

INSTITUT LE CHATELARD LES AVANTS SA

# Child Safety Policy

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*Acknowledgement: We thank Ms. Marie Cozzarolo, Assistant to the child protection in a private school, which has allowed us to use portions of their policy.*

## PREAMBLE

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L'Institut Le Chatelard les Avants SA (below: Le Chatelard) is committed to the well-being and the safety of children. He is convinced of the great importance of a secure living environment, conducive to their formation and their life in the community.

This document is intended to inform not only employees but also the children and their parents both on good behavior and preventive actions, on behavior or on words that could harm the children and on procedures in case of doubt, revelation or complaint.

It is the responsibility of all the staff to ensure that children are protected. Le Chatelard is aware that it is often difficult to admit that there may be an abuse to a child in the context of trust between colleagues. Employees and children should feel comfortable reporting a concern and should know to who they can speak. This policy should allow them to have a confident response to a problem related to the Child protection. Le Chatelard wants to hear any concerns and commit to treat them seriously.

Le Châtelard Child Protection Committee will ensure the application of this policy and the monitoring of the procedures, ensuring respect of the rights of the parties involved. Any complaint should be treated with kindness, respect and confidentiality.

All employees must sign this document, confirming thereby that they read and understood it.

*Note: This policy was validated by the SPJ (District Child protection Service) in Lausanne in its French version. In case of doubt, the French version is the one to be considered.*

## CHAPTER 1: DEFINITION OF THE INVOLVED PERSONS

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**a. Child**

It is legally any person under the age of 18. In the context of this policy, we wish to extend the word "child" to all children studying at le Châtelard.

**b. Employees**

These are:

- All persons working at le Châtelard, the consecrated, the fathers, all the employees and self-employed workers (teachers of the academic and optional courses, the hotel-, technical- and administrative- staff, the deans, the volunteers, the collaborators, and external partners in contact with the children)
- The service providers in contact with children.

**c. Child Protection Officer (below CPO) and the Child Protection Vice Officer (below CPVO)**

These people are nominated and presented each year to all employees. Names and information are listed in Appendix 1 to this policy.

**d. Heads of sections**

Their names and data are listed in Appendix 1 to this policy.

**e. The Child Protection Committee**

This Committee will include at least the CPO, the CPVO, the Heads of sections, the Director of studies and the Director of Human Resources (below DHR))

**f. The Board of Directors**

The members of the Board are mentioned in Appendix 1 to this policy.

**g. The DHR and the Director of studies**

Names and information are listed in Appendix 1 to this policy.

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## CHAPTER 2: THE ACTS COVERED BY THIS CHILD PROTECTION POLICY – WHO TO CONTACT

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There are two main types of acts covered by this policy, harassment and abuse. We define them below, give some examples and inform of the actions to be undertaken.

### I. Harassment

Harassment can be moral, physical, verbal or sexual. It may also be "cyber-harassment", through Internet and communication technologies. In school, it is often inflicted by one or more children to another.

Harassment is to cause, intentionally, suffering through physical, oral or written violence. It can also be social and psychological pressures imposed by verbal abuse, insults, repeated assaults, an exclusion. The suffering can be inflicted by one or more persons. We can speak about a "campaign" against an individual.

The harassment involves a repetition, rather than a one-time incident.

An isolated case should be regarded as an affront but not as harassment.

Le Châtelard considers any form of harassment unacceptable and takes seriously any deferred case.

Regarding the children, Le Châtelard is aware of the fact that they are building their identity. In some cases, this can lead to harassment of other children. Rapid intervention can often allow educating the person responsible of the harassment and ending his behavior. It also allows limiting the damage done to the victim.

Le Châtelard expects employee's constant vigilance against harassment. They have to share their concerns, and even simple observations to the Heads of sections or the CPO.

In the case of harassment between children, it is of course imperative to help and protect the victim. However we also have to help the persecutor so that he realizes the hurt he inflicted and understands that his behavior cannot be tolerated. Disciplinary action against the persecutor could worsen the problem, likely to exacerbate his hostility towards the victim or his perception of the esteem others hold in him.

It is important to note that an act without importance may be part of a "campaign" of repeated acts. For this reason, vigilance must be constant.

Harassment becomes abuse when serious harm is or may be caused to the child. One speaks of serious prejudice taking into account the frequency, the degree and the extent of the harassment, but also considering the likely effects on the victim.

#### a. **Some examples of harassment**

- Physical bullying: push, pinch etc...
- Verbal harassment: racist comments, nick-names, threats, criticism, abuse of text messages, prevent persons to express themselves through criticism or sarcasm etc...

- Moral harassment: to torment, ridicule, humiliate, ignore, isolate socially, manipulate by gossip, etc...
- Sexual harassment: unwanted physical contact, abusive comments, etc...

**b. Some signs of harassment**

- State of permanent fear, unwillingness to participate in activities, very low self-esteem...

## II. Abuse

Abuse may be physical, psychological or sexual. It also includes the negligence.

**a. Physical abuse**

There is physical abuse during acts causing physical suffering, for example when the child is beaten, shaken, when he was given alcohol or drugs.

Any bodily injury on a child (bruises, cuts, burns, bites, poisoning, bone fracture etc...) suspected to have been inflicted by an adult should be reported to the Child Protection Officer.

If the injury is less serious (bruises, scratches), and suspected to have been inflicted by another child, you should inform the Heads of section. If the injury is more serious and was made intentionally by another child, the case must be reported to the Child Protection Officer.

**b. Psychological abuse**

The child suffered psychological abuse with severe and persistent negative effects on his psychological development. This includes, for example:

- Put-downs
- Not giving the child the right to express himself, to impose silence, ridicule him when he speaks
- Have inappropriate expectations with regard to the development of the child and his age
- Overprotection of the child preventing its development.
- A severe harassment that causes a feeling of fear or danger
- The exploitation or corruption of a child

Any suspicion on this type of abuse, inflicted by a child or an adult, must be reported to the Child Protection Officer.

Any problematic relationship between children must be reported to the Head of section.

**c. Sexual abuse**

Sexual abuse involves forcing or inducing a child to take part in sexual acts or contacts, without necessarily violence, whether the child is aware or not of what is happening. This includes:

- Physical acts (ex: caresses)
- Acts without contact: (ex: get a child to watch sexual images, attract a child to commit an abuse on him, including through Internet.)

Any concern or complaint will be immediately reported to the Child Protection Officer. These cases will be treated in accordance with the Swiss law and in connection with the Swiss supervisory authorities (SPJ)

**d. Negligence**

There's negligence when we don't respond, consistently, to the basic needs of the child. This includes, in particular:

- Not adequately protecting a child against a danger or physical and psychological damage
- Not providing proper surveillance

Any concerns should be reported to the Child Protection Officer.



## CHAPTER 3: CODE OF CONDUCT AND PREVENTION

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To ensure the safety of children and staff, le Châtelard implements a code of conduct regarding the interactions between children and employees.

The below - acceptable and unacceptable behavior with children - lists are not exhaustive.

### I. General guidelines

#### a. **General guidelines**

1. In all situations involving a single child, two adults or more have to be present. Any individual interview with a child will be held in a place for all to see (ex.: glass door) and regularly frequented. It is advisable to notify another adult of this interview. Travels create exceptional situations, which are considered below in paragraph 17.
2. All employees will have a register of individual interviews with a child, indicating his name, the name and surname of the child, the place, the date, and the time of beginning and end of the interview (Appendix 5). This document will be forwarded to the Executive Secretary, on the same day. A personal interview is considered if it lasts at least ten minutes. An employee can record a shorter interview if he considered the content as important.
3. Children are usually looking for spending time or express their affection to an adult they admire. The employee must encourage the child to be well balanced in his relationship to the others.
4. An adult cannot travel in his car or in a Châtelard's car with one or more children, except in a case of emergency that requires immediate transport. In such a situation of emergency, the driver shall report the destination and the reason for the transport to a Consecrated in Le Châtelard. The CPO will be kept informed. The driver must also ensure that the child is sitting on the back seats of the vehicle with his seat belt fasten.
5. A medical examination must be performed by a professional and requires permanent and discreet presence of another adult. A child may request a personal interview with a doctor; this interview will be held according to the point 1 here above.
6. The person in charge of the children medical follow-up in Le Châtelard may perform a medical examination in the presence of another adult. In a case of emergency, she will inform a Consecrated or a co-worker.
7. One cannot deny food, water or appropriate shelter to a child.
8. It is forbidden to offer refuge to a runaway child without immediate report regarding the safety of the child and the place where he is to the CPO or the CPVO. If they are not reachable, the authorities will be contacted. In this case, an immediate report means within two hours maximum or as soon as possible depending on the circumstances.
9. Pay attention to any suspicious or unusual behaviour.

#### b. **Situations involving nudity or change of clothes**

10. Always wear appropriate clothing
11. Do not change clothes in the same room or at the sight of a child.

12. Force children to change in a proper place (cloakroom, bathroom). Employees can enter these places, only under exceptional circumstances and after having previously announced themselves.

**c. Children' rooms - Bathrooms**

13. Always knock on the door before opening the door and announce before entering. Exceptionally and after curfew, a dean can enter a room with more than one child without announcing herself.

14. Do not enter the bathroom of one or more children when a child is there. In case of necessity, enter only after having previously announced yourself.

15. If a child is not dressed, leave immediately the room or send the child to dress in the bathroom.

**d. Activities outside the Institute**

16. Never allow a child to visit your private quarter, which includes any place where private activities take place (dressing, sleeping...), unless expressly permitted by the Direction, linked to a particular event.

17. Travels create exceptional situations (corridors of hotels, sick child and hotel room, no common room....) The adult must always ensure secure surrounding and location for the child and himself, ensuring the welfare of the child.

**e. Chaperone**

18. Excursions and trips organized by Le Châtelard must be chaperoned following standards:

- during a day:
  - Section Junior High School or younger children (summer camps): an adult for 16 children.
  - Section High School: one adult for 20 children.
- during a trip of two or three days, an adult is necessary for 12 to 15 children and two adults up to 35 children.
- during a trip over four days, the standard is different depending on the age of the children:
  - Section Junior High School or younger children (summer camps): an adult to chaperon 12 children. In the case of excursion on an organized trip, 2 adults for 32 children are sufficient.
  - Section High School: an adult to chaperon 15 children. In the case of excursion on an organized trip, 2 adults for 35 children are sufficient.

**f. Transport**

19. During a transport by taxi and without dispensations by parents (e.g. back to the airport), a child should not be alone with the driver; an adult or two children must be present.

20. Companies (taxi and mini-van) regularly used by Le Châtelard must be approved following a simple investigation (meeting with the head of the taxi company) and control of the criminal record of the usual drivers.

## II. Guidelines on physical contacts with a child

The following table shows appropriate and inappropriate physical contacts with a child. The list is not exhaustive; the employee will therefore have to assess a situation according to the guidelines for appropriate behavior. In case of doubt, the employee will abstain in a first time and will ask to the Child Protection Officer.

<b><i>Appropriate contacts</i></b>	<b><i>Inappropriate contacts</i></b>
<p><b>Directives</b></p> <ul style="list-style-type: none"> <li>• Do not touch a child against her will</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>○ lateral embrace</li> <li>○ embrace shoulder to shoulder</li> <li>○ front embrace when another adult or other children are present</li> <li>○ light friendly tap on the shoulder or in the back</li> <li>○ shake hands</li> <li>○ "high-fives"</li> <li>○ touch the hand, shoulder or arm</li> </ul> <p>These examples are appropriate insofar as it does not reach the limit of comfort of the child.</p>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>○ No physical disciplinary measure is acceptable (including without limitation a spanking, a slap, pinch, shaking, hitting or any other physical correction)</li> <li>○ Big frontal embrace without the presence of another adult or several other children.</li> <li>○ Taking a child on the knees</li> <li>○ A kiss</li> <li>○ Touch the buttocks, the breast or the genital areas</li> <li>○ Showing affection in a remote area of the building</li> <li>○ An employee or a child sleeping in the same bed as another child</li> <li>○ Touch knees or legs inappropriately</li> <li>○ Carry a child on the back</li> <li>○ Tickle</li> <li>○ Allow a child to be attached to the leg of an employee.</li> <li>○ Any type of massage given to or by a child</li> <li>○ Any form of affection not desired by a child or a employee</li> <li>○ Compliments or comments that relate to the physical or the development of the body</li> </ul>

### III. Guidelines on verbal contacts or by mail/internet with a child

The following table shows appropriate and inappropriate oral behaviors with a child. The list of examples is not exhaustive; the employee will therefore have to assess a situation according to the guidelines for appropriate behavior. In case of doubt, the employee will abstain in a first time and will ask to the Child Protection Officer.

<b><i>Appropriate behavior</i></b>	<b><i>Inappropriate behavior</i></b>
<p><b>Directives</b></p> <ul style="list-style-type: none"> <li>• Do not use coarse, derogatory or inappropriate language in the presence of a child.</li> <li>• An employee should never give or use his private telephone or other means of electronic correspondence (SMS, email, internet tools and other online platforms) with a child (see exceptions below).</li> <li>• It is possible to create a group on WhatsApp knowing that at least two adults and two children are in the group. It is permitted to call a child in case of emergency.</li> <li>• Children are informed that in the case of a medical problem, they can call or send a message to a Consecrated or a Dean on their professional mobile phone without going through a WhatsApp's group.</li> <li>• An email for a child shall be addressed to the Executive Secretary who will transfer with a copy to another employee.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>○ Positive reinforcement</li> <li>○ Appropriate jokes</li> <li>○ Encouragement</li> <li>○ Compliments</li> </ul>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>○ Insult</li> <li>○ Never talk about sex life or personal problems with a child.</li> <li>○ Tell of secrets</li> <li>○ Curse</li> <li>○ Make racist or sexual jokes</li> <li>○ Humiliate</li> <li>○ Denigrate</li> <li>○ Make disparaging remarks</li> <li>○ Use raw language that might frighten, threaten or humiliate a child</li> <li>○ Make disparaging remarks concerning a child and his family</li> <li>○ Any electronic message (e-mail, sms, etc.) outside excursions and trips</li> <li>○ Call a child, except in case of emergency.</li> </ul>

#### IV. Guidelines on relationship between children

Physical or verbal contacts between children must be full of respect and good fellowship. In order to prevent cases of harassment or abuse according to the definitions given above, we propose here a number of examples of inappropriate behavior between children. This list is non-exhaustive.

- Making fun repeatedly on another child
- Giving offensive nicknames
- Keeping a child away
- Lowering another child
- Humiliating
- Threatening
- Take, conceal or damage the belongings of others intentionally
- Push, trip and shoving
- Hitting
- Hurting intentionally
- Rumor spreading

In addition, there is often a triangular relationship between the victim, the offender and the spectators. The person who sees or hears an incident without acting or even taking part (e.g. laughing), is complicit of the offender.

It is recommended that a child witness of an inappropriate behavior such as those presented above, either react by adopting an appropriate behavior (for example: getting to know a keep away child or not to laugh of mockery) or to talk to an adult.

## CHAPTER 4: PROCEDURES

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We describe hereunder the procedure to follow in case of an incident, a suspicious behavior or a transgression of the Code of Conduct. The purpose of this procedure is that everyone knows how he can or must react.

As a preamble, it is important to keep in mind the difference between a bad habit/practice and a deliberately breach of the Code of conduct. For example, a bad practice would be to systematically scold children or not to be completely fair with all the children. In this case, an informal discussion to explain the issues of a bad practice will allow often preventing it from happening again.

There are two types of situation differentiated below and for which the procedure differs on some points:

### I. You witness

You are the witness of a violation of the above Code of Conduct or of an inappropriate-suspect behavior. You must then:

- Interrupt the scene with delicacy, then have a one-to-one conversation with the person who had an inappropriate behavior, to remind him of the good practice to follow (if the transgression is obvious)
- Inform, on the same day, either a Head of section or the Child Protection Officer (in case of absence or if the CPO is himself involved, the Child Protection Vice Officer) according to the chart in Appendix 2.
- If the CPO must be informed, you should submit a report on revelations or warning signs (Report 1 in Appendix 3)
- Do not conduct your own investigation
- If you haven't been informed about the handling of case, it is your responsibility to remind the person you advised or, when appropriate, to get in contact with the upper hierarchical level.

### II. A child confides in you

If a child confides in you, then you have to:

- Take time to listen
- Follow the guidelines, described below, in the event of revelation
- Inform, on the same day, either a Head of section or the Child Protection Officer (in case of absence or if the CPO is himself involved, the Child Protection Vice Officer) according to the chart in Appendix 2.
- If the CPO must be informed, you should submit a report on revelations or warning signs (Report 1 in Appendix 3)
- Do not conduct your own investigation
- If you haven't been informed about the handling of case, it is your responsibility to remind the person you advised or, when appropriate, to get in contact with the upper hierarchical level.

### III. Guidelines in the event of revelation

There are four types of information's disclosure:

- Information can be revealed by a friend, a parent, an employee or another child.
- The child's behavior indicates the possibility of suffering physical, psychological or sexual abuse
- Unusual physical injuries are seen on a child.
- Generally, a child-victim reveals his case himself.

In Le Châtelard, deans, teachers, consecrated are in the front line for a child to confide in them. It is very important at this level that all employees know the steps to follow in such cases.

Here are the guidelines:

1. Take time to listen to someone who wants to tell you about an incident or a suspicion of abuse. You must listen carefully and until the end, without interrupting, even if the given details make you uncomfortable. You must never stop the child and tell him to talk to someone else. Don't write down at the time he is talking to you, as this may put pressure in making from his revelation a very formal affair. Never conduct a physical examination of the child. Then write a report, (date, time, place and signature) where physical injuries may be indicated on a drawing of the human body.
2. Don't tell a child that what he has revealed to you will remain confidential. You can explain that this will be revealed only to those who have to be informed. Also reassure the child by saying that what he says will be taken seriously and that he made the right decision by speaking to you.
3. Don't ask leading questions. Say simply "Is this what you wanted to tell me" or "Is there anything else you wanted to tell me". To clarify facts, ask with questions like "what, when, and who? " Do not encourage the child to make assumptions, do not try to discover the reasons of the acts or the opinion of the child, which could influence the outcome of the problem.
4. If the child says that he has physical injuries, do not proceed to an examination. A nurse or a doctor will decide who should carry out the required medical examination.
5. Promptly inform the Head of section, or the CPO, as mentioned above (see chart in Appendix 2.) If they are missing, inform the CPVO. We insist here on the importance of differentiating what the child actually said and the interpretation that could be made, in order to write the report with an impartial accuracy. Don't talk to any other adult or child.
6. Never try to conduct your own investigation. You could make the situation worse and compromise potential criminal proceedings.

### IV. Three operating levels in case of problems among children

There are three operating levels in case of incidents between children:

If the informal approach or the mediation is chosen, it is necessary to keep a written record on any new incident. The report in Appendix3 will be used for this purpose and given to the CPO for his files.

**a. Informal Discussion about a problem between children**

An informal discussion may solve a problem between children, minimizing stress and avoiding escalation of the conflict between the people involved. In this level, the child victim asks the other child to stop his behavior, in clearly explaining the offensive character of it. This informal discussion can be proposed to the child by the Head of section or the CPO. It is advised to have a list of incidents in order to provide clear examples.

If the child doesn't want this informal discussion, he can request the Head of section to raise the issue informally with the other involved child.

**b. Mediation in case of problem between children**

It is a way of settling a conflict and restore dialogue between two people, thanks to the presence or the intermediary of a third party, one of the Head of section. This mediation may be offered to the child by the Head of section or the CPO.

**c. Formal approach**

If an informal approach or mediation should not suit, it is necessary to give a written report to the CPO (See Appendix 3).

## V. Allegations against an employee

**a. Minor revelations or allegations**

Revelations or allegations of minor importance, which means very far from being a case of abuse and not causing any harm (example: simple comments, errors of judgement) will be forwarded to the Head of section. He will take note of the event and will handle the issue in a discreet and confidential manner. He may discuss with the DHR to remind to the employees the good practices.

**b. Serious revelations or allegations**

Serious revelations or allegations will be communicated to the CPO.

If the revelations or allegations are potentially more serious, with the risk that the child undergoes considerable harm, the CPO will notify the Child Protection Committee.

If a considerable damage may have been caused to the child, the Committee will decide, after consultation with the SPJ, to suspend the person until an investigation is made by the state authorities.

Knowing that a complaint of a child may be malicious, the employee may need assistance. In this case, the Committee will propose recommendations for assistance to the employee.

If everything is based on the word of a child against an employee, and without previous facts, the Committee will support the employee, if he hasn't place himself in an indefensible position.

If we have proven malicious allegations, the Committee will consider a disciplinary sanction which may lead to a child being expelled, with approval of the Board of Directors.



## Chapter 5: Role and responsibilities of the stakeholders

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### I. Role and responsibilities of the Child protection Officer

#### a. Incident

In case of incident, the CPO must

- Immediately:
  - Open a folder and fill the form (Appendix 4)
  - Record the various information
  - Take the complaint
  - Ensure the well-being of the victim (check if medical care or psychological support are necessary)
  - Inform the legal representatives about the incident and the way it is handle.
  - Notify the Child Protection Committee.
  
- In a second time and depending on the gravity of the case, the Child protection officer, or the Vice Child protection officer in case of his absence, will consider further measures to be taken, in consultation with the Child Protection Committee. This implies:
  - Measures of protection if necessary
  - Inform the Swiss supervisory authority (SPJ) and the authorities, if necessary. If the allegation or suspicions are to believe that a child could suffer significant harm, the CPO will return the case to the SPJ within 24 hours. The CPO will then coordinate the follow-up of the requests made by the SPJ and the related decisions.
  - Inform the Board of Directors if necessary
  - Investigate, if the SPJ or police were not informed due to the non seriousness of the case.
  - Talk to the person in question. It is advisable to be accompanied by a member of the Child Protection Committee.
  - Inform the witness or the depository of the complaint and the victim of the follow-up of the case.
  - Initiate disciplinary measures

#### b. Generally

In General, the CPO is responsible for:

- Monitoring and good record keeping
- Ensuring that records are kept separately from the staff current files with a controlled access.
- Keeping abreast of the issues and new practices related to the protection of child
- Being the person of references to the authorities
- Being always available to employees or children with questions about the child protection or the suitable behavior to adopt.

- Check the proper implementation and applicability of the Child Protection Policy.

## II. Role and responsibility of the Head of section

When an incident is reported, the Head of section shall act accordingly to the guidelines spelled out in two sections above regarding a problem between children or an allegation against an employee.

If the informal approach is chosen, it is necessary to keep a written record to document any new incident. Report 1 (annex 3) will be awarded to the CPO.

The Head of section shall also inform the witness or the depository of the complaint and the victim of the follow-up of the case.

## III. Role and responsibilities of the Director of human resources

### a. **Incident**

The Director of human resources (DHR) shall:

- Take part in the decision regarding any measure against an employee
- Undertake the necessary steps according to the decided disciplinary measures

### b. **Generally**

The DHR is responsible for:

- Informing and training employees
- Informing and having signed the Child Protection Policy by each new employee
- In the event of change of Child protection officer, forming the new entrant.
- Updating Child Protection Policy, if necessary
- Complying with the rules for hiring employees (Chapter 6)

## IV. Role and responsibilities of the Child Protection

In case of incident, the Child Protection Committee must support the Child protection officer in its efforts and approve the chosen arrangements.

## V. Role and responsibilities of the Vice Child protection officer

In General, the Vice Child protection officer shall substitute to the CPO if he is absent or if he is himself involved in the incident.

## VI. Role and responsibilities of the Board of Directors

In General, the Board of directors ensures compliance with this policy. It must:

- Ensure the good formation of the Child protection officer
- If necessary, support the CPO in its work

- Make sure that the CPO fulfill its obligations

## Chapter 6: Procedure for hiring employees

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### I. Application

All the candidates-employees of le Châtelard, must submit to the DRH:

- A recent certificate of criminal records
- An attestation written and on their honor certifying that they have never been accused of harassment or abuse of children. The employee must be informed, in writing, that a false statement would be sanctioned by immediate dismissal (annex 7).

### II. Collaboration

The DRH must inform each new employee on the Child protection policy. He will give the employee two copies of the police. The employee will sign one of the two copies that will be attached to his personal file. By signing, the employee will attest that he was briefed on the Child Protection policy.

Every three years, the staff of le Châtelard will deliver a new extract of criminal records.

## Chapter 7: Information for children and staff

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### I. Information to employees

Information to employees is done during the hiring. It is advisable from time to time to re - browse this policy with employees and to rehear them about this topic (concerns...).

### II. Information for children

Children will be informed of the contents of this policy through an Assembly upon arrival at the Institute

Workbooks will be available to children in the infirmary and the offices of deans. They will contain advice to victims and witnesses, so that they know who to contact. Confidential assistance phone numbers, will be added if the child does not want to talk to members of the staff of le Châtelard and wants to remain anonymous. (147 and [www.telme.ch](http://www.telme.ch))

## CHAPTER 8: PROCEDURES IN CASE OF DISAPPEARANCE

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Le Châtelard Institute has the responsibility to know where children are whilst they are under their care.

It should be noted that during certain periods of the day, children can be dispersed in the Institute. In this case, the deans or Heads of section carries out inspection rounds in the Institute to make sure that everything is fine.

In most cases, the absence of a child in a particular activity is motivated by a valid reason. However, it is possible that a child is absent without permission and it is imperative therefore to monitor absences.

First of all, the member of staff responsible for the activity should consult the dean. The dean of section needs to go to the reception which shall request the presence of the child through ads in the central microphone. In the case of non-response, the Head of section should be informed.

If no satisfactory explanation is found for the absence of a child, the procedures in case of disappearance specified below must be followed.

### I. First step

The Head of section will have:

- Talk to the other deans and other children to check if they are aware of the reason for this absence.
- Check the child's room, other rooms and common areas. If the group is off campus, check the previous meeting-points.
- Request the friends of the missing child to call him on his mobile phone.
- Contact the child on his mobile phone.
- If these searches fail and the absence is extended over a period which is of particular concern (from 1 hour), further research should be conducted.

### II. Second stage

From this moment, the Head of section must record all detailed actions taken step by step.

- Inform the Director or the Deputy Director (in the absence of the Director)
- Contact parents/guardians (who may be able to provide an explanation, and which must be informed of the situation whatever it is) and ask them to contact the child.
- Search covering the whole of the institution and its surroundings. If the group is off campus, check the previous meeting-points.

### III. Third stage

At this stage, the Director or the Deputy Director takes the responsibility of research.

- If none of the measures of the second stage allows to locate the child, the local police must be informed (024 468 17 47 gold 117) in order to initiate a procedure for investigating the disappearance.
- Inform the parents of the measures taken.
- Inform the Board of Directors.

#### IV. Fourth step

When the child is found, the Director must inform the parents. Once the child returns to the college, the Head of section shall take the measures required. In the event of doubt whether the case should be treated as a disciplinary matter, the Head of section shall discuss it with the Director.

## Chapter 9: Place of jurisdiction

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The signatories of this document agree that the place of jurisdiction of any action under this policy is in Montreux.