



STO. NIÑO PAROCHIAL SCHOOL, INC

Ilocos Sur St., Bago Bantay, Quezon City, Philippines
Tel No: (02) 8926-6292/8926-9580/8926-6181



SY 2024-2025

SNPS CHILD PROTECTION POLICY

1. Introduction

The Sto. Niño Parochial School Inc. Child Protection Policy is established to protect the welfare and rights of children and young people under our care, in accordance with the laws and regulations of the Department of Education, Republic of the Philippines. Child protection policies are essential for ensuring the safety and well-being of students in educational institutions.

Our Child Protection Program complies with Philippine laws, including Republic Act No. 7610 (Anti-Child Abuse Law) and Republic Act No. 9231 (Special Protection of Children Against Child Abuse, Exploitation, and Discrimination Act), and aligns with international conventions, such as the United Nations Convention on the Rights of the Child.

2. Policy Statement

- Sto. Niño Parochial School Inc. is dedicated to preventing child abuse, exploitation, discrimination, and neglect.
- We uphold the rights and well-being of children as a top priority.
- We promote a culture of safeguarding through education, training, and effective communication.
- All school personnel are responsible for safeguarding children and ensuring their safety.

3. Definition of Terms

- A. *“Child”* — refers to any person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition; (RA 7610). For purposes of this Department Order, the term also includes pupils or students who may be eighteen (18) years of age or older but are in school.
- B. *“Children in School”* — refers to bona fide pupils, students or learners who are enrolled in the basic education system who are in the school or learning centers premises or participating in school-sanctioned activities.
- C. *“Pupil, Student or Learner”* — means a child who regularly attends classes in any level of the basic education system, under the supervision and tutelage of a teacher or facilitator.
- D. *“School Personnel”* — means the persons, singly or collectively, working in a public or private school. They are classified as follows:
- ☐ *“School Head”* refers to the chief executive officer or administrator of a public or private school



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or learning center.

- ☐ *“Other School Officials”* include other school officers, including teachers, who are occupying supervisory positions or positions of responsibility, and are involved in policy formulation or implementation in a school.
- ☐ *“Academic Personnel”* includes all school personnel who are formally engaged in actual teaching service or in research assignments, either on a full-time or a part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons. They may include school officials who are responsible for academic matters, and other school officials.
- ☐ *“Other Personnel”* includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.

E. *“Child Protection”* - refers to programs, services, procedures, and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence.

4. Responsibilities

4.1 CHILD PROTECTION COMMITTEE (CPC)

The school has established the Child Protection Committee (CPC) that shall work closely with existing concerned offices in:

1. drafting policies and plans to ensure child protection and safety
2. initiating information dissemination programs and organizing capacity-building activities for the different school sectors
3. developing and implementing a school-based referral and monitoring system in response to identifying students who may be suffering from significant harm from others;
4. ensuring that the children’s right to be heard is respected and upheld in all matters and procedures affecting their welfare
5. collaborate with relevant local agencies and authorities as needed

4.2 School Personnel

- All school personnel will receive regular training on child protection.
- All school personnel must recognize signs of abuse, promptly report concerns to the CPC Chairperson and/or POD, and support children in a safe and appropriate manner.
- School personnel will participate in ongoing training to enhance their awareness of child protection issues and laws.



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4.3 Students

- Students are encouraged to report any concerns about their safety or the safety of others to a trusted staff member.

5. Procedures

SNPS follows national and local child protection laws and guidelines.

1. Upon the filing of a complaint of any party or upon notice by school personnel of any bullying or peer abuse incident, the same shall be reported to the Prefect of Discipline (POD), who shall conduct verification with the complainant and the person/s involved including witnesses.
 2. If data/information gathered confirms such an incident, the POD shall inform the parents or guardian of the victim and the offending child in a special conference called for this purpose.
 3. Depending on the gravity of the bullying committed by the student, the school may impose other non-punitive measures in accordance with the principles of Positive Discipline. The victim and the offending child shall be referred to the Student Development Coach and the Center for Christian Formation for processing and interventions.
 4. Cases warranting reprimand or minor sanctions based on the policies stipulated in the Student Handbook shall be decided upon by the POD.
 5. In all cases where the imposable penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirements of due process shall be complied with:
 - a. The child and the parents or guardians must be informed of the complaint in writing.
 - b. The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardians, who shall note the letter of the child.
 - c. The child and his/her parents are invited to attend the disciplinary board meeting and explain his/her side. In cases where the parents are unavailable, the guardian will accompany the child on their behalf.
 - d. The disciplinary board will deliberate on the merits of the case. It makes the final decision in cases of suspension and recommends to the School Director cases of exclusion/dismissal.
 - e. A student who has been given a sanction, especially exclusion, has the right to appeal. The written appeal should be addressed to the School Director within one week after the receipt of the decision.
- All concerns and reports will be handled confidentially and shared only with individuals on a need-to-know basis.



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6. Reporting

- Any person with concerns about a child's safety should report them immediately to the CPC Chairman and/or POD.
- Reports can be made anonymously, and no one will face reprisals for reporting concerns in good faith.

7. Review

- This policy will be reviewed every three (3) years to ensure its effectiveness and compliance with Philippine laws and regulations.
- Updates or changes will be made as necessary based on legal developments and best practices.

8. Committee Composition

The Child Protection Policy Committee is composed of the following:

- CHAIRPERSON:

School Principal
- VICE-CHAIRPERSON:

Grade School Prefect of Discipline

JHS – SHS Prefect of Discipline

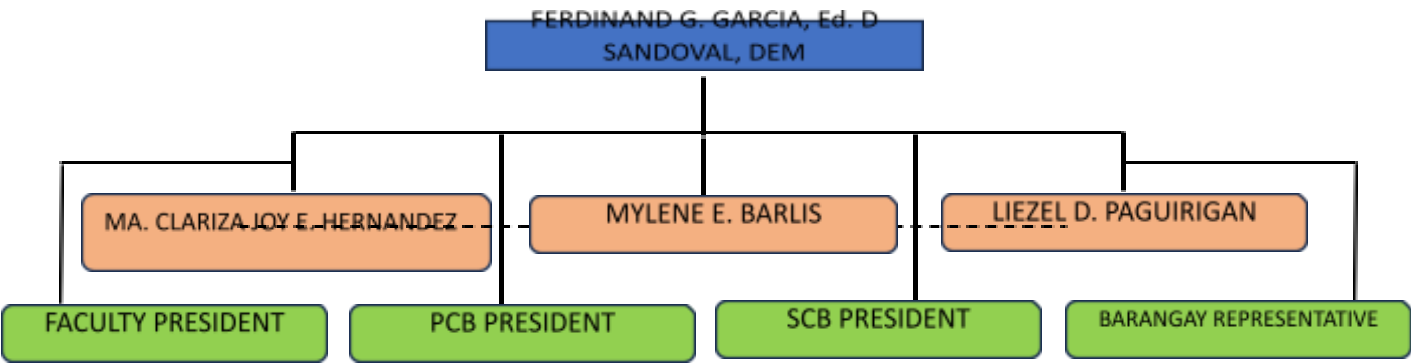
Student Development Head
- MEMBERS

Faculty Club President

Parent Coordinating Body President

Student Coordinating Body President

Representative - Barangay Council for the Protection of Children



SNPS provides a safe and nurturing environment where all children and young people can thrive. This Child Protection Policy reflects our commitment to protecting their rights and well-being.