



Child Protection Policy

Ensuring and promoting a safe, nurturing, caring learning environment is our duty as educators.

The purpose of this policy is to inform the Futuraskolan International School of Stockholm community how we certify this happens by detailing who is responsible for adhering to this policy, abuse and neglect definitions, signs and symptoms of abuse and neglect, risk analysis responsible's, guidelines for reporting, staff to student Code of Conduct, local and international school laws as well as staff recruitment processes and training.

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Child Protection Policy

1. PURPOSE

Futuraskolan International School in Stockholm is committed to protecting all children of our school from harm. At the heart of the child protection policy of Futuraskolan International School of Stockholm is the health and well-being of our students. This policy aims to protect our students by following the local [Swedish Child Protection Laws](#), the [UN Convention of the Rights of the Child \(CRC\)](#) and meeting the new Council of International Schools (CIS) specific standards related to the [International Task Force on Child Protection](#) in their most recent edition of accreditation standards. The Child Protection Policy follows and adheres to the international accrediting body regulations whereas the [Plan Against Discrimination and Harassment](#) follows local Swedish laws.

The Futuraskolan International School in Stockholm Child Protection Policy abides by and incorporates the Swedish child protection laws which states children are respected and protected. Swedish law forbids chastising, physical abuse or any other degrading treatment towards children, up to and including 18 years of age. If there are any suspicions about a child being abused or mistreated by an adult, parents or guardian, then the school is obliged to report this to the Swedish Department of Social Welfare for further investigation in the municipality where the child officially resides.

2. SCOPE

- a. This policy applies to all Futuraskolan International School of Stockholm employees, management, contractors, students, parents, guardians and volunteers.
- b. This policy describes the organization's objectives and policies regarding maintaining the protection of children.
- c. This policy will be reviewed annually. The next review of the child protection policy will be, August 2018.

3. SANCTIONS

This policy is binding for all staff, board of trustees, substitutes, parent volunteers, assistants, contractors, consultants, guests and visitors who must also adhere to the Child Protection Policy.

4. DEFINITIONS

Term: Child abuse

Definition: is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitations, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individual, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their well-being, dignity and prospect of safe and healthy development into adulthood.

Signs and Symptoms of Child Abuse

- Withdrawal from friends and usual activities
- Changes in behavior – such as aggression, anger, hostility or hyperactivity – or changes in school performance
- Depression, anxiety or unusual fears or a sudden loss of self-confidence
- An apparent lack of supervision
- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behavior
- Problems sleeping or has frequent nightmares
- Clingy or attached
- Misses school frequently
- Eating disorders
- Attempts at suicide or self-harm

Parental/Guardian Behavior

- Shows little concern for the child
- Appears unable to recognize physical or emotional distress in the child
- Denies that any problems exist at home or school, or blames the child for the problems

- Constantly blames, belittles or berates the child and decide the child with negative terms, such as “worthless” or “evil”
- Expects the child to provide him or her with attention and seems jealous of their family members getting attention from the child
- Uses harsh physical discipline or asks teachers to do so
- Demands an inappropriate level of physical or academic performance
- Severely limits the child’s contact with others
- Offer conflicting or unconvincing explanations for a child’s injuries or no explanation at all

Term: Physical abuse

Definition: According to the NCTSN physical abuse occurs when a parent or caregiver commits an act that results in physical injury to a child or adolescent, such as red marks, cuts, welts, bruises, muscle sprains, or broken bones, even if the injury was unintentional. Physical abuse can occur when physical punishment goes too far or a parent lashes out in anger.

Signs and Symptoms

- Unexplained injuries; bruises, welts, fractures, burns or broken blood vessels on any part of the body
- Injuries that don’t have or match an explanation
- Untreated medical or dental problems
- Bruises of different ages indicated by various colors
- Injuries reflecting shape of instrument used such as; electric cord, belt, buckle, paddle, hand, wooden spoon
- Injuries that regularly appear after absence or vacation
- Unexplained burns
- Burns with the pattern from an instrument like iron, hair curler, cigarette
- Rope burns on arms, legs, neck or torso
- Unexplained laceration, abrasions, or fractures

Term: Emotional abuse

Definition: Persistent emotional maltreatment or emotional neglect of a child which causes severe adverse effects on the child’s emotional development and health. Emotional abuse is sometimes referred to as psychological abuse. Emotional abuse can be done deliberately by trying to humiliate, scare or threaten a child or by simply ignoring the child. Many times a child who suffers from emotional abuse also suffers from another type of child abuse.

Signs and Symptoms

- Young children may be overly affectionate to strangers
- Become easily anxious, lack of confidence
- Express aggression to other children, animals, teachers

- Distant, isolated or lack a relationship with parents or guardians
- use of language or behavior that is age inappropriate
- Lack of control over their emotions or have extreme outburst
- Deficiency in age appropriate social skill
- Few, if any, friends

Term: Sexual abuse

Definition: According to the [NCTSN](#) Child sexual abuse includes a wide range of sexual behaviors that take place between a child and an older person or alternatively between a child and another child/adolescent. Behaviors that are sexually abusive often involve bodily contact, such as sexual kissing, touching, fondling of genitals, and intercourse. However, behaviors may be sexually abusive even if they do not involve contact, such as of genital exposure ("flashing"), verbal pressure for sex, and sexual exploitation for purposes of prostitution or pornography.

Signs and Symptoms

- May stay away from certain people
- May avoid being alone with people (family member, friends, staff at school)
- Reluctance towards a person or reluctance to socialize with them
- Avoids the places that person may be or frequent like home, school, church
- Signs of sexual activity that is inappropriate for their age
- May become sexually active at a young age, promiscuous
- Use of sexual language or know information that is unsuitable for their age
- Physical symptoms of anal or vaginal soreness, unusual discharge, sexually transmitted disease, pregnancy
- Soreness when sitting down or laying down

Term: Neglect

Definition: The [NCTSN](#) defines child neglect occurs when a parent or caregiver does not give a child the care he or she needs according to its age, even though that adult can afford to give that care or is offered help to give that care. Neglect can mean not giving food, clothing, and shelter. It can mean that a parent or caregiver is not providing a child with medical or mental health treatment or not giving prescribed medicines the child needs. Neglect can also mean neglecting the child's education. Keeping a child from school or from special education can be neglect. Neglect also includes exposing a child to dangerous environments. It can mean poor supervision for a child, including putting the child in the care of someone incapable of caring for children. It can also mean abandoning a child or expelling it from home. Neglect is the most common form of abuse reported to

child welfare authorities but may be difficult to identify or prove which can make it hard for professionals to take action.

Signs and Symptoms

- May have poor appearance; inadequate clothing, unwashed clothes
- Possibly poor hygiene; smelly or be dirty, seem hungry or turn up to school without having breakfast, frequent rashes due to soiled undergarments
- Untreated injuries or dental issues
- Repeated accidental injuries that seem to be caused from lack of supervision
- Recurring illness or infections
- Inappropriate medicine dispensing
- Skin infections; sores, rashes, flea bites, scabies or ringworm
- Thin, frail or swollen tummy
- White, unhealthy skin tone – anemia
- Tiredness
- Failure to thrive
- Slow or poor language, communication or social skills
- May be living in an unsuitable home environment (unclean, overly cluttered, unsafe, lack of child safety consideration)
- Left alone for long periods of time according to age appropriateness
- Child taking on the role of primary caregiver

Term: Child Protection

Definition: is defined in this policy as the responsibilities and preventative and responsive measures and activities that protects children ensuring that no child is subject to child abuse as a result of their association with FSISS, their contact with FSISS staff, FSISS volunteers, FSISS parents/guardians, and FSISS visitors and/or their participation in any Futuraskolan International School of Stockholm activity, including our projects, fundraisers, programs, after school activities, after school club, sports association and/or school hosted events.

Term: Child Protection Policy

Definition: A statement of intent that demonstrates a commitment to protection students from harm (to self and from others) and makes clear to all what is required to protect the students. A Child Protection Policy serves to create a safe and positive environment for all children to learn.

Term: Child Protection Concerns

Definition: All suspected, alleged, self-disclosed, or witnessed abuse of a child by anyone associated within or outside Futuraskolan International School of Stockholm which must be investigated and followed with appropriate action.

5. CHILD SEXUAL EXPLOITATION

According to the [NSPCC](#) child sexual exploitation is a form of sexual abuse, but in this type of abuse the child receives some sort of gift, money, affection, gang affiliation, or online present as a result of performing sexual activities or letting others perform the sexual activities on them. Child may be tricked by the perpetrator into believing they are in a consensual and loving relationship. The children could be groomed online, at parties, school, home, family homes, friends' homes, church, camps, parks, or any other locations where the perpetrator can gain trust and familiarity with the victim. Unfortunately, signs and symptoms of child sexual exploitation can be hard to identify as it may be seen as normal teenage or adolescent behavior.

Child sexual abuse online – when young people are persuaded or forced to; send or post sexually explicit pictures of themselves, perform sexual activities via phone camera or webcam, sexting or sexual conversations online. The abuser may threaten to use or expose the victim if they tell anyone about their online relationship. They may also threaten the victim to get them to perform sexual activities.

Signs and Symptoms

- May be involved in relationships or hang out with older people and antisocial towards children their own age
- Possibly go missing from home or school
- Spends time at places of concern like hotels or others homes without a reason to visit a child their own age
- May be involved in petty crime
- Unexplained injuries
- Sudden change in the way they look, dress or act
- Excessive amounts of time online
- Online activity is secretive, online history is consistently deleted

6. RISK ASSESSMENT

- a. Events and Activities Involving Children
 - 1) [International Field Trip Form](#)
 - 2) Designate Security Official - Donal Buckley
 - 3) [Travel Guidelines](#)
 - 4) Pre-visit to location

- b. Key Areas of Risk – regularly monitored by cameras and internal security guards
 - 1) Main Building
 - 2) Inner playground
 - 3) Basement

7. RESPONSIBILITIES

- a. **Designated Safeguarding Lead (DSL)**

Elsemieck Kuijk, Student Support Coordinator
Email: elsemieck.kuijk@futuraaskolan.se
Stefania Johannesdottir, School Counselor
Email: stefania.johannesdottir@futuraaskolan.se

 - 1) Establish program objectives
 - 2) Approve child protection policy
 - 3) Provide training for Futuraskolan International School of Stockholm staff
 - 4) Enforce sanctions
 - 5) Refers concerns outside school (e.g. social services, local authority, BUP)
 - 6) Receives and processes child abuse or neglect concerns
 - 7) Processes individual rights requests
 - a) Right to privacy about concern
 - b) Right to confidential communications
 - c) Right to file a complaint or concern
 - 8) Designate Deputy Safeguarding Lead

- b. **Deputy Safeguarding Member (DSM)**

Corina Rader, Head of Schools - Email: corina.rader@futuraaskolan.se

- 1) Develops child protection policy and procedures
- 2) Coordinates and implements policy through organization's departments
- 3) Oversees training
- 4) Receives and processes concerns from staff
- 5) Processes individual rights requests
 - a) Right to privacy about concern
 - b) Right to confidential communications
 - c) Right to file a complaint or concern

c. **Principal**

Nicole MacDonald - nicole.macdonald@futuraskolan.se

- 1) Oversees training
- 2) Receives and processes concerns from staff
- 3) Processes individual rights requests
 - d) Right to privacy about concern
 - e) Right to confidential communications
 - f) Right to file a complaint or concern

d. **Safety and Security Officer**

Donal Buckley - donal.buckley@futuraskolan.se

- 1) Oversees training
- 2) Travel Security (field trips, overnights and overseas student trips)
- 3) Receives and processes concerns from staff
- 4) Schedules safety, fire drill, lockdown drills, etc.

e. **Staff responsibilities**

- 1) Understand and comply with Futuraskolan International School of Stockholm child protection policy regarding our commitment to protect **all** children from harm that the school may come into contact with.
- 2) All staff adheres to [Staff to Student Code of Conduct](#)

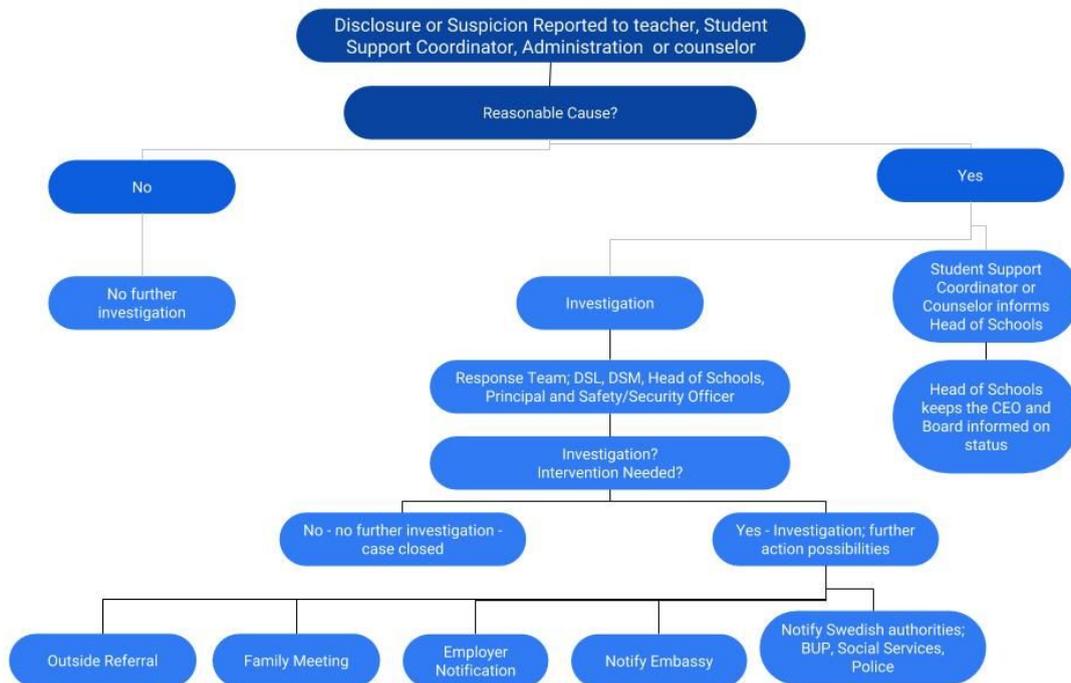
8. REPORTING CHILD ABUSE OR NEGLECT CONCERN GUIDELINES

What happens if abuse or neglect is suspected?

FS-ISS staff, administrators, board members and volunteers are required to report incidences of abuse and neglect, as well as any suspicion of abuse and neglect. All staff have the responsibility to promptly report **any** concerns of child abuse or neglect in **written** form and share these concerns with the Principal (DSM), Vice Principal or Student Support Coordinator (DSL). All verbal conversations about concerns must be recorded in writing immediately, within 48 hours of incident or suspicion.

Follow the 3 R's of reporting; Recognize, Respond and Report. Below are the procedural steps listed below for reporting concern and you can also find the [Procedural Steps Here](#). In each step those involved will ensure factual documentation and utmost confidentiality;

1. Disclosure, suspicion or report of neglect and/or abuse to teacher, faculty, volunteer, counselor. They will seek advice from the DSL and/or DSM within 24 hours.
2. Report details in writing to DSM and Principal within 48 hours of suspicion or disclosure. Record students history of behavior in school, observations, and family involvement.
3. Is there reasonable cause for further action?
4. If no, the procedure ends and no further investigation is needed.
5. If yes, the investigation begins and the DSL informs the DSM and Principal. The DSM will inform the Board of Trustees and will continue to keep them informed throughout the process.
6. Once the investigation is initiated the response team will be notified and involved. They will decide whether outside investigation and intervention is needed from local authorities, BUP, private psychological counseling and assessment and/or Swedish Social Services.
7. If further investigation is needed then; outside referral, family meeting, employer notification, embassy notification and Swedish authority notification.
8. Follow up if further investigation is needed in recorded time at investigation.



9. SAFEGUARDS FOR THE PROTECTION OF FUTURASKOLAN INTERNATIONAL SCHOOL OF STOCKHOLM

- a. Student and Staff safeguards: [Code of Conduct](#) and [Futuraskolan International School of Stockholm Staff to Student Code of Conduct](#).

Staff to Student Code of Conduct

At Futuraskolan International School of Stockholm our behavior towards self, staff and students is respectful and reflective. As a school we recognize that focusing on a positive, safe and secure school atmosphere is enhanced when school standards and codes of conduct are emphasised. Modeling, reinforcing and rewarding responsible behavior by exemplifying the school's learning profile words are key to developing students positive attitude towards self and school.

Disciplinary Actions of Inappropriate Staff Behavior

Futuraskolan International School of Stockholm management will act immediately when inappropriate behavior is suspected or reported. The employer will give a written warning, talk to the employee about this and give the employee the opportunity to improve. A meeting will be scheduled with the employee to go through which rules she/he is not following and remind the employee of staff to student standards of behavior. All the meetings with the employee will be documented regarding this (with dates, description on what has been said/happened). A follow up meeting will be scheduled; how it went and why and what you are going do for this going the right way and of course take actions after this plan. If after one warning the *same* behavior continues, another warning letter will be given, documented and meeting scheduled.

The following link is the link to our homepage (where you can read more), but at the moment it is not written in English, which it will be in short. Please see https://www.almega.se/arbetsgivarguiden/anstallnings-upphorande?expanded_accordions=acc_3

Note - Any illegal act committed on the school campus may be reported to the appropriate authorities. Per Swedish Law and under the Child Protection Policy guidelines; children are respected and protected. Swedish law forbids chastising, physical abuse or any other degrading treatment towards children, up to and including 18 years of age. If there are any suspicions about a child being abused or mistreated by an adult, parent, guardian or other student, then the school is obliged to report this to the Swedish Department of Social Welfare for further investigation in the municipality where the child officially resides. Staff will be dismissed or placed on leave immediately if report of abuse is confirmed.

- b. Reporting safeguards: Safeguard - see above 'Disclosure or Suspension Reported' chart
- c. Swedish safeguards: [Swedish Child Protection Laws](#)

10. CHILD PROTECTION TRAINING

- a. All students once a year safety talk on stranger danger and basic safety (lost, emergency,)
- b. All staff will go through a training session reviewing the school's [Plan Against Discrimination and Harassment](#) (formerly Fair and Equal Treatment Plan (FET)) and Child Protection Policy once a year.

- 1) New staff member training: During the induction phase of employment the week before school starts with students
- c. Recurrent training: Staff School-wide Meetings and Professional Development
- d. The content of the training will be the reviewing the Swedish and UN rights of the child, signs of abuse, how and when to report abuse, child safeguarding risk assessments for events and activities involving children and for programs and projects that affect children, key areas of risk that students in the school may encounter, signs and symptoms staff might notice, responsible person(s) for the Child Protection Policy and FET, reporting process.

11. STAFF RECRUITMENT DILIGENCE

- a. Posted on all job adverts – *At Futuraskolan International School of Stockholm we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.*

12. REFERENCES

- a. Barnombudsmannen - <https://www.barnombudsmannen.se> - 020-231010 (Monday – Friday 09.00-15.00)
Contact for children under 18 where children can find out their rights in Sweden and where they can turn for help. The number is free and does not appear in the phone bill.
- b. Arbeta med barn (Working with children) - <https://www.barnombudsmannen.se/arbeta-med-barn/>
Statistics for children and teens, resource for how to talk to children, and methods developed to inspire those who work with youth.
- c. Child Trauma Toolkit for Educators - <https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/cis-child-protection-workshop---child-trauma-toolkit.pdf?sfvrsn=2>
Lists things the school can do to help traumatized children

- d. How Should I React -
<https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/cis-child-protection-workshop---decision-chart.pdf?sfvrsn=2>
 Lists the three reasons to react to child abuse and how to react responsibly
- e. Traffic Light Tool for Sexual Behaviors -
<https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/cis-child-protection-workshop---brook-traffic-light-tool.pdf?sfvrsn=2>
 Descriptions of what is a 'green behavior,' an 'amber behavior' and a 'red behavior' for ages 0-5, 5-9, 9-13 and 13-17
 [Policy, procedure, or statement]
- f. CIS International Accreditation 2016 – Evaluation Framework -
[https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/cis-international-accreditation-2016---evaluation-framework-\(oct-2016\).pdf?sfvrsn=2](https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/cis-international-accreditation-2016---evaluation-framework-(oct-2016).pdf?sfvrsn=2)
 Lists the 14 Standards and 8 Domains related to Child Protection; A4, B8, C5, E2, E3, E4, E5, E6, F2, G1, G2, H1, I1, I2 and I3.
- g. International Task Force on Child Protection (ITFCP) – Recommended Screening and Assessment Practices for International School Recruitment -
[https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/international-task-force-on-child-protection-\(itfcp\)---recommended-recruitment-amp-screening-practices-june-2016.pdf?sfvrsn=2](https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/international-task-force-on-child-protection-(itfcp)---recommended-recruitment-amp-screening-practices-june-2016.pdf?sfvrsn=2)
- h. International Task Force on Child Protection (ITFCP) – New Standards for Child Protection adopted by school evaluation agencies -
<https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/itfcp---new-standards-for-child-protection-adopted-by-school-evaluation-agencies.pdf?sfvrsn=2>
- i. International Child Protection Advisors – Safeguarding Policy Checklist -
<https://portal.cois.org/docs/default-source/events/2016-17-child-protection-workshops/international-child-protection-advisors---safeguarding-policy-checklist.pdf?sfvrsn=2>
- j. UN Convention on the Rights of the Child -
<https://www.barnombudsmannen.se/om-webbplatsen/english/the-un-convention/>

