

## **Nishimachi international School Student Child Protection Policy Staff and Volunteer Declarations**

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting and volunteer practices with specific attention to child protection.

Due to these Child Protection requirements, all teachers, instructors and volunteers who work regularly with children need to be approved through the Headmaster, Mr. Hosking.

### **Process Details for Staff Employment;**

1. If you have come from a country, other than Japan, in the last 12 months you will be able to get a police clearance from your former country. All international applicants for positions at Nishimachi are asked to provide/verify appropriate "student protection" or "working with children" certification as part of their application.

2. If you are a Japanese citizen or an expatriate who has lived in Japan for more than 12 months, you should fulfil these 2 requirements whenever possible:

A. Sign the declaration stating that you are a suitable person to work with students, and that you have no prior convictions for child abuse....AND.....

B. Obtain a written reference from a school leader/ principal/ headmaster in a school where you have worked recently. This reference must state when you worked at that school, and that you are a suitable person to work with students. The reference needs to be signed, and on official letterhead paper from the school, and contain full contact details for the referee. The reference should be less than 12 months old.

### **Process Details for Volunteers and After-school Activity Instructors;**

Volunteers, who work directly with children, are required to sign the Declaration of Suitability to Supervise Children on the following page.

Visitors, who do not supervise children directly, are not required to sign the declaration.

Upon completion of these requirements, the Headmaster will give approval for the applicant to work with students at Nishimachi International School.

**Declaration of Suitability to Interact With Children.**

I, \_\_\_\_\_, declare that I have no previous convictions for child/student protection or child abuse offences and, to the best of my knowledge, that I have not been the subject of any police or government investigation for child/student protection issues, or for child abuse.

I declare that I have fully and truthfully disclosed all information that has been asked for.

If I am applying for employment, I acknowledge that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation, or for failure to fully disclose all details.

I have read, and fully understand, the Nishimachi International School Code of Conduct for Employees and Volunteers.

Your full name (printed): \_\_\_\_\_

The role that I am applying for at Nishimachi International School: (please circle one)

full-time employee      part-time employee      volunteer      student teacher

substitute teacher

after-school activities instructor (class name \_\_\_\_\_)

other \_\_\_\_\_

Your full address: \_\_\_\_\_

Telephone number; \_\_\_\_\_

Signed:.....

Date:.....

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This declaration has been reviewed and this applicant is approved by the Headmaster, Michael Hosking, to work with students at Nishimachi International School.

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

Mr. Michael Hosking