



SNA Marianapolis International School Child Protection Policy

1. PURPOSE

Child Protection reaffirms the SNA Marianapolis International School's commitment to providing a learning environment that is caring, accepting, safe, peaceful, nurturing, positive, equitable, and respected, allowing all children to achieve their full potential.

Our faculty and students are committed to fostering an atmosphere that promotes trust, respect, civility, creativity, and unfettered inquiry. To continuously develop and maintain this environment, all SNA Marianapolis International School employees and students must follow the child protection policies and procedures outlined below. All employees and students are responsible for reading and understanding the policies and procedures, as well as any additional requirements given by SNA Marianapolis International School.

2. DEFINITION

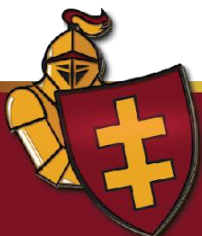
- Student: Everyone studying at SNA Marianapolis International School
- Staff/Teaching Faculty: Everyone who is working for SNA Marianapolis International School

3. STUDENT RIGHTS AND CHILD PROTECTION STATEMENT

The child protection policies and procedures of SNA Marianapolis International School are designed with the aim of providing each student with a safe, organized, appropriate education. Parents can expect that the rights of students will be protected and that they will be treated with fairness and respect. SNA Marianapolis International School's top priorities are to ensure that all students are safe from the moment they step onto the campus to the moment they return to their caregivers. SNA Marianapolis International School's Child Protection Policies and Procedures are designed to create a safe learning environment by continually protecting the physical, mental, and social well-being of each and every one of its students.

SNA Marianapolis International School is deeply committed to the safety, well-being and healthy development of all students. To support this commitment, the School Council's commitment has adopted these Child Protection Policies and Procedures to guide all School employees and parents regarding issues related to health, safety as well as how to take care of students.

Vietnam was the first country in Asia and the second in the world to ratify the United Nation's Convention on the Rights of the Child on February 20, 1990. SNA Marianapolis Child Protection Policies and Procedures follows the 2016 Vietnamese Children's Law (adopted by the National Assembly of the Socialist Republic of Vietnam on April 5, 2016) and the United Nations





Convention on the Rights of the Child of which Vietnam is a signatory. Vietnamese Children's Law and the Convention inform our school's policy.

4. SCOPE

These policies apply to:

- All SNA Marianapolis International School employees in all departments, including faculty, managers, security guards, and seasonal employees.
- Teachers
- Students
- School visitors
- Members of the School Council and Academic Leadership
- External organizations use The SNA Marianapolis International School facilities for organizing programs for children.

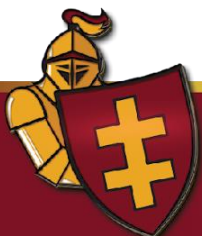
5. POLICIES

A. Right to Personal Identity

- Students have the right to freely express themselves in terms of their personal cultures, faiths, and languages, according to Articles 13 and 14 of the United Nations Convention on the Rights of the Child (1990). Employees are not permitted to discriminate against or prevent students from expressing their personal identity and views while on campus. Employees and teachers also have responsibility for protecting the students from their peers and take appropriate action when they notice acts that undermine the students' personal identity and beliefs.
- Students have the freedom to express their own thoughts and viewpoints in the classroom, and staff members will not discriminate or punish them.
- Students have the right to their cultural, linguistic, and racial identities and will not be discriminated against or persecuted by staff.
- Students' religious beliefs are protected and will not be discriminated against or mistreated.

B. Protection from Violence, Abuse, and Neglect

- Students will be safeguarded from violence, abuse, and neglect, according to Article 19 of the United Nations Convention on the Rights of the Child (1990).





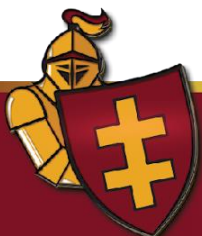
- During all school and classroom-related activities, all staff members must recognize and prioritize the health and safety of students. Staff members should take proper safety precautions, when necessary (for example, when performing experiments, using equipment, participating in sports activities, etc.), to reduce any hazards that may threaten students' physical, mental, or social health.
- It is forbidden for all staff members to make improper or unjustified physical contact with students.
- All staff members are responsible for providing students with a quality, well-rounded education; an education that ensures no child is overlooked or left behind.
- It is the obligation of all staff members to report any type of physical, mental, or social violence that they witness.
- All staff members are responsible for reporting and taking necessary action when they encounter any kind of bullying that endangers a student's physical, mental, or social well-being.

C. Sexual Abuse

- According to Article 34 of The United Nations Convention on the Rights of the Child (1990), The SNA Marianapolis International School protects students from all sorts of sexual abuse.
- On campus, all staff members are forbidden from utilizing improper sexual language, gestures, or references.
- All staff members are not permitted to engage in any irregular or improper interpersonal relationships with students.
- All staff members are prohibited from inappropriate contact and conduct towards students including intentional, inappropriate touching either directly or through clothing.
- All staff members are responsible for acting on and reporting any and all symptoms of sexual abuse (physical and verbal) to the proper authority and program administrators.

D. Detention and Punishment

- According to Article 28 of United Nations Convention on the Rights of the Child (1990), no one is permitted to punish pupils in a harsh or detrimental manner that harms the student's physical, mental, and social well-being.
- When interacting with students, all staff members are banned from using rude verbal language that may cause mental or emotional harm.
- All staff members are forbidden from using corporal or physical punishment to discipline students.





- All staff members are responsible for holding students appropriately accountable, when necessary, in accordance with SNA Marianapolis International School's disciplinary processes and rules.

E. Systematic Education

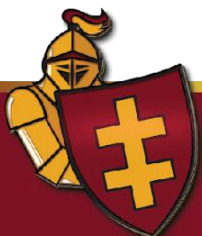
- All students have the right to a well-rounded, structured education that prioritizes their well-being and safety in collaboration with all parties involved.
- SNA Marianapolis International School has educated employees and renovated facilities to deal with problems that may impair students' physical, emotional, or social well-being. These personnel include nurses and counselors.
- SNA Marianapolis International School ensures that all incoming and new staff members, and associated personnel in all departments get a briefing on SNA Marianapolis International School's child safety rules, policies, and procedures.
- SNA Marianapolis International School requires all staff members to constantly prioritize the health and safety of pupils throughout all school activities.
- All staff members are banned from putting students in circumstances that may affect their physical, mental, or social well-being.
- Before engaging in any activities, all staff members are required to take the essential safety precautions for the students' physical, emotional, and social well-being.

F. Food Safety and Hygiene

- All pupils have the right to the best possible health, according to Article 24 of the United Nations Convention on the Rights of the Child (1990). SNA Marianapolis International School ensures that all school meals include a variety of clean, fresh, nutritional foods that promote student growth, full development, and healthy body weight.
- SNA Marianapolis International School ensures a sanitary cooking and eating area through daily cleaning procedures and methods.
- SNA Marianapolis International School serves nutrient-dense, healthy school meals based on the Food Guide Pyramid.
- SNA Marianapolis International School employs certified nutritionists to ensure that all school meals are of high quality and have enough nutritional levels before they are delivered to students.

G. Legal/Illegal Substances

- According to Article 33 of The United Nations Convention on the Rights of the Child (1990), the school must protect its students from taking or distributing drugs.





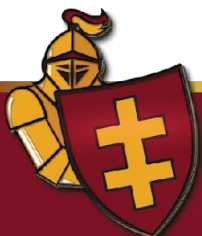
- Furthermore, employees and students shall not be permitted on campus while under the influence of any legal or illegal substance that impairs judgment and conduct.
- Before and during school and working hours, all students and staff members are banned from using any form of drug that impairs judgment and conduct or endangers the physical, mental, and social well-being of students.
- All students and staff members are prohibited from bringing any illegal substances to the campus.
- All students and staff members are forbidden from drinking alcohol before and during school time and during working hours.
- It is the obligation of all students and staff members to report any incidents involving employees or students who use legal or illegal substances inappropriately before and during school and working hours.
- All students and staff members are prohibited from discussing the illicit use of legal or illegal substances with other students or staff members during school time and working hours.

H. Screening Procedures

- There are procedures in place to screen all possible employees and volunteers, ensuring that pupils engage only with qualified, trustworthy, and prestigious members of the community.
- SNA Marianapolis International School requires that all potentially employed staff members, both Vietnamese and foreign; provide a background check from their country of origin to check for a past criminal record.
- SNA Marianapolis International School does not hire individuals who have been convicted of a felony or a criminal crime.
- SNA Marianapolis International School needs all personnel to be interviewed and screened in person to assess the candidate's character and determine if they meet the SNA Marianapolis International School's staff recruiting standards.
- SNA Marianapolis International School screens teachers monthly through announced and unannounced observations to assess teaching ability and teacher-student relations to ensure the students' physical, mental, and social well-being of the students.

I. Confidentiality

- In accordance with Article 16 of The United Nations Convention on the Rights of the Child (1990), every child has a right to privacy. Confidentiality is maintained and respected.
- Only caregivers, instructors, and others with competence have access to the student's academic and personal records.





- SNA Marianapolis International School guarantees that students' educational records are kept by the school and are only shared with caregivers, instructors, management, and government officials as needed.
- SNA Marianapolis International School guarantees that students' personal information and records will not be shared with third parties without the students' or caregivers' approval, unless the people have a genuine legal need to be informed.

J. Protection of Rights

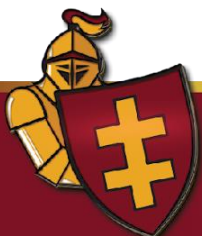
- SNA Marianapolis International School has responsibility for taking all available measures to guarantee the students' rights to be respected, protected, and fulfilled.
- All staff have a solid awareness of child protection policies and procedures.
- All staff are aware of their obligations and actions while engaging with students, both on and off school grounds and on working hours.
- All staff understand the appropriate courses of action to take, in accordance with the child protection policies and procedures, when an incident regarding child safety is witnessed or reported.
- All staff continually strive to promote a healthy and safe learning environment that fosters the physical, mental, and social well-being of all students.

6. PROCEDURES FOR REPORTING STUDENT PROTECTION ISSUES FOR EMPLOYEES

1. Employees become aware of the concern.
2. Employee immediately submits an "Employee Report of Child Protection Concerns" to Principal or to Dean of Students or Head of Department/Counselors.
3. Concern is investigated and severity determined within 48 hours.
4. If an investigation does not substantiate abuse, the school counselor will work with the students and stakeholders to address and resolve the concern.
5. If an investigation does substantiate abuse, the related department will develop a plan of action.

Important Notice

- All concerns will be monitored/tracked, investigated, documented and kept confidential.
- Any documentation regarding child protection cases will be kept in a secure confidential and locked file cabinet.





- All suspected cases will be investigated to ensure the safety of the child. SNA Marianapolis staff are protected from any consequences that might arise out of a false report made in good conscience.
- In case that the abuse or neglect allegation involves a staff member from SNA Marianapolis, the School will follow board policy pursuant to ethical professional behavior.

