



# CHILD PROTECTION @ CAC HANDBOOK



Cairo American College (CAC) desires that our children and youth have the best available educational experience that is free from any type of bullying, neglect, or abuse. In this regard, the Board of Trustees has adopted a Child and Youth Protection Policy in 2017 to guide our staff and families in matters related to the health, safety, and care of children in attendance at our school. All CAC community members that have contact with our students agree to work in partnership with the school and abide by the policies adopted by the CAC Board of Trustees. As part of our overall educational programs and specific to our shared responsibility to educate children, to protect them, and to learn and grow in a safe environment, CAC will:

1. Provide age appropriate lessons to help students understand personal safety, needs and rights.
2. Provide parents materials and information sessions to help them better understand our programs and policies.
3. Train faculty to recognize and report issues of abuse and neglect.



This Child and Youth Protection Manual addresses the following key components (and related procedures) in connection with child and youth protection:

- I. INTRODUCTION, PURPOSE, & ESSENTIAL COMMUNICATIONS
- II. KEY POLICY & PROGRAM COMPONENTS
- III. SUMMARY OF KEY RESPONSIBILITIES & APPLICABILITY
- IV. CODES OF CONDUCT AND COMMON AGREEMENT
- V. IMPORTANT POLICY TERMS, DEFINITIONS, & INDICATORS
- VI. REPORTING OF INCIDENTS, SUSPICIONS, AND FOLLOW-UP PROCEDURES

APPENDIX A: CODE OF CONDUCT & COMMON AGREEMENT

APPENDIX B: REFERENCES ON CHILD PROTECTION IN EGYPT



## I. INTRODUCTION and PURPOSE

CAC is committed to the safety of our students. To ensure their safety, CAC has adopted policies for child protection that are in line with the requirements of international school accrediting agencies, best practices at international schools, and the UN Convention on the Rights of the Child.

CAC's Child and Youth Protection Policy is based on international law and on the United Nations Convention on the Rights of the Child, to which Egypt is a signatory. The two key articles of the UN Convention that address child protection are:

Article 19 – Protection from abuse and neglect: The State shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse and the treatment of victims.

Article 34 – Sexual exploitation: The State shall protect children from sexual exploitation and abuse, including prostitution and involvement in pornography.

All CAC community members that have contact with our students agree to work in partnership with the school and abide by the policies adopted by the CAC Board of Trustees on March 14, 2017.

## II. CHILD AND YOUTH PROTECTION POLICY

At Cairo American College, we endeavor to provide an educational environment that is free from any type of bullying, neglect, or abuse. In line with our Core Values and Mission statement, CAC strives to ensure that all students are treated with respect, dignity, and compassion at all times. CAC aims to ensure that all students are given a safe learning environment by maintaining appropriate practices and supervision in the school and when on school sanctioned trips.

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The school will establish appropriate procedures to ensure proper reporting of suspected child abuse which may have occurred in or out of school. It is the responsibility of any CAC employee or community member who suspects that a child/youth may have been abused to report such abuse to the Administration. We also have provisions for self-reporting of abuse by students; K-10th grade students are informed in this reporting procedure via age-appropriate lessons or communications. The school will investigate all reports and will take appropriate action to ensure the safety of the child/youth.

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CAC endorses the Convention on the Rights of the Child\* of which our host country Egypt, is a signatory. CAC seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. CAC will distribute this policy to all applicants and make it available to all parents; we will communicate this policy annually to staff and community members; we will provide semi-annual training for all staff; and we will implement hiring practices to ensure the safety of children. If a staff member is reported as an alleged offender, CAC will conduct a full investigation following a carefully designed course of due process. Due process will protect both the rights of the accuser and accused.

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If parents are found to be guilty of abuse, CAC will take action as deemed appropriate in the situation. Actions may include but are not limited to notifying parents' employers, notifying local authorities, and removing the family from the CAC community.

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If a school staff member is found guilty of abuse, CAC will take actions as deemed appropriate in the situation. Actions may include but are not limited to notifying local authorities, termination of contract and benefits, notification of hiring agencies through which the employee was recruited, and removal from the CAC community.

*(\*SOURCES: AMNESTY INTERNATIONAL UNOFFICIAL SUMMARY OF THE UN RIGHTS OF THE CHILD: [HTTP://WWW.AMNESTYUSA.ORG/OUR-WORK/ISSUES/CHILDREN-S-RIGHTS/CONVENTION-ON-THE-RIGHTS-OF-THE-CHILD](http://www.amnestyusa.org/our-work/issues/children-s-rights/convention-on-the-rights-of-the-child) AND ACTUAL CONVENTION ON THE RIGHTS OF THE CHILD: [HTTP://WWW.CRIN.ORG/DOCS/RESOURCES/TREATIES/UNCRC.ASP#NINETEEN](http://www.crin.org/docs/resources/treaties/uncrc.asp#NINETEEN)).*

REVISED AND ADOPTED BY CAC SCHOOL BOARD MARCH 14, 2017

# III. KEY RESPONSIBILITIES & APPLICABILITY

## ***Key Responsibilities ("Child and Youth Protection"):***

All members of CAC's community are required to take reasonable precautions and/or measures to protect the safety and well-being of the school's children and youth from bullying, neglect, and child abuse including physical, emotional or sexual abuse, and sexual or commercial exploitation.

## **THIS IS BEST ACCOMPLISHED THROUGH**



### **Teachers, staff, and adult community members:**

- appropriate personal conduct whenever interacting with children and youth; \*
- awareness or increased understanding of potential harmful conduct or behaviors in the prevention or mediation of potential abuse or neglect;
- removal of a child or youth from an immediate dangerous situation; and
- the reporting of inappropriate conduct, neglect, or abuse; or reasonable suspicion thereof.

### **Students:**

- Children and youth should also exemplify respectful and dignified conduct toward one another and other members of the community in conjunction with the school's code of conduct.
- In consideration of age and grade appropriateness, children and youth should receive training for appropriate/inappropriate conduct and the reporting of reasonable incidents/procedures.



## **APPLICABILITY**

Members of the school community to which this policy applies include:

- All employees of CAC.
- Volunteers with the school's affiliated community organizations.
- Individuals and entities with contractual relationships with the school.
- Board members and other school leaders.
- All students, parents, and legal guardians.
- All school chaperones and volunteers who work with children and youth; or participate in school programs and activities involving children and youth.
- Visitors, vendors, or guests on school premises.

*"CAC understands that "appropriate personal conduct" is also dependent on cultural expectations and the need to comply with the legal and ethical expectations and requirements regarding child/youth abuse within the country in which the school operates. CAC will, though, establish norms for behavior within our community and communicate those clearly to students, faculty and other community members. In this regard, and as noted in this policy, the school attempts to inform and train applicable community members with regard to these factors.*

## IV. CODES OF CONDUCT & COMMON AGREEMENT

CAC requires members of the school community to review and sign-off on CAC's codes of conduct. CAC's codes of conduct help to define and clarify the parameters of professional behavioral expectations and practices.

In addition, the school's "Common Agreement" is a set of written guidelines designed to safeguard children and all members of the school community, and ensure safe teaching, behavior, and practice within the school.

The school's code of conduct can be found in the Faculty, Support Staff, and Student/Parent Handbooks.



SCHOOL HANDBOOKS

ES



MS



HS



## V. IMPORTANT POLICY TERMS, DEFINITIONS, & INDICATORS

### HOW IS ABUSE AND NEGLECT DEFINED

#### ABUSE IS

- Inflicting physical injury on a child by other than accidental means, causing skin bruising, burns, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function, death; and/or
- Creating a substantial risk of physical harm to a child's bodily functioning; and/or
- Committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering; and/or
- Assaulting or criminally mistreating a child as defined by either Egypt's criminal code or school Code of Conduct; and/or
- Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child; and/or
  - Failing to take reasonable steps to prevent the occurrence of any of the above.

#### POSSIBLE INDICATORS OF ABUSE

- Unexplained bruises and welts on any part of the body.
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle, hand).
- 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 lacerations, abrasions, or fractures.





## NEGLECT IS

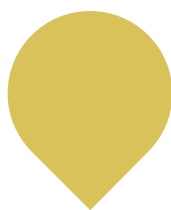
- Failure to provide for a child's basic needs within their own environment.

## NEGLECT MAY BE



### PHYSICAL

(e.g., failure to provide necessary food or shelter, or lack of appropriate supervision-this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time.



### MEDICAL

(e.g., failure to provide necessary medical or mental health treatment); and/or



### EMOTIONAL

(e.g., a pattern of actions, such as: inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to abuse alcohol or other drugs, specific examples may include verbal humiliation, refusing to acknowledge presence of child, invasion of privacy for no specific reason, violent threats, etc.).

*Note: CAC requires one parent to be a full-time resident of Egypt. Should parents/guardian leave the country for any reason, the parents are responsible for informing the school of all appropriate contact details for the child's temporary guardian. Temporary Change of Guardian Forms are available from the Admissions office. These are expected to be completed 48 hours prior to parents/guardians leaving the country.*

## POSSIBLE NEGLECT

01	Child is unwanted or basic needs are not met.
02	Parents are uninterested in child's academic performance.
03	Parents do not respond to repeated communications from the school.
04	Child does not want to go home.
05	Child is left for extended periods of time (age appropriate) without parents or a guardian.
06	Parents cannot be reached in the case of emergency.



## IMPORTANT NOTES

*Behavioral indicators in and of themselves do not constitute abuse or neglect. Together with other indicators, such as family dynamics, they may warrant a referral to Administration.*

## SEXUAL ABUSE IS:

- Sexual abuse is committing or allowing to be committed any sexual offense against a child as defined in either Egypt criminal code or school policy, or intentionally touching either directly or through clothing, the genitals, anus, or breasts of a child for other than hygienic or child care purposes.
- Sexual abuse has some different characteristics from child abuse that warrant special attention. While physical abuse is often the result of immediate stress and not usually planned, sexual abuse often requires planning with results that are more insidious. The planning, referred to as grooming, often results in victims accepting the blame, responsibility, guilt and shame for the sexual behavior of the offender. Sexual abuse requires more secrecy than other forms of child abuse, and may be more difficult to detect.
- Many victims, through the process of grooming, are taught that the sex is a form of love, and may feel they 'love' their offender and often present as happy and well-adjusted children with no negative symptoms because of their perception of being loved.
- Working with the sexual offender cannot be done by school counselors. Families will be referred to professional assistance.

## POSSIBLE INDICATORS OF SEXUAL ABUSE:

- Sexual knowledge, behavior, or use of language not appropriate to age level.
- Unusual interpersonal relationship patterns.
- 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 PE clothes, avoidance of bathrooms.
- Running away from home but not giving any specific complaint.
- Not wanting to be alone with an individual.
- Pregnancy, especially at a young age.
- Extremely protective parenting.

## VI. REPORTING OF INCIDENTS, SUSPICIONS, AND FOLLOW-UP PROCEDURES

### WHAT HAPPENS WHEN A TEACHER HAS REASONABLE CAUSE TO BELIEVE?

**01**

Indicators of abuse and neglect as identified in CAC procedures will be used by members of staff as a guideline for reporting to a counselor, who will determine if the case needs further attention.

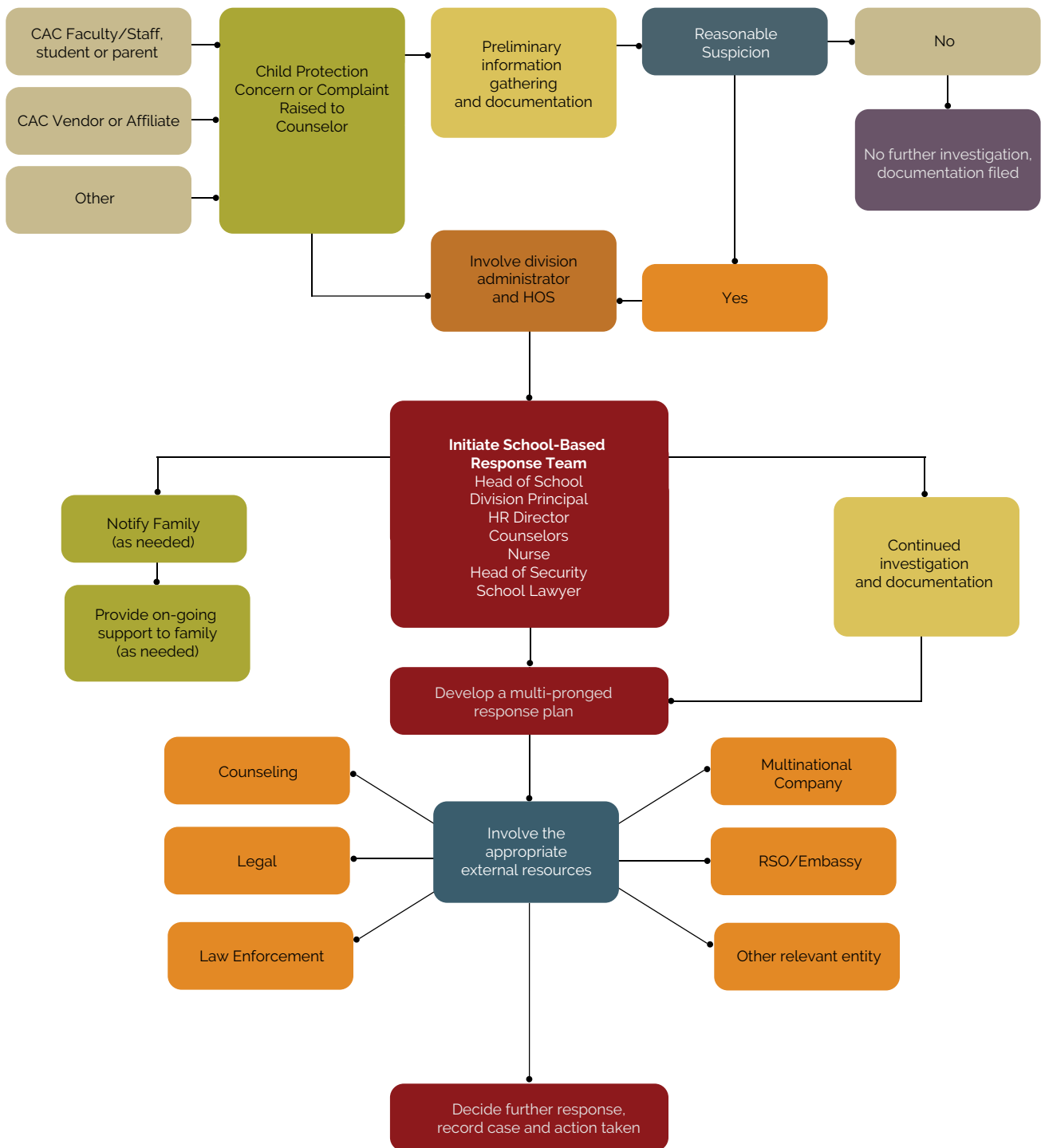
**02**

A report must be made to a Counselor or Administrator when a staff member has reasonable cause to believe that a child has suffered abuse or neglect.

**03**

All reports are confidential.

# MATRIX FOR REPORTING OF INCIDENTS



# CLARIFICATION OF “STEPS TO FOLLOW AFTER DISCLOSURE”

## PROCEDURES FOR REPORTING SUSPECTED CASES OF CHILD ABUSE OR NEGLECT

1. When a child/youth reports abuse or there is reasonable cause to believe that abuse is occurring, the person reporting will notify the grade level counselor within 24 hours.
2. The counselor will take initial steps to gather information regarding the reported incident and will form a school-based response team as needed to address the report.
3. The counselor will inform the principal of the allegation.
4. The response team may include the school nurse, counselor, and other individuals as the principal sees fit.
5. In all cases, follow-up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained.

### Steps that may be appropriate for the response team:

- Based on acquired information, a plan of action will be developed to assist the student and family.
- Further discussions between the student and counselor in order to gain more information.
- In-class observations of the student by a teacher, counselor, or administrator.
- Meetings with the family to discuss the school's concerns.
- Referral of the student and family to external professional counseling.
- Notification of the management of the sponsoring employer of the concern with the child/youth/family, or to the welfare office at the home-of-record.
- Consultation with the consulate of the country of the involved family.
- Consultation with the school or another attorney.
- Informal consultation with local authorities.

### Most Cases Of Suspected Abuse Or Neglect Will Be Handled By School Counselors, Such As Those Involving:

- Student relationships with peers.
- Parenting skills related to disciplining children at home.
- Student-parent relationships.
- Mental health issues such as depression, low self-esteem, grieving.

### Some Cases Will Be Referred To Outside Resources, For Example:

- Mental health issues such as depression, psychosis, dissociation, suicide ideation.

### Cases Reported To Outside Authorities Or Employers:

- Severe and ongoing physical abuse or neglect
- Sexual abuse and incest.

### In Extreme Cases When Families Do Not Stop The Abuse Or Concerns Remain About The Safety Of The Child/Youth, Reports Could Be Made To:

The consulate

The employer

The home-of-record welfare office.

## STEPS

Subsequent to a reported and/or substantiated case of child abuse or neglect:

- 01 The counselor will maintain contact with the child/youth and family to provide support and guidance as appropriate.
- 02 The counselor will provide the child's teachers and the principal with ongoing support.
- 03 The counselor will provide resource materials and strategies for teacher use.
- 04 The counselor will maintain contact with outside therapists to update the progress of the child in school.

All documentation of the investigation will be kept in the student's school confidential records file. Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential file for the student. The school will make every attempt to share this information to protect the student.

Research indicates that international communities are as prone to child abuse as communities in their home country. Child abuse is a multi-faceted issue that involves dynamics of the child, the family, and the community. The school's policy works to respond to all three levels:

**THE CHILD -** at-risk children include those with difficult temperament, defiance, health issues, social or academic difficulties, and those unaware of their rights to protection.

**CAC COMMUNITY -** promotes respect, study and social skills, teaches rights to protection, healthy relationships, assertiveness, using support systems.

**THE FAMILY-** at-risk characteristics include parents under stress, families with perceived less support and access to resources, socially isolated, unusually high expectations placed on their children, parental history of inappropriate discipline as children.

**CAC –** works with parents to understand appropriate discipline, networks with community and health services, teaches parents child protection practices.

**THE COMMUNITY-** at-risk characteristics include limited laws on child protection, limited resources to expat families, unusually high work stress placed on parents, acceptance of inappropriate behavior towards children (excessive corporal punishment), unusually high expectations placed on children to achieve.

**CAC –** strictly implements the Child Protection Policy, trains teachers to recognize abuse, trains counselors in supporting families, trains and supports parents in protective behaviors, networks with community and health services for holistic referrals, networks with local authorities.

# Appendix A: CAC Code of Conduct For Teachers, Teacher Assistants, Staff, Volunteers, and Others

**Effective Date: March 17, 2017**

This Code of Conduct ("Code") serves as a guide to ethical conduct and professional behavior standards at Cairo American College. CAC is committed to the safety and protection of children and all members of our school community. The Code applies to all faculty, staff, employees, volunteers and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

## Introduction:

The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of Cairo American College can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work, including procuring safe and healthy environments for all of our students.

### The Purpose of this Code is to:

- Insure the health, welfare and safety of our students and other members of our school community.
- Define and clarify the parameters of professional behavioral expectations and practices with regard to our school.
- Assure our parent and community stakeholders, accreditation agencies, and others of the accountability of the educators/staff who work at our school.

**BACKGROUND CHECKS** – Although Cairo American College understands that no background checks are 100% reliable, CAC conducts professional background screening of the school's personnel prior to employment and reserves the right to conduct periodic screenings of the school's employees and other affiliates or contractors as may be deemed appropriate to insure the safety of our children and staff.

**DISCIPLINARY ACTION** - Failure to maintain good moral and ethical standards with regard to children and model professionalism with colleagues, parents and others in the school community as may or may not be defined exclusively in this Code may result in reprimand, censure, or dismissal.

**SCHOOL COMMUNITY STANDARDS** – The following standards are intended to outline expectations and accountability for those individuals at our school who assume the important responsibility of working with children.

## Our School Community Standards:

**STANDARD 1:** Good Moral Character & Personal Fitness — Because of the nature of their trusted positions, educators and staff members must exhibit good moral character and personal fitness. This is defined as the traits necessary to have contact with, teach, and/or perform supervision of children. These traits include but are not limited to those described in the school's handbook policies and in this Code.

In addition, all employees who work with children must undergo a background check providing reasonable assurance as to the lack of conviction of any crime involving:

- The physical neglect of a child.
- The physical injury or death of a child.
- The sexual exploitation of a child.
- Sexual offenses involving children.
- The production, distribution, reception, or possession of child pornography.
- The sale or purchase of a child.
- A conviction of any crime that would call into question the individual's worthiness to work with children.

**STANDARD 2:** Ethical Conduct toward Students — School employees and support staff should always maintain a professional relationship with all students, both in and out of the classroom. They are also responsible for maintaining physical, emotional, and sexual boundaries in such interactions.

Unethical and/or Illegal Conduct that also violates such boundaries includes, but is not limited to:

- Striking, hurting, or causing a student physical pain.
- Physical contact that exploits, abuses, or harasses.
- Engaging in any harassing behavior on the basis of race, gender, sex, sexual identity, national origin, religion, or disability.
- Covert or overt sexual behaviors involving students.
- Any sexual advance or fostering an inappropriate relationship with a student; either written, verbal, or physical.
- Sexual intercourse or committing any unlawful sexual act.
- Seductive speech or gestures.
- Indecent exposure.
- Furnishing or allowing students to consume tobacco, alcohol, illegal/unauthorized drugs or inappropriate reading materials.
- Any other act of child abuse—including physical and verbal abuse, child endangerment, or acts of cruelty to children.

Communication with Children – is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between CAC parents, administration, teachers, personnel, volunteers, and minors:

- Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address.
- Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving school business.
- Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- General Physical Contact -- Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. School employees and support staff should show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.

One-on-one Meetings & After-School Related Activities – Interactions with a child or youth are best held in a public area or in a room where the interaction can be (or is being) observed; or in a room with an open door or window that provides visibility; including informing another adult when appropriate. The same prudence should be applied for after-school activities.

Student Discipline – School personnel and volunteers are prohibited at all times from physically disciplining a child and should adhere to the school's handbook policies on discipline.





**STANDARD 3:** Ethical Conduct toward Professional Colleagues — Ethical conduct between colleagues and other community members upholds the following principles:

- A colleague does not engage in any verbal, physical, or sexual harassment of another colleague. Sexual harassment includes but is not limited to unwelcome sexual advances and invitations, requests for sexual favors, unwanted physical contact, as well as other verbal or physical conduct of a sexual nature, such as the display or transmission of sexually suggestive objects, pictures or cartoons; physical gestures of a sexual nature; sexual epithets, jokes and insults; or any other unwelcome conduct of a sexual nature. Harassment can also be based on characteristics other than sexual or gender related, such as race, religion, national origin, sexual identity, or disability. It can take the form of epithets, jokes and insults or other forms of mistreatment.
- A colleague does not make false statements about other colleagues; falsify or misrepresent his or her credentials, school-related activities, or the school community.
- A colleague does not reveal confidential information about colleagues unless required by law.
- Standard 4: Ethical Conduct toward Performance and Confidentiality — Ethical conduct by teachers and staff includes:
  - Student Assessment & Reporting – Teachers must accurately report and record students test scores and provide fair and reliable assessments. Teachers are also strictly prohibited from assisting students during the taking of any standardized tests.
  - Teacher Hiring & Evaluation Process – Supervisors should engage in practices that involve clearly defined rubrics, designed to ensure success, fairness, process integrity, and reliable evaluations.
  - Falsification or Misrepresentation of Facts or Documents – School personnel must avoid the falsifying, misrepresenting, omitting, or the erroneously reporting of facts, reports, or other documents as may be requested from time to time from the school's administration, outside police or governing authorities, or in the course of an official investigation.
  - Unauthorized Professional Practices – Engagement in unauthorized professional practices such as the practice of medicine, including psychiatric medicine, or providing legal, financial, or medical advice (except in emergency situations where such behavior is used to protect the life of a student or colleague) is strictly prohibited.
  - Other Professional & Ethical Practices -- includes maintaining the confidentiality of students and staff academic, health, disciplinary, and other personal records; and having an understanding as to when transparency is necessary (e.g., student has a nut allergy) in order to promote the health, welfare or safety of students/staff.

**STANDARD 4:** Ethical Conduct in the Use of Alcohol or Controlled Substances in the Course of Working Hours — Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of controlled substances and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children.

**STANDARD 5:** Ethical Conduct toward Remuneration and Gifts — In the course of professional activity, coercing or forcing a student or parent to provide remuneration for items, services or favors as a private transaction is not allowed. This includes offering to pay students for favors, or taking money from students in return for goods or services. Other ethical conduct considerations are as follows:

- Vendors - School personnel are prohibited from accepting gifts from vendors or potential vendors for personal gain in which the appearance of a conflict of interest may exist.
- Gifts - School personnel should also not accept or give gifts to children without the knowledge of their parents or guardians.
- Tutoring – School personnel should adhere to the school's handbook policies with regard to tutoring students or other services.

**STANDARD 6:** Ethical Conduct toward Honoring Employment Contracts — School personnel should honor all of the terms as contained in their employment contracts other than for unforeseeable reasons in which the school may formally release the employee from the contract prior to the employee abandoning any of its provisions.

**STANDARD 7:** Ethical Conduct toward School Property and Funds — the unauthorized, misuse, theft, or intentional damage of school property and the misappropriation of school funds is a violation of school policies and subject to severe discipline.

**STANDARD 8:** Ethical Conduct toward Reporting Incidents — School personnel must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way; or any other violation of this Code. Suspected abuse or neglect must be reported to the appropriate school authorities as further described in handbook/policy of the school. In particular, the following are prohibited:

- Knowing failure to report physical abuse or sexual misconduct by another school employee, parent or adult.
- Knowing failure to inform the Head of School, counselor or authority about the commission of an act of unprofessional conduct by another educational practitioner.

**STANDARD 9:** Ethical Conduct toward Acknowledgement and Adherence to this Code — Members of the CAC community to which this Code applies must read this Code in its entirety and sign-off; that is, agreeing to all of the Code's standards as summarized below.

# CAIRO AMERICAN COLLEGE STATEMENT OF ACKNOWLEDGMENT OF CODE OF CONDUCT FOR SIGNATURE

I promise to strictly follow all of the rules and guidelines as contained in the school's Code of Conduct as a condition of my providing services to the children and youth participating in the school's programs. The Code includes the following key areas of my responsibility:

## I WILL:

- To the best of my ability, promote the good health, welfare, and safety of all members of our school community and uphold high ethical standards.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Conduct one-on-one meetings with children and/or youth in settings that are open and visible to others; as well as never be alone at school activities without another adult being notified or present.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth, while also adhering to the school's policies on student discipline.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Avoid transactions with students, parents, or vendors that may be perceived as conflicts of interest.
- Comply fully with the school's policies on anti-harassment, representation and confidentiality standards, safeguarding of property and funds, and the honoring of contracts.
- Comply fully with the school's mandatory reporting requirements and the school's policy to report suspected child abuse; and other violations of the Code or other school policies.

## I WILL NOT:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Communicate with children over unmonitored e-mail.
- Use social media (Twitter, Facebook, Snapchat, Instagram, etc.) to communicate with students except for activities strictly involving school business.

I understand that as a person working with and/or providing services to children and youth under the auspices of Cairo American College I am subject to a criminal history background check.

Acknowledgement and agreement to comply with Cairo American College Code of Conduct My signature confirms that I have read this Code of Conduct and that as a person working with children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from Cairo American College.

NAME:

SIGNATURE:

DATE:

# CAIRO AMERICAN COLLEGE COMMON AGREEMENT (EXPECTATIONS OF CONDUCT WITH CHILDREN) "To ensure the safety of children and the well-being of our school community"

Every individual in the school community should be treated with dignity and respect. As a school we have a special obligation to children. As such, we promote a safe and positive community. This Common Agreement is a set of written guidelines designed to safeguard children and all members of the school community, and ensure safe teaching, behavior, and practice within CAIRO AMERICAN COLLEGE.

## **APPROPRIATE PRACTICE IT IS OUR RESPONSIBILITY TO PROMOTE THE WELFARE OF CHILDREN. AS A MEMBER OF THE CAC COMMUNITY, I WILL:**

- Act as a role model for students through my words and actions.
- Respond to student physical contact such as hugs or handshakes in a culturally-sensitive and age-appropriate manner.
- Ensure that bathroom visits are safe and respectful of student privacy.
- Exhibit and encourage open communication.
- Follow CAC'S protocols for child safety when supervising school field trips and overnight trips.
- Alert another staff member when working with students after school.
- Hold myself and others accountable for keeping children safe.
- Report suspected child abuse to my administrator.

## **INAPPROPRIATE PRACTICE - IT IS OUR RESPONSIBILITY TO ACT IF WE HAVE CONCERNS ABOUT THE WELFARE OF A CHILD. I WILL NOT:**

- Initiate or encourage any physical contact while alone with a student.
- Transport students without parent consent unless it is a medical emergency.
- Use alcohol or other inappropriate substances on school property or while attending student-related school functions away from CAC.
- Accept gifts or give gifts to students without the knowledge of their parents.
- Invite a student to my home or arrange to meet with a student away from school property without parent consent.
- Meet individually with a student in a closed or unobservable setting.
- Communicate privately with students by phone or through social media platforms for non-school related reasons.
- Post photos or other information about students for non-school related reasons that could increase the vulnerability of students.

I confirm that I have read and understood the CAC Common Agreement and agree to follow the above standards of practice. I understand that any action inconsistent with this, or failure to take action as mandated by this Common Agreement, may result in disciplinary action.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# ADDENDUM

## CAC ONLINE LEARNING CHILD SAFEGUARDING GUIDELINES

As with all learning both on and off-campus at CAC our Child Safeguarding Policies and procedures continue to guide our practice.

However, due to the specific nature of online/home learning, we have provided the following guidelines to support our educational practice with the shift to CAC Continuity Plan:

- When communicating digitally with students, use only CAC approved modes of communication (See-saw, Google Classroom, CAC email accounts).
- Contact should be observable and interruptible.
- Maintain appropriate boundaries - avoid conduct that any reasonable person might question.
- Do not use personal accounts or social media (including WhatsApp) for any direct student contact or communication.
- With any Google Meet meetings for online classroom learning, ensure your divisional admin team has access/ability to join the meeting.
- In Google Meet meetings, allow students to opt-out of the video option at any point.
- Google Meet meetings may be recorded.
- Avoid being alone with a child. If there are 1:1 online meetings of any nature between a student and teacher/counselor/administrator these need to be recorded.
- If any student concerns arise, continue to communicate directly to the student's counselor and/or an Administrator about these concerns.
- If any Child Safeguarding concerns arise during online learning, continue to contact your Principal/Counselor within 24 hours of your concern.
- Seek educational solutions to educational problems. Ask if you are not sure!

## CAC ONLINE LEARNING CHILD SAFEGUARDING GUIDELINES ELEMENTARY PARENTS

- Due to the specific nature of online/home learning, we have provided the following guidelines to support our educational practice with the shift to CAC Continuity Plan:
- We ask that an adult be present when your child is online
- When done with a live conference, ask your child to leave the meeting.
- When communicating digitally our students will be using only CAC approved modes of communication (Blogs, Seesaw, Google Classroom, CAC email accounts).
- No personal accounts or social media (including WhatsApp) for any direct student contact or communication.

## REFERENCES FOR EGYPT CHILD PROTECTION INFORMATION:



**UNICEF EGYPT CHILD PROTECTION**

<https://www.unicef.org/egypt/>



**HUMANIUM EGYPT**

<http://www.humanium.org/en/middle-east-north-africa/egypt/>



**EGYPTIAN FOUNDATION FOR THE ADVANCEMENT OF CHILDHOOD CONDITIONS**

<https://www.crin.org/en/library/organisations/egyptian-foundation-advancement-childhood-condition-efacc>



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<https://egypt.savethechildren.net/>



