



Procedure & Protocol for Reporting Child Abuse & Neglect (Official)

TUIS follows English National Curriculum of England in conjunction with Uzbek Education system.

All Child Abuse incidents must follow this procedure and protocol for reporting the incident.

Any incident, even if it seems trivial, must be reported immediately to Ms Indira (HR Manager). She will record the incident. She will keep confidentiality, maintain and record all the related documentation and correspondence. In the absence of Ms Indira, please report to the Director, Head Teacher or Legal Advisor.

STEP 1: REPORT IT IMMEDIATELY

All incidents are forwarded to Ms Indira. She is responsible to record and keep all the documentation:

- a) Child's name, address and telephone number.
- b) Parents or guardians name and telephone numbers and address.
- c) Write down the statement by the accuser.
- d) Reasons for concern, any documentation of indicators and any relevant statements made by the child.

Important Note: Please download the "Child Abuse Reporting Form" or get it from the Ms Indira.

STEP 2: SENIOR MANAGEMENT IS INFORMED

- a) Ms Indira will inform the senior management team with immediate effect.
- b) Following the school protocol, the SMT staff will be informed:

INTERNAL AUTHORITIES - Senior Management Team (Responsible for Child Protection & Safeguarding).

- 1) Ms Indira (First Reporting Officer & Record Keeper)
- 2) Ms Gulnaza Kamilova (Legal Advisor – Team Leader).
- 3) Ms Shoira, Child Protection Officer (level 3 training) & Head of Pastoral.
- 4) Ms Dilafroza (Psychologist / Temporary replacement of Ms Bibi).
- 5) Ms Zulfuyia (Head Teacher).
- 6) Ms Malika Maksudekova (Director).

Note: The Director will personally supervise the investigation with the SMT team leader.

STEP 3: CONFIDENTIALITY MAINTAINED

- a) TUIS will maintain strict confidentiality of the situation.
- b) Any member of the SMT team is not on a liberty to discuss or reveal any information or findings during the investigations without the permission of the Director.

STEP 4: INVESTIGATE THE INCIDENT

- a) TUIS will recheck the references and contact referees for additional information.
- b) Recommendation letters will be verified again.
- c) DBS detailed check will required – (For UK staff)
- d) Recheck again with Chief Officer of American Overseas School, State Department. (US Staff)
- e) Local Police will also be requested to run a check.
- f) Interview the child by the school Psychologist.
- g) Interview class teacher.
- h) Interview class assistants.
- i) Interview parents.
- j) Run back surveillance recording and check. (Each classroom is installed with a surveillance cameras, including corridors, sports fields, canteens, Halls, Theatre Media Rooms, etc).

STEP 5: CONCLUSION

If it is established that the staff is involved in a possible child abuse, even on a trivial scale, the accused staff will be terminated as TUIS has zero tolerance policy on Child Abuse. It should also be reported to:

- a) DDS – Department of Diplomatic Services, Ministry of Foreign Affairs.
- b) Local Police.
- c) **Child Protection and Welfare Organization, from the District Mayor's Office. In Tashkent we have eleven districts and we have a Mayor for each District. Each District Mayor Office has Child Protection Welfare Services.**
- d) Parents and Guardians.
- e) A decision concerning the child's safety will be made by the Director at this time.

STEP 6: FURTHER

At the end of the investigation the school personnel, the family or the parents and the School Psychologist should meet to discuss the steps the school could take to assist the child.