Guidance For Young People About Adults You Come Into Contact With
The United Nations Convention on the Rights of the Child (UNRC) has been signed by 191 countries. The convention has 54 articles in total. The Convention operates on four guiding principles: non-discrimination; right to life, survival, and development; doing what is in the best interest of the child; and meaningfully engaging children and youth.

The work that teachers undertake at West Island School also supports the UNRC. Particularly:

**Article 3:** All adults should always do what is best for you.

**Article 9:** You have the right to live with your parents, unless it is bad for you.

**Article 12:** You have the right to an opinion and for it to be listened to and taken seriously.

**Article 19:** You have the right to be protected from being hurt or badly treated.

**Article 20:** You have the right to special protection and help if you can’t live with your parents.

**Article 21:** You have the right to have the best care for you if you are adopted or fostered or living in care.

**Article 23:** If you are disabled, either mentally or physically, you have the right to special care and education to help you develop and lead a full life.

**Article 33:** You have the right to be protected from dangerous drugs.

**Article 34:** You have the right to be protected from sexual abuse.

**Article 36:** You have the right to protection from any other kind of exploitation.

**Article 37:** You have the right not to be punished in a cruel or hurtful way.

**Article 39:** You have the right to help if you have been hurt, neglected, or badly treated.
It is important that you tell someone if you feel worried.

All adults (including older teenagers) who have contact with young people have a duty to keep them safe.

Adults who you come into contact with should know the correct and safe ways to behave.

They should:
- Keep you safe
- Help other adults keep you safe
- Take action if an adult does something unsafe or doesn’t behave in an appropriate way
- Have a high standard of behaviour within and outside the classroom
- Be there to listen to you when you have worries or concerns
Adults that work with you sometimes know things about you that other adults wouldn’t know.

They have confidential or personal information about you. They will keep the information safe and only share it with people that need to know.

Adults cannot keep secrets about any young person when they are concerned about their safety, and neither should you. You should always talk to an adult if you are worried about someone else, no matter how small it may seem.
Parents should always agree with the plans for any contact you have with someone older than you (including older teenagers) and know what is happening.

Adults will not have any secret contact with you, for example, arranging to meet you privately.

If this happens, you should tell the adult to contact your parents and not let them into your home.

It is important that you tell someone if you feel worried.
Students at West Island are rewarded for doing well and your achievements are celebrated in a number of ways.

Any gifts or rewards should always be fair and given openly in front of others. Adults should not give secret presents or have favourite students.

**Relationships**

Sometimes young people can become very fond of the adults that work with them. They can develop strong feelings for them, however:

Adults should never allow any kind of sexual relationship to begin with a young person.

They should never make sexual comments or remarks about or to a young person.

They should never talk about the private and personal parts of their own relationships to young people.

Adults must always keep young people safe and not have an intimate relationship with them.
Sometimes there is a need for a one-to-one meeting without any other adults or young people in the room.

This sort of work will happen in part of the building where other people could see or check who is there. One-to-one work might happen in other places too but will never be secretive.

Transport & Trips

When young people travel in cars or other vehicles with the adults who work with them, it will always be a safe vehicle with special insurance.

The adult will be safe to drive (not too tired, or after drinking alcohol for example) and there won't be any other unknown adults. Adults who work with young people should not offer lifts to them outside their work arrangements.

When there is a trip, camp or residential outing, adults will take extra care to supervise the young people they work with.

Adults should:

- Have another adult on the trip unless it is a small group activity. When it is a small group activity with one adult, the school or organisation the adult works for will know about this arrangement.
- Have parental consent for the activity or trip
- Respect your privacy
Adults who work with young people will not give out their personal details such as their address, phone number or email to any students.

You should never try and contact a member of staff via social media.

Adults should not make personal contact with young people they work with by Facebook, Twitter or other social online platforms.

Adults won’t show young people any adult websites or unsuitable material from the internet.

It is important that you tell someone if you feel worried :)

ESF West Island School

848 people like this
Protecting Yourself Online

Safety is a priority. There are a number of simple and sensible measures you can take to protect yourself online. Pause before you post. Be aware of the permanency of the internet before posting; once something is sent out, it may be permanent and unable to be retracted.

Only accept friend requests from people you know. Use caution when interacting with people you have never met and refrain from giving out details such as your address, Hong Kong Identity Card number, phone numbers and/or photos.

Do not share your passwords with friends or strangers, always close browsers, and log off computers once you have completed your session. It is always smart to adjust your privacy settings on your social media accounts to maximum.

Each social media platform has a different default setting, so you should determine how much access to your personal information you want unknown people to have and adjust accordingly.

If you find materials and/or posts that are inappropriate or disrespectful, tell a parent, teacher or trusted adult.
BEFORE YOU


THINK
**Touch**

Adults who work with young people will sometimes need to touch them as part of their role, for example in PE.

You always have the right to say "NO" to anyone who tries to touch you in a way that makes you feel uncomfortable or unsafe.

Touch should always be:
- Safe and comfortable
- With your permission
- Open and never secret

Adults will always want you to be as independent as you can be, and do things for yourself whenever you can.

When a young person behaves in a dangerous or unacceptable way, adults may need to intervene. They will do this with respect for the young person and there will be behaviour management policies about how to do this.

When a young person has done something wrong or is behaving in an unacceptable way, adults will:
- Intervene to keep everyone safe
- Not hurt the young person
- Not use hurtful words

It is important that you tell someone if you feel worried
There are times when young people become upset or distressed. Adults who work with you will try to comfort and reassure you when this happens. For example, if there has been an accident or emergency.

This kind of comfort will always be given openly and never in secret. Sometimes those who are upset do not want physical comfort and adults will respect this.

Some young people have adults who work with them and provide care for them, such as helping them when they use the toilet or providing medical care.

All of us have a right to safety, privacy and dignity when contact of a physical or intimate nature is needed. Young people should be encouraged to act as independently as possible.

Adults providing this sort of support should always explain to the young person what is happening. It would be an agreed plan of care which that young person and their parents know about.

If anyone becomes worried or upset by any sort of care given, they should tell another adult.

Young people are entitled to privacy and respect, especially when they are getting changed.

Adults will never:
- Change in the same place as the young people
- Shower or bathe with young people
- Help with personal care the young person can do themselves

Adults should:
- Let the young person know if they need to enter the room where they are changing before they go in.

Adults will sometimes need to use First Aid, for example if there has been an injury. It is best when more than one adult is in the room and your parent /carer.
Photography & Media

There are often opportunities where staff may take videos and photographs of you while you are at school, external trips and visits, or during activities, for example, Horizons Week.

The pictures will be taken openly, not in secret and in a comfortable setting.

Talking about worries

It is really important that you tell someone if they are worried, concerned or upset by the behaviour of an adult. It might be difficult to speak out, but students who say something will not get into trouble and adults should always do their best to help you.
It is **important** that you tell someone if you feel worried.

There are some forms of abuse taking place in the world which you may not know about but we think it is important that as a young person living in a global community you are made aware of these.

Living in Hong Kong, you may never have heard of Female Genital Mutilation (FGM) yet the United Nations reports that globally an estimated 200 million girls and women alive today have undergone some form of FGM and that 44 million of those affected are girls 14 and younger.

**FGM stands for Female Genital Mutilation and includes all procedures that involve altering or injuring the female genitalia for non medical reasons. It is also known as female circumcision or cutting. It is recognised internationally as a violation of the human rights of girls and women.**

There are young women that may feel pressured to have FGM, especially if other people in their family have been cut. This may make them feel scared or alone but there are many organisations including the United Nations working to end this practice and there are people who can help.
When to say NO

Often when something doesn’t seem right, your body reacts by:

- your heart beating faster
- sweating more or feeling hot
- finding it harder to breathe
- feeling uneasy or tightness in your tummy
- having a dry throat
- dizziness or feeling like your head is spinning
- feeling stiff and tense

It is important to be aware of when a relationship doesn’t feel comfortable and have the confidence to say NO and remove yourself from the situation.
Being in an unhealthy relationship can mean that you are being exploited or abused and this is never OK.

It’s important to read the signs that a relationship may be wrong and seek support.

Talk to an Adult or tell someone if you feel worried.
Safeguarding Team

Child Protection Officers:

Designated CPO
Clare Haworth
cclare.haworth@wis.edu.hk

Deputy CPO
Susan Carey
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Child Protection Support:

Pre 16
Guy Hewson
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Post 16
Sam Kitson
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Should members of the team be unavailable then please contact

Christopher Sammons
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Vision
For every learner to be the best they can be

Mission
Exceptional learning opportunities that emphasise achievement, personal fulfilment, service to others, learning skills & responsible global citizenship

Values
West Island School expects students, alumni, parents & staff to share & be guided by our core values:

- **Commitment:** being responsible for ourselves and others through service & action
- **Community:** uniting people for peace, friendship and our common humanity
- **Compassion:** acting with empathy and kindness towards ourselves & others
- **Consideration:** accepting and understanding others to avoid prejudice & intolerance
- **Courage:** reaching beyond our comfort zone

Aims
Our learners are inspired & motivated to develop global citizenship as a mindset & responsibility to:

- Experience a broad & flexible curriculum that can be personalised to individual interests, talents & abilities
- Collaborate in authentic inquiry that is personally meaningful through local & global contexts
- Master learning through a sustained process that asks us to produce, review, evaluate & refine
- Embrace challenge & support for all aspects of learning: physical, social, emotional & cognitive
- Appreciate the different perspectives in our community creating strength from diversity
- Engage in open & effective interactions beyond the classroom experiencing multiple languages, countries & cultures
- Grow determination & resilience by reflecting on individual challenges & character strengths
- Take action for collective well-being, sustainable development & shared guardianship of the planet
- Take ownership of their own learning

Tagline:
Strength from diversity

Statements checked against CIS Code of Ethics, UN Human Rights of the Child, to be reviewed 2022
If you are concerned about any issue raised in this booklet, please speak to a trusted adult.