



WOODSTOCK SCHOOL POLICY MANUAL

POLICY ON STUDENT PROTECTION

OBJECTIVES

I. POLICY STATEMENT

Everyone deserves to be treated with dignity and respect. All individuals regardless of their age, culture, challenges, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse. No one should be subject to abuse, bullying, sexual abuse or grooming from students, parents or adults employed by the school.

Woodstock School views the welfare of each individual as paramount and is committed to providing a safe, nurturing community, within which everyone can live, study, learn, work and mature. Therefore, abuse or bullying, sexual abuse or grooming of any kind is unacceptable at Woodstock School. This policy deals specifically with the issue of abuse, bullying, sexual abuse or grooming by students or adults in the community. In this policy, it is understood that the phrase 'staff member' includes administrators, staff, volunteers, consultants and employees. This policy will also apply to resident spouses on campus who are not serving at Woodstock. All suspicion and/or allegations of grooming, sexual, inappropriate and abusive behaviour as defined in this document will be taken seriously and responded to swiftly and appropriately.

PROCEDURES

II. DEFINITION

- Staff member - includes administrators, staff, interns, student teachers, volunteers and employees. Any other person: such as a spouse - family member of a serving staff who are not working for the school but are currently staying with the staff member - in or outside the school campus/property.
- **Child**-any child (Woodstock students, children of employees, or children in the bazaar)
- 'Child abuse'-damage done to a child's physical, emotional or mental health.

The following behaviours will be considered abuse in staff-child relationships at Woodstock:

Physical abuse

- Using physical contact to correct or punish a student, or deliberately hurting or injuring a student physically
- Giving students alcohol, substance containing alcohol, inappropriate drugs, illegal drugs or other harmful substances,
- A doctor may need to be assigned - a qualified person - for physical exams as soon as practicable to ensure evidence is not lost



WOODSTOCK SCHOOL POLICY MANUAL

Emotional abuse

- Withholding of approval, affection or respect
- Abusing power (intimidation, threats, silencing)
- Frequently shouting at or taunting students
- Using bullying or stereotyping comments publicly or privately against a student or group of students
- Personal Counselor - to make a proper qualified report and to ensure the welfare of the victim

Sexual abuse/grooming

- Making sexual innuendos or telling risqué jokes in the presence of individual or groups of students
- Sharing personal sexual information with students
- Participating in any form of physical sexual contact or sexual activity with a student
- Showing inappropriate intimacy, either verbally or physically
- Sharing pornographic materials; taking pictures or any form of recording media for pornographic reasons
- Grooming: Child grooming is befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions for child sexual abuse. It lures minors into trafficking of children, illicit businesses such as child prostitution, or the production of child pornography.

Neglect

- Failing to notice, pay attention and respond to students' basic emotional and/or physical needs.
- Leaving students alone for long periods and/or inadequately supervised (age appropriate).
- Failing to ensure students' safety
- Failing to respond to allegations of abuse (as defined in this Policy and national laws).

Other acts

Any other acts which ***the school or the law deems*** inappropriate.



WOODSTOCK SCHOOL POLICY MANUAL

II. PREVENTION OF ABUSE

- Student Protection Panel (SPP)
- Group consisting of the Dean of Student Life, Student Life Coordinator, COO, Head of Personal Counseling, the Chaplain and the Health Centre Coordinator or Woodstock Doctor who are responsible for educating staff and students regarding the policy and investigating reports or violations of the policy and communicating information to the Principal.

The SPP will be responsible to:

- Ensure the Student Protection policy is kept up-to-date and the procedures regularly reviewed in the light of experience or changing situations.
- Ensure that all administration, staff, volunteers and employees understand the policy and procedures and put them into practice.
- Ensure that all students understand the policy and procedures
- Notify the Principal as soon as practicable of any allegation of abuse
- Compile a report to the Principal for any allegation of abuse and the outcome

Exception: if the allegation is against the Principal or member of the board then the report will be forwarded to Chairman of the Board.

Compulsory reporting obligation

Staff, Employees and Students need to report any hint, gossip or suggestion, observation, suspicion of any allegation without exception to a member of the SPP. The report needs to explain the circumstance of the source of the information so the investigating officer can make an informed decision to assess a rating/prioritization of a case.

1. Recruitment procedures

All applications for positions at Woodstock will be subject to careful scrutiny during the application process. The scrutiny procedure will be designed to elicit information about the applicant's career and past experience (requiring explanations for any gaps).

A required background check establishes any criminal record or allegation of sexual/grooming/physical/emotional abuse. If any such record exists, the applicant will be barred from employment. References will be collected for all administrators, staff and volunteers applying to Woodstock School.

2. Policy dissemination

All staff members, consultants, volunteers and employees serving at Woodstock School and spouses resident on campus will receive a copy of this policy and sign a statement that they have read and will abide by it, both in terms of their own conduct and in terms of their professional responsibility for the conduct of colleagues and students. A copy of the Student Protection policy will be distributed in the orientation manual for new administrators, staff, volunteers and



WOODSTOCK SCHOOL POLICY MANUAL

employees. An acknowledgement of receiving this policy and having read it will be kept in their personnel file.

With changes to the policy, all staff members, consultants, volunteers, employees and spouses resident on campus will be advised of the changes and re-sign the new policy. Students will also be advised of the new policy.

3. Visitors on campus

A confidential list of ex-staff members/alumni who were either removed by the school or their contract was not renewed on behavioral grounds will be circulated to the COO so such persons are not allowed on campus.

I understand the Student Protection Policy and agree to abide by these guidelines as written.

Staff Name: _____

Signature: _____

Date: _____

APPENDICES & REFERENCES

Anti-Bullying policy

REVIEW & REVISION

Policy owner: Dean of Student Life
 Written by: Jeff Doerfler, Dean of Student Life
 Review by: Education Team
 Approval required: Education Team

POLICY UPDATES HISTORY:

Date	Reviewed by & Date of review	Approved by & Date of approval	Next review
2003		Ad Cab – David Jeffery	2011



WOODSTOCK SCHOOL POLICY MANUAL

March 2012	Director of Student Services	PAC Mach 21, 2012	March 2014
September 2015	Dean of Student Life Education Team	Education Team Date: 09/09/2015	August 2017