

MUIDS

SAFEGUARDING POLICY

2025/2026



SHORTENED VERSION

TABLE OF CONTENTS

01 PURPOSE

Purpose	3
Policy Review	3

02 ROLES AND RESPONSIBILITIES

Roles and Responsibilities	4
----------------------------	---

03 EMPLOYMENT AND TRAINING

Hiring	4
Training	4

04 ABUSE AND NEGLECT

Abuse and Neglect	5
Possible Warning Signs	5
Peer on Peer Abuse	6
In Cases of Peer on Peer Abuse	6

05 COMMUNICATION

Confidentiality	7
Social Media	7

06 CHILD PROTECTION REPORTING

What to do?	8
Procedure	9
Limits to Confidentiality	9
Reporting Forms	9
Allegations of Abuse against Staff	9

07 APPENDICIES

Student Code of Conduct	10
Links to the Child Protection Act of 2546	11

1. PURPOSE

This Safeguarding Policy was created to prevent and address harm against students at Mahidol University International Demonstration School (MUIDS). It aims to provide MUIDS staff, students, the families of MUIDS students as well as all stakeholders with guidance and clarity on how to address suspected incidents of harm.

Mahidol University International Demonstration School's policy is guided by the Thai Child Protection Act of 2546 (2003) (CPA) Articles 1 to 88. Also, Mahidol University international Demonstration School is committed to reviewing its Child Safeguarding Code of Conduct and Policy annually.

Every academic year, MUIDS will share policy updates with the parent community, communicate this policy to students, provide child safeguarding training for all MUIDS employees, and make every effort to implement hiring practices to ensure the safety of children.

In the case of a member of the MUIDS community being reported as an alleged offender, Mahidol University International Demonstration School will conduct a full investigation following a carefully designed course of due process as per the procedure for Managing Allegations against Staff.

POLICY REVIEW

It is recommended that the Safeguarding Policy be reviewed by the Safeguarding Board and Safeguarding Committee every year from its adoption to ensure its implementation and utility and alignment with the WASC review cycle. It is also recommended we have an external organisation check and sign off on our Safeguarding policies.

2. ROLES AND RESPONSIBILITIES

Role	Responsibility
Safeguarding Board	Strategic oversight and policy review
Safeguarding Committee	Supports training and implementation
Safeguarding Coordinator	Oversees policy, training, and external referrals
Safeguarding Team (DSL/DDSLs)	Receives and investigates reports
Counsellors & Wellbeing Coordinators	Monitor student wellbeing, report concerns
MUIDS Staff	Mandatory reporters; uphold code of conduct
Students & Parents	Understand and report concerns; follow Codes of

3. EMPLOYMENT AND TRAINING

HIRING

As part of our recruitment process, MUIDS requires all employees to provide a police clearance certificate from Thailand (if currently residing here) or from their most recent country of residence if applying from abroad.

TRAINING

The HR Department, in collaboration with the Safeguarding Coordinator, will maintain detailed records of all staff safeguarding training and send reminders when updates are due.

Members of the MUIDS community; whether paid or unpaid MUIDS employees must complete regular mandatory safeguarding training. This includes School Board members, external providers, volunteers, interns, contractors, and anyone acting on behalf of Mahidol University International Demonstration School.

All MUIDS employees are expected to adhere to the standards outlined in the Staff Safeguarding Code of Conduct. Every employee must read, sign, and agree to comply with this code annually.

4. ABUSE AND NEGLECT

Abuse includes any action or inaction that causes harm to a child. The four main categories are:

Physical Abuse

Includes deliberate injury (e.g. bruises, burns, restraint marks) or excessive discipline.

Emotional Abuse

Includes rejection, threats, humiliation, bullying, or denying emotional support.

Neglect

Failure to provide food, shelter, supervision, education, or medical care.

Sexual Abuse

Any sexual activity with a child, including grooming, exploitation, and exposure to pornography. Perpetrators may include peers or adults.

POSSIBLE WARNING SIGNS

Type	Indicators (examples)
Physical	Unexplained bruises, burns, long-sleeved clothing i
Emotional	Withdrawal, aggression, fear, poor social skills
Neglect	Hunger, dirty clothes, lateness, fear of going home
Sexual	Inappropriate language, hygiene changes, fear of sp

THESE SIGNS MAY NOT CONFIRM ABUSE, BUT SHOULD PROMPT REPORTING.

PEER-ON-PEER ABUSE

Peer-on-peer abuse refers to harmful behaviour between students and can include, but is not limited to:

- Sexual harassment and violence
- Online or offline bullying
- Sexting, and relationship abuse

In cases of peer-on-peer abuse, MUIDS will defer to the Following:

- MUIDS Bullying Policy
- MUIDS Peer on Peer Abuse Policy
- The Personal Data Protection Act (Thailand 06/2022)
- The MUIDS' Social Media Guidelines
- The Technology Responsible Use Agreement

Staff may intervene when necessary to prevent harm to a student or others. Wherever possible, efforts should be made to de-escalate the situation calmly and involve another adult if there is any risk of physical confrontation.

If physical intervention is deemed unavoidable, it must be reported and recorded, with full details of the incident and actions taken, and submitted to the Safeguarding Team. In such rare cases, any physical contact should be minimal and only for the shortest time required to ensure safety.

5. COMMUNICATION

CONFIDENTIALITY

All staff may, at times, become aware of sensitive situations that must remain confidential. Such matters should not be discussed outside the school environment, nor with a student's parent or caregiver, or other staff, unless the person has the appropriate role and authority within the MUIDS administration to handle the issue. However, any concerns regarding a student's safety or welfare must always be reported to the Safeguarding Team.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need-to-know basis. Need-to-know could mean sharing the child's information with teachers and counsellors of that student. When possible, any information shared should be anonymised. Staff must never promise a student that they will keep sensitive information secret if it relates to the safety or wellbeing of that student or another child.

SOCIAL MEDIA & ONLINE CONTACT WITH CHILDREN

MUIDS encourages the educational use of media and social media platforms, provided they are approved and used to support learning. Teachers should communicate with students only through official MUIDS platforms. Any concerns about a colleague's conduct regarding contact with students; whether online or otherwise; must be reported to the Safeguarding Team. For more detailed guidance, staff should refer to the MUIDS Code of Conduct section on Social Media.

6. CHILD PROTECTION REPORTING

WHAT TO DO IF YOU HAVE A SAFEGUARDING CONCERN?

If you are concerned about a child's safety or wellbeing, report the matter immediately to a member of the Safeguarding Team.

Reporting suspected harm can be submitted to a Safeguarding Team Member (DSL or DDSL) in one of three ways:

1. **Complete the MUIDS Safeguarding Incident Report Form** and submit it to a Safeguarding Team member.
2. **Speak directly to a Safeguarding Team member.** A form will still need to be completed for record purposes. (recommended for students and parents). Students and parents may also choose to meet with their MUIDS counsellor.
3. **Email a Safeguarding Team member** with the concern.

For the purposes of record keeping, a formal report i.e. the MUIDS Safeguarding Incident Report Form will need to be completed and submitted to the Designated Safeguarding Lead (DSL). All reports will be stored securely, both digitally and in hard copy, for future reference.

MUIDS Personnel: If a Safeguarding Team member cannot be readily found, report your concern immediately to your direct supervisor. It is important to act by referring as soon as you possibly can.

MUIDS Students and Parents: If a Safeguarding Team member cannot be readily found or is unresponsive in an email, report your concern immediately to your MUIDS counsellor.

Safeguarding Team Members

- Designated Safeguarding Lead (DSL) Mr. Ashley Quest (Ash) - Grade 10 Representative
- Deputy Designated Safeguarding Lead (DDSL) Mrs. Naiyana Penpoo (Noi) Grade 10 Representative
- Deputy Designated Safeguarding Lead (DDSL) Mr. Jameson Brame (Jameson) - Grade 11 Representative
- Deputy Designated Safeguarding Lead (DDSL) Dr. Sreenivasulu Tadakaluru (Stephen) - Grade 11 Representative
- Deputy Designated Safeguarding Lead (DDSL) Mr. Daniel Michael Montefusco (Dan) - Grade 12 Representative
- Deputy Designated Safeguarding Lead (DDSL) Ms. Lin Cai (Lin) - Grade 12 Representative

PROCEDURE

If a student indicates that they have experienced harm, or when in doubt, report it immediately to the DSL or a DDSL.

Guidance for Handling a Disclosure or Concern

- Take all complaints, allegations or suspicions seriously
- Ensure the immediate safety of the person affected
- Stay calm, and offer support and reassurance to the person making the disclosure
- Do not make any promises regarding confidentiality.

LIMITS TO CONFIDENTIALITY:

- 1.Intent to harm oneself.
- 2.Intent to harm others.
- 3.Current harm to self or others.
- 4.Harming someone or being harmed.

If any of these situations apply, inform the student that you are required to report it to the Safeguarding Team.

- Listen, keep questions to a minimum, make brief but careful notes and check that the person affected agrees with them (where applicable).
- Explain what you will do next.

Staff Reporting Form: <https://forms.gle/PMpGn8Xgs8FEjgHu9>

Student Reporting Form: <https://forms.gle/gCBRppMfjYxR29Nq8>

Teachers can also report to: muids-safeguarding@mahidol.ac.th

ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF

If an allegation is made:

- Notify the Safeguarding Team within one working day
- Investigations proceed even if the staff member resigns
- Outcomes:
 - **Substantiated** – evidence supports the allegation
 - **False** – evidence disproves it
 - **Malicious** – false and made with intent to harm
 - **Unsubstantiated** – insufficient evidence either way

MUIDS supports any staff under investigation and treats all parties with respect and due process.

7. APPENDICES

STUDENT CODE OF CONDUCT

Purpose: Mahidol University International Demonstration School (MUIDS) has made this Student Code of Conduct to help protect its students from harm. The Student Code of Conduct is one part of the MUIDS Safeguarding Policy. All students and their parents or guardians are encouraged to read the Safeguarding Policy. All students and their parents are expected to review and sign the Student Code of Conduct when they enroll as a student at MUIDS. Students already enrolled at MUIDS when this Code of Conduct was adopted will sign at the beginning of the next school year. The Student Code of Conduct will be kept in their student file in the admissions/registrar's office.

DEFINITIONS. The MUIDS Safeguarding Policy defines harm as an act, action or series of acts or actions, by one person or group of people against a student in one or more of the following forms: abuse, neglect, violence, or exploitation.

MUIDS ANTI-BULLYING POLICY

MUIDS is committed to creating and maintaining an educational environment free from any form of bullying, harassment, and discrimination whatsoever, in any form. This environment includes the school campus, at school-related activities, and at all school functions both on and off school grounds. In the case of cyberbullying this bully-free environment could extend to the student's home in cases where a computer or mobile phone, or any other device, is used to bother, harass, or intimidate others.

EXPECTATIONS All MUIDS students are expected to:

- treat other students with dignity and respect
- read the MUIDS Safeguarding Policy
- not engage in bullying in any of its forms
- not act in a way that results in harm against another student
- not have a weapon (either real or replica) or items that are intended to cause harm to another student at school or during school off-campus activities
- report knowledge of harm or self-harm
- follow the MUIDS Responsible Use Policy for all technology including not endangering another person or violating another person's reasonable expectation of privacy
- confidentially report cases of suspected harm to the designated Safeguarding officer

AGREEMENT By signing below, we understand and agree to abide by the MUIDS Student Code of Conduct. Any violation of the Code of Conduct can result in disciplinary action including but not limited to suspension and/or legal action.

PRINT STUDENT'S NAME

STUDENT'S SIGNATURE

PRINT PARENT(S)/GUARDIAN(S) NAME(S)

PARENT(S)/GUARDIAN(S) SIGNATURE

(DATE)

CHILD PROTECTION ACT OF 2546

Links to the Child Protection Act 2546:

<https://library.siam-legal.com/child-protection-act-of-2546-2003/>

Website. English Version

https://www.moe.go.th/backend/wp-content/uploads/2021/02/809775_0001.pdf

MOE Ministry of Education, English PDF Translation

https://www.dcy.go.th/public/mainWeb/file_download/1638170189326-511345003.pdf

Thai language link.

