



VANUATU MINISTRY OF EDUCATION AND TRAINING CHILD SAFEGUARDING POLICY 2017

Government of Vanuatu

4/7/2017
Policy and Planning Division, MOET
PPD

Contents

ABBREVIATIONS	2
Definitions.....	3
Forward.....	6
Acknowledgement	7
Child Safeguarding Policy.....	8
1.1: The Ministry of Education and Training.....	8
1.2: Policy Commitment to Protect Children.....	8
1.3: Guiding Principles	9
1.4: Scope of Policy	10
1.5: Child Safeguarding Policy Implementation Strategy	10
1.6: Information on statements to be signed by Staff, Teachers, PEB, EA, Volunteers & Stakeholders	11
1.7: Information on Child Safeguarding Reporting Procedure	11
1.8: Implementation and Review of the Policy.....	12
2.0: Appendix A. Child Safeguarding Reporting Process.....	13
2.1: Appendix B. Child Safeguarding Code of Conduct	14
Child Safeguarding Code of Conduct	14
2.2 Commitment and Agreement to Comply.....	15
2.3: Appendix C. Child Safeguarding Reporting Form.....	17
3: Annex	21
3.1 References	21
3.2: Two Years Implementing Strategies	22

ABBREVIATIONS

CSFP	Child Safeguarding Focal Point
DFAT	Department of Foreign Affairs & Trade, Australia
EA	Education Authority
ECCE	Early Childhood Care & Education
HRD	Human Resource Development
MFAT	Ministry of Foreign Affairs & Trade, New Zealand
MOET	Ministry of Education and Training
PEB	Provincial Education Board
RRRT	Regional Rights Resource Team
UNCRC	United Nations Convention on the Rights of the Child
UNICEF	United Nations Children’s Fund
VESP	Vanuatu Education Support Program
ZCA	Zone Curriculum Advisers

Definitions

Child: The Ministry of Education and Training uses the United Nations Convention on the Rights of Child (UNCRC) definition of a child, which is any person under the age of 18 years. In Vanuatu a child can also be referred to as a **minor**.

School: refers to and includes all Early Childhood Education and Care centers, Child/Day Care Centers, Primary, secondary and Tertiary institution.

Student: for the purpose of this policy the term 'student' refers to all children under the age of 18 including those who are above 18 years of age but who are still in secondary schools.

Best interest of the child: providing what is best for the child whilst taking into consideration their responsibilities to their parents, families and community, except in situations where decisions/responsibilities put children at risk of harm or further harm.

Childhood: Childhood is defined as the period of time before the 18th birthday of a child. Ideally, during this period, the child should grow and develop with the love and protection of their family and an extended community of caring adults.

Child Protection: The term used to describe the responsibilities and activities or initiatives designed to protect children from the risk of abuse, exploitation, neglect, violence, maltreatment, injury and other harm due to the situation in which they are living or find themselves. .

In the context of this Policy, child protection can be divided into 2 distinct but overlapping areas:

a) Child Safeguarding - the responsibility that the Ministry of Education and Training has to ensure that its staff, and its operations do no harm to children. This means putting in place mechanisms to ensure that children are not put at risk of abuse, injury, violence or other harm; and that any concerns of abuse are reported and responded to appropriately.

b) Child Protection - the work that the Ministry of Education and Training undertakes (at local, provincial and national levels) to improve the protection situation in general for children who live in Vanuatu, as guided by the National Child Protection Policy of the Ministry of Justice and Community Services. This includes working holistically, in an integrated way, and in close collaboration and co-ordination with key stakeholders (including children themselves) across different Ministries and sectors (e.g. Health, Justice and Community Services, the Religious community, Kastom, etc.); within a framework of awareness, prevention, early identification and early intervention of child protection concerns, reporting of concerns, and appropriate response and support which puts children's best interests at the center.

Whilst the focus of this Policy is on Part (a), the role of the MOET in supporting the work described in Part (b) is critical to improving the overall protection situation for children in the country.

Child Abuse: All forms of physical and/or emotional ill-treatment resulting in actual or potential pain, injury, harm or threatened harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power including by those who are responsible for their welfare. This includes physical, sexual and emotional abuse, chronic/serious neglect and negligent

treatment, commercial or other exploitation including child labor, sexual exploitation, bullying, torture and domestic violence¹.

Forms of Child Abuse:

- **Physical Abuse:** Physical abuse is commonly characterized by practices such as:
 - ✓ *Kicking, punching, hitting (including using open hands, fists and implements such as belts and sticks)*
 - ✓ *Shaking (particularly young babies)*
 - ✓ *Biting or pulling of/out hair*
 - ✓ *Burning (intentionally using cigarettes, irons, heaters etc. to harm)*
 - ✓ *Alcohol or other drugs administration and/or misuse (including illicit and prescribed drugs)*
 - ✓ *Genital mutilation*
- **Emotional Abuse:** Emotional abuse is a chronic pattern of emotional maltreatment directed at the child which results in the child's self-esteem, social competence and emotional development being undermined or eroded. Behaviors may include:
 - ✓ *Devaluing (e.g. through name-calling, insulting)*
 - ✓ *Ignoring*
 - ✓ *Rejecting*
 - ✓ *Corrupting*
 - ✓ *Isolating (such as locking in a closet/room)*
 - ✓ *Terrorizing (e.g. shouting, intimidating, scaring)*
 - ✓ *Domestic violence in the child's presence.*
- **Sexual Abuse:** involvement of a child in any sexual activity. Behaviors can include:
 - ✓ *Using sexually suggestive body or verbal language*
 - ✓ *Exhibitionism, mutual masturbation, oral sex*
 - ✓ *Showing pornographic materials e.g. DVDs, internet, mobile phones*
 - ✓ *Using children in production of pornographic material*
 - ✓ *Penile or other penetration of the genital or anal region*
 - ✓ *Touching a child in any way that he or she does not want, including but not limited to touching of private parts (breast, genital, anal region)*
 - ✓ *Using the internet as a means to gain access to children for sexual purposes either online or in person*
- **Sexual exploitation** - *engaging a child in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, preferential treatment, or anything else that they or their family needs. This can take place in school, in the home, in the community, online, and includes but is not limited to child prostitution.*
- **Chronic or Serious Neglect:** Chronic or serious neglect is characterized by a recurring failure on the part of the caregiver to provide for the child's basic needs, even though the caregiver has the means to provide these. This may include:
 - ✓ *Inadequate supervision of young children*
 - ✓ *Failure to provide adequate shelter, nutrition, clothing or personal hygiene*
 - ✓ *Failure to provide needed or appropriate healthcare/medical treatment*

¹ Drawn from World Health Organisation definition of abuse.

- ✓ *Failure to reasonably ensure a home or school environment that is free from potential hazards*
- ✓ *Forcing the child to leave home or to drop out of school at an early age*
- ✓ *Allowing a child to engage in chronic truancy*
- ✓ *Failure to provide the child with emotional support including love and affection*
- **Bullying:** Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual and usually refers to behavior between children/adolescents.
- **Cyber-bullying :** describes acts of bullying where the offender can anonymously use information and communications technology to harm children in a deliberate and hostile manner
- **Commercial Exploitation** - exploiting a child in activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. This includes **child labour**, which as defined in ILO Convention as work that deprives children of their childhood, their potential and their dignity, and is harmful to their physical and mental development.

Forward

The Ministry of Education and Training through this policy will provide a clear directive or framework to safeguard the welfare of our children within the education sector.

This Policy defines the Ministry of Education and Training's core principles and beliefs on child safeguarding. It establishes procedures and practices that will be undertaken to meet our commitment to keep children safe and to manage suspected cases of child abuse.

The purpose of this policy is to inspire breakthroughs in the way our school communities treat children and to provide guidelines on the safeguarding of children, young people and vulnerable adults whom the Ministry of Education and Training serve and/or work within its premises, programs, schools, school zones and school communities from all forms of physical or mental violence, sexual abuse, exploitation, and injury.

The work of the Ministry is underpinned by Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) which states that children should be protected from all forms of physical and mental violence, injury, abuse, neglect, maltreatment and exploitation including sexual abuse. Therefore the Education sector is committed to protecting children, regardless of disability type, gender, race, religious belief, culture and language background, island or country of origin, or Parents' marital status.

Honorable Jean Pierre Nirua



Minister

Ministry of Education and Training

Acknowledgement

The Child Safeguarding Policy has been developed by the MoET Child Safeguarding Policy working team that comprises of: MOET Child Protection focal point (Roy Ben), Vanuatu Education Support Programme (VESP) Inclusive Officer (Sherol George), Save the Children Australia Senior Child Protection Specialist (Christine Lipohar), Vanuatu Regional Rights Resource Team (RRRT) Country Officer (Donna Marie Purie Narai) and the Program Manager Recovery, DFAT (Liku Jimmy).

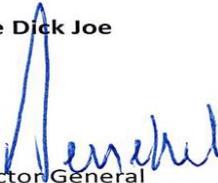
The Ministry of Education and Training acknowledges the working committee's commitment and the assistance of the Vanuatu Education Sector Programme (VESP), Save the Children Australia (SCA) and the Vanuatu Regional Rights Resource Team (RRRT).

To ensure that the resources and efforts are directed towards implementing this policy the Ministry of Education and Training consulted a few stakeholders and MOET staff for their input into this document.

Therefore the Ministry of Education and Training would like to also acknowledge the following, for their assistance in providing feedback and supporting the development of this document:

- Directors and Staffs of MoET
- ECCE Provincial Coordinators
- Ministry of Justice and Community Services
- Department of Foreign Affairs (AusAid)
- Ministry of Foreign Affairs (NZAID)
- Vanuatu Society for People with Disability
- Vanuatu National Statistics Office
- Principal and Staffs of Onesua Presbyterian College
- North Efate school Principals
- North Efate Community
- UNICEF
- Save the Children, Australia
- Teresa Gonzales ECCE Technical Advisor,
- Elizabeth Emil Mael, Child Desk Officer, Ministry of Justice and Community Services

Jesse Dick Joe


Director General

Ministry of Education and Training



Child Safeguarding Policy

1.1: The Ministry of Education and Training

The Ministry of Education and Training (MOET) is committed to meeting the National and International legal and ethical requirements for child safeguarding. This policy recognizes the particular vulnerabilities that children face to a range of abuses as well as injuries.

This Policy defines the Ministry of Education and Training's core principles and beliefs on child safeguarding and establishes procedures that will be undertaken to meet our commitment to child safeguarding including the management of suspected and/or reported cases of child abuse.

Vision

An environment in which every child attains the right to survival, protection, development and participation.

Purpose

To inspire breakthroughs in the way our school communities treat children; and to provide guidelines on the safeguarding of children whom the Ministry of Education and Training serve and/or work within its premises, programs, schools, school zones and school communities from injury and all forms of physical or mental violence including sexual abuse and exploitation.

1.2: Policy Commitment to Protect Children

The Ministry of Education and Training is committed to protecting children, regardless of disability type, gender, race, religious belief, culture and language background, island or country of origin, or parents' marital status.

This Policy is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), which states that children should be protected from all forms of physical and mental violence, injury, abuse, neglect, maltreatment and exploitation including sexual abuse. While this policy is committed to protecting all children from any form of maltreatment, as a component of upholding their Rights in general, as stated in UNCRC, it is also aware of the responsibilities that are associated with these Rights. It is the children's responsibility to abide to established rules and guidelines, as rights and responsibilities go hand in hand.

The Ministry of Education and Training shall promote and protect the following rights of the children:

a) Right to a safe and healthy work or school environment – this includes the following: a school environment resilient to hazards, appropriate safety advice to staff and students, counseling services that are relevant and appropriate, healthy school programs

b) Right to protection from all forms of physical and mental violence, injury, abuse, bullying, cyber-bullying, neglect, maltreatment and exploitation including sexual abuse (UNCRC, Article 19). This means putting in place mechanisms to protect children from being put at risk in the first place; and to ensure that any concerns are reported and responded to or referred appropriately, including referral to relevant service providers for further care and support of the child.

c) Right to participation (UNCRC, Article 12) – in the context of this Policy, children have the right and should be encouraged to express their views on how to make schools safer in general; and to express their views on developing systems that will enable children to safely report concerns about hazards or about conduct of personnel.

d) Observance of all other rights in the constitution of the Republic of Vanuatu and the United Nation declaration of Human Rights.

The Ministry of Education and Training Human Resource Development (HRD) Policies will incorporate child safeguarding provisions to address the following key standards:

- a) Ensuring that the recruitment and training process² for Teaching Services Staff, Teachers and Public Servants includes checks on candidates' suitability for working with children.
- b) Ensuring that appropriate tools are developed and used for reporting and responding to breaches of the Policy and its Code of Conduct including suspected cases of child abuse.

The MOET will ensure the following systems are in place:

- a) All partnership agreements with stakeholders³ should clearly reflect the Ministry of Education and Training's expectations of the Stakeholder to ensure children are protected
- b) All MOET Staff, and Teaching Service Staff and volunteers should be provided with mandatory orientation/training to the Child Safeguarding Policy; should be expected to uphold its requirements, including the mandatory requirement to report concerns; and will be held to account
- c) All Child Safeguarding Focal Points will be trained and equipped to provide appropriate response to children suspected to be victims/survivors of abuse
- d) All MOET Staff, and Teaching Service Staff and volunteers will be provided with updated information on the status of existing child safeguarding policies and programs, laws and key advocacy messages.
- e) MOU to be signed with other organizations to observe and implement the Child Safeguarding Principles.

1.3: Guiding Principles

The Ministry of Education and Training's commitment to child safeguarding is based on the following principles:

- Promoting and protecting the best interests of children⁴ at all times, while taking into consideration their responsibilities
- Respecting and treating all children with dignity at all times
- Carefully upholding confidentiality in respect of all parties (child, witnesses, alleged perpetrator) in relation to a suspicion or allegation of misconduct
- Understanding that child safeguarding is a shared responsibility between the Ministry, its partners and the school communities in which it works

² may include police, medical and reference checks

³ "Stakeholders" includes all listed under 1.4

⁴ Refer to definition

- Creating a safe and healthy environment for all children through the cooperation of all staff, teachers, volunteers and the school communities that the Ministry serves and
- Ensuring that the views of children and young people are considered to inform Child Safeguarding Policy implementation and program development

1.4: Scope of Policy

The Policy applies to the following;

- Ministry of Education and Training Staff
- Teaching Service Staff
- Volunteers undertaking their work under the umbrella of MoET (local and international – JICA, Peace Corps, SCA, VSA, UNICEF, France Volunteers and others)
- Provincial Education Board (PEB) members
- School Council members
- Technical Advisors or Consultants contracted or associated with MoET
- Partner organization and managing contractors within the Ministry of Education and Training
- Other Government departments staff in regular contact with the Ministry of Education and Training programs
- People visiting Schools including researchers, journalist, donors, Non-Government Organizations.
- Members of the school community (this includes students, parents/guardians, ancillary staff and community leaders)

1.5: Child Safeguarding Policy Implementation Strategy⁵

The Child Safeguarding Policy and procedures will be implemented through:

- a) Child safeguarding capacity building – the MOET child Safeguarding desk officer will enhance awareness of child safeguarding and child protection issues amongst staff, teachers, volunteers, and other stakeholders through policy promotion, collaboration, advocacy and ongoing education and training. This will include providing information to students about the conduct they can expect of teachers and other personnel, and how to raise concerns.
- b) Standards of conduct which outline acceptable and unacceptable ways of working with children
- c) Compliance – staff, teachers, volunteers and other stakeholders will be briefed prior to signing a written statement agreeing to comply with the Child Safeguarding Policy and procedures.
- d) Mandatory reporting requirement - by all persons falling under the scope of this Policy, for any alleged or suspected case of child abuse.
- e) The establishment of a child-friendly complaints' and feedback mechanism within each school to enable children themselves to raise concerns safely, confidentially and without fear of retribution.

⁵ See Annex 3.2

- f) The management of reports, suspicions or allegations of misconduct: professionally, confidentially, as quickly as possible, in the best interests of the child, and in line with the country's specific legislative requirements.
- g) Child Safeguarding Focal Point (CSFP) – CSFP will be appointed and supported in the Ministry of Education and Training schools, school zones and Provincial Education Offices to promote child safeguarding and act as a first point of contact for any reports of alleged or suspected child abuse or other serious breaches of the Child Safeguarding Policy and its Code of Conduct.
- h) Risk Management – effective strategies to prevent injury as well as child abuse will be incorporated in all the Ministry's program designs, activities and Education in Emergency responses through risk assessment / mitigation processes.
- i) Recruitment and staff management practices - Prospective and current staff will be screened and monitored for their suitability to work with children, to help ensure that the Ministry does not employ or retain people who pose a risk to children
- j) Child Safeguarding Guidelines and Procedures - Detailed guidelines and procedures will be available to assist staff, teachers and volunteers to implement and meet specific requirements of the Child Safeguarding Policy.
- k) School disciplinary programs that reflect and incorporate the requirements of the Child Safeguarding Policy

1.6: Information on statements to be signed by Staff, Teachers, PEB, EA, Volunteers & Stakeholders

As stated in Section 1.5 (c) all personnel falling within the scope of this Policy must sign their agreement to comply with the Child Safeguarding Policy, on the form set out in Sections 2.1 and 2.2, Appendix B, prior to commencing employment, or for those already in a contractual agreement with the MoET, at the commencement of this Policy.

Statements signed by staff and other stakeholders must be returned to the Human Resource Officer, with a copy to the Child Safeguarding Focal Point at the Ministry of Education and Training for safekeeping.

1.7: Information on Child Safeguarding Reporting Procedure

The detailed procedures for reporting and acting on child safeguarding concerns, including investigations are provided and must be followed. In summary however:

If a staff member hears, suspects, or witnesses:

- child abuse or other serious breach of the Child Safeguarding Policy by staff, teachers, others MoET stakeholders
- abuse of a child by someone external to the school (e.g. family or community member)
- serious injury to a child (e.g. within the school environment)

It is **mandatory** for the procedures outlined in Section 2, Appendix A to be followed. This includes filling out the Child Safeguarding Reporting Form (see 2.3 Appendix C), and forwarding that report accordingly, including to the MoET Child Safeguarding Focal Point.

The decision to undertake an internal investigation will be made by Director Education Services and in accordance with MoET written procedures on investigating child safeguarding concerns. In order to ensure integrity of the process, no person should commence questioning of the alleged victim, perpetrator or any witnesses without appropriate authorization.

The officer in charge must provide information on the action taken in the form of additional notes, before forwarding the form and the attached notes to the next officer in charge (according to the Child-Safe Guarding Reporting Process). It is a MUST for all reports to be forwarded to the MoET Child Safeguarding Focal Point (CSFP).

1.8: Implementation and Review of the Policy

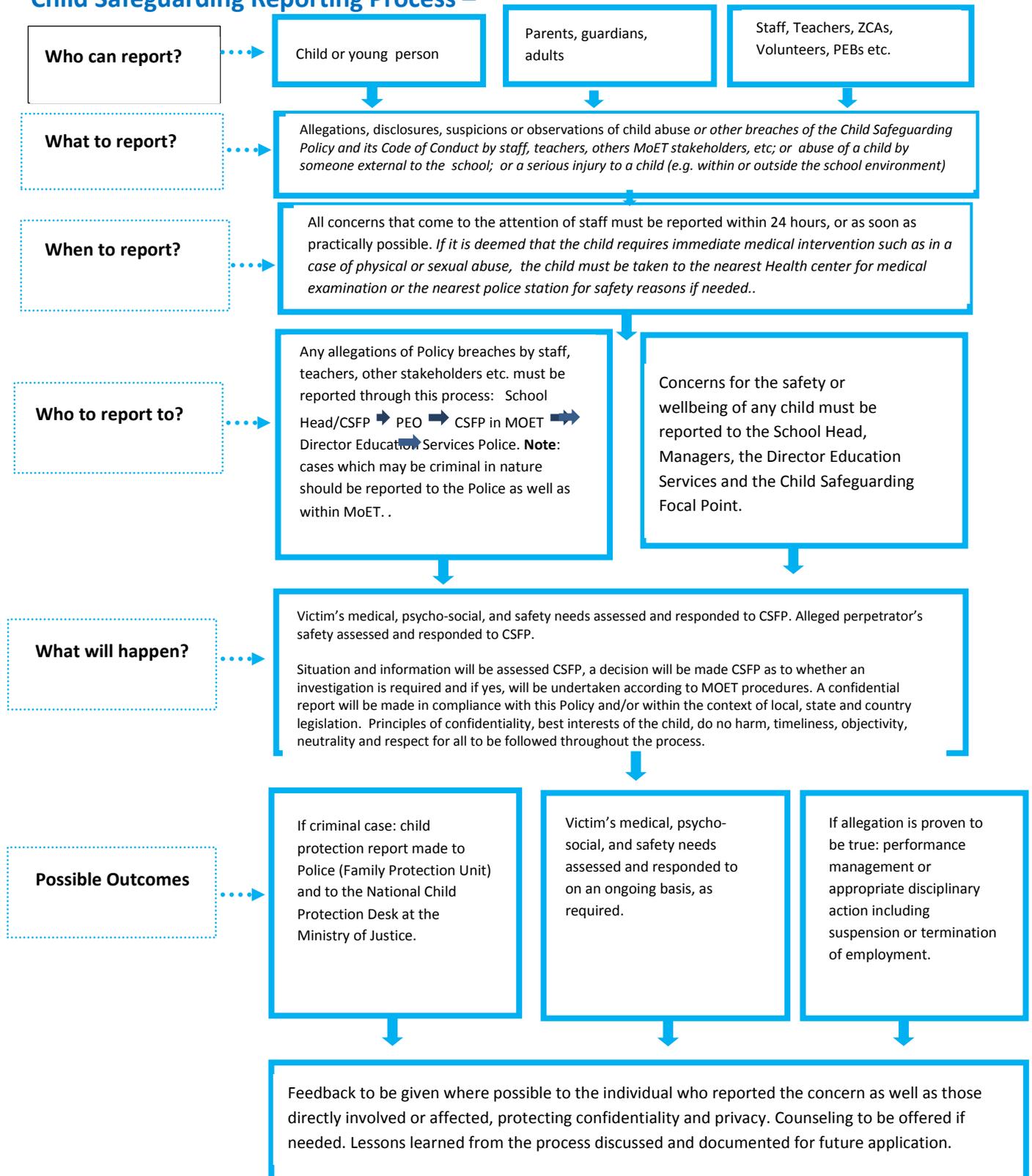
The establishment of systems required to implement this Policy will be undertaken through the development and progress monitoring of an implementation action plan.

Compliance to the behavioral requirements set out in this Policy will be monitored on an ongoing basis through transparent processes including the establishment of school-based feedback and complaints' mechanisms. .

The Policy will be reviewed at least every two years.

2.0: Appendix A. Child Safeguarding Reporting Process

Child Safeguarding Reporting Process –



2.1: Appendix B. Child Safeguarding Code of Conduct

Child Safeguarding Code of Conduct

I, (insert name) _____ agree that in the course of my association with the Ministry of Education and Training,

I will:

- Treat all children and students⁶ with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status including marital status
- Provide a welcoming, inclusive and safe environment for all children and young people
- Encourage children or young people to speak up about issues that affect them including any concerns they might have about maltreatment
- Take all concerns seriously that are raised by children or others; and take appropriate action as per the procedures
- Abstain from using corporal or humiliating punishment on children, but instead use disciplinary approaches that are positive and constructive⁷
- Immediately report all suspicions, disclosures, or allegations of child abuse (within or external to the school system); or any breaches of this Policy, in accordance with the Ministry of Education and Training's reporting procedures
- Comply with local, national and international child protection laws
- Ensure that, when I am working with children, or in the proximity of children I will refrain from using actions or language that might pose a threat or a perceived threat to a child or young person's safety, dignity, rights or life
- Inform my supervisor/manager of my involvement in any situation where my actions could be misinterpreted as being potentially harmful or abusive to children
- Inform my supervisor/manager if I observe any form of misconduct that may potentially harm children or students
- Inform my supervisor/manager if I am investigated for any crime or charged with any criminal offence and
- Co-operate fully in any investigations into allegations of child abuse and/or breaches of the Child Safeguarding Policy

And I will not:

- Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with, about, or whilst in the presence of a child or young person
- Engage in behaviour to shame, humiliate, belittle or degrade a child or young person, or otherwise emotionally abuse a child or young person
- Be involved in any situation which might bring the school/Ministry into disrepute
- Marry or enter into a sexual relationship with a person under the age of 18
- Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services, or engaging a child in any sexual activity in exchange for money, gifts, grades, preferential treatment, or anything else that they or their family needs.

⁶ Refer to definition

⁷ This is also in line with Standard 11 of the MOET Minimum Quality Standards.

- Hold, kiss, cuddle or touch a child in an unwanted, inappropriate, unnecessary or culturally insensitive way
- Condone or participate in, behaviour with children which is illegal, unsafe or abusive
- Discriminate against or favour particular children to the exclusion of others
- Spend time outside work requirements with any child or young person attending any Vanuatu schools or institutions unless under circumstances known and approved by my supervisor and child's parents/guardians
- Hire children for domestic or any other labour which is inappropriate for their age or development, interferes with their education or play, or places them at risk of abuse or injury
- Do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes
- Sleep in close proximity to any children unless it is absolutely necessary, in which case I will keep my supervisor/manager informed and ensure another adult is present, where possible (noting that this does not apply to my own children)
- Access or create sexual images of children
- Use computers, mobile phones, video or digital cameras or any other technology for the purpose of downloading pornography or exploiting or harassing children.
- Withhold any known information regarding cases affecting children and young people which may result in criminal offence.

Use of children's images

Before photographing or filming a child for work related purposes, I will:

- Assess and comply with local traditions or restrictions on reproducing personal images
- At a minimum, obtain and document verbal consent from children and their parent or guardian and explain how the photograph or film will be used. Written consent should be obtained, where possible, by both the parent/caregiver and the child
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be perceived as sexually suggestive
- Ensure images are honest representations of the situations and the facts
- Ensure that identifying information (names, addresses, etc.) of children and young people in photographic and electronic images are not disclosed

2.2 Commitment and Agreement to Comply

I confirm that I have read and understood the Ministry of Education and Training's:

- Child Safeguarding Policy and
- Child Safeguarding Code of Conduct.

I agree to comply with the Policy and Code of Conduct.

I understand that a breach of the Policy or Code may provide grounds for disciplinary action including possible termination of my employment with the Ministry of Education and Training and/or the Vanuatu Teaching Service Commission. I also understand that a breach of the Policy or Code could result in criminal prosecution.

I understand that it is my responsibility, as a person engaged by Ministry of Education and Training and/or the Vanuatu Teaching Service Commission, to use common sense and avoid actions or behaviors that are abusive or exploitative of children or young people, or could be construed as such.

I understand that this Policy applies on a 24 hour basis both for my professional and personal life.

I authorize Ministry of Education and Training and/or the Vanuatu Teaching Service Commission to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process.

I confirm my willingness and commitment to participate in Ministry of Education and Training and training sessions on child safeguarding.

I will uphold this Policy to the best of my ability.

Name of Staff Member: _____

RegistrationNO: (Where Applicable) _____

Position: _____

Signed: _____

Date: _____

Name of Witness: _____

Registration NO: (Where Applicable) _____

Position: _____

Signed: _____

Date: _____

2.3: Appendix C. Child Safeguarding Reporting Form



Ministry of Education and Training Child Safe- Guarding Reporting Form

Personal Details of alleged victim / Details personnels/ Pesonal diteil.

First Name/ Prenom/ Nem blong yiu: _____

Surname/ Nom de famille/ Famli nem blong yiu: _____

Date of Birth/ Date de naissance/ Deit we yiu bon: _____

Age or approximate age, if DOB not known _____

Gender/ Le genre/ Jenda: (circle one) Male/ Male or Female/Femelle

Island of Origin/ Ile d'origine/ Aelan blong yiu: _____

Nationality/ Nationalite/ Nasonaliti: _____

Usual Address _____

Current Location (if different to address) _____

School Detail of Alleged Victim / Detail de l'école/ Diteil blong skul

School Name/ Nom de l'école/ Nem blong skul: _____

Island/ Ile/ Aelan: _____

Province/ Provins: _____

School address/ Adresse de l'école/ Adres blong skul: _____

School Principal/ Nom du principal/ Prinsipol blong skul: _____

Contact details of school principal / Details du contact/ Diteil blong kontak:

Phone/ Telephone/ Fon namba: _____

Mobile/Portable/ Mobael namba: _____

Email / Imeil adres : _____

Parent/Guardian's detail | Detail de parent/tuteurs | Diteil blong ol perens/Gadien.

Parent/Guardian's Names | Noms des parents/tuteurs: _____

Marital Status/ Etat civil: (Circle One). Single/ Married De facto Divorced Widow

Occupation/ Metier/ Wok blong yiu: _____

Island of Origin/ Ile d'origine/ Aelan blong yiu: _____

Residential/Village Address/ Adresse residentielle/ Hom adres blong yiu:

Religion/Denomination: _____

Contact details/ Details du contact/ Diteil blobg kontak:

Phone/ Telephone/ Fon namba: _____

Mobile/ Portable/Mobael namba: _____

Email / Imeil adres : _____

Alleged Offender's Detail/Detail du suspect/Diteil blong ofenda:

Name of Alleged Offender/ Nom du suspect/ Nem blong Ofenda _____

Gender/Gendre/ Jenda: Male/Female Age/ Age/ Eij: _____

Island of Origin/ Ile d'origine/ Aelan blong hem: _____

Residential/Village Address/ Adresse residentielle/ Hom adres blong hem:

Contact details/ Details du contact/ Diteil blong kontak: _____

Current location _____

Description of Alleged Offence/ Description de l'infraction/ Diskraebem wanem we i happen:
(please be as clear and specific as possible on what happened, where it happened, when, and who is/was involved etc. As much as possible document the *actual words* of the alleged victim and/or witnesses.

Additional Questions:

Are you aware of anyone else who has been informed about this allegation? Please provide details.

Does the child need or has the child received any medical intervention related to the allegation?
Please provide details.

If known, describe the current mental and physical health of the child; and whether the child is currently safe from or in contact with the alleged perpetrator

Action(s), if any, taken so far? _____

Person Making the Report

Name: _____

Position: _____

Address: _____

Contact Information _____

Relationship to child: _____

Signature: _____

If person making the report is a staff member or other representative of the MoET

I hereby declare that my statement is an accurate expression of what I have witnessed, suspected, been told or heard; and I understand that intentionally or maliciously providing false information is considered to be a serious misconduct for which I could be held to account.

Je déclare que ma déclaration est la vérité expression de au mieux de ma knowlegde et je comprends que je pourrais être poursuivi si les informations que je donne est pas vrai.

Mi promes se toktok we me raetem hemi stret stori abaot wanem we i hapen mo mi save se bae oli save prosikiutem me sapos stori we me raetem hem i no tru.

Signature: _____

Witness name and Signature: _____

Statement Received by:

Name _____

Position _____

Contact Information: _____

Signature: _____

Date Statement Received: _____ Time: _____

(N.B. Attach note describing immediate action taken or to be taken, after receiving statement.)

3: Annex

3.1 References

Book References

- Department for Families and Communities – October 2009 “Child Safe Environments Reporting Child Abuse & Neglect”, Government of South Australia

Conventions

- United Nations Convention on the Rights of the Child signed 23 September 1990; and ratified 1992

Internet Sources

- <https://en.wikipedia.org/wiki/Bullying>
- <http://www.un.org/en/globalissues/briefingpapers/childlabour/>

Legislations

- Republic of Vanuatu Chapter 219, Convention on the Rights of a Child (Ratification) Act 26 of 1992
- Republic of Vanuatu, Education Act no. 9 of 2014
- MoE Minimum standards
- Republic of Vanuatu, The Family Protection Act no. 28 of 2008

3.2: Two Years Implementing Strategies

Activity Task	CP Implementation Strategy No. 1.5 (a) – (h)	Activity Description	Key Performance Indicator (KPI)	HR/Stakeholders	Support		Year 1	Year 2
					TA	Budget		
1.Awareness on Child Safeguarding Policy	1.5 (a)	a. Awareness to be conducted within the Ministry and to PEOs and ZCAs and other relevant stakeholders in the Provinces b. Awareness to be conducted during annual SEO conference c. Awareness campaign targeting children in all schools to raise their awareness about the Policy, the conduct they can expect of school staff, and how to raise concerns	NO. Of awareness to be conducted	MOET/VESP, UNICEF, SCA, MOJCS, RRRT		Budget needed		
2.Develop Child Safeguarding Procedures and guidelines	1.5 (b)	Develop detail guidelines and procedures to assist staff, teachers and volunteers to implement specific requirements of the child Safeguarding Policy	a. Guideline developed on implementing the policy b. Procedure developed and documented to assist implementers	MOET/VESP, UNICEF, SCA, MOJCS, RRRT		Budget needed		
3.Coordinate Capacity Building on Child Safeguarding	1.5 (a)	a. Training and mentoring of CPFPP and responsible MoET staff b. Provide on-going support for provincial CPFPPs	a. NO. Of trainings carried out b. NO. and type of follow-up activities	MOET/VESP, UNICEF, SCA, MOJCS, RRRT		Budget needed		
4.Coordinate Compliance in line with the Child Safeguarding Policy	1.5 (c) & (g)	a. Liaise with TSC to establish a briefing procedure for pre-service and in-service teachers	a. Briefing procedure established b. NO. Of provincial CPFPPs appointed	MOET/VESP, MOJCS, TSC, RRRT				

		b. MoET to appoint Provincial CPFs						
5. Coordinate Child Safeguarding Reporting Processes	1.5 (d)	a. The Ministry to endorse the Child Safeguarding reporting procedure b. The central CFPF to follow up on all reported cases and ensure they have been dealt with	a. Endorsement of Child Safeguarding reporting Procedure b. NO. of reported cases	MOET, TSC, MOJCS, RRRT		Budget needed		
6. Recruit Child Safeguarding Desk Officer at MOET	1.5 (e)	Liaise with HRD to ensure that the position of the Child Safeguarding Desk Officer is included in the MOET structure	Child Safeguarding Desk Officer is recruited	MOET				
7. Integrate Child Safeguarding into existing program and activities	1.5 (f)	Liaise with Education Service Division to ensure Child Safeguarding Policy is mainstreamed into existing school policies	NO. and type of policies established in schools	MOET/VESP, MOJCS, SCA, UNICEF, RRRT		Budget needed		
8. Recruitment and staff management practices	1.5 (i)	Liaise with TSC and HR to establish safe recruitment and staff management practices	Safe recruitment and staff management practices developed and implemented	MOET, TSC		Budget needed		
9. Establishment of child-friendly feedback and complaints mechanisms within schools								