



Safeguarding, Child and Young Adult Protection Policy

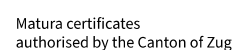


Table of Content

Safeguarding, Child and Young Adult Protection Policy	1
1. Introduction	3
1.1. Glossary of Basic Terms	3
1.2. Description of objectives	4
1.3. Type of abuse	5
2. Organization	5
2.1. Directors of the Board	5
2.2. Leadership Team	5
2.3. Child Protection Officer (CPO)	5
2.4. Management (e.g. Head of Programmes, House Managers)	6
2.5. Care Team, School Councillor	6
2.6. Other Staff members	6
3. Prevention	6
3.1. Child Safety	Fehler! Textmarke nicht definiert.
3.2. Staff Code of Conduct	7
3.3. Guidelines for a safe relationship between staff and students	7
3.4. Student Support & Counselling	8
3.5. Child Protection Officer	8
3.6. Recruitment and introduction of new staff	8
3.7. Training	8
4. Safeguarding Interventions	9
4.1. Intervention in case of suspected child abuse	9
5. Policy implementation and monitoring	9

1. Introduction

Child Protection are all actions to protect children and young adults enrolled at the School, i.e. Students, be it from exploitation, maltreatment, abuse or other assaults or harmful influences.

1.1. Glossary of Basic Terms

IMZ	Institut Montana Zugerberg AG, the School
Child	is legally any person younger than 18-years of age
Student	refers to every child and young adult enrolled at the school and under the care of IMZ
Legal intervention	means notifying the Police or the Prosecutor's Office about suspected crimes against students or notifying the Child and Adult Protection Authority (KESB) that a student's interest may be at risk.
Crisis intervention	is a combination of specialized activities (associated with other types of actions, namely social, legal or medical), executed for the benefit of individuals and families. During crisis intervention, students, and in particular, children, require dedicated activities taking into account their specific legal status.
Client	of the school is any individual using the services provided by the school: including primarily students and their parents / caregivers, participants of group events organized by the school. Both a child and an adult can be a client of IMZ.
Direct contact	encompasses all core activities of the School addressed directly to students. Direct contact would include: direct support to the child, education and play.
Indirect contact	is understood as contacting students by means of electronic communication, phone or post.
Caregiver	is a parent enjoying full scope of parental rights or a legal guardian authorized to represent the student.
Internal Staff	is a person employed by Institut Montana Zugerberg AG on the basis of an employment contract.
External Provider	is a person employed on the basis of a contract by a company supporting the services of the school.
Caregiver's consent	refers to a granting of consent by a person entitled to represent the student, for example, by their statutory representative (parent or legal guardian) or other individual authorized to represent the student by virtue of special regulation or court order.
Leadership Team (SLT)	refers to the members of the Leadership of the School

1.2. Description of objectives

All internal and external staff of Institut Montana Zugerberg AG are obliged to actively promote and uphold the safety of children and young adults in their care, specifically facilitating their rights, their wellbeing and protecting them against abuse. Compared to the Emergency- and Crisis Concept, in Child protection the Individual is the focus.

Institut Montana Zugerberg reaches its goals by means of:

- prevention activities – to minimize the risks to student safety, including child abuse.
- intervention – aimed to secure students who are victims of violence or those at risk of other harm.

These actions are meant for students, parents as well as staff. They may take the form of training, one-to-one or group activities, and additionally cover systemic solutions enacted in cooperation with central and local authorities, as well as other organizations and institutions.

As basis of this Policy serve the four core principles of the UN-Convention on the Rights of the Child:

- The right of equal treatment (non-discrimination)
- The right to respect for the best interests of the child
- The right to life and development
- The right to be heard and participate

In addition, the Swiss law and best practices from around the globe are further roots.

The Policy constitutes a framework of rules, standards and guidelines intended to:

- Highlight to all staff the importance of taking action to protect students against abuse, preventatively or to intervene
- Clarify the scope of responsibility for the safety of students in the care at Institut Montana Zugerberg
- Establish educational, prevention and intervention measures for the protection of students
- Define appropriate intervention measures in the case of suspected child abuse and/or direct threat to their health and life and ensure their implementation
- Develop a work culture within the organization based on children's rights and continuous learning
- Enable students to express themselves, assist them in integrating into the community, and to help them appreciate the diversity of their cultures

All staff of Institut Montana Zugerberg AG are obliged to take note of and observe the guidelines for the protection of children and young adults at the School and to put them into practice.

1.3. Type of abuse

Abuse is defined here as any intended or unintentional action / withholding of an action, which violates the rights of students and / or their psychological or physical integrity.

We distinguish between four basic forms of abuse:

Physical abuse	is a situation in which the child is physically harmed or there is a risk of such harm. Abuse occurs as a result of the actions or omissions of a parent or other person responsible for the child.
Sexual abuse	We are dealing with sexual abuse when a sexual interaction occurs and the parties share an unequal relationship of care, dependence, or power because of age or maturity.
Emotional abuse	is a non-physical, harmful interaction between a child and a caregiver that includes both action and inaction. The category includes, but is not limited to: emotional neglect, a relationship with the child based on hostility, blame, or rejection, and behaviour that is inappropriate and ignores the child's individuality and emotional boundaries.
Neglect	is the chronic or accidental failure to meet the child's basic physical and emotional needs and / or failure to respect the child's basic rights, resulting in an impairment of the child's health and / or development. Neglect occurs in a relationship between a child and a person responsible for their care, upbringing, and protection.

2. Organization

In addition to the responsibilities outlined in the Emergency- and Crisis Concept, in the context of the protection of child and young adults are the following responsibilities:

2.1. Directors of the Board

- Oversees the Leadership Team and its responsibilities
- Authorizes legal action in suspicion of criminal offenses & grants power of attorney for legal action on request from the Leadership Team

2.2. Leadership Team

- Confirms the Policy, its amendments and communicates the Policy to all stakeholders
- Takes binding decisions in case of doubt regarding the interpretation of the provisions
- Appoints the Child Protection Officer
- Decides on the involvement of authorities in cases of suspected child abuse
- Requests legal action in suspicion of criminal offenses & grants power of attorney for legal action to the board

2.3. Child Protection Officer (CPO)

- Writes & amends the Policy and its processes
- Requests the involvement of authorities (such as KESB or Police) to the Leadership Team and functions as their contact person.
- Coordinates the Organisation and execution of Trainings on this policy and its processes.

- Coordinates in special student cases with the counsellors, parents, Leadership Team and needed staff in cases of suspected abuse or crisis intervention

2.4. Management (e.g. Head of Programmes, House Managers)

- Supervises the daily implementation of the Policy and its processes,
- Reports concerns and Training requests to the CPO
- Supports their Team members in handling these situations that arise in their Departments.

2.5. Care Team, School Councillor

- The School Councillor have a preventative and supportive function and are the first point of contact for Students, Staff members of parents regarding concerns on mental health of a child or young adult
- Triage and coordination with the CPO
- Coordination of consultation and referrals to external specialists (e.g. Kinderspital, Triaplus)
- Clarifies, supports, advises and mediates in special student cases together with the student and the CPO in cases of suspected abuse or crisis intervention.
- Supporting students and staff in targeted interventions

The disclosure of information received by student counsellors, health professionals and the CPO in their professional activities is subject to data protection.

2.6. Other Staff members

It is the responsibility of each employee to have read, understood and follow the Emergency and Crisis Concept, this policy and its processes. If further training or information is needed, please address this directly with the Head of Department.

Every staff at Institut Montana knows the following important points:

- Roles and Responsibilities at Institut Montana Zugerberg and its reporting lines on Safeguarding, Child and Young Adult Protection matters.
- What to do in case of emergency

3. Prevention

IMZ staff are obliged to support students and their families within their capacity as a member of the school community. This can be in the form of direct support, whether in person or in groups (e.g. consultations, workshops, support groups, crisis intervention) as well as indirect help (by phone, online). If those in need of protection also choose a contact person, all employees can provide support within the scope of their duties and capabilities.

To support this preventative work exists the internal Care Team. Special support such as psychological, legal and psychiatric help can be organized in consultation and upon request of Members of the Care Team.

Support shall be provided to all students in need, regardless of their gender, origin or nationality, language, religion or skin colour, sexual orientation, a disability or their political views.

For direct support of a child, the consent of a legal Guardian is mandatory. In unclear situations, the CPO must be consulted immediately.

3.1. Staff Code of Conduct

IMZ staff have a duty of care, to support the physical and mental well-being of students under our care. The following rules of conduct must be observed consistently and without exception for the protection and welfare of children.

The dignity and safety of children shall be given priority in all cases.

- The IMZ staff always behaves respectfully and non-violently in his interaction and communication with the child. This also applies if children behave inappropriately
- All activities related to the child take the right of privacy into account
- Direct contact of the IMZ staff with children is adapted to the needs of the child and takes place only if the child agrees to it
- All children are treated equally regardless of their gender, origin or nationality, language, religion or skin colour, sexual orientation, a disability or their political views.
- The staff member listens attentively to the child, does not use judgmental language, and does not form prejudices. The children's opinions and concerns are taken seriously
- A culture of openness and mutual trust is created within the school to facilitate discussion on child and youth protection topics and issues
- Child Protection policy violations are reported, and steps taken towards their resolution

3.2. Guidelines for a safe relationship between staff and students

In their contact with students, staff should ensure the following

- staff actions do not embarrass, humiliate or belittle students or display any behaviour bearing signs of emotional, physical or sexual abuse.
- staff do not come into inappropriate physical contact with a student, violating their dignity; the general guideline is to simply reduce physical contact to an absolute minimum.
- staff do not establish sexual relations with a student.
- staff do not exhibit sexually provocative behaviour.
- staff do not condone or participate in illegal activities involving a student.
- staff do not engage in the following activities unless external factors require staff assistance to support the safety of a student. In these cases the approval by a Leadership Team member and the Legal Guardians of the student must be obtained in order to:¹
 - host a student in their own private home
 - accompany a student in personal travels in the absence of their caregiver.
- staff do not maintain a private relationship with a student, outside the framework of work and support.
- staff do not sleep in the same room with student(s) during camps or trips.

¹ Note that in some cases staff members have children who are students at the school who may invite their friends to their homes. In this case only the Legal Guardians approval is required.

- Staff should not be alone with an individual child for a prolonged time, especially where the interactions cannot be observed by others. If there is a need to be alone with a child (e.g. First Aid or he/she is distressed) make sure that another worker knows where you are and why.
- staff do not lead, contact or participate in chats and other social media opportunities in a private capacity not related to school with students under our care.
- a staff's primary method of communication with students should be telephone, email, SMS, or via the school's Microsoft Teams account. The use of WhatsApp, Facebook chat or other personal messaging or social media means is only allowed with explicit instruction from the Leadership Team.

Any and all suspicions regarding improper conduct of staff in their interactions with students are investigated and clarified without delay.

4. Safeguarding Interventions

4.1. Intervention in case of suspected child abuse

A student is at risk if you, as a staff member, have a concern about or recognize a potential danger, have heard about it, or have learned about it personally from him or her.

Any suspected case of child abuse is treated seriously and investigated, regardless of whether a possible assault was perpetrated by another child, a parent, or an staff member. In the event of a suspected threat to a child's best interest or a crime, staff will immediately offer the student help. Additionally, the Care Team or the CPO must be contacted immediately. All measures taken during the intervention must be properly documented.

In the Emergency- and Crisis Concept you can find detailed guidelines to several scenarios until professional help arrives.