



**Lincoln**  
Community School  
*Learn, Lead, Connect*

# CHILD PROTECTION

[WWW.LINCOLN.EDU.GH](http://WWW.LINCOLN.EDU.GH)

## An Important Note for Parents

Dear LCS Parents,

At LCS, the child protection practices we follow are consistent with the United Nations Convention on the Rights of the Child, of which Ghana is a signatory. These two key articles from the U.N. Convention on the Rights of the Child are important, and we wish to draw your attention to them:

### Article 19 - Protection from Abuse and Neglect

The State shall protect the child from all forms of maltreatment by parents or others responsible for the care of the child and establish appropriate social programs for the prevention of abuse and the treatment of victims.

### Article 34 - Sexual Exploitation

The State shall protect children from sexual exploitation and abuse, including prostitution and involvement in pornography.

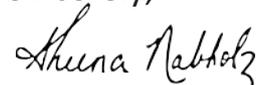
By enrolling your child at Lincoln, you agree to work in partnership with the school. At LCS, we want you to know that we genuinely value our partnership in providing for the safety and care of your children. It is for this reason that Lincoln Community School has implemented child protection practices that set a standard by which all LCS students are treated with respect and dignity at all times.

As part of our overall educational programs and our shared responsibility to educate children and ensure a safe environment in which all children can learn and grow, LCS will:

1. Provide age appropriate lessons for all grade levels to help students understand personal safety, needs, and rights.
2. Provide parent materials and information sessions to help you better understand our programs and policy.
3. Annually train faculty to recognize and report issues of abuse and neglect.

I look forward to working together at home and at school to ensure that our children are safe and knowledgeable about their rights and responsibilities to themselves and to each other. I thank you for your support of our efforts, and I invite you to contact LCS school counselors or principals regarding any specific questions you may have in this regard.

Sincerely,

  
Sheena Nabholz  
Head of School

# Child Protection at LCS

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## Child Protection Policy

Child abuse and neglect are concerns throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education, as well as to their physical, emotional, and spiritual development. Lincoln Community School endorses the UN Convention on the Rights of the Child, of which our host country, Ghana, is a signatory.

Schools fill a special institutional role in society as protectors of children. Schools need to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop, both at school and away. Educators, having the opportunity to observe and interact with children over time, are in a unique position to identify children who are in need of help and protection. As such, educators have a professional and ethical obligation to identify children who are in need of help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

All staff employed at Lincoln Community School must report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at significant risk of suffering abuse or neglect. Reporting and follow-up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective consulate in Accra, to the appropriate child protection agency in the home country, and/or to local authorities.

Lincoln Community School seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. As such, LCS will distribute this policy annually to all parents and applicants, will communicate this policy annually to students, will provide training for all staff, and will make every effort to implement hiring practices to ensure the safety of children. In the case of a staff member reported as an alleged offender, Lincoln Community School will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

For detailed information on the Convention on the Rights of the Child see the following link: [http://www.unicef.org/crc/index\\_30160.html](http://www.unicef.org/crc/index_30160.html).

## Child Protection at LCS

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### How are Abuse and Neglect Defined?

Definitions of abuse are complex and based on various cultures of child-rearing behaviors, gender and role responsibilities, and expectations. The primary determination of abuse is that it is dependent on some form of a relationship that is used to meet the need of the more powerful person, either a member of the family, a teacher, or a friend. Research guides much of the definitions that are based in understanding the impact of certain behaviors.

- Inflicting physical injury on a child by other than accidental means, causing skin bruising, burns, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function, death; and/or
- Creating a substantial risk of physical harm to a child's bodily functioning; and/or
- Committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering; and/or
- Assaulting or criminally mistreating a child as defined by either the criminal code or school policy; and/or
- Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child; and/or
- Failing to take reasonable steps to prevent the occurrence of any of the above.

#### Possible Indicators of Physical Abuse

- Unexplained Bruises and welts on any part of the body
- Bruises of different ages (various colors)
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle, hand)
- Injuries that regularly appear after absence or vacation
- Unexplained burns, especially to soles, palms, back or buttocks
- Burns with a pattern from an electric burner, iron, or cigarette
- Rope burns on arms, legs neck, or torso
- Injuries inconsistent with information offered by the child
- Immersion burns with a distinct boundary line
- Unexplained laceration, abrasions or fractures

**Neglect is** failure to provide for a child's basic needs within their own environment.

### Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision – this would include failure to provide proper adult guardianship, such as leaving children unsupervised at home for any extended period of time.

**Note:** LCS requires one parent be a full-time resident of Accra. Should parents/guardian leave the country for any reason the responsibility for informing the school of all appropriate contact details lies with the parent or guardian. Temporary *Change of Guardian Forms* are available from LCS. These are expected to be completed prior to parents/guardians leaving the country); and/or

- Medical (e.g., failure to provide necessary medical or mental health treatment); and/or
- Emotional (e.g., a pattern of actions, such as: inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs. Specific examples may include verbal humiliation, refusing to acknowledge presence of child, invasion of privacy for no specific reason, violent threats, etc.)

#### Possible Indicators of Neglect

- Child is unwashed or hungry
- Parents are uninterested in child's academic performance
- Parents do not respond to repeated communications from the school
- Child does not want to go home
- Both parent or legal guardian are absent from Accra for any period of 24 hours or greater
- Parents cannot be reached in the case of an emergency

## Child Protection at LCS

**Sexual abuse** is committing or allowing to be committed any sexual offense against a child as defined in either the criminal code of the host country or school policy, or intentionally touching either directly or through clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes.

Sexual abuse has some different characteristics of child abuse that warrant special attention. While physical abuse is often the result of immediate stress and not usually planned, sexual abuse requires planning with results that are more insidious.

The planning, referred to as grooming, often results in victims accepting the blame, responsibility, guilt and shame for the sexual behavior of the offender. Sexual abuse requires far more secrecy than other forms of child abuse, so is more difficult to report.

Many victims, through the process of grooming, are taught that the sex is a form of love, so tend to love their offender and often present as happy and well-adjusted children with no negative symptoms because of their perception of being loved.

Working with the sexual offender cannot be done by school counselors.

### Possible Indicators of Sexual Abuse

- Sexual knowledge, behavior, or use of language not appropriate to age level
- Unusual interpersonal relationship patterns
- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anus areas
- Difficulty in walking or sitting
- Refusing to change into physical education (PE) clothes, fear of bathrooms
- Child running away from home and not giving any specific complaints
- Pregnancy, especially at a young age

### What happens when a teacher suspects abuse or neglect?

A report must be made when a staff member has reasonable cause to believe that a child has suffered abuse or neglect.

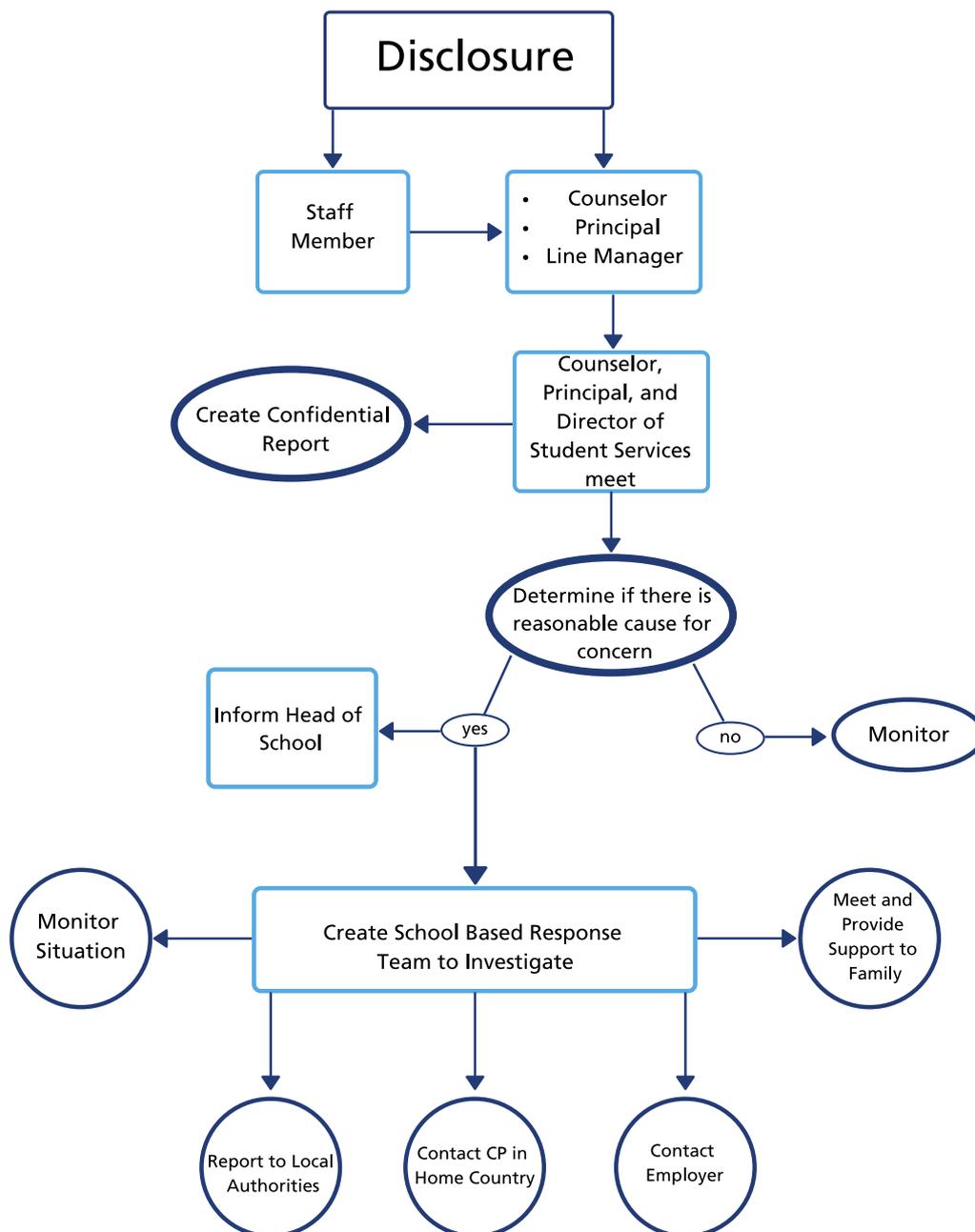
These possible indicators of abuse and neglect (this page and the previous page) will be used by the staff member as a guideline for reporting.

**Behavioral indicators in and of themselves do not constitute abuse or neglect. However, together with other indicators, such as family dynamics, may warrant a referral.**

## What Happens When Suspected Abuse or Neglect is Reported?

All staff, faculty, and administrators are mandated to report incidences of abuse and neglect. Where there is cause to suspect child abuse or neglect, it is the responsibility of the staff member to report their suspicions to the counselor, or to the principal. In all cases, the Counselor, Principal, and Director of Student Support Services (DSSS) will determine whether the situation is monitored or further investigated. In the case of families from certain embassies, any suspicion will automatically be referred to that embassy. In all cases, the counselor will document the suspicion and any action taken. The report will be kept in a confidential and secure location on the counseling team google drive.

**In the event that the abuse or neglect allegation involves a staff or faculty member of LCS, the division principal or another member of the senior leadership team (SLT) must be informed. The SLT will meet to determine next steps**



## Child Protection at LCS

### Procedures for Reporting Suspected Cases of Abuse and Neglect

#### Step 1

When a child reports abuse or there is reasonable cause to believe that abuse is occurring, the staff member will seek advice from the grade level counselor. The counselor will take initial steps to gather information regarding the reported incident and will meet with the division principal and Director of Student Support Services (DSSS). In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually and that strict confidentiality is maintained. The following steps will be taken:

1. Interview staff members as necessary.
2. Review the child's history in the school.
3. Document the reported suspicion and store the report in a secure location on the counseling team drive.
4. Report status of case to Head of School (HOS). Determine the course of follow-up actions.
5. In the case of families from certain embassies (US for example) any suspicion of child maltreatment will be reported to the appropriate staff member of that embassy.

#### Step 2

If there is reasonable cause for concern, a School Based Response Team (SBRT) is formed. That team will include the counselor, principal, DSSS and other staff members as needed (frequently, the school nurse). A plan of action will be developed by the SBRT to assist the child and family. Actions that may take place are:

- Discussions between the child and counselor in order to gain more information.
- Depending upon the age of the child, these discussions may include drawing pictures and playing with dolls to elicit more information as to what may have occurred.
- In-class observations of the child by the teacher, counselor, or administrator.
- Meetings with the family to present the school's concerns.
- Referral of the student and family to external professional counseling.

In cases of severe abuse or where outside authority is deemed necessary, a request made to the Multi-Disciplinary Team (see chart, page 8) may result in further investigation and possible actions:

- Notification of the management of the sponsoring employer of the concern with the child/family, or to the welfare office at the home-of-record.
- Consultation with the consulate of the country of the involved family.
- Consultation with the school or another attorney.
- Consultation with local authorities.

### Step 3

Subsequent to a reported and/or substantiated case of child abuse or neglect:

- The counselor will maintain contact with the child and family to provide support and guidance as appropriate.
- The counselor will provide the child's teachers and the principal with ongoing support.
- The counselor will provide resource materials and strategies for teacher use.
- The counselor will maintain contact with outside therapists and multidisciplinary teams to update the progress of the child in school.

All documentation of the investigation will be kept in the confidential child protection secure folder on the counseling team drive. Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential report for the child. LCS will make every attempt to share this information to protect the child.

### **Most cases of suspected abuse or neglect will be handled by school counselors, such as those involving:**

- parenting skills related to disciplining children at home
- student-parent relationships
- mental health issues such as depression, low self-esteem, grieving

### **Some cases will be referred to outside resources, for example:**

- mental health issues such as depression, psychosis, dissociation, suicide ideation

### **Cases reported for investigation and outside resources:**

- severe and ongoing physical abuse or neglect
- sexual abuse and incest

### **In extreme cases when families do not stop the abuse or concerns remain about the safety of the child, reports could be made to:**

- local authorities
- the consulate
- the employer
- the home-of-record welfare office

## Child Protection at LCS

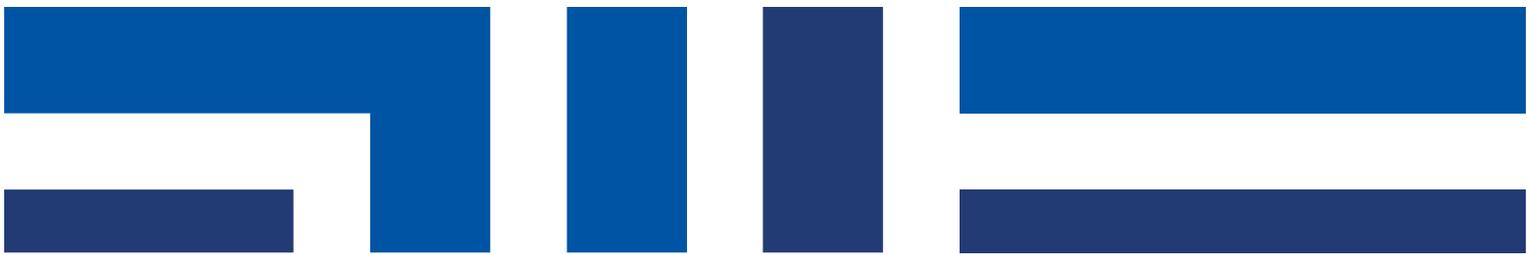
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### Child Abuse and Neglect: Additional Resources

- [Teach UNICEF](#)  
Videos/Caroons illustrating the Convention on the Rights of the Child
- [Child Development](#)  
CDC's Web page on child development includes information on developmental milestones, screening, and positive parenting
- [Connecting the Dots](#)  
A free, online training that helps users implement prevention strategies that address shared risk and protective factors across multiple forms of violence.
- [Principles of Prevention](#)  
Online training on how to apply key concepts of primary prevention, the public health approach, and the social-ecological model for violence prevention work
- [Preventing Child Sexual Abuse Within Youth-Serving Organizations: Getting Started on Policies and Procedures Cdc-pdf\[4.56MB, 55Pages, 508\]](#)  
Assists youth-serving organizations as they begin to adopt prevention strategies for child sexual abuse.
- [Understanding Evidence](#)  
Interactive Web resource developed by CDC's Division of Violence Prevention to support public health practitioners in making evidence-informed decisions around violence prevention
- [Child Welfare Information GatewayExternal](#)  
The Child Welfare Information Gateway (a merger of the former National Clearinghouse on Child Abuse and Neglect Information and National Adoption Information Clearinghouse) provides access to information and resources to help protect children and strengthen families.
- [Children's Safety Network – National Injury and Violence Prevention Resource CenterExternal](#)  
The Children's Safety Network provides resources and technical assistance to maternal and child health agencies and organizations seeking to reduce unintentional injuries and violence toward children and adolescents.
- [International Society for Prevention of Child Abuse and Neglect \(ISPCAN\)External](#)  
ISPCAN is committed to increasing public awareness of all forms of violence against children, developing activities to prevent such violence, and promoting the rights of children in all regions of the world.

### **The LCS child protection policy works for the child, for the family, and for the community.**

Research indicates that international communities are as prone to child abuse as communities in their home country. Child abuse is a multi-faceted issue that involves dynamics of the child, the family and the community. LCS Child Protection works to respond to all three levels.



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