



School-Based Child Protection/Anti-Bullying Policy Implementation Checklist

Name of School: _____

Address: _____

District/Division/Region: _____

Instruction:	This checklist is designed to monitor and evaluate the compliance of the school/s in the implementation of DepEd Order No. 40, s. 2012 and DepEd Order No. 55, s. 2013. Tick the appropriate box that corresponds to your observation. P – Present or In Place A – Absent or Not In Place Findings will be based simply on the presence or absence of the requirement as stated in each item and shall be the basis for a plan of action by the school and the Division Office.	
	P	A
1. The school has a written school-based child protection and/or anti-bullying policies.		
2. There is a code of conduct incorporated in the school-based child protection or anti-bullying policy for the following:		
a. Students		
b. School Administrators		
c. Non-Teaching Personnel (guards, maintenance, etc.)		
d. Teachers		
e. Visitors (Parents, alumni etc.)		
f. Off-Campus activities such as field trip, camping etc.		
3. The code of conduct has specific provisions to address potential risks to students such as:		
a. Disregarding abusive situation or behavior against children;		
b. Employing children as house helper or asking students to care for teacher's children while in school;		
c. Relating with children in private for personal matters like student-teacher as "text mates" or face book friends;		
d. Going out with students after school such as watching movies;		
e. Using green jokes or jokes with double meaning in the class; and		
f. Cultural Beliefs (marrying children because it is acceptable based on one's culture/religion, amicable settlement on child abuse cases).		
4. Promotion or information dissemination of the school-based child protection and/or anti-bullying policies is done during school opening for:		
• Students		
• Teachers		
• Non-Teaching personnel		
• Parents		
5. There are written procedures to guide in conducting disciplinary proceedings in cases of offenses committed by pupils, students, or learners.		
6. The school has adopted a conflict resolution mechanism that respects the rights of indigenous peoples, provided that they conform to child's rights and the Department issuances on child protection.		
7. There is an established system for identifying students who may be suffering from significant harm based on physical, emotional, or behavioral signs.		

Annex 2B Child Protection Policy Implementation Checklist

8. Has developed and implemented a school-based referral and monitoring system to address child abuse and bullying cases.		
9. There is an existing record of all proceedings related to bullying and child abuse cases using the Intake Sheet (Annex B of DO 40, s. 2012 or Appendix B of DO 18, s. 2015) as appropriate.		
10. Records related to complex cases of child abuse and bullying using the Intake Sheets (Annex A of DO 40, s. 2012 or Appendix B of DO 18, s. 2015) are well-kept and separate from simple cases.		
11. The school has submitted its consolidated reports on bullying and child abuse cases to the Division Office a week after the opening of each school year.		
12. Has mapped out available resources in their community for possible linkages or networking for cases needing referrals etc.		
13. Has an active coordination with WCPD, DSWD, and other government and Non-Government Organizations (NGO).		
14. Has a clear policy on the use of positive and non-violent discipline for children.		
15. There is an organized Child Protection Committee (CPC) in the school.		
16. There is an annual capacity building activities for the members of the CPC:		
• Guidance Counselor/Designated Guidance Teacher		
• Representative of the Students		
• Representative of the Parents		
• Representative of the Barangay		
• Representative of the Teachers		
17. The CPC is meeting regularly to discuss appropriate interventions and/or responses to school problems on bullying and child abuse cases and other concerns.		
18. The school with its CPC has initiated information dissemination programs and organized activities for the protection of children from abuse, exploitation, violence, harm, and bullying.		
19. There is a strong student participation in the promotion of child protection and anti-bullying policies of the school.		
20. There is a feedback mechanism in the school to monitor the implementation of the Child Protection and/or Anti-Bullying policies.		
(Total Number of P and A multiplied the total number of items divided by 100)		
Overall Scores		
General Description:		
Recommendation:		

Prepared by:

Signature over Printed Name

Designation

Date

Received by:

Signature over Printed Name

Designation

**Annex 2B Child Protection Policy
Implementation Checklist**

Date