AISA SAFE SCHOOLS
SELF-AUDIT TOOL

AISA
Association of International
Schools in Africa

Published by the Association of International Schools in Africa (AISA)

2018

Chanel Worsteling, AISA Child Protection Coordinator

ABOUT AISA

The Association of International Schools in Africa (AISA), established in 1969, is a non-profit education association supporting the professional learning and school improvement strategies of international schools on the continent of Africa. Based in Nairobi, Kenya, AISA offers a professional learning programme specifically designed to meet the unique needs of our diverse member school community. AISA also offers a number of supplementary programmes, scholarships and facilitates collaboration among member schools to advance school effectiveness and improve student learning.

Why Undertake an Annual Audit?

Schools have a duty of care to protect children and prevent them from harm, and act with a sense of urgency if a child is at risk of harm.

The International Task Force on Child Protection have identified the following expectations as being the minimum requirement of schools to provide safeguarding and child protection for its students:

- All children have equal rights to be protected from harm and abuse.

- Everybody has a responsibility to support the protection of children.

- All schools have a duty of care to children enrolled in the school and those who are affected by the operations of the school.

- All actions on child protection are taken with the best interests of the child, which are paramount

Undertaking an annual audit will help your school:

1. **Protect children:** While child protection policies alone cannot guarantee the protection of all children, undertaking an annual audit will help your school review how well your policies are being implemented and thus ensure your school is doing all it can to minimise harm.

2. **Protect school staff and volunteers:** Your school child protection policies will offer clear guidelines on how your school expects its staff to behave with children and keep them safe. This audit will help you review how you are doing.

3. **Protect you school reputation:** Your school child protection policies offer your school community, as well as the broader community, a clear indication of your commitment to protect children. Undertaking an annual audit is a further assurance that your school is upholding this commitment to provide a school that is safe and nurturing for children.

This annual audit tool has been developed to provide a model for AISA member schools to use and adapt to their school context. The self-assessment can be used by leadership and staff to determine if child protection and safeguarding policies are being followed as well as to help determine where there might be a need for policy revisions, procedural changes or more training in the implementation of the policy's requirements.

This tool has been developed using the Final Report and Recommendations of the School Evaluation Committee of the International Task Force on Child Protection (2015). To access the report, see the website of the International Centre for Missing and Exploited children (http://www.icmec.org/education-portal/).

How to Use this Tool

This guide should be read in conjunction with the AISA Child Protection Handbook (2018 edition) which is freely available on the AISA website: www.aisa.or.ke

This audit should be undertaken by the Child Protection Team each year and submitted to the school leadership for their review. Details of each statement should be complete and thorough, allowing for an external party to have a full and complete understanding of the school's undertakings on each point. Recommendations should be provided where changes are necessary.

The AISA Child Protection Audit tool is divided into four key sections:

1. **Policy**: this section will help you review your school's Child Protection Policy.

2. **People:** this section is focused on staff roles and recruitment practices.

3. **Procedures**: this section will help your school review how well your school is implementing your child protection policies, including training of all staff.

4. **Accountability:** the final section is focused on reporting and accountability measures.

Keeping students safe in your school

Safe Schools Annual Audit

Name of School:	
Location/School Campus	
Principal/Head of School:	
Child Protection Coordinator:	
Date of Audit:	
Audit Team:	
Summary of Key Recommendations:	

I. POLICY: School Child Protection &/or Safeguarding Policy

	Statement	In Place	Not in Place	Working Towards	Details &/or Recommendations
1.1	The school has a written Child Protection (henceforth CP) policy that is approved by the Head of School and the Board.				
1.2	The CP policy includes a values statement about the rights of each child that aligns with the United Nations Convention on the Rights of the Child (UNCRC) and the African Charter on the Rights & Welfare of the Child.				
1.3	The school is aware of the legal, social welfare and CP arrangements of the country in which the school is situated. These are reflected in the CP policy.				
1.4	The school is cognizant of cultural expectations and norms around childhood and adolescence, and these are reflected in CP policy.				
1.5	The CP policy appropriately defines child abuse, including physical, emotional and sexual abuse, sexual exploitation, neglect and commercial exploitation and inappropriate behaviour of children towards other children.				
1.6	The CP Policy outlines the role of the CP lead and team members, including names and contact details for each.				

1.7	The school has identified a Board Member for CP who is named in the CP Policy, along with contact details.				
1.8	The CP Policy is promoted and publicly available to all school personnel and parents.				
1.9	The CP Policy is available on the school website. *State the URL*				
1.10	The school has a child friendly version of the CP Policy that is written in clear, easy to understand language and is available to all students.				
1.11	The CP Policy has been translated into the local language(s).				
1.12	All school Board members, administration, teachers and ancillary staff and volunteers are aware of the school CP Policy, procedures and their responsibilities under the policy as evidenced by a signed acknowledgement form in each staff member's file.				
1.13	Where the school works with partner organisations, the CP Policy should state minimum CP requirements expected from partners.				
1.14	The Policy is subject to an annual, scheduled review and revision. *State the date of the last review/revision.*				

2. PEOPLE: CHILD PROTECTION ROLES & SAFE RECRUITMENT

	Statement	In Place	Not in Place	Working Towards	Details &/or Recommendations
2.1	The school has a designated leader for CP. Their role and responsibilities are articulated in the CP policy and made known to all staff.				
2.2	The CP lead is supported by a team, each with designated roles.				
2.3	A process is in place to cover the CP lead when they are absent from school. All staff are kept informed who the designated CP lead is at all times.				
2.4	The school participates in a multidisciplinary team (MDT) or network with other international schools, government and non-government agencies.				
2.5	The school has recruitment policies and procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults.				
2.6	School recruitment procedures include: • A statement about the school CP policies in vacancy announcements.				

	• Interview procedures include questions(s) to all candidates on CP				
2.7	The school leadership ensures that background evaluations are conducted on *all* paid staff *and* volunteers.				
2.8	The school undertakes background and criminal history checks for contractors, vendors, consultants and others who provide goods and services to the school or who bring minors onto school property.				
2.9	The school has developed and adopted a Code of Conduct and written guidelines for appropriate and inappropriate behaviour of adults toward children and children towards other children.				
2.10	Copies of the Code of Conduct are made available to all personnel, volunteers, parents and the broader school community.				
2.11	The school has developed and adopted a Whistleblowing Policy and Procedure to foster a culture of disclosure without any fear of reprisal or victimisation.				
2.12	All new employees receive training on the school CP Policy and Code of Conduct as part of the school induction process. Signed copies are included in each member of staff's file.				

3. PROCEDURES: CHILD PROTECTION TRAINING & PROCEDURES

		Statement	In Place	Not in Place	Working Towards	Details &/or Recommendations
3.1		The school has a scheduled programme of regular, systematic professional training for: • Board members • School leaders • Co-professionals • Teaching Staff • Ancillary staff (eg. drivers, security, gardeners, cooks, etc.) • Volunteers • Contractors • Parents & carers on CP including child abuse prevention, recognition, intervention and reporting. All staff understand their role as mandatory reporters and the reporting pathways available. *Cite the date of training for each of the above groups.* *A school CP training register provides evidence of training for each member of staff (incl. date and curriculum details).*				
3.2		The school has in place formal education programmes for *all* students that are inclusive of, but not limited to, the following areas:				

	• Personal safety • Staying safe away from school & home • Bullying • Physical abuse, neglect & negligent behaviour • Manipulation & grooming • Online safety • Healthy sexual behaviour • Consent • Sexual harassment • Female Genital Mutilation (FGM) • How to disclose abuse or neglect				
3.3	Parent information session(s) and other communication is provided regarding the school's child protection and safety education programme. Their feedback is sought and parents know who to contact in the school if there are any child protection/safety concerns.				
3.4	Education programmes are regularly monitored and evaluated by the school.				
3.5	The school has developed structured procedures for reporting suspected or disclosed abuse or maltreatment. This includes a formal policy identifying actions to be taken, including informing appropriate authorities.				

	The formal policy specifically addresses actions to be taken when the offender is a member of staff, a volunteer or another child at the school.				
3.6	Procedures for reporting concerns should include that any verbal communication should promptly be recorded.				
3.7	The school should allocate an identified single location for the delivery of CP forms and a clear method of alerting the CP lead of all concerns or allegations.				
3.8	All school Board members, administration, teachers, ancillary staff and volunteers know when and how to respond appropriately if children are harmed or if allegations of harm to children are made.				
3.9	The school has developed a procedure for suspected or disclosed abuse when the claim is made against the CP Lead or the Head of School. This is included in the CP Policy.				
3.10	Were allegations of sexual abuse of children have been brought forward during this current audit period: • *Has school leadership kept the school and its constituents informed?* • *Has the school provided or facilitated outreach to affected persons or groups?*				

3.11	Adequate human and financial resources have been allocated by the school to support and promote CP.				
3.12	Effective external relationships have been established by the school to provide support and guidance on matters related to CP.				
3.13	The school's commitment to CP is reflected in all school procedures and systems (eg. strategic planning, budgeting, recruitment, performance management, partner agreements, risk management, etc.)				
3.14	School facilities are designed and utilised in a way that promotes child safety and protection. *An annual audit of school facilities is recommended.*				

4. ACCOUNTABILITY: REPORTING & ACCOUNTABILITY

	Statement	In Place	Not in Place	Working Towards	Details &/or Recommendations
4.1	All reports of suspected or disclosed abuse, including actions taken, are reported to the school leadership and securely archived.				
4.2	The schools has systems in place to regularly monitor compliance to its CP policies and procedures.				
4.3	The school is deliberate about reviewing any child protection cases or incidences to see what lessons can be learned and if any revisions to policies or procedures are needed.				
4.4	The Head of School or Director regularly reviews all CP incidence reports and tracks their cases.				
4.5	The Board receives regular CP updates and an annual report summarising incidents, training's, learning's and recommendations.				

Acknowledgements