

**Mahidol University International Demonstration School (MUIDS) Safeguarding Policy
(2023, Thailand)**

Reporting a Concern DRAFT VI

The 4 R's - Recognize, Respond, Report and Record

Developed by the MUIDS Safeguarding and Child Protection Committee (SGCPC - 2023)

MUIDS Child Protection Incident Report Procedure and Form AY 2023-24

The 4 R's - Recognize, Respond, Report and Record

If you are worried about Child Protection, what should you do?

If you have a Safeguarding concern, report your concern to a member of the Safeguarding Team immediately (see below). You are not responsible for investigating the concern and will not face any consequences if the concern is unfounded. The safeguarding team members have a duty of care for holding all safeguarding reports at the highest level of confidentiality and they are required to follow the established reporting steps.

Safeguarding Team

The Safeguarding Team leads the initial reporting and documentation process for suspected cases of harm. The safeguarding team is the primary personnel that all reports are submitted to and then processed. If needed, cases of suspected harm are brought to the executive committee by the Designated Safeguarding Lead for further investigation. **NOTE: DSL = Designated Safeguarding Lead. SGO = Safeguarding Officer.**

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

1. Talk directly to a DSL or Safeguarding Officer (see below for the safeguarding team). Students and parents may also choose to meet with their MUIDS counselor.
2. Completing the MUIDS Safeguarding Incident Report Form (below) and submitting it to a Safeguarding Team member.
3. Report the concern to a Safeguarding Team member.

For the purposes of record keeping, a formal report i.e., the *MUIDS Safeguarding Incident Report Form* (p.3) will need to be completed and submitted to the Designated Safeguarding Lead (DSL).

MUIDS Personnel: If a Safeguarding Team member cannot be readily found, report your concern immediately to your direct supervisor.

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 counselor.

Procedure

1. If a student indicates that they have experienced harm, or when in doubt, report it immediately to a safeguarding team member. Investigative type questions are the responsibility of the designated safeguarding lead (DSL) as part of the investigative procedure.
2. Confidentially provide a safeguarding team member with a summary of the information as soon as possible. It will be the safeguarding team member's responsibility to communicate the situation to the DSL.
3. If you suspect a child has experienced harm by observing bruises, cuts, burns, unusual or change in behavior including being withdrawn or angry, and/or signs of neglect, confidentially report the incident to a safeguarding team member. It will be the safeguarding team member's responsibility to communicate the situation to the DSL. **Do not gather more information from the child directly.**
4. If a third-party report suspected harm, confidentially report the incident to a DSL or a SGO as soon as possible. **Do not gather more information from the third party or the child.**

5. If you observe harmful behavior against a student by an adult, follow procedure #3.

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
- Review the dos and don'ts table below (p. 4).
- Do not make any promises regarding confidentiality. **Three limits to confidentiality:** **1.** Intent to harm oneself. **2.** Intent to harm others. **3.** Current harm to self or others harming someone or being harmed. If one of those 3 are present, you must inform the person that you have to report it to the Designated 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.

Safeguarding Team: submit the form in person or by email to one of the following designated officers. A Safeguarding Team member will hold the Confidential Information received from a Safeguarding Report in strict confidence and will exercise duty of care to prevent disclosure to others.

Title & Role	Name and Contact Information
Designated Safeguarding Lead (DSL) Receives reports & leads the investigative inquiry and reports directly to the school executive team.	Mr. Simon Gauci Deputy Director of Student Services simon.gau@mahidol.edu - Ext 222
Designated Safeguarding Deputy Lead (DSDL) Receives reports and assists the investigative inquiry; directs all reports of harm to the DSL.	Dr. Adrienne Stowers
Safeguarding Officer (SGO) Receives reports and directs all reports of harm to the Safeguarding Lead or the Designated Safeguarding Deputy Lead.	Mr. Rodsak Sangkaew (Mr. Big)
Safeguarding Officer (SGO) Receives reports and directs all reports of harm to the Safeguarding Lead or the Designated Safeguarding Deputy Lead.	Ms. Duangporn Kittisunthorn (Ms Bonus - Head of Counseling)

Submit the form in person or by email to one of the designated safeguarding officers listed above. Do not leave any fields blank, if you do not know, please write NA or not known.

Safeguarding Incident Report MUIDS AY 2023-24	
Your Details:	
<ul style="list-style-type: none"> ● Name: 	
<ul style="list-style-type: none"> ● Job Role 	
<ul style="list-style-type: none"> ● Date 	
<ul style="list-style-type: none"> ● Contact Details (Phone and email) 	
Details of Incident / disclosure	
<ul style="list-style-type: none"> ● Date of initial raising of concern / incident 	
<ul style="list-style-type: none"> ● Who raised the concern? <ul style="list-style-type: none"> ○ Name ○ Contact details 	
<ul style="list-style-type: none"> ● Who is the vulnerable person / child? <ul style="list-style-type: none"> ○ Name ○ Student ID 	
<ul style="list-style-type: none"> ● Where did the incident occur? 	
<ul style="list-style-type: none"> ● When did the incident occur? <ul style="list-style-type: none"> ○ Date and time 	
<ul style="list-style-type: none"> ● What happened? 	
<ul style="list-style-type: none"> ● Were there witnesses? 	

<ul style="list-style-type: none"> o Name o Age (if applicable in the case of Under 19s) o Contact details 	
After the incident/ disclosure	
<ul style="list-style-type: none"> • Were there any witnesses to the referral? <ul style="list-style-type: none"> o Name o Contact details 	
<ul style="list-style-type: none"> • Who have you discussed this incident with? <ul style="list-style-type: none"> o Name o Contact details 	
<p>Please save this report securely and send it to a member of the Designated Safeguarding Team listed above.</p>	

Techniques for Responding: Dos and Don'ts (Canadian Red Cross, 2007)

DOs	DON'Ts
<p>Do ask general, open-ended questions: <i>Do you want to tell me about that?</i></p>	<p>Don't ask leading questions: <i>When, why, where, who, how did this happen?</i></p> <p>NOTE: These types of questions are the responsibility of the SGO as part of the investigative procedure.</p>
<p>Do express concern: <i>I need to know that you are safe; let's try to get some help.</i></p>	<p>Don't draw conclusions: <i>You must be hurt by this. You must have been beaten.</i></p>
<p>Do state observations: <i>I see you have bruises on your legs.</i></p>	<p>Don't make promises: <i>Everything will be alright after you report it.</i></p>
<p>Do validate feelings: <i>I see you are upset.</i></p>	<p>Don't analyze through remarks: <i>You must hate your _____ for doing that!</i></p>

Do let children/youth know clearly what decisions and actions need to be taken:
Here are the decisions we need to make and the people we need to talk with.

Don't become part of the secret:
*If you tell me, I will not tell anyone.
You don't have to tell your parents.*