



# NOVA International School Child Protection Policy

## General purpose statement

Nova international school seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities by implementing the below practices, our goal is to protect the children and youth of nova international school from incidents of misconduct or inappropriate behaviour while also protecting our staff and volunteers from false accusations.

## Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children.

The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counselling of minors, or in one-on-one mentoring of minors.

## Selection of workers

All employees and all persons who desire to work with the children participating in our programs and activities will be screened.

This screening includes the following:

A .

Six month rule except for parent helpers, no person will be considered for any volunteer position involving contact with minors until s/he has been involved

with NOVA SCHOOL for a minimum of six (6) months this time of interaction between our leadership and the volunteer allows for better evaluation and suitability of the volunteer for working with children

B .

Writing application all persons seeking to work with children must complete and sign writing application in a form to be supplied by Nova School and supplying all required documents by the school.

The application will request basic information from the applicant and will inquire into previous experience with children previous SCHOOL affiliation, reference and employment information, as well as disclosure of any previous criminal convictions.

The application form and information will be maintained in confidence on file at Nova School.

C .

Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

D .

Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants, Reference will be checked. These reference should be of an institutional nature as opposed to personal or family reference, preferably from organizations where the applicant has worked with children in the past documentation of the reference checks will be maintained in confidence on file at Nova School.

E .

Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and “volunteers” as defined above “ before a background check is

run, prospective workers will be asked to sign an authorization form allowing the relevant authorities to run the check . If an individual declines the relevant authorities to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children, a disqualifying offense that will keep an individual from working with children will be determined by Nova Senior Management Team on case-by-case basis in light of all the surrounding circumstances. Generally convictions.

Or an offense involving children and /or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children>

Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at nova international school.

### **TWO Adult Rule:**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities.

Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than two students with the adult teacher.

We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counselling situation.

### **Responding to Allegations of Child Abuse:**

For purposes of this policy “child physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse**
  - Any physical injury to a child that is not accidental, such as beating, burns and biting.

- **Emotional abuse**

- Emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.

- **Sexual abuse**

- Any sexual activity between a child and adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest and pornography.
- No Touch; Nova strongly implements a no touch policy between workers and students. All workers are advised to observe this rule at all times.

- **Neglect**

- Depriving a child of his or her essential needs, such as adequate food, water, shelter and medical care.
- Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Nova School becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to their immediate supervisors for further action including reporting to authorities as may be mandated by Sudan's law.

In the event that an incident of abuse or neglect is alleged to have occurred at Nova School or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation.

He or she should be instructed to have no contact with the victim or with witnesses.

3. All allegations of abuse should be reported to the civil authorities, and the organisation will comply with the Sudan Law requirements regarding mandatory reporting of abuse as the law

then exists. The organisation will fully cooperate with the investigation of the incident by civil authorities.

4. The School will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of the legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the Organisation should refrain from speaking to the media.
5. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

### **Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

### **Teenage Workers**

We recognise that there may be times when it is necessary or desirable for babysitters (paid or Volunteer) who are themselves under the age of 18 to assist in caring for children during programs or activities.

### **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at Nova School. Please revert to Nova Students/Parents handbook for full details.

Parents are encouraged to be considerate of other children when deciding whether to place a child under our care.

In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhoea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

### **Medications Policy**

It is the policy of Noa School not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home.

Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with Nova School to develop a plan of action.

### **Discipline Policy**

Please revert to Nova International School Discipline Code, but general rules to be observed are:

Not to administer corporal punishment, even if parents have suggested or given permission for it.

There should be no spanking, grabbing, hitting, or other physical Discipline of children.

Workers should consult with the Principal/s or heads if assistance is needed with disciplinary issues.

### **Restroom Guidelines**

Children five years of age and younger should utilize a classroom bathroom, if one is available.

If a classroom bathroom is not available; workers should escort a group of children to the hallway.

If a Classroom bathroom is not available; workers should escort a group of children to the hallway bathroom, they should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty; then allow the children inside.

The workers should then remain outside the bathroom door and escort the children back to the classroom.

If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door and Leave the stall door open as he/she assists the child. For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls the worker should check the bathroom first to make sure that the bathroom is empty; then allow the children inside. The worker should then remain outside the Bathroom door and escort the children back to the classroom.

### **For the protection of all**

Workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

### **Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes and bruises, workers will provide First Aid (Band Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## **Training**

Nova School will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

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