counseling Department and shared only with Leadership Team members. Depending on the situation, records are kept both physically and electronically. Counselors may keep individual notes upon speaking with students during the referral process. However, all factual information or reports (either written or verbal) provided by Wells staff members are shared within the Counseling Meeting Minutes, which get updated weekly during department meetings. In addition, the counselors will have a referral form that either teachers can fill out, or counselors fill out on behalf of teachers. The details of the form complies with the practices of the guidelines for Child Protection for ISAT (International Schools Association of Thailand) Schools.

8. Policies

1. Anti-Bullying

Wells International School believes that all students have a right to study in a healthy and safe physical, social, and emotional environment. All members of the community must promote mutual respect and acceptance.

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Behavior that jeopardizes the safety of another student or causes harm will be dealt with immediately. A student must adhere to the Student Code of Conduct as expressed in the Student and Parent Handbook. In summary, actions such as intimidating, harassing, or bullying another student through words or actions are strictly prohibited. These behaviors may include: harmful physical contact, i.e. hitting or shoving, verbal assaults, i.e. name-calling, and social isolation or manipulation. Students are expected to understand the student code of conduct, which can be found in section 3.11, 3.12, and 6.20 of the Parent and Student Handbook.

Community members are expected to immediately report incidents of bullying to the respective School Principals (Middle School, High School, Primary). Staff who witness any act of bullying should take immediate action. Staff should always aim to avoid physical contact during an immediate intervention. However, Wells International School reserves the right for a staff member to get in between physical altercations for safety reasons. Physical intervention is allowed in cases where necessary, for the benefit of the student, i.e. students need to be pulled apart from each other to prevent harm. Staff will make an effort to handle such incidences with extreme care. Strong physical contact, i.e. grabbing or holding down a student should be avoided. The staff member, in these cases, shall consider student safety to be the most important issue regardless of the nature of the incident. Each incident should be investigated by the designated Principal and support team. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure a bullying free environment and a healthy learning environment, Wells International School makes efforts to educate students through the Guidance Curriculum, awareness campaigns, and personal counseling with students. Staff are expected to remain vigilant and report issues immediately as they arise.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during the lunch period, whether on or off campus.

Wells students adopt a student Code of Conduct that adapts the IB Learner Profile and Wells ESLR (Expected Schoolwide Learning Results). Further details can be found in Section 6.2 from the Student and Parent Handbook.

The few Code of Conduct guidelines below, however, are expected to be followed by students:

- Any student who engages or participates in bullying may be subject to disciplinary action, which includes suspension, and in extreme cases, expulsion (if deemed to be a danger to other community members)

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- Students are expected to report incidents of bullying to the principal, counselor, or teacher
- Reports of bullying will be kept confidential and the sharing of information will be discussed with the parties making the report unless there is an issue of immediate physical harm or danger

2. Health Policy

Wells members are urged to be mindful of illnesses and various health issues that are common within the community. As such, employees must be aware of how to recognize the signs and symptoms of possible illness, and how to address those situations when they occur. If a child shows signs of illness, those symptoms should be reported immediately to the school nurse. In some cases, the student will be sent home until the illness has passed. Recognizing a student who shows any sign of the following should be reported to the school nurse.

- Fever above 101°F (38°C)
- Vomiting
- Rash (other than heat or diaper)
- Diarrhea
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Breathing difficulties
- Head lice

Procedures for Sick Students

Once a sick student's symptoms have been reported to the school nurse and office, the determination will be made as to whether he/she should be sent home. If the student is determined to be sick, the parent(s)/guardian(s) will be contacted to make arrangements for pick up. The student will remain in the nurse's office until he/she is picked up. In some cases, if a sick student is sent home, he/she will not be allowed to return until either the symptoms are gone, or otherwise appears to be well enough to attend school.

A doctor's note is expected to be submitted to the various campus offices upon the student's return to ensure that treatment has occurred and to update class attendance information. In order to support the well-being of the community, students who are contagious are not permitted on campus.

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Allergies

Some students may have allergies to specific foods or other allergens. Any allergies should be reported to the school.

- **Food allergies:** If any children in your classroom have a food allergy (milk, peanuts, etc.), great precaution should be used to not accidentally serve the child this food. In some cases, the food item will not be offered on the menu at all.
- **Asthma:** Can be triggered by allergies. If you have animals at home, the child may have a reaction to your clothing. The use of perfume or air freshener, extremely hot or cold weather, seasonal allergies (pollen), and dust can also trigger an asthma attack. Immediately notify the nurse or administrator if a child is having breathing difficulties.
- **Other allergens:** Children may have other types of allergies. Specific precautionary measures will be provided as needed in the classroom binder.

In addition, all campuses have campus specific policy on medication. Section 3.5 of the staff handbook deals with clinic procedures for Onnut, while the following applies to Thonglor and Bangna:

Medication

You may be required to administer medication to a child in your care. Please note the following guidelines:

- Each medication has to have a signed permission slip. You may NOT administer any medication to a child unless there is signed permission on file for the medication.
- Medication can only be kept in the lockbox in the office. No medication should be kept in the classroom.
- Each medication in the lock box must be documented on the form located on the lock box.
- For medications to be administered close to or during a meal time, put a note on the CACFP form as a reminder.
- Document the time(s) at which you give the child the medicine.
- If medicine is given for a fever, take the child's temperature 30 minutes after the medicine is given.

2.1 Covid-19 Related Health Policies

Due to the global pandemic, Wells International School remains vigilant in following all government mandated protocols, especially regarding vaccination for community members. WIS actively organizes vaccination drives for students aged 5-18 and ensures that all eligible

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staff members are vaccinated. Throughout the past several years of dealing with this pandemic, Wells has adjusted the method of instruction according to government protocols and safety measures. Some of these include online learning, hybrid online/face to face learning, and scattered schedules. After moving from online learning to full face to face instruction in January, 2022 Wells has made some adjustments to its practices to ensure proper social distancing. For the most updated changes in social distancing refer to this [document](#). Moreover, for the most updated details on the WIS Testing and Response Protocol, refer to the following [document](#).

2022-2023 Update: Due to government regulations around the world shifting, mask wearing is now optional. Students who test positive for Covid-19 are recommended to stay home for a period of 5 days.

3. Technology and Internet Safety Policy

Wells International School aims to ensure that students and community members are aware of the risks and possible dangers of internet usage. Members of the community are expected to apply sensible decision making and critical thinking with regards to searching for information and making posts on social media. Additionally, members are expected to be aware of the issues of cyberbullying and internet security, and practice good digital citizenship. As part of the Child Protection and Safeguarding Policy, sections of the Student Conduct Code and Staff Conduct Codes are fully applicable and enforced in this section.

Wells values the privacy and safety of our students. As part of our efforts to maintain transparency and uphold the protection of privacy, we seek consent for posting images of children on our school's social media platforms, website, promotional material, and related communication channels. Parent cooperation is essential in ensuring that we maintain standards of privacy and data protection for our students. The leadership and marketing team sends consent forms to community members in the case that images are used from promotion and public display.

The school realizes that internet and social media usage often occur outside of school hours. However, members are expected to comply to the best of their ability while recognizing the rights and feelings of those they come into contact with via an online platform while keeping themselves safe from harm. The school regularly teaches Digital Citizenship Units to educate students, while dealing with Technology and Internet Safety issues that may arise through counseling support. In cases of bullying, the school utilizes disciplinary process in order to encourage reflection, growth, and personal development. It is everyone's responsibility to maintain a safe environment that is conducive to learning. The school encourages its member's to report issues of Technology and Internet Safety issues relating to harm to the school principal and counseling staff.

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The following guidelines apply to all community members:

1. Cyberbullying includes the following activities:

- Posting harmful/hurtful messages on social networking sites about another member of the community
- Spreading rumors online
- Sending harmful/hurtful messages via instant messaging, text, or email

2. Acceptable internet during school hours occur according to the following conditions:

- During school hours, web browsers are to be used for educational and research purposes. Under no circumstances are members of the community allowed to access inappropriate material.
- Never share passwords or usernames with other members of the community
- Using platforms such as Google Classroom, ALEKS, or research databases is encouraged and in some cases mandatory
- Never attempt to access other member's username or password
- Be fully aware of online plagiarism and do collaborative work online through shared documents only when instructed by the teacher and follow classroom guidelines
- Always use appropriate language
- Always be respectful with using posts on social media and be a good representative of the community
- The school may ask students to remove certain posts from social media if they could potentially warn self or others even if posts occur off school hours

9. Definitions and Recognition of Abuse

Wells International School follows the definitions as described within the Guidelines for Creating a Child Protection Policy for International Schools Association of Thailand, 2011 document. The following terms have been taken directly as a result of several meetings of the Thailand International School Counselor Group during 2011.

PHYSICAL ABUSE

Physical abuse is violence directed towards children, i.e. hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

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Physical harm may also be caused when a parent or carer feigns the symptoms off or deliberately causes ill health to a child whom they are looking after.

SEXUAL ABUSE

Child sexual abuse is a form of child abuse in which an adult or older/bigger child or adolescent uses a child for sexual stimulation. Forms of child sexual abuse include asking or pressuring a child to engage in sexual activities (regardless of the outcome), indecent exposure of the genitals to a child, displaying pornography to a child, actual sexual contact against a child, physical contact with the child's genitals (except in certain non-sexual contexts such as a medical exam), viewing of the child's genitalia for the purpose of sexual gratification, or using a child to produce child pornography.

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

Child neglect is usually defined as:

- Failure of a person responsible for a child's care and upbringing to safeguard the child's emotional and physical health and general well-being
- Acts of commission, harm to a child may or may not be the intended consequence
- A serious form of maltreatment
- The persistent failure to meet a child's basic physical and/or psychological needs resulting in serious impairment of health and/or development.

Types of Neglect:

Failure to provide

- Physical neglect
- Emotional neglect
- Medical/dental neglect
- Educational neglect

Failure to supervise

- Inadequate supervision

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- Exposure to violent environments
- Frequent accidents

Failure to protect

- If a child is in a situation that calls for protection, failure to provide such protection is a form of neglect.

EMOTIONAL ABUSE

Child emotional or psychological abuse, also referred to as mental abuse, is a form of abuse characterized by a person subjecting or exposing a child to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. Such abuse is often associated with situations of power imbalance or dependence.

The impact of continual emotional maltreatment is cumulative, serious and long term. Emotional abuse impairs the child's psychological and emotional development with a potentially life-long influence on any capacity to form successful relationships. For instance, child victims often form poor relationships with their own children.

Types of Emotional Abuse

- **Rejecting:** refusing to acknowledge the child's worth and the legitimacy of their needs
- **Isolating:** cutting off the child from normal social experiences and contact with peers or adults
- **Terrorizing:** verbally assaulting the child, creating a climate of fear and bullying
- **Ignoring:** depriving the child of essential stimulation and emotional responsiveness
- **Corrupting:** socializing the child in an inappropriate manner, encouraging destructive and antisocial behavior

10. Recognition of Child Protection Needs and Reporting Procedures

At Wells International School, staff are vigilant of potential child protection needs through a variety of methods.

- **Observation** - through direct observation of symptoms and signs of abuse and neglect as demonstrated by both child and parent/caregiver

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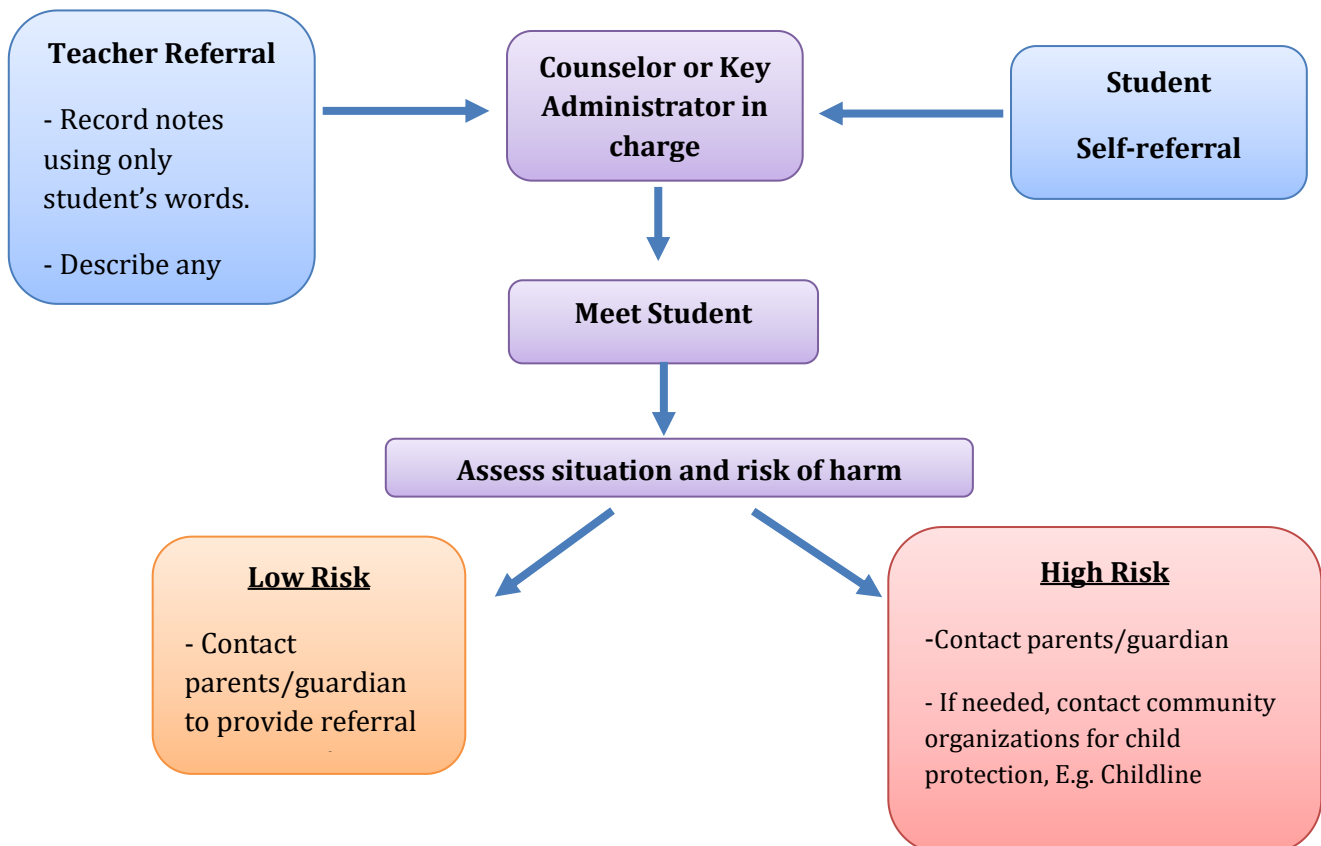
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- Allegation - as a consequence of allegations or reports made by a child or another person
- Disclosure - either directly from a child or by someone who says they are harming a child

Reporting Procedures

Staff Members:

1. Staff members are expected to be clear and specific about the context of the incident they report either in writing or verbally to the relevant Campus Leader or Counselor.
2. Report factual information, quoting the student's own words without interpretation or judgment. The leadership reserves the right to keep the results of the report and follow up actions confidential from the reporter.
3. In the case of visible injuries, take the student to the school nurse who may take photos of injuries such as bruises or cuts and offer immediate treatment while informing the Campus Leader or counselor as soon as possible.
4. Be available for a conversation with the counselor who will follow up on the report and ask additional details (counselor reserves the right to quote reporter while speaking with school administrators and the Head of School).



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Reporting procedures for Counselors:

1. Counselors receive referrals from staff, family members, or student self-referral.
2. The counselor meets the student, and completes the documentation, and reports to the Head of School.
3. If not already done through a reporting staff member, the Counselor facilitates a visit to the school nurse or examines the student, documents and takes photographic evidence when applicable.
4. Counselors and Head of School formalize an action plan, which includes consultation form relevant community resources.

In cases of suspected child abuse, the school may contact the following resources, which are in line with common practices of the International School's Association of Thailand.

Childline Thailand Foundation	The Center for the Protection of Children's Rights Foundation (CPCR) Bangkok
"Sai Dek" 1387 ChildLineThailand.org/website/ info@childlinethailand.org	02-4121196, 02-4120736 www.ThaiChildRights.org

Please note that counseling support services occur during school hours. In cases of emergency, especially in situations not directly involving Wells International School, community members are encouraged to reach out to the following telephone numbers.

Samaritans Thailand (English and Thai)	Ambulance	English Speaking Police Hotline	Abuse & Domestic Violence Help Centre Hotline/Social Support Services Hotline
02-1136789	1669	155	1300

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11. Confidentiality

Child protection cases at Wells International School are treated with confidentiality under some limitations. Once a case is reported to a counselor, the Principal and Head of School have a right to be made aware of the situation. If there is a potential for danger or harm, the school reserves the right to break confidentiality and inform appropriate personnel or community resources. The school will try to the best of its ability to consider the sensitivity of each situation in order to maintain a safe environment for all of its members. In cases where a student discloses information related to potential harm, the school reserves the right to break confidentiality in order to protect the student but will do so with careful consideration.

12. Physical Environment

The windows are completely transparent and free from any window coverings. Our schools are always locked from the outside and visitors must pass through both the security guard and office before entering our premises. Students and staff use separate restrooms. The school will regularly check and maintain facilities in order to ensure student safety. Staff and students are welcome to report any facility issues that may cause potential physical harm and the school will evaluate accordingly.

13. Recruitment

Prior to beginning employment, teachers are subject to background checks as well as reference checks from previous employers. Teachers must read the teacher's handbook which summarizes all school policies including child protection. Wells provides training on how to recognize warning signs of mistreatment of children. Teachers must agree to adhere to the procedures and action regarding child safety.

14. Training

2019-2021 Challenges: WIS aims to ensure that staff members are aware of safeguarding and child protection issues. However, with previous government mandated social distancing protocols during the Covid 19 pandemic period, the organizing of large numbers of teachers during professional development days were hindered during the past several years. As a response, Wells has connected with the East Asian Region of School (EARCOS) for online training. As an EARCOS member school, Wells staff had the option to attend a 4-part online

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training organized by childsafeguarding.com from September 2021 to December 2021. Wells maintains contact with childsafeguarding.com management for discussions of future training.

2022-2023 Update: Since the government has now suspended social distancing protocols for large gatherings, Wells International School has continued in house training for staff. The school has organized several in house training workshops for staff with topics including first aid, Thai safeguarding laws, recognizing signs of abuse, and staff self care. Furthermore, in September of 2023, staff from the Onnut and Bangna campus attended the First Aid and Basic CPR training at Sikarin Hospital. The school continues to utilizing orientation days at the beginning of the school year and staff professional development days to organize both in house training and send members for external training across all campuses. During the 2022-2023 period, both teaching, general affairs ((i.e bus drivers, cleaning staff, accountants and human resources officers) and subcontracted staff (i.e bus monitors and food services providers) have received training in both English and Thai.

2024-2025: From the second semester (January) of the 2024 academic year till the August 2024 staff orientation, Wells has organized several in-house training seminars. These include training for teachers and staff organized by the Prakhonng District Police Department regarding the topic of emergency situations such as school shootings. Furthermore, the Wells Onnut Counseling Department has organized several training sessions for staff with topics such as staff conduct for physical and online interactions with students and community members in mind. Non-English speaking staff, some of which are subcontracted to work as bus monitors, food service providers, and finance staff, have also received additional separate safeguarding training in Thai. Wells International School stays updated on information related to child safeguarding through literature from various organizations such as TES Global, childsafeguarding.com, and the Global Safeguarding Collaborative, and plans to continue offering safeguarding training sessions several times per year. Wells as also been making connections with advisors from the Global Safeguarding Collaborative for case consultations and advising. Most recently, in November 2024, staff and invited students received training on first-aid response and AED usage (newly purchased and accessible at the school nurse's office). Wells International School continues to update practices and evolve to meet the needs of stakeholders. Further professional development will be updated in the next update of the Child Protection and Safeguarding Policy.

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Resources

International Schools Association of Thailand. (2011). *Guidelines to create a Child Protection Policy for International Schools' Association of Thailand Schools*. Bangkok, Thailand.

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