

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

“Putting Kids First”

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

From: MUIDS Safeguarding Development Committee (2020)

Emeritus Professor Dr. Wariya Chinwanno - Committee President

Mr.Simon Gauci - Committee Vice President

Mr.Chanon Viriyasatien - Committee and Committee Secretary

Dr.Steve Eric Coryelle and Dr.Sopit Chayasatit - Committee

Mr. Padungsak Sukpaiboon and Mr.Sirichai Suesorsit- Committee.

Mr. Matthew Christopher Forgy, Dr. Sorasaree Tonsiengsom

Dr. Patrathorn Sanguansat

Mr.Nattapat Poolyam - Teacher representative

Building & Maintenance: Ms. Aninchita Nintako

(Revised Post WASC visit Sept 2021)

(Revised Pre WASC visit September to December 2023)

(Next Review date post-WASC 2024 visit: May 2024)



Mahidol University International Demonstration School

Safeguarding and Child Protection Committee

POLICY REVIEW It is recommended that the Safeguarding Policy be reviewed by the Safeguarding and Child Protection Committee (SGCPC) 2 years from its adoption to ensure its implementation and utility and once per year thereafter or aligned with the WASC review cycle.

Safeguarding and Child Protection Committee (SGCPC) is a MUIDS committee. The SGCP Committee President and overall guiding principles are the responsibility of the school director. The policy and its guiding principles contribute to the overall protective environment by leading activities and initiatives to prevent and address harm. SGCPC also works to build the capacity of its staff and educate MUIDS stakeholders about child protection issues and efforts to address those issues. The SGCPC is made up of MUIDS administrators, Head of Building & Maintenance, a legal advisor, two teachers, one parent and one student representative.

MUIDS Safeguarding and Child Protection Committee

Emeritus Professor Dr. Wariya Chinwanno - School Director: Committee President
 Mr. Simon Gauci - Deputy Director Student Services: Committee Vice President
 Ms. Duangporn Kittisunthorn - Head of Counseling: Committee Secretary and Committee Member
 Dr. Sopit Chayasatit - Deputy Director of Administration: Committee Member
 Dr. Steve Eric Coryelle - Deputy Director of Academics: Member
 Mr. Padungsak Sukpaiboon - Legal Advisor: Committee Member
 Mr. Sirichai Suesorsit: Head of Building & Maintenance: Committee Member
 Mr. Theeraphan Prathomkhong - Associate Dean: Committee Member

Teacher Representative (Foreign National)	Ms. Cady Misener
Teacher Representative (Thai National)	Mr. Rodsak Sangkaew
Student Representative (Student Government)	TBA
Parent Representative (MUIDS PA)	Designation TBA in January, 2024

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 then brought to the executive committee by the Designated Safeguarding Lead (DSL) for further investigation. The Safeguarding Team is made up of the following members:

Designated Safeguarding Lead (DSL) Mr. Simon Gauci - Deputy Director of Student Services
 Designated Safeguarding Deputy Lead (DSDL) Dr. Adrienne Stowers - Health Science Teacher
 Designated Safeguarding Officer (SGO) Ms. Duangporn Kittisunthorn - Head of Counseling
 Designated Safeguarding Officer (SGO) Mr. Rodsak Sangkaew - Activities Coordinator

SCHOOL PROFILE

Mahidol University International Demonstration School (MUIDS) is a lab school, serving grades 10-12 Thai and expatriate students. MUIDS was founded in 2013 with the commitment to:

- a. Provide a quality education which will enable students to further their studies in the universities of their choices, either in the international programs or in Thai programs.
- b. Facilitate the physical, mental, social, emotional, and moral development of each student as a unique individual.
- c. Be a laboratory of research and applied practices to improve teaching and learning which will benefit society at large.

CONTENTS

- I. Purpose
 - II. Guiding Framework
 - III. Related Policies and Protective Measures
 - IV. Definitions
 - V. Roles, Responsibilities, and Reporting Procedures
 - VI. Communication
 - VII. Appendices
- Relevant External Agencies & References

I. PURPOSE

This Safeguarding Policy (SGP) was created to prevent and address harm against students at Mahidol University International Demonstration School (MUIDS). It aims to provide MUIDS staff, students, and the families of MUIDS students with guidance and clarity on how to address suspected incidents of harm. The policy consists of this document and includes two related Codes of Conduct: one for adults, the other for students, and a reporting form.

The Policy was developed by the 2019-20 Safeguarding Development Committee (SGDC) building on the work of The Committee of Safety, Occupational Health and Work Environment of the Workplace and previous MUIDS administrators. The Policy has been developed by reviewing child protection policies and procedures from the Thai Government, other organizations, legal instruments including international human rights law, and by consulting with MUIDS staff, students, and families. If there are questions or concerns regarding the Policy or its implementation, please contact The Deputy Director for Students Services or the MUIDS School Director.

II. GUIDING FRAMEWORK The United Nations *Convention on the Rights of the Child* (CRC) is the most widely ratified piece of international human rights legislation, to which Thailand is a party. The CRC guarantees all children the right to protection without discrimination. This means that adult duty-bearers, including parents and teachers, are required to keep children safe from harm. The CRC entitles children with the right to participate in matters that affect them (see Article 12). Thus children, including MUIDS students, should not be viewed solely as passive victims of harm, rather, as active participants in their own protection.

MUIDS recognizes that it is one of many duty-bearers working to protect its students. Moreover,

MUIDS is part of a broader system made of formal (laws, families, the media, other service providers) and informal (attitudes, norms, behaviors) components. While MUIDS may influence other duty-bearers in Thailand's child protection system, it acknowledges its primary role is to protect all of its students from harm while on the school campus at all times and or during school sponsored activities both on and off campus. In its efforts to prevent harm against its students, MUIDS will work to build the capacity of its staff, students and their families, guided by *Thailand's Child Protection Act (2003)* and related best practices from other international schools and organizations. MUIDS will adhere to its obligation to report suspected cases of harm guided by Thailand's (2016) domestic violence legislation and The Thailand *Education Act (2016)* as detailed in the Procedures section below.

The school's Safeguarding Policy applies to everyone (adults and children) who is, in any capacity, either on one of the school's sites or taking part in an off-site school activity. The school's Safeguarding Policy is framed by the Thai Child Protection Act 2003, particularly the following sections:

CHILD PROTECTION REQUIREMENTS ACCORDING TO ARTICLE 19 OF THE CONVENTION ON THE RIGHTS OF THE CHILD AND ACCORDING TO THAI LAW

Convention on the Rights of the Child

A Child Protection Policy is important in schools for prevention, intervention and healing. This Includes educating parents and teachers, providing information and resources. It is also our obligation, in loco parentis, to protect children as Article 19 of the Convention on the Rights of the Child states and current Thai Laws states:

Article 19: Protection from Abuse and Neglect:

No one should hurt the child in any way. Even the parents have no right to hurt the child. Adults should make sure that the child is protected from abuse, violence and neglect.

Article 25:

5. Parents or guardians are forbidden to treat a child in ways or manners which constitute unlawful caring.

Article 26:

A person is forbidden to: 1. Commit or omit acts which result in torturing a child's body or mind.

All staff are expected to ensure a safe and happy environment for everyone at school. The school's child protection policy aims to:

- a) Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- b) Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- c) Support students who have been abused.
- d) Detail safer recruitment policies when appointing staff and volunteers to work with children (see the school's safer recruitment policy for further detail).

e) Establish a safe environment in which children can learn and develop.

Article 34: Sexual Abuse:

Every child has the right to be protected from sexual abuse. This means that nobody can do anything to the child's body that s/he does not want them to do, such as touching, taking pictures and making the child say things that s/he does not want to say.

III. RELATED POLICIES AND PROTECTIVE MEASURES MUIDS has a variety of policies and protective measures currently in place that also contribute to preventing and/or addressing harm against students, including but not limited to:

POLICIES:

- MUIDS' Social Media Guidelines and the Photo Permission Form
- The recent Personal Data Protection Act (Thailand 06/2022)
- *Technology Responsible Use Agreement*
- MUIDS Bullying Policy
- Health and Safety Fact Sheets, Guidelines and Protocols for illnesses, air quality & heat index, inclement weather, and other specific issues i.e, infectious disease/viruses
- The Health and Wellness Committee and the Safe, Caring, and Welcoming Committee

EVENTS and or PROTECTIVE MEASURES:

- Relevant curriculum and educational activities i.e., Health Curriculum & School Wide Wellbeing and Safety
- Campus access protocols
- MUIDS Science Lab Safety Training
- First Aid training
- Dormitory Supervision (as part of Mahidol University)
- MUIDS Off-campus extended activities i.e., Week without Walls, Field Trips
- Local community resources and contact
- Outsourced personnel)
- Parent ID cards
- On-site security guards
- CCTV cameras, other equipment and infrastructure
- Relevant curriculum and educational activities i.e., Health Curriculum & School Wide Wellbeing and Safety
- Safeguarding and Child Protection training
- Code Conduct for Adult and Students
- Ongoing SPG Policy review aligned with WASC accreditation
- Classroom Visits by counselors (Lessons on Relationships, Bullying, Consent, Harm, Online Protection, etc.)
- Designated Adult/Student separate toilets.
- On-site security guards
- CCTV cameras, other equipment and infrastructure

While these related policies and protective measures do not all necessarily have child protection as their central focus, they do play a role in preventing and/or addressing harm against MUIDS students.

IV. DEFINITIONS For the purpose of this policy, the following terms will be understood as:

“Child” - consistent with the CRC, a child is defined as every human being under the age of 19 years. Any and all MUIDS students or other students from another school.

“MUIDS Student” - refers to any child enrolled at MUIDS as a student for either full time school year and or summer school.

“MUIDS Staff” - refers to any individual contractually employed by The Mahidol University International Demonstration School including but not limited to teachers; deputy directors, school director, and other administrative personnel; office workers; and, cleaning, food vendors, medical and maintenance workers.

“Visitors” - refers to any individual not contractually employed by The Mahidol University International Demonstration School including but not limited to teachers; and other administrative personnel; office workers; and, cleaning, medical, food vendors and Alumni, and maintenance workers; students and parents from other schools either domestic or abroad.

“Harm” - is 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. There is overlap between some of the forms of harm, but the following definitions help to provide clarity for the purpose of this policy.

“Abuse” - the World Health Organization (2006) defines abuse as the intentional use of physical, emotional, psychological, or sexual force against a child that is likely to negatively impact a child’s health, survival, development or dignity, including but not limited to: hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning, and/or suffocating. Sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, or is unable to give informed consent to, or for which the child is developmentally unprepared for. Emotional and/or psychological abuse include but are not limited to restriction of movement, patterns of belittling, blaming, threatening, frightening, discriminating against, ridiculing, and/or other forms of rejection or hostile treatment.

“Neglect” - can be isolated incidents or a pattern of actions in which an adult fails to provide for the development and wellbeing of a child, where they are in a position to do so, in one or more of the following areas: health, education, emotional development, nutrition, shelter and safe living conditions. Neglect is not necessarily an issue of wealth or poverty, rather of choice (World Health Organization, 2006).

“Violence” - The World Health Organization (2002) defines violence as the intentional use of

physical force or power, threatened or actual, against a child by another person or group, that either results in or has a high likelihood of resulting in injury, death, psychological damage, or maldevelopment. In agreement with the UN Study on violence against children (Pinheiro, 2006) MUIDS acknowledges that no violence against children is justifiable; all violence against children is preventable.

“Exploitation” - refers to the use of a child in work or other activities for the benefit of others and to the detriment of the child’s physical or mental health, development and/or education. Exploitation includes but is not limited to: child labour and child prostitution (UNHCR, 2001).

“Bullying” - means repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation (*Education Act 2016*).

V. ROLES, RESPONSIBILITIES, AND PROCEDURES All staff, students, visitors and family members of MUIDS students have a role implementing the MUIDS Safeguarding Policy. The following roles, responsibilities and procedures have been developed to guide each person toward the collective aim of child protection at MUIDS.

Roles and Responsibilities Designated Safeguarding Lead (DSL) & Safeguarding Officers (SGO) The administration/leadership team at MUIDS will identify staff members of a mixed gender grouping who will lead the documentation and reporting process for suspected cases of harm: one per grade level. Alternatively, one and/or both Safeguarding Officers (SGO) can be a staff member with cross-divisional responsibilities.

Safeguarding and Child Protection Committee (SGCPC) - is a MUIDS school committee made of volunteers. The SGCPC Committee President and overall guiding principles are the responsibility of the school director. The Policy and its guiding principles contribute to the overall protective environment by leading activities and initiatives to prevent and address harm. SGCPC also works to build the capacity of its staff and educate MUIDS stakeholders about child protection issues and efforts to address those issues. The SGCPC does not give directives nor does it have any evaluative or supervisory role at MUIDS. Its primary function is to serve for the purposes of developing and continuing review of the Safeguarding Policy and make recommendations to The Committee of Safety, Occupational Health and Work Environment of the Workplace (2019).

MUIDS Staff - All employees are expected to read, understand, and uphold the *Safeguarding Policy* and sign the *Adult Code of Conduct*. MUIDS staff are responsible for confidentially reporting suspected cases of harm against MUIDS students as detailed in the SG reporting procedures.

MUIDS Administrators (Director and Deputy Directors) - The SGCPC President and overall guiding principles are the responsibility of the school director. In addition to their role as MUIDS staff, they are responsible to provide guidance and leadership to address child protection issues and when necessary, implement disciplinary actions. They are also responsible for ensuring that training and other necessary support and resources are provided to staff including to the Safeguarding Officers.

MUIDS administrators are responsible for aligning hiring practices and procedures including during interviews by asking potential new staff whether they have been charged with, or dismissed from previous employment due to, harm against children. Additionally, during the interview process, potential new staff should be made aware of the MUIDS' *Safeguarding Policy* and the requirement that all staff members are required to sign an *Adult Code of Conduct*.

MUIDS Students - All students are expected to read, understand and uphold the *Safeguarding Policy Student Code of Conduct*. MUIDS students are responsible for confidentially reporting suspected cases of harm against MUIDS students.

Parents/guardians of MUIDS Students - All MUIDS parents and/or guardians are expected to read, understand and uphold the *Safeguarding Policy* and when relevant sign the *Adult Code of Conduct* when visiting the MUIDS campus. Parents and/or guardians are encouraged to ensure that their students understand the *Safeguarding Policy* in line with their evolving capacity.

VI. COMMUNICATION

Confidentiality All staff are likely at some point to witness actions which need to be kept confidential. In such cases these actions should not be discussed outside the school, including with a student's parent or caregiver, nor with colleagues in the school, except with a member of the MUIDS administrative team with the appropriate role and authority to deal with the matter. However, staff have an obligation to share any information which raises concerns about a student's safety or welfare with a MUIDS administrator or appointed SGO.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances in which a student's identity does not need to be disclosed, the information should be used anonymously. Staff must not promise a student that they will not act on information that they are told if the information is connected to the wellbeing of that student or another student.

Conversations of a Sensitive Nature Most staff have a pastoral responsibility and duty of care for children, and in order to fulfill that role effectively there will be occasions when conversations will cover particularly sensitive matters. In these circumstances staff must use their discretion to ensure that, for example, any probing for details or leading questions cannot be misconstrued.

All students have a right to be heard, so the first response is always to acknowledge what a student is saying and support them. Staff should take seriously what students tell them and give students time to express themselves. If in doubt staff should refer any conversations to a counselor or member of the leadership team or the SGO.

Social Media & Online Contact with Children The expectations detailed in the safeguarding code apply equally to online activities and carry the same potential consequences. MUIDS supports the use of media and social media as powerful tools for learning. However, connecting with a child via personal social media may confuse students about the role of the teacher. Therefore, teachers should connect with students through approved MUIDS sites and media for the purposes of supporting learning in the school. Any requests to use personal social media accounts for a specific learning or counseling context should be requested and approved through the appropriate channel at MUIDS. Teachers should also ensure that their privacy settings do not allow children to view any

inappropriate personal posts which would blur the line between professional and personal information. Any concern about the behavior of a colleague in relation to contact with children must be reported to the SGO.

Special Circumstances

Care, Control, and Physical Intervention Staff may legitimately intervene to prevent a student from injuring themselves or others. Whenever possible, staff should always try to defuse situations before they escalate and send for another adult if there is a concern that a situation will become physical. In all cases in which physical intervention is felt to be necessary, the incident and subsequent actions should be documented and reported to the Deputy Director for Student Services. In the rare cases in which physical intervention is used, the aim should be to use minimum force for the shortest period necessary.

Students in Distress Staff should consider the way in which they offer comfort to a distressed student. There may be occasions when a distressed student needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

When a member of staff has a particular concern about the need to provide ongoing physical contact of this nature, they should seek further advice from an HOD or a school counselor. In such cases a decision must be reached about whether it is appropriate for staff to offer counseling and advice, or whether to refer the child to another member of staff with acknowledged pastoral responsibility for the particular child (i.e., a counselor).

Activities Requiring Physical Contact (Including Physical Education & Sports Coaching)

Some staff such as those who teach PE and games, or who offer music or theater/dance instruction, will on occasion have to initiate physical contact with students in order to support a student to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument, or to assist them with an exercise. Staff should always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk. This should be done with the student's agreement and awareness of the student's level of comfort.

VII. APPENDICES

I. Adult Code of Conduct - employees & visitors

II. Student Code of Conduct

III. Child Protection Reporting

IV. Dos and Don'ts & Procedures

V. Relevant External Agencies

REFERENCES

APPENDIX I: MUIDS Adult Code of Conduct

MUIDS Child Protection Policy
September 2023

Mahidol University International
Demonstration School (MUIDS)

ADULT CODE OF CONDUCT

Purpose: Mahidol University International Demonstration School (MUIDS) has prepared this Code of Conduct in support of its efforts to protect children from harm. The Code of Conduct is one part of the MUIDS Child Protection Policy. All adults in contact with MUIDS students are expected to review the Child Protection Policy and sign the Adult Code of Conduct. For MUIDS employees and contractors, the signed Code of Conduct will be maintained on file with MUIDS Human Resources. Signed Codes of Conduct for other adults will also be maintained on file in the

EXPECTATION All adults in contact with MUIDS students, whether at school or off-campus, are expected to:

- read the MUIDS *Child Protection Policy*
- have no reason why they cannot be in contact with children
- have no criminal record of harm against children
- understand that harm is defined as abuse, neglect, violence and exploitation in the MUIDS Child Protection Policy
- refrain from any act or action that results in harm against any child
- protect the privacy of students
- confidentially report cases of suspected harm to the designated child protection officer as outlined in the procedures section of the MUIDS Child Protection Policy

AGREEMENT AND ADHERENCE By signing below, I certify that I have not violated the provisions contained within this Code of Conduct and will adhere to it throughout the duration of my contact with MUIDS students. Any violation of the Code of Conduct can be used as grounds for investigation, dismissal and/or legal recourse.

_____ (PRINT NAME)

(SIGNATURE) _____ (DATE) _____

APPENDIX II: MUIDS Student Code of Conduct

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
- 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)

APPENDIX III: Child Protection Reporting

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. You are not responsible for investigating the concern and will not face any consequences if the concern is unfounded.

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. Completing the MUIDS Safeguarding Incident Report Form and submitting it to a Safeguarding Officer member - see below for the safeguarding team.
2. Talk directly to a Safeguarding Officer member (recommended for students and parents). Students and parents may also choose to meet with their MUIDS counselor.
3. Report the concern to a Safeguarding Officer member using their school email.

For the purposes of record keeping, a formal report i.e. the *MUIDS Safeguarding Incident Report Form* (pg.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 reports 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
- 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 Gaudi Deputy Director of Student Services 2nd Floor Admin 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 adrienne.sto@mahidol.edu Room 217. Ext 201
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) rodsak.dan@mahidol.edu Room 426. Ext 704
Safeguarding Officer (SGO) Receives reports and directs all reports of harm to the Safeguarding Lead or the Designated Safeguarding Deputy Lead.	Ms. Duangporn Kittisunthorn - Head of Counseling: Student Services Office 1st floor/beside the clinic Ext 135

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"> ○ Name ○ Age (if applicable in the case of Under 19s) ○ 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"> ○ Name 	

<ul style="list-style-type: none"> ○ Contact details 	
<ul style="list-style-type: none"> ● Who have you discussed this incident with? <ul style="list-style-type: none"> ○ Name ○ 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>
<p>Do let children/youth know clearly what decisions and actions need to be taken: <i>Here are the decisions we need to make and the people we need to talk with.</i></p>	<p>Don't become part of the secret: <i>If you tell me, I will not tell anyone. You don't have to tell your parents.</i></p>

APPENDIX V: Relevant External Agencies: Thailand.

a) Childline Thailand

Website: www.childlinethailand.org

Phone (admin): 02 623 3814

Phone (child help line): 1387

Address: The Hub Saidek Youth Club

402-408 Maitri Chit Road (corner of Maitri Chit and Soi Nana)

Pomprab District

Bangkok 10100

Childline Thailand is built upon a centralized call center model. The call center, located in Bangkok, handles every phone call from all over the country. The call center is staffed 24 hours a day, 365 days a year. Childline provides its services for any child under the age of 18. The foundation works with various government and NGO stakeholders to safeguard the rights of every child as outlined by the United Nations' Convention on the Rights of a Child.

The mission statement of Childline Thailand is: to provide children in Thailand with trusted and reliable access to protection, health and human services, as is their right, and which the Thai Government adheres to through its ratification of the UN Convention on the Rights of a Child.

b) The Center for the Protection of Children's Rights Foundation (CPCR)

Website: www.thaichildrights.org

Phone: 02 412 1196

Address: The Center for the Protection of Children's Rights Foundation

979 Charansanitwong 12 Road

Wat Tha Phra, Bangkokokoyai, Bangkok 10600

E-mail: cpcrheadoffice1981@gmail.com

Mission Statement: CPCR is devoted to protecting the children of Thailand from all forms of abuse, neglect, and exploitation so prevalent in the country today. Based in Bangkok, our organization not only helps those who have been sexually, physically, and emotionally abused, we take a needs-based approach in rescuing, rehabilitating, and fostering the growth of every victimized child. CPCR also offers scholarships, vocational training, and prevention programs to at-risk youth. We believe all children have the right to be recognised as individuals and given the opportunity to succeed.

Objectives:

1. To promote children's rights in accordance with the UNCRC.
2. To protect and provide resilience services to child victims of violence and unlawful cares.
3. To advocate for the protection of children's rights to the general public.
4. To advocate for participation in child protection and child development from government and private sectors in Thailand.

c) ECPAT International

Website: www.ecpat.net

Phone: 02 215 3388

Address: 328/1 Phaya Thai Road, Bangkok 10400

ECPAT (End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes) is a non-governmental organization and a global network of civil society organizations exclusively dedicated to ending the commercial sexual exploitation of children (CSEC). It focuses on ending four main manifestations of CSEC: child pornography, exploitation of children in prostitution, the trafficking of children for sexual purposes and the sexual exploitation of children in travel and tourism.

The ECPAT International network consists of a Secretariat and 80 member organizations in 74 countries. The Bangkok based International Secretariat provides technical support to member groups and coordinates research, advocacy and action.

d) The Prachabodi Centre 1300

This organization deals with human trafficking.

Website: www.humantrafficking.org

e) Educational Psychologists

The SGO's and Learning Support Coordinator have contact details of private educational psychologists used by the school.

f) Police

In cases where the school believes a criminal offense has, or might have, been committed the school will inform the police. Police will only be informed after consultation and agreement with the School Director. Members of staff should not contact any of the above services without speaking to a SGO first. SGO's may consult with each other on an appropriate referral to an outside professional. This may include issues relating to family, self-harm, addictions or clinical therapy. The principal must be informed in advance before any such outside referrals are made.

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