

[Click here to submit a Child Protection Report now.](#)

HIGH FREQUENCY AND VERY IMPORTANT SECTIONS ARE HIGHLIGHTED IN GREEN



CRICS Child Protection Handbook

Table of Contents

Table of Contents	2
Safety is our Priority!	3
Harassment and Bullying Policy	3
Harassment	3
Bullying	3
Reporting Harassment & Bullying	4
Investigations	4
Consequences	5
Malicious Reporting	5
Child Abuse Policy	5
Introduction	5
Definitions	5
Prevention of Child Abuse / Neglect:	6
Standards of Conduct in Regards to Children	7
Discovery and Reporting	8
Mandated reports	8
Student Reports	8
Investigation	9
Consequences/Follow-up	10
Signs and Symptoms of Abuse	11
Indicators of Physical Abuse	12
Indicators of Sexual Abuse	12
Self-Harm Policy	12
Introduction	12
Definitions	13
Prevention of Self-harm	13
Discovery and Reporting	13
Investigation:	14
Consequences/Follow-up:	15
Signs and Symptoms of Self-harm:	15
Policy Review	16
Addendums	16
Addendum 1: Child Protection Act of Thailand	16

Safety is our Priority!

The physical, emotional, and mental health and ability of our students and community members is our priority and these forms of safety for the whole person undergird our Vision, Mission, Philosophy, and Expected Schoolwide Learning Results (ESLRs)

Harassment and Bullying Policy

General Statement of Policy

Chiang Rai International Christian School strives to maintain a working and learning environment free of sexual harassment, sexual violence, or bullying (this includes various types of harassment). It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel to harass, threaten to harass, or attempt to harass a student, teacher, administrator, or other school personnel through conduct or communication of any type of harassment described in this policy.

The school will act to investigate any complaints, formal or informal, verbal or written, of sexual harassment, sexual violence, or bullying and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Harassment

Harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status that causes negative, physical or emotional suffering or injury.

Bullying

The repeated, over time, harassment, or negative action, by one or more students toward another student or group of students. Implied is an imbalance of power where the victim is unable to fully defend themselves or they feel helpless.

Bullying may include, but is not limited to repeated

1. unwelcome physical contact (such as shoving, hitting, tripping, etc)
2. coming in contact with and/or taking victim's property

3. words used, either written or spoken in any language, to hurt or humiliate
4. attempting to damage relationships maintained by the victim
5. trying to isolate a person by persuading others to reject him
6. gestures or expressions that are insulting, crude, rude, or in any way derogatory
7. reactive behavior in which a person bullies because someone else bullied him.
8. cyberbullying behavior or methods

Reporting Harassment & Bullying

Any person who believes he or she has been the victim of any form of harassment by a student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute harassment toward a pupil, teacher, administrator or other school personnel **must report the alleged acts immediately to the principal or the superintendent and act immediately to establish safety for all parties.**

Investigations

1. A witness or a victim makes the complaint verbally or in writing.
2. The administrator (the principal will act as the superintendent if the superintendent is accused) receives the complaint.
3. The administrator determines who will investigate, depending upon the nature of the complaints but will likely choose a panel composed of male and female staff members with a chairperson. The administrator determines if the situation is severe enough to follow the procedures outlined in the child protection policy.
4. The investigator/s will carry out the investigation and submit their findings in writing to the superintendent. The findings will include the investigator/s opinion on the validity of the complaint and a determination of the intent of the complainant if the accusation was proven to be without merit.
5. If the accusations are found to be true in part or full, the administrator will, in consultation with CRICS board of directors, the Thai government liaison, and the school's lawyers, determine and execute the appropriate consequences. A record of the decision and consequences will be placed in the permanent record of the employee or student.
6. In the event that the accusations are deemed to be groundless, the administrator will, in consultation with CRICS board of directors, the Thai government liaison, and the school's lawyers, determine if action against the complainant is appropriate.

Consequences

Disciplinary action against a student may vary from a letter of apology to the person harassed, mandated counseling, suspension, or criminal prosecution, depending on the gravity of the student's actions.

Disciplinary action for a volunteer or staff member may range from a letter of apology, mandated counseling, to dismissal and/or criminal prosecution, depending upon the gravity of the volunteer or employee's actions.

Malicious Reporting

Any person may be subject to the same consequences as an offender if the investigators determine that the report was made with "reckless disregard of the truth or falsity of the report," or that they are deemed to have submitted a claim of harassment with malicious intent.

Child Abuse Policy

Introduction

It is the policy of CRICS to maintain a school environment free from the effects of child abuse or neglect. No staff member, volunteer, employee or student may engage in any activity at any time constituting child abuse and/or neglect. All CRICS mandated reporters (all registered volunteers, paid CRICS faculty and staff) must report to the superintendent any suspected child abuse or neglect that they believe occurred or may have occurred, either inside or outside of the school setting.

Definitions

Child abuse and neglect describes inappropriate, immoral, and/or unethical behavior of an adult toward a student or a minor under 18 years of age or of a child toward another child where there is a difference in power based on age, or physical, intellectual, emotional, or situational opportunity or capacity. It can be perpetrated with or without consent of the victim, can happen in a one-on-one encounter, or in a group setting. However, not all inappropriate behavior constitutes abuse or neglect. In determining

whether a particular behavior constitutes child abuse or neglect, the behavior should fit into one of the following categories:

1. **Physical abuse.** Physical injury inflicted by other than accidental means on a child by another person and includes willful cruelty, unjustifiable punishment, or willful infliction of physical pain. Normal parental discipline such as spanking on areas of the buttocks or legs for normal discipline which does not leave bruising or marks which persist for more than 24 hours is not considered child abuse.
2. **Sexual abuse.** Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through clothing, the genitals, anus or breasts of a child for other than hygiene or child care purposes.
3. **Emotional or Verbal Abuse.** spoken or written word, gestures, digital actions, graphics, online activities, and other forms of non-physical behaviors that are aimed at degrading, manipulating, or controlling the victim (“helicoptering”), and includes threats, insults, constant monitoring, excessive contact, humiliation, intimidation, isolation or stalking.
4. **Harassment.** (See definition in this policy)
5. **Neglect.** The negligent or lack of proper care of a child by a person responsible for the child’s welfare resulting in circumstances that cause harm to the child’s health or welfare.

Prevention of Child Abuse / Neglect:

1. Screening of Registered Volunteers and Staff
 - a. The screening process will include current background (within 12 months) and reference checks. CRICS will not accept volunteer teachers or staff who have a record of child abuse or harassment.
 - b. Applicants for employment and volunteers will agree with the terms of this policy, as part of the annual orientation process.
 - c. CRICS will foster a climate of belief (i.e.; it is possible that child abuse could take place) and freedom to report that abuse.
2. All staff (paid and registered volunteer) shall:
 - a. Participate in appropriate training annually which will include:
 - i. Reading and agreeing to the child protection policy
 - ii. Identifying and preventing child abuse and neglect
 - iii. Appropriate methods of addressing issues and needs of children
 - iv. Reporting responsibilities and procedures
 - v. Assessment of trainees and what they learned through the training

- b. Promote a safe, healthy learning environment as they abide by and implement school policy.
 - c. Understand their responsibilities as a “mandated reporter” of child abuse.
3. All short term staff (volunteers serving less than a year) will agree to the terms of this policy.
4. All parents will
 - a. Have access to the entire policy manual
 - b. Be required to
 - i. Read and agree to the Child Protection Policy
 - ii. Submit background checks if they plan to be a registered volunteer or volunteer to help with school activities (ie. driver for field trips).
 - c. Be encouraged to participate in appropriate training annually which will include:
 - i. Identifying and preventing child abuse and/or neglect
 - ii. Reporting responsibilities and procedures
5. All students will participate in appropriate training annually which will include:
 - a. Identifying risks and preventive care
 - b. Reporting practices
6. The administration will appoint and maintain a Child Protection Officer to oversee training, consult and advise for compliance to policy, and oversee policy review.

Standards of Conduct in Regards to Children

CRICS personnel, visitors and children shall ensure that the words and actions they use should build up the children’s (other’s) self esteem. They shall not use derogatory language or act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any forms of emotional abuse. Furthermore, CRICS has no tolerance for bullying.

CRICS Personnel (excluding visitors and contractors/laborers) will discipline and correct in a way that is consistent with the CRICS policy and Thai law. CRICS has no tolerance for violence against children.

CRICS personnel, visitors and children shall not engage in inappropriate physical conduct with children (or others) which can be potentially abusive or unwanted. They shall not exhibit exposure, pornography, make sexual advances, or use authority to force participation in sexual acts.

Discovery and Reporting

Mandated reports

- a. At CRICS, all volunteers, teachers and paid staff are mandated reporters and must report suspected child abuse or neglect to the superintendent or principals. A mandated reporter shall
 - i. Make a report whenever she/he has knowledge of, or observes, a child whom the mandated reporter knows or “reasonably suspects” has been the victim of child abuse or neglect to the principal or the superintendent.
 - *‘‘Reasonable suspicion’’ means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.
 - ii. Submit a **Child Protection Reporting Form** on the CRICS portal of the crics.asia website within 24 hours of receiving the information concerning the suspected abuse.
- b. The reporting duties under this section are individual and no supervisor, administrator, or WC (Working Committee) member may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction by CRICS for making a report based on a reasonable suspicion.
- c. Reporting the information regarding a case of possible child abuse or neglect to another employee, co-worker, or person other than the superintendent or principals shall not be a substitute for making a mandated report to the superintendent or principals.
- d. If a mandated reporter fails to report reasonably suspected child abuse or neglect, she/he will be subject to discipline by CRICS up to, and including, termination.

Student Reports

- e. Any CRICS student who suffers abuse from a CRICS employee, volunteer, or student, or knows of a situation where it has occurred, is to report to a CRICS volunteer or employee. Having received information, the mandated reporters will then make a report using a **Child Protection Reporting Form** available on the CRICS Portal of the crics.asia website.

- f. The CRICS mandated reporter who receives the student submission will begin an investigation process through our policies listed in this handbook.
- g. Report that turn out to be false shall not incur liability, discipline, or punishment for reports made in “good faith” or in an attempt to help the person who seems to be at risk of suffering or injury. Liability will not incur unless it is proven that a false report was knowingly submitted or made with “reckless disregard of the truth or falsity of the report,” and/or with malicious intent.

Investigation

1. During the reporting and investigation process, care must be exercised to protect the alleged victim(s), the alleged perpetrator(s), and the reporter(s) by restricting information access to those who need to know only.
2. If the superintendent or the Child Protection Officer is implicated, reports will be forwarded to the chairman of the working committee and he/she will serve in the superintendent’s place.
3. Upon receiving a report, as soon as reasonably possible, the superintendent and Child Protection Officer or designee will:
 - a. Communicate relevant information to the school’s Working Committee as appropriate.
 - b. Determine who will conduct the investigation
 - i. If the alleged offence took place in the school setting or between members of the CRICS community within the context of normal school relationships, and is of a criminal nature, CRICS will inform Thai authorities and act on the findings/conclusions of those authorities.
 - ii. If the alleged abuse took place outside the school setting or does not involve two people associated with the school, CRICS will refer the investigation to Thai authorities or other agencies as is appropriate for the case. These agencies may include but are not limited to the Thai police, mission leadership, embassies, or other.
 - CRICS will continue to confer with and assist as appropriate outside parties involved in the investigation of staff or students alleged to have engaged in child abuse or harassment.
 - iii. If the alleged abuse does not appear to be of a criminal nature or if there is sufficient doubt of the unlawfulness of the abuse, CRICS will lead the investigation.

3. If the investigation indicates that reasonable grounds do exist to believe that abuse has occurred, the superintendent or designee will communicate this and the consequences to be administered to the school's Working Committee and Legal Board of Trustees and if appropriate, to the Thai authorities (such as the police and child welfare agency) through the Thai Director.
4. The final decision on termination or expulsion shall be made by the superintendent, in communication with the Working Committee, but it is expected that:
 - a. Volunteers / paid staff found to have engaged in child abuse/neglect, shall be terminated and may be referred to the Thai authorities for criminal prosecution.
 - b. Non-WC-contracted parties (including teacher substitutes, non-staff coaches, and volunteers who serve regularly) found to have engaged in child abuse/neglect shall be prohibited from providing further services for CRICS and may be referred to the Thai authorities for criminal prosecution.
 - c. CRICS students found to have engaged in child abuse/neglect will receive a consequence deemed appropriate by the school's superintendent in consultation with the principal, investigators or other parties as necessary. Disciplinary action may vary from a letter of apology, mandated counseling, expulsion, or referral to the Thai authorities for criminal prosecution, depending on the gravity of the student's actions.

Signs and Symptoms of Abuse

The following outlines indicators of abuse and neglect and should be used by the educator as a guideline for reporting. You do not need to know the details of the possible abuse or be certain whether or not an indicator means abuse has taken place in order to report. The reporting law specifies reporting when you have "reasonable cause to believe that a child has suffered abuse or neglect." Reasonable cause/suspicion exists when it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.

The severity of an indicator or statements by the child as to the non-accidental nature of the injury may indicate possible abuse.

Indicators of Physical Abuse

- Unexplained bruises and welts on any part of the body
- Bruises of different ages (various colors)
- Injuries reflecting shape of article used (electric cord, belt, buckle, etc.)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, back or buttocks
- Burns with a pattern from an electric burner, iron or cigarette
- Rope burns on arms, legs, neck or torso
- Injuries inconsistent with information offered by the child
- Immersion burns with a distinct boundary line
- Unexplained laceration, abrasions or fractures

Indicators of Sexual Abuse

- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital or anal areas
- Difficulty in walking or sitting
- Refusing to change into gym clothes
- Child running away from home and not giving any specific complaint
- Pregnancy at 11 or 12 with no history of peer socialization
- Sexual knowledge, behavior, or use of language not appropriate to age level

*behavioral indicators in and of themselves do not constitute abuse. Together with other indicators they may warrant a referral.

Self-Harm Policy

Introduction

It is the policy of CRICS to maintain and promote strong mental health among students. As self-harm is a symptom of mental stress, CRICS will work to aiding students exhibiting self-harm. All CRICS mandated reporters (all faculty volunteers, paid CRICS faculty and staff) must report to the superintendent any suspected self-harm that they believe occurred or may have occurred, either in or outside of the school setting.

Definitions

Self-harm is “a direct, socially unacceptable, repeated behavior that causes minor to moderate physical injury” (Lewis & Bear, 2009). Self-harm is not usually associated with suicidal thoughts because it is used for stress relief as it creates a sense of calm. In this way, self is an external symptom of internal mental health stress. Repeated acts of self-harm can become addictive. Self-harm can be categorized into 3 groups.

- Major- extreme and infrequent, usually result of intoxication
- Stereotypic- repetitive behavior common among patients with mental disabilities
- Moderate/superficial- most prevalent among adolescents

Prevention of Self-harm

1. CRICS will encourage positive social relationships among students through instruction and activities and promote parent involvement at school events
2. CRICS will foster a climate of belief (i.e.; it is possible that self-harm could take place) and freedom to report that self-harm.
3. All contracted staff (paid and volunteer) shall
 - a. Participate in appropriate training annually which will include a review of this policy and indicators of self-harm and appropriate responses.
 - b. Promote a safe, healthy learning environment as they abide by and implement school policy.
 - c. Understand their responsibilities as a “mandated reporter” of cases of self-harm.
4. If a mandated reporter fails to report reasonably suspected self-harm or neglect, she/he will be subject to discipline by CRICS up to, and including, termination.
5. Pertinent information on this policy and current trends of self-harm will be distributed to parents and students.

Discovery and Reporting

1. Mandated reports (see Mandated reports section in this policy)
 - a. At CRICS, all contracted volunteers, teachers and paid staff are mandated reporters and must report suspected self-harm to the superintendent or principals. A mandated reporter shall:
 - i. Make a report whenever she/he has knowledge of or observes a child whom the mandated reporter knows or “reasonably suspects” of self-harm to the principal or the superintendent.

- ***“Reasonable suspicion”** means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect self-harm.
- ii. Prepare and submit a signed, written report thereof within 24 hours of receiving the information concerning the suspected self-harm to the superintendent. Report forms are available from the superintendent and the principals.
 - b. The reporting duties under this section are individual and no supervisor, administrator, or WC member may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction by CRICS for making a report based on a reasonable suspicion.
 - c. Reporting the information regarding a case of possible self-harm to another employee, co-worker, or person other than the superintendent or principals shall not be a substitute for making a mandated report to the superintendent or principals.
2. Student reports of self-harm

Any CRICS student who suffers from self-harm or knows of a situation where it has occurred, is to report to a CRICS volunteer or employee who will ask another volunteer or employee to witness the student’s information with them. Having received information, the mandated reporters will then make a report to the superintendent.

3. Contents of reports

Reports of suspected self-harm should be made on the report form that is available. The mandated reporter shall make a report even if some of the information is not known or is uncertain to him or her.

4. Protection from liability for erroneous reports

A mandated reporter or other individual whose report turns out to be false shall not incur liability for reports made in good faith. Liability will not incur unless it is proven that a false report was knowingly submitted or made with “reckless disregard of the truth or falsity of the report,” and/or with malicious intent.

Investigation:

1. During the reporting and investigation process, care must be exercised to protect the alleged victim(s), the alleged perpetrator(s), and the reporter(s) by restricting information access to those who need to know.
2. Principals will forward reports to the superintendent.
3. Upon receiving a report, as soon as reasonably possible, the superintendent or designee (such as the school nurse) will:
 - a. Communicate relevant information to the school's WC
 - b. Determine who will conduct the investigation
 - c. Perhaps take appropriate temporary action that may include but is not limited to the following:
 - i. Take steps immediately to ensure the safety and privacy of the reporting person(s) and the alleged victim(s)
 - ii. Notify the victim's parents as soon as reasonably possible about the allegations and the investigation process
 - iii. Provide referrals for counseling and referrals for care to alleged victim(s) as necessary and appropriate.
 - d. Review the findings of the investigating team and, if necessary, in consultation with the Thai Director, the Working Committee, Legal Board of Trustees, and Thai authorities (through the Thai Director) to make a conclusion. The conclusion will be communicated to the school's WC and Legal Board of directors in a timely manner.

Consequences/Follow-up:

1. If the CRICS or external agency's investigation indicates that reasonable grounds do not exist to believe that self-harm has occurred, the superintendent will notify all parties who were involved in the investigation, and the Working Committee.
2. If inappropriate behavior is substantiated but does not constitute self-harm, the student will be subject to appropriate disciplinary consequences at the discretion of the administration.
3. If the investigation indicates that reasonable grounds do exist to believe that self-harm has occurred, the superintendent or designee will communicate this and the consequences to be administered to the school's Working Committee and Legal Board of Trustees, as well as develop an improvement plan for the student. Such a plan will include:
 - a. Plans for creating positive relationships and mentoring
 - b. Referral to appropriate counseling center
 - c. Education on wound care and health implications of self-harm by school nurse

Signs and Symptoms of Self-harm:

The following outlines indicators of self-harm and should be used by the educator as a guideline for reporting. First signs can include mood changes, avoiding people, and poor marks on school work. More noticeable indicators such as cuts, especially as lines on the arms, legs, bruises, burns, covering of body parts in warm weather, picking scabs, hair pulling, headbanging, and punching walls and/or self. You do not need to know the details of the possible abuse or be certain whether or not an indicator means self-harm has taken place in order to report. The reporting law specifies reporting when you have “reasonable cause to believe that a child has suffered from self-harm.” Reasonable cause/suspicion exists when it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect self-harm.

The severity of an indicator or statements by the child as to the non-accidental nature of the injury may indicate possible self-harm.

Policy Review

The Child Protection Policy stated above will be reviewed and revised as needed every 2 years. The process will be done by a sub-committee led by the Child Protection Officer.

This is the end of required information for CRICS staff, faculty, parents, and students. The following information is for reference only.

Addendums

Addendum 1: Child Protection Act of Thailand

Many of the policies in this child protection handbook are taken from Ty Law described in the [Child Protection Act of Thailand](#).

Addendum 2: Thailand Child Protection Services

- **Thailand Social Services**

Ministry of Social Development and Human Security- When contacting Thai Social Services (TSS) it is helpful to have a Thai speaker to translate.

Contact Information:

Phone: 1300

Email: oscc1300.m@m-society.go.th

Website: <https://1300thailand.m-society.go.th/complaint>

- **Thailand Tourist Police**

Thailand Tourist Police can be contacted if you need help and to report all crimes.

Phone: 1155

- **Tourist Hotline**

Phone: 1672

- **One Stop Crisis Center Hotline**

Hotline Phone: 1300

- **Samaritans of Thailand**

English Hotline Phone: 02-713-6791

- **Local Hospitals and Medical Care**