



Child Protection and Safeguarding Guidance

Do's and Don'ts



Ministry of Education and Sports

2024





ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
ສັນຕິພາບ ເອກະລາດ ປະຊາທິປະໄຕ ເອກະພາບ ວັດທະນະຖາວອນ

ກະຊວງສຶກສາທິການ ແລະ ກິລາ

3902-
/ສສກ

ນະຄອນຫຼວງວຽງຈັນ, ວັນທີ 28 ມິຖຸນາ 2024

ຂໍ້ຕົກລົງ

ວ່າດ້ວຍການຮັບຮອງເອົາເອກະສານແນະນຳກ່ຽວກັບການປົກປ້ອງ ແລະ ຮັກສາຄວາມປອດໄພສຳລັບເດັກ

- ອີງຕາມ ກົດໝາຍວ່າດ້ວຍການປົກປ້ອງສິດ ແລະ ຜົນປະໂຫຍດຂອງເດັກ (ສະບັບປັບປຸງ) ສະບັບເລກທີ 43/ສພຊ ລົງວັນທີ 17 ກໍລະກົດ 2023;
- ອີງຕາມ ກົດໝາຍວ່າດ້ວຍການຕ້ານ ແລະ ສະກັດກັ້ນການໃຊ້ຄວາມຮຸນແຮງຕໍ່ແມ່ຍິງ ແລະ ເດັກ ສະບັບເລກທີ 56/ສພຊ, ລົງວັນທີ 23 ທັນວາ 2014;
- ອີງຕາມ ດຳລັດຂອງນາຍົກລັດຖະມົນຕີວ່າດ້ວຍການຈັດຕັ້ງ ແລະ ການເຄື່ອນໄຫວຂອງກະຊວງສຶກສາທິການ ແລະ ກິລາ ສະບັບເລກທີ 633/ນຍ, ລົງວັນທີ 18 ພະຈິກ 2021;
- ອີງຕາມ ດຳລັດຂອງນາຍົກລັດຖະມົນຕີວ່າດ້ວຍການຈັດຕັ້ງ ແລະ ການເຄື່ອນໄຫວຂອງຄະນະກຳມາທິການແຫ່ງຊາດ ເພື່ອຄວາມກ້າວໜ້າຂອງແມ່ຍິງ ແລະ ແມ່-ເດັກ ສະບັບເລກທີ 110/ນຍ, ລົງວັນທີ 29 ມີນາ 2017;
- ອີງຕາມ ຂໍ້ຕົກລົງວ່າດ້ວຍການແຕ່ງຕັ້ງ ຄະນະກຳມາທິການເພື່ອຄວາມກ້າວໜ້າຂອງແມ່ຍິງ, ແມ່ ແລະ ເດັກ ກະຊວງສຶກສາທິການ ແລະ ກິລາ ສະບັບເລກທີ 3656/ສສກ, ລົງວັນທີ 04 ສິງຫາ 2022.

ປະທານຄະນະກຳມາທິການເພື່ອຄວາມກ້າວໜ້າແມ່ຍິງ, ແມ່ ແລະ ເດັກ
ກະຊວງສຶກສາທິການ ແລະ ກິລາ ຕົກລົງ:

- ມາດຕາ 01 ເຫັນດີຮັບຮອງ “ເອກະສານແນະນຳກ່ຽວກັບ ການປົກປ້ອງ ແລະ ຮັກສາຄວາມປອດໄພສຳລັບເດັກ” ເພື່ອນຳໃຊ້ເຂົ້າໃນການຝຶກອົບຮົມ ແລະ ແຈກຢາຍໃຫ້ສະຖານການສຶກສາໃນຂອບເຂດທີ່ວ່າປະເທດ.
- ມາດຕາ 02 ມອບໃຫ້ຫ້ອງການ (ພະແນກຄວາມກ້າວໜ້າຂອງແມ່ຍິງ, ແມ່ ແລະ ເດັກ) ເປັນເຈົ້າການປະສານສົມທົບ ກັບບັນດາ ຂະແໜງການກ່ຽວຂ້ອງຢູ່ຂັ້ນສູນກາງ ແລະ ຫ້ອງຖິ່ນ ເພື່ອຈັດພິມ, ເຜີຍແຜ່ ແລະ ແຈກຢາຍ ດ້ວຍວິທີການທີ່ເໝາະສົມ.
- ມາດຕາ 03 ໃຫ້ບັນດາຫ້ອງການ, ກົມ, ສະຖາບັນ, ຫ້ອງການທຽບເທົ່າ, ສູນ, ພະແນກສຶກສາທິການ ແລະ ກິລາແຂວງ/ນະຄອນຫຼວງ, ຫ້ອງການສຶກສາທິການ ແລະ ກິລາເມືອງ, ນະຄອນ ແລະ ພາກສ່ວນກ່ຽວຂ້ອງຈົ່ງຮັບຮູ້ ແລະ ພ້ອມກັນປະຕິບັດຂໍ້ຕົກລົງສະບັບນີ້ຕາມໜ້າທີ່ຂອງໃຜລາວ.
- ມາດຕາ 04 ຂໍ້ຕົກລົງສະບັບນີ້ມີຜົນສັກສິດນັບແຕ່ມີລົງລາຍເຊັນເປັນຕົ້ນໄປ.

ຮອງລັດຖະມົນຕີ

ປະທານຄະນະກຳມາທິການ

ເພື່ອຄວາມກ້າວໜ້າແມ່ຍິງ, ແມ່ ແລະ ເດັກ ສສກ



ກິ່ງມະໂນ ພິມມະຫາໄຊ

ບ່ອນສົ່ງ:

- ຫ້ອງການກະຊວງ 01 ສະບັບ
- ພາກສ່ວນທີ່ກ່ຽວຂ້ອງ ພາກສ່ວນລະ 01 ສະບັບ
- ເກັບມ້ຽນ 02 ສະບັບ

Preface

Child Protection and Children Safeguarding is one of the important tasks in the 5th 5 years Action Plan for Gender Equality, Mothers and Children in Education and Sports Sector (2021-2025).

This Child Protection and Safeguarding Guidance is drafted and written on the purpose to use for dissemination, awareness raising, campaign and training on child protection and children safeguarding. The training is for the principals, teachers, pedagogical advisors and technical staff in Education and Sports Sector from the central level to the local level for their acknowledgement and understanding on the content of this document, then they can implement effectively together.

This Child Protection and Safeguarding Guidance contains the main parts including Introduction; Sexual Exploitation, Abuse and Harassment; Respecting children's rights to safety and inclusion; Managing children's behaviour; Communicating with children; Photographing or filming children and Use of, possession or supply of alcohol or drugs.

This document might not be able to avoid any mistakes in terms of the use of words, symbols or images. If the readers found any flaws or mistakes, please kindly send us your opinions for our future improvement and better quality.

Ministry of Education and Sports

Contents

Introduction	7
Sexual Exploitation, Abuse and Harassment	8
Respecting children's rights to safety and inclusion	10
Managing children's behaviour	13
Communicating with children	14
Photographing or filming children	16
Electronic or online communication	18
Use of, possession or supply of alcohol or drugs	19

This document is about your individual role and organizational role in ensuring all children can safely access quality education in an inclusive environment that supports them to thrive.



**Child protection and
safeguarding is everyone's
responsibility.**

Introduction

The Law of Lao PDR on the Protection of the Rights and Interests of Children defines principles, rules and measures relating to the administration, monitoring and inspection of the implementation of the protection of the rights and interests of multi-ethnic children, including measures against those committing offences towards children, in order to ensure that children are whole in body, mind and spirit, so that children have good attitude, knowledge and ability and are able to have good lives in the society and become good successors of the nation.

This Child Protection and Safeguarding guide is relevant for teachers, DESB, PESS and MoES staff and Development Partners because:

- They have direct daily interactions with children and their parents and family members at their own schools.
- They have a direct and indirect regular and infrequent interactions with children and their parents and family members at the schools they support.

Word explanation

Child refers to an individual, who is under 18 years of age.



Sexual Exploitation, Abuse and Harassment

It is never acceptable for any kind of 'sexual behaviour' to occur in-person or online:

- between an adult and a child.
- between children.
- in the presence of a child or children.

Sexual behaviour includes, but is not limited to:

- Sexual intercourse
- Kissing
- Fondling
- Flirting
- Sexual innuendo
- Inappropriate text messaging
- Inappropriate photography
- Exposure to pornography or nudity



Do NOT

- Engage in sexual behaviour with a child.
- Engage in sexual behaviour in the presence of a child that would make them feel offended, humiliated, or intimidated.
- Undress in front of or expose yourself in any way to a child.
- Flirt with a child or make sexually suggestive comments towards a child.
- Have inappropriate conversations of a sexual nature with a child (for example asking them about their sexuality or experience of sexual behaviours).
- Make jokes of a sexual nature.



Don't do nothing!

Staying silent on child protection and safeguarding work sends the message that you are willing to tolerate sexual exploitation, abuse or harassment of children, whether in your own school or in a school that you are supporting.

If you witness any sexual behaviors against a child, please report it to the hotline on Child Protection in your province.

Respecting children's rights to safety and inclusion

Your main role is supporting teachers so that they can support their students to achieve the learning outcomes expected for their age, grade, and ability.

This includes helping teachers to identify and respond to all students' learning needs in ways that respect the rights and dignity of every child.

Sometimes this will also involve interacting with students to demonstrate how inclusive teaching enables children to learn and thrive and respects their diverse abilities and potential.



Do

- Treat all children equally, regardless of their gender, ethnicity, learning level, or ability.
- Support, promote and advise teachers to understand the problems and challenges that affect children's equal access to quality education.
- Be identifiable to children as someone from outside their school who is there to provide support to their school.
- You must strictly be the role model of child protection and safeguarding for the school and the community. Be respectful of children's interests, needs, opinions and concerns if you ask them about things, or they choose to raise things with you.
- Ensure parents or family members know who you are, why you are visiting the school, and have given consent to you engaging with their child/children if that is part of your visit.



Don't

- Provide any form of support to a child or their family unrelated to the scope of your role if you have no prior social, personal, or family relationship. For example, financial assistance, childcare or supervision, transport or accommodation.
- Provide transport for or travel with a child unless specifically approved to do so by their parent or family member who is their legal guardian.
- Develop any special relationships with children that could be seen as favouritism or preferential treatment.
- Give personal gifts or special favours to a child other than official awards.
- Confide in or share personal information about yourself with a child (such as personal financial or relationship information).
- Ask a child to keep secrets, such as asking them not to tell their parent/guardian/teacher about topics you have discussed with them.
- Treat a child as an adult, even if they seem mature and have been assigned adult responsibilities within their family.
- Create an emotional dependency between yourself and a child, for example by substituting the support of their peers, teachers, and family members with support from you.

These actions are often made with good intentions but cannot be taken safely by someone who is not guaranteed to be a consistent long-term support provider in a child's life.

If you recognise a child support need the best thing you can do is find a long-term sustainable solution.

If immediate short-term support that you can provide is essential, make sure a longer-term plan that does not require your support is also in place.



Managing children's behaviour

MoES's staff at the central and local level in cooperation with teachers should model in their own schools and in the schools, they support strategies to promote and encourage good behaviour by students.

When children misbehave, disciplinary actions **must never** involve physical punishment (such as beating with a cane or smacking a child). Moreover, they must ensure that the school is a safe and inclusive space.



Do

- Share with teachers strategies that reward and encourage good behaviour and gradually minimize misbehaviour over time.
- Set clear guidelines for expected behaviour with children.
- Provide guidance that is non-violent, solution-focused, respectful and in line with child development principles.
- Address poor behaviour in a calm and firm manner.
- Help children to behave within the rules they have been set.
- Create a '**safe space**' for children to express themselves if they feel unsafe.
- Encourage children to talk about their feelings and possible reasons for their emotions.



Don't

- Use any form of discipline or punishment that causes a child physical pain or physical and emotional discomfort.
- Isolate a child from the rest of their class as a form of punishment.
- Impose any form of punishment that is humiliating, cruel or frightening.

Communicating with children

MoES's Staff at the central and local levels involve interacting with children. The words you use, and your tone of voice are important.

Staff at the central and local levels, especially teachers must always model how to communicate with children in ways that give clear direction, boost their confidence, encourage and affirm their personal development, and most importantly: **do no harm directly and indirectly.**





Do

- Use clear, direct, age-appropriate language with children.
- Use words, tone of voice, facial expressions and body posture to communicate calmness and respect.
- Focus on a child's positive behaviour to build self-confidence, as well as competence.
- Use language that is encouraging and supportive and that promotes a fun and inclusive environment.
- Speak out in any situation where negative language or tone is being used by a teacher, parent/guardian, child or other person and reinforce that it is not appropriate.
- Report the event to related person or organization if you observe a consistent pattern of disrespectful, inappropriate, or threatening communication occurring between adults and children at a school you are supporting.
- Report the event to related person or organization if you observe a consistent pattern of children communicating with each other in ways that are disrespectful, inappropriate or threatening at a school you are support that other responsible adults are not addressing.



Don't

- Use stereotypes, innuendo or sarcasm when communicating with children.
- Shame a child or make derogatory or belittling comments (for example, addressing them according to their ethnicity, learning level, or disability).
- Use obscene gestures and language.
- Humiliate, intimidate or regularly criticize a child.
- Allow children to use inappropriate language unchallenged, whether with an adult or with other children.
- Single out a child or denigrate them in front of peers or other members.
- Allow any teacher in a school you are supporting do any of the above unchallenged.

Photographing or filming children

Never take photographs of or film children at your school or schools you are supporting unless you have the consent of their parent or guardian family member, and the **willing participation** of the child.



Do

- Ask the parent or guardian of any child for their consent before you take a photograph or film the child. Do this for every child that will appear in your photograph or video. Explain clearly to the parent or guardian that they have the right to refuse.
- Published materials or use it in the teaching or advertisement materials so as to explain for child's parents or guardian to know about the objectives of photographing or filming and inform them about how will that picture and video be used; for example: it will be used in online materials.
- Explain to the parent or guardian that once the image has been disseminated you will not be able to remove it.
- Stop taking the photograph or filming the child immediately if they appear upset, shy or unwilling.
- Ensure the identity and location of the child is protected in any image or video. For example, make sure they are not wearing a name tag and avoid any signage that would make it possible to locate the school they attend.
- Avoid images where the faces of children appear clearly. For example, use angles that don't directly show children's faces, or take photos from a distance of groups of children rather than an individual child.
- Ensure any images of children present them in a positive, dignified and respectful manner. Highlight their capabilities and achievements.



Don't

- Accept a school principal or teacher's approval to film or photograph on behalf of a child. Only the parents or legal guardian can give this authorization.
- Take photos or video that depict inappropriate relationships between adults and children.
- Take photos or videos that sexualize children, for example inappropriate clothing or poses.
- Take photos or videos that show children in unsafe situations.
- Take photos or videos that imply violence or aggression towards or between children.
- Take photos or videos of children for personal use.
- Share photos or videos of children online or with others unless you have written consent from the child's parent or guardian.
- Offer payment or any other form of compensation to a child or their parent/guardian in exchange for taking their photograph or filming them.

Electronic or online communication

It is unlikely that MoES's staff at the central and local levels will ever need to be in contact with a child directly via electronic or online communication. However, if a need arises to ask about or make contact with a child the staff should communicate via the child's parents, family members or teachers.



Don't

- Make friends with a child on social media.
- Communicate privately with a child via phone, email or social media.
- Ask children to keep online communication a secret from their parents, guardian family members, or others.
- Use electronic communication to arrange unauthorized social activity or other contact.



Use of, possession or supply of alcohol or drugs

This is clearly stipulated in **Article 7.6 of the Teachers Code of Conduct - Maintaining the Morals/Ethics of Teachers**. Never be under the influence of alcohol or drugs while working and in the public place.



Don't

- Use or be under the influence of drug or alcohol while working or in a public area.
- Supply alcohol or drugs to children (including tobacco).
- Supply or administer medicines, except with the consent of the child's parent or guardian family member.

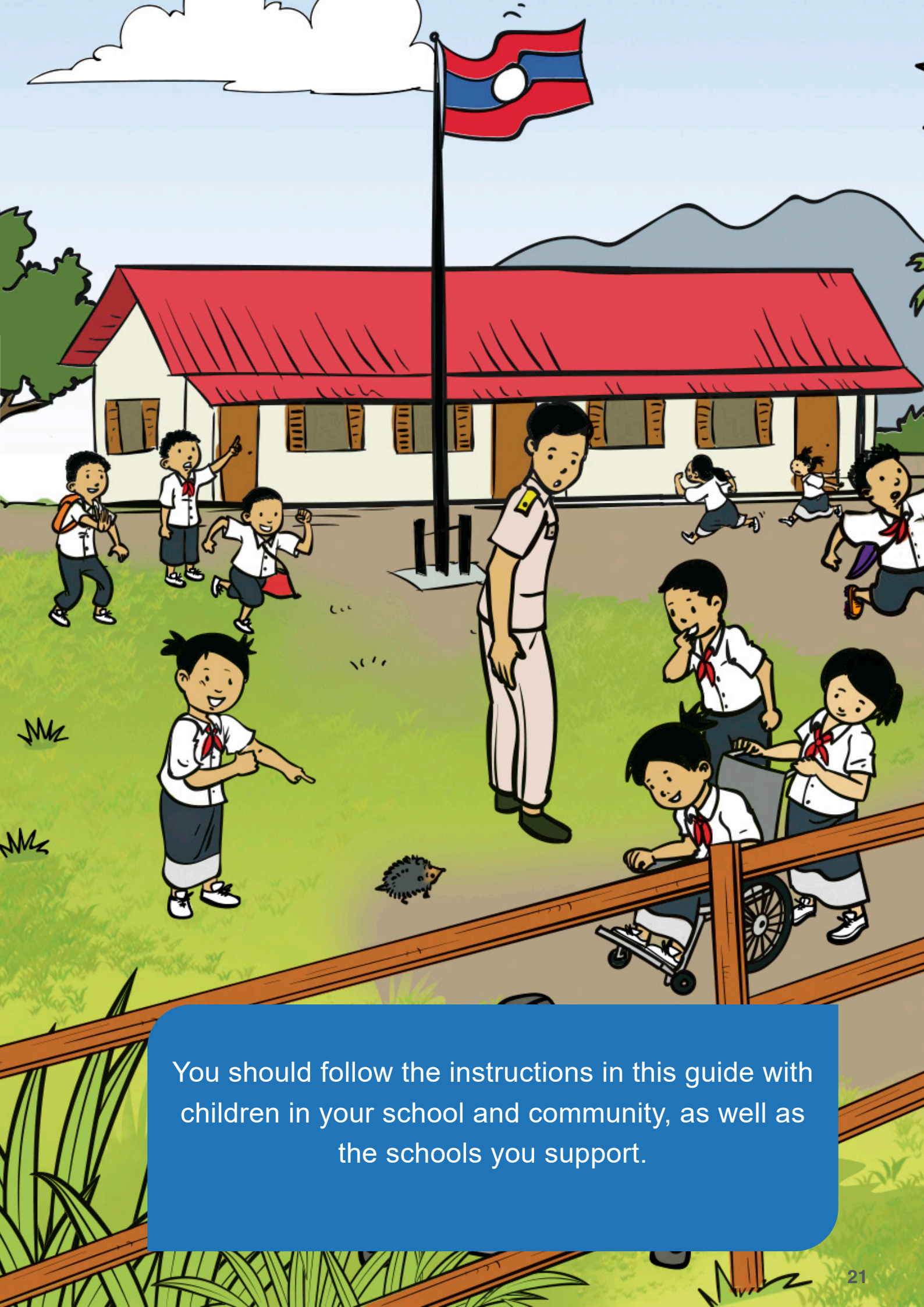


If you see concerning sexual behaviours involving a child contact the relevant child protection hotline for your Province:

- » ສາຍດ່ວນກະຊວງສຶກສາທິການ ແລະ ກິລາ ໂທ 1520
- » ສາຍດ່ວນເຈົ້າໜ້າທີ່ດຳຫຼວດສະກັດກັ້ນ ແລະ ຕຳນານຄ້າມະນຸດ ໂທ 1300
- » ສາຍດ່ວນສູນໃຫ້ຄຳປຶກສາ ແລະ ປຶກສ້ອງແມ່ຍິງ-ເດັກ ໂທ 1362 ແລະ 021 771302-03

ເບີໂທລະສັບຕິດຕໍ່ ສຳລັບສະຫະພັນແມ່ຍິງແຂວງ ແລະ ນະຄອນຫຼວງວຽງຈັນ

1.	ສະຫະພັນແມ່ຍິງ ນະຄອນຫຼວງວຽງຈັນ	021 265264	ສາຍດ່ວນ 137, 1361
2.	ສະຫະພັນແມ່ຍິງ ແຂວງ ວຽງຈັນ	023 400209	
3.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຊຽງຂວາງ	061 312154	
4.	ສະຫະພັນແມ່ຍິງ ແຂວງ ໄຊສົມບູນ	026 210015	
5.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຫຼວງພະບາງ	071 212171	
6.	ສະຫະພັນແມ່ຍິງ ແຂວງ ອຸດົມໄຊ	081 312026	
7.	ສະຫະພັນແມ່ຍິງ ແຂວງ ບໍ່ແກ້ວ	084 211015	
8.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຫຼວງນ້ຳທາ	086 312062	
9.	ສະຫະພັນແມ່ຍິງ ແຂວງ ໄຊຍະບູລີ	074 211225	
10.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຜົ້ງສາລີ	088 870370	
11.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຫົວພັນ	064 312080	
12.	ສະຫະພັນແມ່ຍິງ ແຂວງ ບໍລິຄຳໄຊ	054 280136	
13.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຄຳມ່ວນ	051 251298	ສາຍດ່ວນ 136
14.	ສະຫະພັນແມ່ຍິງ ແຂວງ ສະຫວັນນະເຂດ	041 212016	
15.	ສະຫະພັນແມ່ຍິງ ແຂວງ ຈຳປາສັກ	031 212022	
16.	ສະຫະພັນແມ່ຍິງ ແຂວງ ສາລະວັນ	034 211118	
17.	ສະຫະພັນແມ່ຍິງ ແຂວງ ເຊກອງ	038 211046	
18.	ສະຫະພັນແມ່ຍິງ ແຂວງ ອັດຕະປື	036 211074	



You should follow the instructions in this guide with children in your school and community, as well as the schools you support.



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