



Based on Article 56 of the Statute of American High School Skopje, in connection with the Law on Secondary Education (Official Gazette of the Republic of Macedonia No. 44/95, with all amendments and additions) and all rules, procedures, laws, and bylaws/regulations that govern the child protection matter, the Management Board of American High School Skopje, at the session held on 27.8.2025, adopted the following

## **CHILD PROTECTION POLICY (CPP)**

### **(revised version)**

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#### **1. INTRODUCTION**

1.1 American High School Skopje takes responsibility to protect and safeguard the welfare of children and young people in its care very seriously. All of the students/children rights are well explained in the national laws and secondary regulations governing the protection and rights of children, the base of our Mission/Vision/CPP and students welfare.

1.2 There are three main elements to our child protection policy:

a) Prevention through the creation of a positive school atmosphere and the teaching support offered to students.

b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.

c) Support to students who may have been abused and neglected.

1.3 This policy applies to all students, staff, volunteers and visitors to American High School Skopje.

## **2. PURPOSE**

2.1 The purpose of this Child Protection Policy (CPP) is to ensure that every student is safe, respected, and protected, while establishing clear legal, ethical, and professional standards for all adults responsible for their care. Through the implementation of this CPP, the School shall promote a culture of non-violence within the High School, prevent all forms of violence, and ensure an appropriate and timely response to any actual or potential incidents of violence or crisis situations, thereby safeguarding the well-being of students. This Policy further ensures that all child protection concerns, referrals, and monitoring procedures are addressed sensitively, professionally, and in a manner that prioritizes and supports the best interests and needs of the child.

## **3. SCHOOL POLICY**

3.1 We recognize that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our school will therefore strive to:

a) Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to;

b) Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty;

c) Include particular activities as part of the curriculum, which equip students with the skills they need to stay safe (Self-defense training program, curriculum for Healthy Living Education, Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence, Abuse or Neglect, Program for the Promotion and Improvement of Students' Mental and Physical Health and Support for Students with Emotional Difficulties etc.);

d) Include in the curriculum, material which will help students develop realistic attitudes to the responsibilities of adult life (Student Council);

e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and competent authorities;

f) Include safety drills for fire and earthquake (Self-defense training program).

## **4. FRAME WORK & ROLES OF THE STAFF**

4.1. Child protection is the responsibility of all adults employed in AHSS. All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the school who have specific responsibilities under School's child protection procedures.

4.2 With this CPP, the following persons are designated as Child Protection Officers:

- Sandra Nakova – Student Relations Coordinator, and
- Petar Daneski – Psychologist.

4.3 The designated Child Protection Officers are responsible to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals to Management

of the school, in accordance with the school procedures. Additionally, it is the role of the Designated Child Protection Officer to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those in need.

4.4 The role of the Designated Child Protection Officer is to ensure that the school has an effective policy, that it is complied with and to support the school in this aspect. Designated Child Protection Officer must not give details relating to individual child protection cases or situations to anybody, to ensure confidentiality is not breached.

4.5 The Designated Child Protection Officer is available to offer advice, support and ensure training for students and staff at any time.

4.6 The school principal in coordination with the HR team is responsible for ensuring that the school follows safe recruitment processes.

## **5. PROCEDURES**

5.1 All actions are taken in line with the national laws and secondary regulations governing the protection and rights of children.

5.2 Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training.

5.3 Any student, member of staff, volunteer or visitor to the school is obliged to comply with the rules contained in the School's Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence. The High School provides the possibility to report violence through the following channels:

- A box for anonymous reporting of violence.
- An online form published on the High School's website, with an option for anonymous reporting. The High School also provides the possibility to scan a corresponding QR code, which leads to the online form, placed in multiple locations within the school.
- By phone, through the contact number for reporting violence specified in the Procedure.
- By email, through the address for reporting violence specified in the Procedure.

A report of violence can be submitted to any employee of the High School, and the person receiving the report is obliged to immediately inform the contact person from the Procedure, either directly or through the report form.

5.4 All rules regarding the reporting of violence or suspected violence, including the applicable procedures, are defined by the School's Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence.

5.5 A protection plan is also prepared in situations where there is suspicion or confirmed occurrence of abuse or neglect of a student. In such cases, the High School must act with increased care and in cooperation with relevant institutions. The plan includes measures to ensure a safe environment for the student, psycho-social support, and, if necessary, involvement of the Social Work Center or other professional services, depending on the nature of the case.

5.6 The High School is obliged to publish this PCC on its website.

5.7 The High School is also required to regularly update this Policy in accordance with the needs of all individuals involved in school life.

5.8 All employees of the High School, parents/guardians, and students must be familiar with the PCC and all rules, procedures, laws, and bylaws/regulations that govern this matter.

## **6. EMERGENCY AND DRILLS**

6.1 The AHSS is obliged to perform student evacuation plan during the school year, in following areas: Fire and earthquake drills, according to procedures and regulations related to protection against fires, earthquakes, and other natural disasters. The drills are conducted in coordination with the Protection and Rescue Directorate (PRD).

6.2 Within the school, specialized teams and units have been established to oversee protection and rescue operations in the event of fires and other natural disasters. These teams are responsible for executing activities and interventions during crisis situations, as well as for coordinating and organizing training programs in this field.

6.3 Students should be informed on the Procedures for the drills (homeroom/advisory class or life skills class).

6.4 Each homeroom teacher is obliged to submit Drill record to the designated team/unit after the drill is performed.

6.5 Students should not be informed about the time and date of the drill. It must remain confidential.

6.6 For students with special educational needs, an individual session will be held in order to prepare the students and explain the exercises, as well as their importance. However, the date and time of the exercises will not be disclosed.

## **7. TRAINING AND SUPPORT**

7.1 The designated Child Protection Officers and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively.

7.2 Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities.

7.3 Support will be available for staff from the Child Protection Officers in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection.

7.4 All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct which is part of staff induction.

## **8. CONFIDENTIALITY**

8.1 Guided by the fundamental principles underlying children's rights, at AHSS, the protection of personal data and the principles of confidentiality and privacy are integral to all operations, with particular emphasis on the protection of students' dignity, personal identity, and overall integrity.

8.2 Staff shall be informed about relevant information in respect of individual cases regarding child protection on a need-to-know-basis only. Any information shared with a member of staff in this way must be held confidentially to themselves. Every member of the staff is obliged to sign a confidentiality and personal data protection statement upon engagement or employment.

## **9. SAFETY**

9.1 The School has implemented high standards of concern and professional responsibility adopted with regard to alleged child abuse.

9.2 In situations where there is suspicion or confirmed occurrence of abuse or neglect of a student, a protection plan is prepared. In such cases, the School acts with increased care and in cooperation with relevant institutions. The plan includes measures to ensure a safe environment for the student, psycho-social support, and, if necessary, involvement of the Social Work Center or other professional services, depending on the nature of the case.

9.3 Only authorized agencies may investigate child abuse allegations (Social Care Services, the Police or Health care providers, including a psychiatrist). Whilst it is permissible to ask the student simple, non-leading questions to ascertain the facts of the allegation, but formal interviews and the taking of statements is not.

9.3 The procedure to be followed in the event of an allegation being made against a member of staff is as follows - The Academic Coordinator should in the first instance contact the Ethical Committee of the school. If the Committee, through discussion and consultation, finds that a violation has occurred, it may issue a verbal warning accompanied by measures and recommendations to remedy the violation, or propose the initiation of disciplinary proceedings against the employee, with a recommendation to involve the relevant authorities (e.g., Ministry of Internal Affairs, Center for Social Work, healthcare institutions, etc.).

## **10. FIELD TRIP AND RISK ASSESMENT**

10.1 Field trips are organized for different purposes. Field trips can be organized by each teacher should they sense an importance of the event/s suitable for the HS students and in accordance with the subject/learning needs. One-day field trip can be organized for Community service need or for bonding/socialization and relaxation of students, so as Culture trips.

10.2 Organization of the trip should be done through well-developed plan between Homeroom teacher/ Subject teacher and administrator in AHSS.

10.3 All parents should be informed through Filed Permission slip, at least one week in advance and/or through email.

10.4 All organization of the trip shall be conducted according to the School's Student Dress and Conduct Code for School Field Trips and the Rulebook of Organization and Implementation of School Excursions for Secondary School Students of the Ministry of Education and Science of the Republic of North Macedonia.

## **11. RECORDS AND MONITORING**

11.1 Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed on to other agencies.

11.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

11.3 These file notes are kept in a confidential file, which is separate from other files, and stored in a secure place with the designated contact persons for reporting violence and implementing the Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence.

11.4 All student-related information is maintained in a dedicated student file, access to which is restricted solely to professional staff (Psychologist and Pedagogue) and when necessary, to competent authorities and authorized personnel.

## **12. COMPLAINTS**

12.1 All complaints from students/parents should be primarily given in written form to the administration office as the first point of communication or in anonymous box placed in the School's hall.

12.2 A report of violence can be submitted to any employee of the High School, and the person receiving the report is obliged to immediately inform the contact person from the Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence, either directly or through the report form.

12.3 Every student may report violence/abuse to any employee with whom they feel they can talk and trust, and that employee is obliged to immediately stop the violence. If the complaint is real and threatening to the student, or endangers his/her health/life, the Principal and designated contact persons for reporting violence and implementing the Procedure for the Reporting and Protection of a Student – Victim of Any Form of Violence, should try to resolve the issue and should take appropriate measures to protect the student.

12.4 If the complaint is regarding transportation, School premises etc., the complaint should be submitted to the Student Affairs Office.

12.5 If the complaint is regarding teaching staff, the Ethical Committee should conduct a meeting with the staff, first to inform him/her about the Complaint, and then if necessary conduct joint meeting with student/parent/teacher/ to resolve the issue.

12.6 School Principal shall be informed in any case of complaint.

## **13. SUPPORTING STUDENTS**

13.1 Our school recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

13.2 The School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behavior may still be challenging and defiant or they may be withdrawn.

13.3 AHSS will endeavor to support students through:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) Promoting a positive, supportive and secure environment and gives all students and adults a sense of being respected and valued.
- c) The implementation of the school's behavior management policies.
- d) A consistent approach agreed by all staff which will endeavor to ensure the student knows that some behavior is unacceptable but she/he is valued.
- e) Establishing effective working relationships with parents, professionals and competent authorities.
- f) Developing productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

h) Recognition that children with behavioral difficulties and disabilities are statistically most vulnerable to abuse, so staff working in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.

i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

13.4 This policy should be considered alongside other related policies in the school.

**Management Board**  
**Mr. Vladimir Iliev,**  
**President**