



TWIS Child Protection Policy

As appropriate, the Headmistress and the school leadership team will ensure that all persons who have contact with students are made aware of this policy and procedures.

■ Employee Obligation

This policy and procedures will apply to all persons associated with Tokyo West International School (TWIS) including but not limited to all employees, volunteers and persons interacting with students.

All TWIS employees share a responsibility for the safety and welfare of all students. TWIS employees may not engage in any activity constituting student abuse as defined by Japanese law and the policy below.

TWIS employees must report any suspected abuse of TWIS students, occurring on or off campus, to the Headmistress.

■ Types of Abuse

Abuse is described as a physical, sexual, or emotional act, which presents risk or harm toward a TWIS student.

1. Physical Abuse – Physical injury inflicted, other than by accidental means, upon a student by himself or another person and includes neglect, willful cruelty or willful infliction of pain
2. Sexual Abuse – Sexual assault, sexual contact, indecent suggestions, indecent acts, exposure to sexual/pornographic images/acts or any other exploitation of a student.
3. Emotional Abuse – This includes the use of threats, intimidation, and acts of injustice, rejection, bullying or indignity by oral, verbal, physical or digital/social media means.

■ Preventive Steps and Regulations

1. TWIS will foster a climate of freedom to speak.
2. TWIS will provide child protection and children's rights training to all the TWIS employees.
3. TWIS will contact three references of each employee to check their work history.
4. TWIS employees should never use phone calls, texting, social media, emails, or similar technology to have one-on-one private communication with students for non- school related matters. All student–teacher contact will be through official school channels only such as campus and/or in-school contact or distance contact via school provided Google account.
5. TWIS employees should maintain strictly professional relationships with students at all times and should not socialize with students on or off campus outside of school hours, without consulting with the Headmistress and with the approval of the student's parent/ward/guardian.
6. If a TWIS student, other than a TWIS employee's own child or legal/parent/ward/guardian, is living or sleeping in an employee's home, the Headmistress should be notified in addition to getting the explicit accompaniment and written approval of the student's parent(s)/guardian(s).



7. School sponsored trips will have at least two teacher chaperones for overnight trips.
8. TWIS employees should be extremely cautious, concerning counseling students about sensitive personal issues (student – parent conflict, impact of parents' marital status, death of immediate relatives, and etc.). If unsure, employees should seek advice from the Headmistress.
9. When abuse occurs or is suspected, a TWIS employee must immediately refer the student to the Headmistress.
10. When abuse occurs or is suspected, TWIS employees should never suggest to anyone that confidential discussions be kept from the Headmistress or parent/ward/guardian.

■ Discovery and Reporting

1. All employees are mandated to report suspected abuse to the Headmistress.
2. Reports should be made immediately after observing or suspecting abuse.
3. The school will not penalize a person for reporting, in good faith, an instance related to student abuse.
4. Any employee who wishes to report TWIS or non-TWIS student abuse to the Japanese authorities can do this as a private citizen but cannot use the school staff during working hours for any translating purposes. Contact should not be made from the school (including school phones, school emails). The employee needs to notify the authorities on first contact that they are speaking as an individual and not on behalf of TWIS.

■ Investigation

1. Care and support must be given to protect the alleged victim(s), the alleged perpetrator(s), and the reporter by restricting information access to those who need and have the authority to know.
2. Administrators or counselors will forward relevant reports to the Headmistress in their absence.
3. The Academic Director will determine who will conduct the investigation. The investigator will conduct a prompt, professional, confidential and thorough investigation to determine whether reasonable grounds exist to verify that abuse occurred. A written report will be submitted to the Headmistress.
4. The school will report any substantiated student abuse to the relevant Japanese authorities, as is required by law pursuant to Article 6 of the Child Abuse Prevention Act and seek relevant legal advice.

■ Consequences

1. TWIS employees who are involved in or accused of, abuse will immediately be removed from any contact with students until an investigation is concluded. The Headmistress will swiftly, professionally and thoroughly investigate matters and if appropriate inform the school board members.
2. If the investigation indicates that reasonable grounds do exist to believe that abuse has occurred, the Headmistress will report to the school board members.



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3. The Headmistress will determine suitable disciplinary action, which could result in termination of employment in accordance with the faculty/staff rules of employment and any relevant legal action.
4. If the investigation indicates that reasonable grounds do not exist to support allegations of abuse, a written statement to that effect will be issued by the Headmistress to the employee in question and appropriate support given to the employee.
5. If inappropriate behavior did exist but does not constitute abuse, the perpetrator will be subject to appropriate disciplinary consequences in accordance with the faculty/staff rules of employment.