



International Centre™
FOR MISSING & EXPLOITED CHILDREN

Child Safeguarding and Protection Training for Schools

ICMEC Training Catalog for International Schools & School Organizations

2023-2024 Synchronous and Self-Paced Asynchronous Course Offerings

The International Centre for Missing and Exploited Children (ICMEC)

Child Safeguarding and Protection Training for Schools

2023-2024 Course Offerings for International Schools and International School Organizations

Every child deserves a safe childhood.



Supported by the United States Department of State, Office of Overseas Schools.



Intro to Safeguarding: self-paced asynchronous modules

FORMAT

ICMEC offers four asynchronous modules that are available through our Learning Management System (LMS). These modules may be accessed at any time and completed at one's own pace. Each module takes approximately 45-75 minutes to complete.

SUMMARY

To assist schools with training all staff in the basics of child protection, ICMEC developed four asynchronous modules that comprise the building blocks of school-based child protection. These modules are meant as a supplement to, rather than a substitute for, deeper synchronous training at the school level and beyond. Participants will receive a single certificate of completion of asynchronous Modules 1-4, valid for three years.

All four modules are prerequisites for the ICMEC Level I course, and access is granted to those modules as part of the Level I course registration at no additional cost.

Module 1 covers background information about child protection, including definitions of abuse, possible signs of abuse, and reporting responsibilities. It may be taken as a stand-alone course.

TARGET AUDIENCE

Asynchronous Modules 1-4 may be completed at any time by anyone who is part of a school community (i.e., educators, administrators, volunteers, parents). Some schools may choose to only enroll staff members in asynchronous Module 1 and to cover the rest of the learning objectives in school-based synchronous training.

OUTCOMES

Modules 1-4 cover the basics of the:

- Rights of the child
- Responsibilities of those who work with children
- Definitions and possible indicators of abuse
- Child protection policies and procedures for schools
- Professional boundaries
- Contextual safeguarding
- Trauma-informed victim response
- Managing allegations

PREREQUISITES

There are no prerequisites for the asynchronous modules.

Training for School Child Protection Team Members: Level I (Synchronous)

FORMAT

This course is offered during a full-day in-person session, or over three 2-hour virtual sessions. The course is facilitated by multi-disciplinary content experts. Level I workshops are offered through:

- Regional education associations
- Multi-school groups that include at least:
 - 4 schools for virtual training
 - 5 schools for in-person training
 - 20 attendees total

SUMMARY

This foundational course enables deep training of school-based child protection (CP) team members, and covers 6 essential synchronous modules:

- Rights-Based Child Protection
- Online Safety
- Policies and Procedures
- Establishing a Team Approach
- ITFCP Managing Allegation Protocol
- Identifying Abuse and Managing Initial Disclosures

Within these 6 modules, additional topics addressed include definitions and possible indicators of abuse, professional boundaries, creating a school climate of safeguarding, the grooming process, and child-on-child abuse. Case studies are used throughout the course to support schools in strengthening safeguarding procedures. Support and resources for whole staff training are provided through the training-of-trainers approach. The Level I Certificate earned at the end of this training is valid for three years.

TARGET AUDIENCE

This training is recommended for all CP team members. CP teams are comprised of child protection designates and deputies, senior leaders and designated board members, counselors, HR professionals, athletic and activity directors, nurse/medical staff, and staff with special child protection responsibilities including IT, social emotional learning (SEL), trips/service learning, and curriculum areas of vulnerability including early years, special needs/SEN, athletics, music, and performing arts.

OUTCOMES

Anticipated outcomes include:

- Understanding child protection accreditation standards and foundational beliefs.
- Determining needed policies and stages of implementation.
- Identifying supporting resources, including ITFCP Managing Allegation Protocol, audits, and CP policy samples.
- Working as a team to enhance or create CP policies and procedures.
- Prioritizing supplemental policies.
- Understanding basic victim and offender behaviors.

PREREQUISITES AND PRE-COURSEWORK

There are no prerequisites for the Level I training course. However, once registered, participants will be asked to complete the 4 self-paced, asynchronous training modules that make up ICMEC's "Intro to Safeguarding" course. After successfully completing all 4 modules, participants will be issued a certificate of completion. Those certificates must be collected by the host organization before the beginning of the live/synchronous Level I workshop to confirm that participants completed the pre-coursework.

Training for School Child Protection Team Members: Level II (Synchronous)

FORMAT

Level II courses are organized by topic and are offered during 90-minute or 120-minute sessions, both in-person and virtually. For in-person workshops, the host can choose up to 3 Level II topics to build a full day of professional development. Courses are facilitated by multi-disciplinary content experts. At the end of each workshop, participants will earn a topic-specific certificate that is valid for three years. Level II workshops are offered through:

- Regional education association workshops
- Regional education association conferences
- Multi-school groups that include at least:
 - 4 schools for virtual training
 - 5 schools for in-person training

TARGET AUDIENCE

Level II workshops are geared solely towards child protection team members. We recommend school child protection teams work together to choose different training for members based on their role at the school, role on the team, and interest so that the team represents a range of expertise.

Child protection teams may be comprised of child protection designates and deputies, senior leaders, designated board members, counselors, HR professionals, athletic and activity directors, medical staff, and legal advisors. Other staff with special child protection responsibilities in areas that include IT, social emotional learning (SEL), trips and service learning, and curriculum areas of vulnerability like early years, special needs, athletics, music, and performing arts may also attend relevant Level II workshops.

PREREQUISITES

Level II courses are for child protection team members who have established child protection programs and have completed Level I or a comparable foundation level training.

LEVEL II COURSE LIST

STUDENT VOICE IN SAFEGUARDING

120 MINUTES

“Nothing about us without us.” To effectively safeguard students, we need to involve them in creating and revising child protection policies and procedures. In this workshop, we’ll give you the tools you need to involve students from the beginning and keep them involved throughout the safeguarding process.

VULNERABLE AND MARGINALIZED GROUPS: DEIJB AND SAFEGUARDING

120 MINUTES

Good practice should address the safeguarding needs of all students. In this workshop, we'll focus on some practices that help ensure that your school addresses the needs of students whose vulnerability to abuse might be impacted by:

- Special Education/Neural Divergence
- LGBTQIA+ Identity
- Mental Health

PARENT WORKSHOP: HOW TO EDUCATE YOUR PARENT COMMUNITY

90 MINUTES

What do parents in your school community need to know about child safeguarding and protection, online safety, and the policies and procedures in place at your school? We'll cover these topics and more in an interactive workshop. We'll provide you with ideas for parent education sessions and resources to share with the parents in your community.

CHILD-ON-CHILD ABUSE

90 OR 120 MINUTES

How can we recognize and address child-on-child abuse? In this workshop, we'll work through the definitions of child-on-child abuse, especially sexual abuse and exploitation, and the indicators that abuse might be occurring. We'll also work through best practices for preventing and addressing bullying and abuse between students, both online and in-person.

RISK ASSESSMENT PROTOCOL

90 MINUTES

In this workshop, we'll discuss the risks and vulnerabilities of international schools in general, and you will work in teams to identify the risks that might be present in your school. We'll also discuss ways to mitigate those risks to prevent institutional abuse and safeguard all children.

ONLINE SAFETY

120 MINUTES

In this workshop we'll discuss various forms of online child sexual violence, exploitation, and bullying, examining child vulnerabilities and potential indicators of online maltreatment. We'll talk about the dynamics of online sexual abuse and exploitation, and the health and mental health impact of these forms of harm. We'll discuss online safety practices and strategies schools and families can employ to minimize online abuse.

SAFER HIRING FOR SAFER STUDENTS

90 MINUTES

Safer hiring practices are invaluable tools in preventing institutional abuse. This workshop focuses on understanding the prevalence of institutional abuse, exploring a values-based hiring approach, practicing due diligence, implementing safer hiring practices, and identifying supporting resources for improving hiring processes.

TRAINING SCHOOL STAFF

90 MINUTES

In this practical and interactive workshop, we'll walk you through all the points that you should include when training school staff, and give you concrete tools to personalize and use for training at your school.

DECIPHERING VICTIM BEHAVIOR: DR. JORDAN GREENBAUM

90 MINUTES

How would you know a child is being abused? Is a doctor or nurse able to tell whether a child has been sexually abused? How often do 'false allegations' occur? We'll discuss these issues and more as we examine the dynamics of child disclosures of abuse and the nature of our responses as child-serving professionals.

CULTURAL SENSITIVITY: DR. JORDAN GREENBAUM

90 MINUTES

Cultural beliefs and practices may have a profound impact on the way individuals and families recognize and respond to child protection issues, and how they approach adverse mental health concerns related to abuse and exploitation. It is critical for school staff to understand their own cultural beliefs and biases, and be culturally responsive to those of students and parents, as they work together to prevent and recover from child maltreatment. In this presentation we'll discuss the many ways culture intersects with child protection issues, and strategies for understanding and bridging perceived cultural differences.

TRAINING FOR MEDICAL STAFF: DR. JORDAN GREENBAUM

90 MINUTES

Health professionals play an important role in identifying and responding to suspected child abuse and neglect. Because of the respect, trust, and confidentiality associated with their professional role, students may choose to share sensitive information with providers. They may seek care for signs and symptoms related to trauma and abuse including injuries, psychosomatic pain, or depression. It is important for health providers to be familiar with potential indicators of abuse or neglect, and able to fulfill their roles as first responders and health liaisons, so as to provide critical support to children and their families.

BOARD AND GOVERNANCE TRAINING: DR. IAN RUSSELL

This series of workshops aims to enhance the understanding of School Board members regarding their crucial role in child protection and empower School Boards to take proactive measures in protecting children within their educational institutions. The invaluable knowledge gained from these sessions will enable participants to make informed decisions, collaborate effectively with stakeholders, and create a safe and nurturing environment for students. We offer three versions of the workshop, each catering to varying time constraints and objectives.

- **90 minutes: *Piquing Interest in the School Board's Role in Child Protection***
This lecture-style workshop serves as an engaging introduction to the complex role that School Boards play in the development of a comprehensive child protection program. In just one and a half hours, participants will gain valuable insights into the responsibilities and challenges associated with safeguarding children within a school environment. Participants will leave with a clear direction for next steps in the development of their schools child protection path.
- **3 hours: *Enhancing School Board Policy in Child Protection***
Designed to delve deeper into School Board policy related to child protection, this integrated workshop provides a comprehensive understanding of the board's role in this crucial area. Participants will have ample time to review and audit existing policies, ensuring alignment with best practices and legal requirements.
- **6 hours: *Strengthening Oversight and Building Effective Child Protection Programs***
This comprehensive workshop aims to equip School Board members with the necessary knowledge and tools to effectively oversee all aspects of child protection. Through an intensive six-hour session, participants will explore topics such as preparation, practice, communication, reputation management, community outreach, and navigating child protection concerns. By the end of the workshop, attendees will leave with a concrete action plan to further enhance the safety and well-being of the children under their care.

Other Child Protection Offerings

LEVEL I REFRESHER COURSE

After 3 years, Level I course completion certificates are no longer valid. In order to refresh the Level I certification, ICMEC offers a 2-hour course that reviews the key points of Level I and offers the chance to discuss and practice safeguarding concepts through case studies.

TRAINING SUPPORT

All ICMEC workshops take the training-of-trainers approach because we believe that child safeguarding and protection training for school staff, volunteers, contractors, coaches, and everyone else who works with students is best done in-house. We train school-based child protection team members to give them the tools they need to train everyone who works with students. When all staff are trained by members of the school child protection team, the training accomplishes several key objectives:

- Establishing a common commitment to child safeguarding and protection.
- Promoting the ethos that safeguarding is an important part of everyone's job and we are all in it together.
- Sharing specific school policies and procedures.
- Providing live translation for all languages spoken in the community.
- Providing time for questions and clarification of specific school policies.

If you would like support before, during, or after your school training, ICMEC regional trainers can offer virtual support on an hourly basis. We offer support in the form of:

- Pre-training advisory sessions for the school-based child protection team members who will train their school staff and community.
- Post-training Q&A sessions for all who were trained.
- Post-training review of key safeguarding concepts.
- Post-training case studies.

LEVEL II: SELF-PACED ASYNCHRONOUS MODULES

ICMEC is developing 3 Level II asynchronous modules that will be ready in late 2023. The modules are on the topics of:

- Institutional Abuse Prevention
- Understanding Victim Behavior
- Online and Child-on-Child Abuse

These 3 Level II modules cover the basics of each topic and may be followed up with a more in-depth synchronous Level II course. Interested participants should complete a synchronous Level I course before delving into Level II topics. Certificates will be issued to successful participants who complete any Asynchronous Level II modules.

ICMEC CHILD PROTECTION TRAINING OFFERINGS

Certificates are offered for all courses and are valid for three years.

| Courses, Workshops, and Other Offerings | Prerequisites | Duration | Attendance | Costs (all prices in USD) | State Department Sponsored Costs (for Assisted Schools, all prices in USD) |
|----------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Intro to Safeguarding: 4 self-paced asynchronous modules | n/a | Approximately 45-60 minutes per module | n/a | <ul style="list-style-type: none"> • \$10 for Module 1 only • \$35 for Modules 1-4 | <ul style="list-style-type: none"> • \$10 for Module 1 only • \$35 for Modules 1-4 |
| Level I – virtual | Intro to Safeguarding: 4 self-paced asynchronous modules (3-4 hours total) | 2 hours per day for 3 days | <ul style="list-style-type: none"> • Minimum 4 schools or 20 people • Maximum 60 people | \$125/person inclusive of honorarium for main trainers and SMEs and access to ICMEC platform | \$50/person inclusive of honorarium for main trainers and SMEs and access to ICMEC platform |
| Level I – in-person | Intro to Safeguarding: 4 self-paced asynchronous modules (3-4 hours total) | 1 full day | <ul style="list-style-type: none"> • Minimum 5 schools or 25 people • Maximum 60 people | \$125/person plus honorarium for main trainer and SMEs plus travel, lodging, and meals if required | \$50/person plus honorarium for main trainer and SMEs plus travel, lodging, and meals if required |
| Level II – virtual | Level I or equivalent (virtual or in-person) | See menu of 90-minute and 120-minute workshops (email information@icmec.org for menu) | <ul style="list-style-type: none"> • Minimum 4 schools or 20 people • Maximum 60 people | <ul style="list-style-type: none"> • \$75 per person per workshop inclusive • \$125 per person for 3 workshops inclusive (as long as participants are the same for all 3 workshops) | <ul style="list-style-type: none"> • \$25 per person per workshop inclusive • \$50 per person for 3 workshops |

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|-----------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level II – in-person | Level I or equivalent (virtual or in-person) | See menu of 90-minute and 120-minute workshops; 3 Level II workshops can be combined for a full day of PD (email information@icmec.org for menu) | <ul style="list-style-type: none"> • Minimum 5 schools or 25 people • Maximum 60 people | \$75 per person per workshop or \$125 per person for 3 workshops, plus honorarium for main trainer and SMEs plus travel, lodging, and meals if required | \$25 per person per workshop or \$50 per person for 3 workshops, plus honorarium for main trainer and SMEs plus travel, lodging, and meals if required |
| Level I Refresher Course – virtual | Level I or equivalent (virtual or in-person) | 120 minutes | <ul style="list-style-type: none"> • Minimum 4 schools or 20 people • Maximum 60 people | \$75/person inclusive | \$25/person inclusive |
| Level II asynchronous modules | Level I or equivalent (virtual or in-person) | Approximately 90 minutes per module | n/a | \$25 per module | \$25 per module |
| School Staff Training Support – virtual | n/a | 60 minutes | n/a | \$100 per hour | \$100 per hour |

Level I and Level II Training is subsidized by the U.S. Department of State Office of Overseas Schools for Assisted Schools.



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