

# **Philippine Christian School of Tomorrow**

## **CHILD PROTECTION POLICY**

### **Including Specific Anti-Bullying Policy Statements**

#### **OBJECTIVE**

**Promote a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.**

#### **I. FOUNDATIONAL STATEMENTS**

Philippine Christian School of Tomorrow is fully committed to promoting the rights of children notably their right to be protected from harm, abuse and exploitation. Philippine Christian School of Tomorrow has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this, we will ensure the following:

- That as an educational institution, we will actively endeavor to fulfill our role of providing quality academic training - keeping in mind that each child is a unique individual. We believe that part of protecting the child is to provide venues for the discovery of his God-given talents and abilities so that he develops his full potential by prescribing a curricular track that will prepare him for his future station in life.
- That as a Christian school, we will maintain effective child discipline that is Bible-based because it is our conviction that the Word of God is the final authority in all aspects of life. We believe that by teaching a child to set boundaries and parameters through rules and regulations, and the efficient implementation of these, a child grows into adulthood with a balanced view of his rights in line with his responsibilities. Thus, ultimately protecting him through wise living.
- That as a partner of the government, the Department of Education in particular, we will support its campaign on child protection as embodied in the “DepEd Child Protection Policy” enclosed in DepEd Order No. 40 s. 2012. We recognize the duties and responsibilities of the school and school personnel stated in the policy as well as the duties and responsibilities of the pupils, students, and learners stated therein. We believe that a balanced emphasis given to the duties and responsibilities of both the school and the learners will provide ultimate protection for all. That as an employer, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. This policy aims to prepare them as effective agents of discipline as well as protect them from unfair and false accusations by students and parents.

- That as partners of parents and guardians, we will exercise parental authority and responsibility over the pupils, students and learners while under our supervision, instruction and custody in all authorized activities whether inside or outside the school premises. We believe that this authority is given by the parents through the Parents' Commitment and Understanding and Parents' Letter of Agreement (Appendix B) signed upon registration.
- That as "second" parents of the pupils, students and learners, we will provide a balance of nourishment and discipline.

## II. Definition of Terms

As used in the Implementing Rules and Regulations (*IRR*) of Republic Act No. 10627, otherwise known, as the "Anti-Bullying Act of 2013", the following terms shall be defined as:

**"Bullying"** refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim's psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes, or body;
4. **"Cyber-bullying"** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and its IRR.

The term “*bullying*” shall also include:

1. “**Social bullying**” – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.

2. “**Gender-based bullying**” – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

c. “**Bully**” – refers to any student who commits acts of bullying as defined by the Act or its IRR.

d. “**Bullied**” or “**Victim**” – refers to any student who experiences the acts of bullying or retaliation as defined by the Act or its IRR.

e. “**Bystander**” – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by the IRR.

f. “**Service provider**” – refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.

g. “**Student**” – refers to a person who attends classes in any level of basic education, and includes a pupil or learner as defined in DepED Order No. 40, s. 2012.

### **III. GENERAL CHILD PROTECTION POLICY PRINCIPLES**

**With the foundational statements, Philippine Christian School of Tomorrow will:**

1. Ensure that the school shall be conducive to learning and children shall have the right to education free from fear;
2. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Ensure that corporal correction shall not be used in school for the purpose of discipline, training, or control;
5. Take steps to prevent bullying and ensure that the appropriate

- interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination, and bullying;
6. Ensure that pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
  7. Ensure that parents shall be actively involved in all school activities or events that raise awareness on children's rights, positive discipline, and the prevention of bullying;
  8. Ensure that the school shall orient visitors and guests on the Child Protection Policy.
  9. Establish a Child Protection Committee (the administrator or principal will be the chairman of this committee or may designate another person as chairman), of which composition are updated every school year. (See Section VI of this policy)

**Further, Philippine Christian School of Tomorrow shall:**

1. Coordinate with appropriate offices and other agencies for appropriate assistance and intervention, as may be required in the performance of its functions;
2. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse, and exploitation;
3. Develop best practices in relation to the recruitment of all workers – full-time, part-time, or volunteers;
4. Ensure that all workers or service providers – full time, part-time or volunteers - understand their responsibility to work to the standards and procedures detailed in their contracts.
5. Ensure that all workers understand their obligations to report care or protection concerns about a pupil, student, or learner, or a worker's conduct towards a pupil, student or learner, to the school head;
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
7. Ensure that the designated child protection officer (the officer can be designated by the Administrator or Principal) understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work).
8. Ensure that the school meets all its responsibilities in adhering to the requirements of the DepEd Child Protection Policy;
9. Provide opportunities for all workers – full time, part-time, service

- providers and volunteers - to develop their skills and knowledge particularly in relation to the care and protection of children and young people;
10. Endeavour to keep up to date with national developments relating to the care and protection of children and young people.

#### **IV. SPECIFIC ANTI-BULLYING POLICY STATEMENTS**

In compliance with the Implementing Rules and Regulations of the Anti-Bullying Act of 2013 (Republic Acts 10627), Philippine Christian School of Tomorrow will:

1. Prohibit the following consistent with Section 3 of the Act –
  - a. Bullying on the school grounds and its adjacent properties, in school-sponsored or school-related activities on or off the school grounds, vehicles leased by the school for special events, and school buses accredited by the school.
  - b. Cyber-bullying – bullying through the use of technology and electronic device or other forms of media owned, leased, or used by the school.
  - c. Retaliation against a person reporting a case of bullying.
2. Address bullying through preventive and intervention programs as provided for in Rule IV Sections 6 and 7 of the Anti-Bullying Law.
3. Implement the mechanisms and procedures provided for in Rule VI Sections 8.4-8.6 of the Anti-Bullying Law.

#### **V. PROTOCOL ON DISCIPLINE CASES**

**Philippine Christian School of Tomorrow will follow the general procedures in handling disciplinary cases:**

1. All child abuse and bullying incidents shall be reported to the School Head.
2. The School Head shall in turn inform the parents of the students concerned and a meeting shall be held for that purpose.
3. The student shall be referred to the CPC for counseling and other interventions.
4. The school may impose measures in accordance with the Conduct Policies stated in the Parent/Student Handbook using the principles of positive and non-violent discipline.

5. Punitive measures such as suspension or dismissal will be a last resort.

## **VI. THE CHILD PROTECTION COMMITTEE**

### **The Composition (SY 2015-2016):**

- Chairperson – President, PCST Inc. – Mr. Policarpio Camacho
- Vice Chairperson – Principal - Mrs. Harriet Barrera
- Faculty Representative – Mrs. Pauline Grace Ferrer
- Parents' Representative – Michael B. Garcia
- Students' Representative – President of Student Council – Jacob Milano Y. Perpiñan

### **The Functions of CPC:**

1. Initiate information dissemination programs and organize activities for the protection of children including awareness-raising programs in preventing and addressing bullying;
2. Establish a system for identifying students who may be suffering from significant harm based on any physical, emotional or behavioral signs;
3. Monitor all cases or incidents related to child abuse and bullying;
4. Monitor the implementation of positive measures and effective procedures in providing the necessary support for the child and for those who care for the child;
5. Ensure that the children's right to be heard is respected and upheld in all matters and procedures affecting their welfare; and
6. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by circumstances.

## **Appendix A**

## STUDENT STANDARD OF CONDUCT

The student's attitudes, conversation, and behavior reflect the character of the institution from which he derives his training, both home and school. This form reflects the school's attempt to secure students who would best adjust to the rigor of a highly disciplined training program, which must set a high standard as an institution for an international development program.

**Please answer the following questions honestly.** If need be, you may be asked to discuss your answers with the Pastor, Administrator, or Principal.

Do you attend Church regularly? \_\_\_\_\_ Where? \_\_\_\_\_  
Are you a born-again Christian? \_\_\_\_\_ At what age did you accept Jesus as Savior and Lord? \_\_\_\_\_  
Do you accept the Bible as God's Word and submit yourself to its principles as final authority?  
\_\_\_\_\_

Do you sincerely pledge allegiance to the Christian and Philippine flags? \_\_\_\_\_

Will you agree to appear in public according to church-school standards being a consistent daily example? \_\_\_\_\_

### **DRESS CODE:**

**Boys:** Modest clothing. No extreme hippies or punk style. No prints offensive to Biblical standards.

**Girls:** Modest clothing. No "revealing" clothing or very short dresses and short shorts. No prints offensive to Biblical standards.

### **HAIR CODE:**

**Boys:** Standard, conservative clean-cut; be off collar and ears, combed away from the eyes. No extreme fad style will be allowed. Modern but discreet hairstyles may be acceptable. No color streaks or flashy (unnatural) color-dyed hair will be allowed.

**Girls:** Properly maintained, neatly combed hair. Bands and clips may be used to maintain order. No color streaks. Color-dyed hair will not be allowed except that which highlights the hair's natural color.

### **DECORATIVE ITEMS:**

No offensive pins, badges, or other unnecessary items will be allowed inside the Learning Center. Earrings for girls and watches are allowed to go with the official uniform. No earrings, chokers (leather or shells) or bracelets for boys. No multi-earrings and chokers (leather or shells) for girls.

Will you honestly agree to keep all the school's rules and regulations and respect authority?  
\_\_\_\_\_

**Do you want to attend this school?** \_\_\_\_\_

**Why?** \_\_\_\_\_

### **GENERAL POLICY:**

Students are expected to abide by these standards of conduct throughout their enrollment, whether at home, at school, or elsewhere. Students found to be out of harmony with these school ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

**STUDENT'S LETTER OF COMMITMENT**

As a student of Philippine Christian School of Tomorrow, **I pledge to uphold the school's standard** against cheating, swearing, gambling, drinking beer and hard alcoholic beverages, using or talking favorably of narcotics, or using indecent language, and will act in a very orderly and respectful manner. I will maintain Biblical Christian standards of courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct, and other areas of life.

**I agree to abide by the above standard of conduct** and the regulations expected of each student enrolled in this Christian Education program while I am a student of this school and will not give an impression to students, parents, or faculty that I am not in harmony with its goals, aims, and standards.

I understand that non-compliance with the school's Student's Standard of Conduct may mean being asked to withdraw from its roster of students.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Student's Signature

Conforme: \_\_\_\_\_  
Parent(s) Signature

Administrator's Signature:  
  
\_\_\_\_\_

## PARENTS' UNDERSTANDING & COMMITMENT

We, the undersigned, parents/guardians of \_\_\_\_\_ (If more than one child, list others next page), do hereby request enrollment at Philippine Christian School of Tomorrow for our child/children. **We acknowledge that the Bible places the primary responsibility in the home for education especially on the fathers**, and request this school to assist us in meeting this responsibility. It is our conviction that our child/children must have an academic education which is based on the Word of God.

We hereby certify that **we request the school to operate on our behalf "in loco parentis"** with the following understanding:

1. We understand that Philippine Christian School of Tomorrow is a Christian school and therefore the school's position on the Word of God will be reflected in all the affairs and teachings of the school.
2. We covenant that **we will attend all the PARENT-TEACHERS' FELLOWSHIPS, ORIENTATION AND CONFERENCES** of the school.
3. We further certify that we expect Philippine Christian School of Tomorrow not to specialize in extra-curricular activities. **We expect the school to make academics and Biblical values development its major emphasis.** However, we recognize extra-curricular activities as pleasant addendum to the school program especially in the role in encouraging the development of these skills and talents without sacrificing the academic and spiritual standards.
4. **We further covenant that we choose to build the lives of our children in obedience to the Word of God. Should our children have any complaints, we commit to support the school by verifying the veracity or legitimacy of the complaint first. Should any misunderstanding or dissatisfaction arise regarding any of the teachings, philosophy, or policies of the school, we will consult with the proper authorities, namely the Administrator or Principal and/or their assistants, to resolve them as quickly as possible and that if irreconcilable differences continue, we will withdraw from participation in the school.**
5. We understand that if for any reason the Administrator/Principal of the school determines that we are not in compliance with the letter and/or spirit of this agreement, we may be asked to withdraw from participation in Philippine Christian School of Tomorrow until we comply without recourse.

**WE ENTER INTO THIS AGREEMENT VOLUNTARILY AND ENTHUSIASTICALLY AND REQUEST THAT WE BE MADE PART OF THE FAMILY OF FAMILIES OF PHILIPPINE CHRISTIAN SCHOOL OF TOMORROW.**

\_\_\_\_\_  
Over Parents/Guardian Printed Name

Signatures

Date: \_\_\_\_\_

### PARENTS' LETTER OF AGREEMENT

Having read all information concerning the Philippine Christian School of Tomorrow embodied in this document and the **2014-2015 STUDENT HANDBOOK**, and understanding the high spiritual, academic, and disciplinary standards set forth, I/we hereby pledge my/our support and agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature Over Printed Name of Parents/Guardian

Name/s of other children enrolled:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_