



Child Safeguarding

Life Academy International

In-Service | July 14, 2026

Lead in **Life.**
Lead for **Christ.**

Why Does Child Protection Matter?

CHILD PROTECTION MATTERS

1

RISK

All children are at risk of harm no matter where they are from or where they live.

2

DUTY OF CARE

We have a duty of care to protect children.

3

BIBLICAL BASIS

Our treatment of children reflects our view of God.

Commitment to Child Safety

LAI CHILD SAFEGUARDING COMMITMENT



S

LAI is committed to **safeguarding** the health, safety, and well-being of every child entrusted to our care.

O

LAI maintains a **zero-tolerance policy** for any form of abuse, harassment, neglect, exploitation, harm, whether physical, verbal, social, psychological, or cyber.

S

LAI is committed to being a **Safe Place and Christ-like Environment (S.P.A.C.E.)**, where students grow holistically—spiritually, academically, socially, and emotionally.

Biblical Foundation

MATTHEW 18:6

“but whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea.”

- Children are precious to God.
- He is their Protector.
- He will judge those who harm them.

Legal Basis

PHILIPPINE LAWS

- DepEd Order No. 40, s.2012 | Child Protection Policy
- RA 10627 | Anti-Bullying Act of 2013
- RA 7610 | Protection Against Abuse and Exploitation

DO NO. 40 | CHILD PROTECTION POLICY



“Child” refers to any person:

- below 18 y/o
- 18 y/o and above but has no capacity to take care of themselves
- 18 y/o and above but is enrolled in basic education

“Child Protection” refers to:

- programs, services, procedures, and structures intended to **prevent and respond** to abuse, neglect, exploitation, discrimination, and violence.

DO NO. 40 | CHILD PROTECTION POLICY

“Child Abuse” refers to the maltreatment of a child whether habitual or not:

- Abuse (physical, psychological, sexual), neglect, cruelty, emotional maltreatment
- Words or deeds that debase, degrade, or demean the intrinsic worth and dignity of a child as a human being
- Unreasonable deprivation of a child’s basic needs for survival
- Failure to immediately give medical treatment to an injured child resulting to impairment, permanent incapacity, or death

DO NO. 40 | CHILD PROTECTION POLICY

“Child Exploitation” refers to use of children for someone else’s advantage putting the child at a disadvantage (manipulation, misuse, abuse):

- Sexual Exploitation
- Economic Exploitation

DO NO. 40 | CHILD PROTECTION POLICY



“Violence against children committed in schools” refers to a single act or series of acts committed by school administrators, academic, non-academic personnel against a child.

- Physical violence (inflicting harm)
- Sexual violence (rape, sexual harassment, acts of lasciviousness, etc.)
- Psychological violence (intimidation, harassment, humiliation, etc.)
- Other acts of violence (prejudicial to the best interest of the child)

“Bullying or Peer Abuse” refers to willful aggressive behavior towards a vulnerable victim.

Life Academy International (LAI)

- **Learner Handbook** (Anti-Bullying and Child Protection Policy | DepEd Order No. 40, s. 2012)
- **Personnel Manual and Code of Conduct** (RA 7877 | Anti-Sexual Harassment Act of 1995)

LAI Learner Handbook



Appendix I: Anti-Bullying and Child Protection Policy

Appendix I: LAI ANTI-BULLYING AND CHILD PROTECTION POLICY

EXECUTIVE SUMMARY

Life Academy International (LAI) values students' safety, well-being, and holistic growth and development. LAI strictly adheres to the following policies:

- **Anti-Bullying Act** Republic Act No. 10627
- **DepEd Child Protection Policy** DepEd Order No. 40, s. 2012

Harassment and bullying, whether physical, verbal, direct, or indirect, committed by the victim's classmate/s, teacher/s, or by any school personnel, are against the state law.

The Anti-bullying Act of 2013 defines bullying as,

"Any severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his/her property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the educational process or orderly operation of a school."

[insert Anti-bullying Act of 2013 RA 10627 link]

Child Protection as defined by DepEd in Section 3 of their policy is,

"It refers to programs, services, procedures, and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence."

[insert Child Protection Policy DepEd Order No. 40, s. 2012 link]

The school is committed to providing a safe and protected learning environment for all its students with its efforts and initiatives through LAI S.P.A.C.E. Any reported cases of harassment and bullying shall be promptly investigated. The school reserves the right to impose appropriate disciplinary measures, including but not limited to suspension or expulsion, on any student found to have violated this policy.

By implementing the S.P.A.C.E. policy, LAI aims to reinforce key policies, ensuring a cohesive and respectful school environment. Engaging students and parents in this process and providing consistent reminders fosters a community that values adherence to school guidelines. This comprehensive approach promotes a safe, respectful, and academically excellent environment conducive to learning and growth. Any action/s that violates the Safe Place and Christ-like Environment (SPACE) Policy will be subject to appropriate sanctions. These sanctions under **LAI Discipline Policy Section 5.3, pages 96-120** will be enforced following the due process and protocols mandated by DepEd, ensuring that all disciplinary measures are fair and just.

LAI values students' safety, well-being, and holistic growth and development. LAI strictly adheres to the following policies:

- **DepEd Child Protection Policy**
DepEd Order No. 40, s. 2012

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

LAI Personnel Manual



Chapter 13: Other Conditions and Regulations

3. OFFENSES AGAINST PUBLIC MORALS, DECENCY AND GOOD CUSTOMS

3.2. Sexual Harassment

Under no circumstance should a school employee commit sexual harassment in any form against a student, parent, or colleague. The forms of prohibited acts are as follows:

- 3.2.1. Physical assault of a sexual nature, such as but not limited to:
- 3.2.2. Rape, sexual battery, molestation, or attempts to commit these assaults; and
- 3.2.3. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against the victim's body, or poking the victim's body.
- 3.2.4. Unwanted sexual advances, propositions or other sexual comments, such as but not limited to:
 - Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
 - Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - Subjecting or threats of subjecting, the complainant to unwelcome sexual attention or conduct or intentionally making performance of the complainant's task more difficult because of that complainant's sex.

LAI Code of Conduct

	CONDUCT AND BEHAVIOR	1st Offense	2nd Offense
5.12	Disgraceful or immoral conduct includes but is not limited to the following:	Dismissal	
	Engaging in premarital or extra-marital sexual relationship.		
	Scandalous conduct – acts that are offensive to decency and good customs.		
	Possession of or reading pornographic materials in the school premises.		
	Accessing/downloading pornographic websites in the school premises.		
	Carrying on promiscuous relationship with another (homosexual relationships, lesbianism, and other related misconduct).		
	Willful abortion.		
	Committing acts of indiscretion or moral imprudence.		

LAI Code of Conduct

	CONDUCT AND BEHAVIOR	1st Offense	2nd Offense
5.19	Sexual Harassment – Under no circumstance should a school employee commit sexual harassment in any form against a student, parent, or colleague. The forms of prohibited acts are as follows:	Dismissal	
	Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and		
	Subjecting or threats of subjecting, the complainant to unwelcome sexual attention or conduct or intentionally making performance of the complainant's task more difficult because of that complainant's sex.		
	Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work or school matters with the complainant because he or she has complained about or resisted harassment, discrimination or retaliation; and		
	Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.		

LAI Code of Conduct

	CONDUCT AND BEHAVIOR	1st Offense	2nd Offense
5.22	Any act against norms or morality, which affects the sensibilities or other employees and directly or indirectly affects the image of the School (e.g. promiscuous relationship, abortion, immoral practices, etc.)	Dismissal	



We (LAI) have **zero tolerance** for any behavior that endangers a student's safety and well-being.

Failure to report suspected abuse is also subject to disciplinary action.

LAI Safeguarding Efforts

HARM TO CHILDREN

Child abuse is any action by another person (whether by an adult or child) that causes or has the potential to cause harm to a child.

Abuse may occur:

- In person or online
- In one-on-one or group settings
- With or without the consent of the victim

LAI recognizes both adult-to-child and child-to-child harmful behavior and will respond appropriately.

HARMFUL BEHAVIOR

Physical Abuse – Non-accidental physical harm inflicted on a child.

Emotional Abuse – Repeated actions that harm a child's emotional well-being, including threats, humiliation, or intimidation.

Sexual Abuse – Any sexual activity involving a child, including verbal, visual, or physical acts, or grooming.

Exploitation – Taking advantage of a child for personal or economic gain.

Neglect – Failure to provide for a child's basic needs, including care, supervision, and medical attention.

STANDARDS OF CONDUCT

All teachers and staff **must**:

- Maintain professional boundaries
- Avoid situations of isolation with students
- Use approved proper communication channels
- Refrain from harmful, inappropriate, or exploitative behavior
- Ensure proper supervision at all times
- Increase accountability

SAFE ENVIRONMENT AND SUPERVISION



Safe Environment and Supervision

- Increase adult presence and visibility throughout the LAI and CCF grounds to help keep students safe.
- Properly supervise and account for students on campus and during school-organized off-campus activities.
- Be attentive to students who may be at risk of harm and act promptly when concerns arise.

PROFESSIONAL HEALTHY BOUNDARIES



Appropriate: high fives, fist bumps, side hugs, and appropriate, respectful touch (shoulder tap or upper arm tap) for encouragement or support.

Inappropriate: any unnecessary or uncomfortable physical contact, close contact body-to-body hugs, touching inappropriately

CLASSROOMS OR MEETING ROOMS

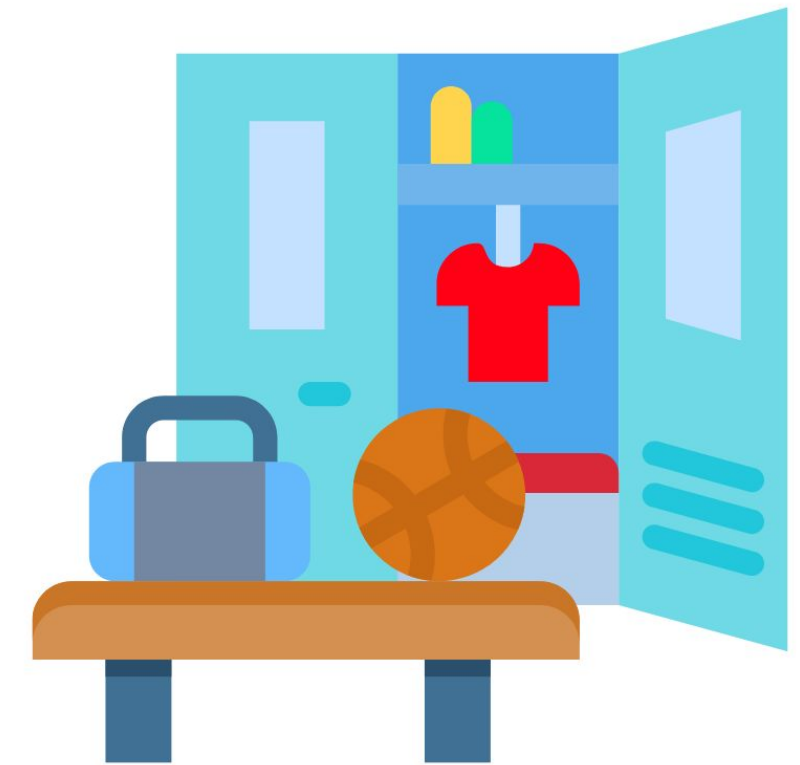
- Avoid being alone with a student inside the classroom or meeting room.
 - If needed to speak privately, leave the door open
 - Have a colleague with you inside the room for accountability
- Do not cover the glass portion of the door.
- Students should never be behind a teacher's desk with the teacher



**Visibility at ALL
TIMES is key.**

GYM LOCKER ROOM

- Locker rooms should be supervised by adults (ideally in pairs) for accountability.
 - A student should never be left alone 1-1 with an adult.
- Student should have access to private area where they can change.
- Avoid using phones or camera in the locker room.



COMMUNICATION

School-Related Communication with Students:

- allowed: school-issued email address through Google Classroom and/or Google Chat (for Upper School)
- not allowed: personal email address, social media accounts (FB Messenger, Instagram, Snap Chat, TikTok, Discord, Telegram, WhatsApp, iMessage, SMS, Viber, etc.), Zoom accounts, etc.



**LIFE ACADEMY
DOMAIN**

COMMUNICATION

Business-Related Communication with Parents:

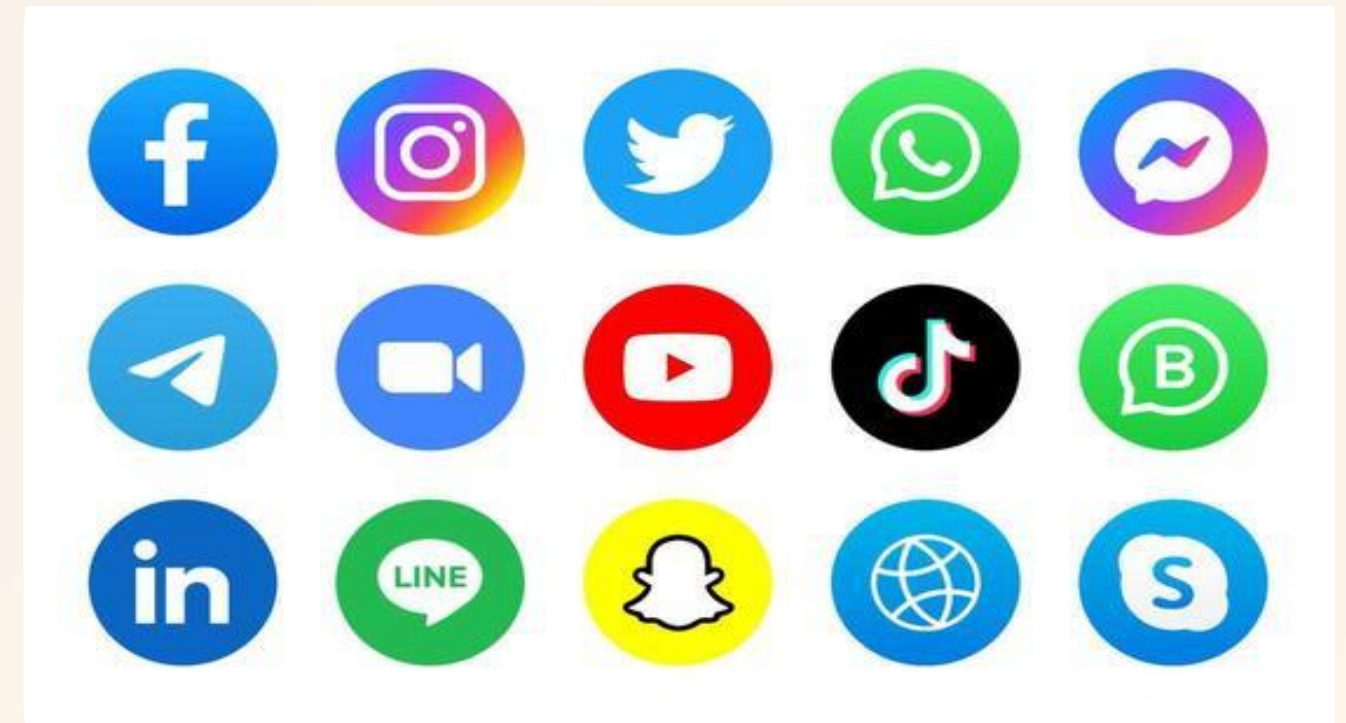
- allowed: FACTS / proper contact points
- not allowed: personal email address, social media accounts (FB Messenger, Instagram, Snap Chat, TikTok, WhatsApp, Telegram, Discord, Zoom etc.), personal Viber, SMS, etc.



SOCIAL MEDIA

Following / Friending

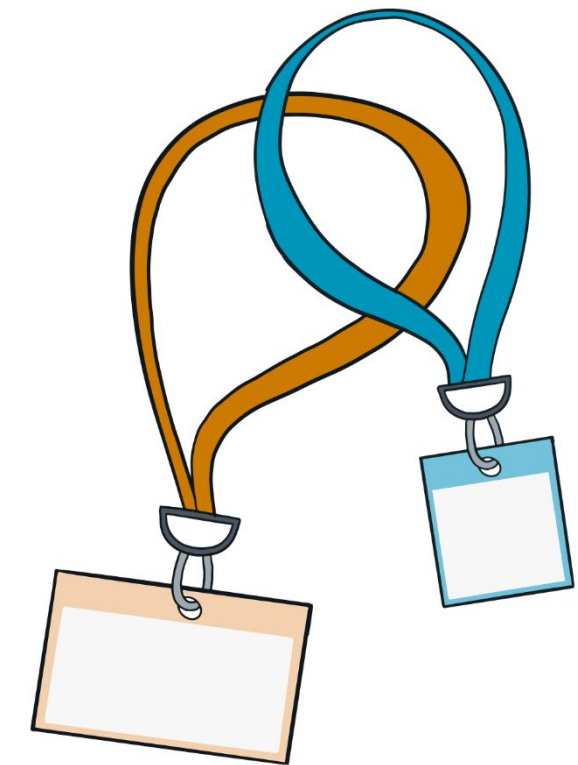
- teachers and staff are prohibited from *following, friending, connecting with, or otherwise engaging with* currently enrolled LAI students through personal social media accounts or personal communication platforms.



SECURITY AND IDENTIFICATION

Visitors

- All visitors **MUST wear a visitor ID with lanyard at ALL TIMES.**
- Stop anyone that is in the building without the visitor information and escort them to a security officer.



Parents

- Parents may wear the **school-issued Parent ID.**

DESIGNATED RESTROOMS

Main Building Restrooms

- For the 2nd, 4th, and 6th floors of the Main Building, kindly use the PWD restroom.

LAI Building Restrooms

- For the restrooms in the LAI Building, please use the restroom labeled “For Staff Only.” or the PWD restroom.



HANDLING DISCLOSURES

All teachers and staff should:

- Listen to students calmly with care and concern. **Do not investigate.**
- Respond appropriately and follow school protocol and reporting procedures.
- **Do not promise** to keep safeguarding concerns secret.
"I will only tell the people that need to know and who can help."
- **Report** any risk of harm, abuse, neglect, or safety concerns according to school policy. Information should be reported according to policy.
- Keep matters confidential to protect the student's safety and privacy. Spreading disclosed information is harmful for the student (and their family) involved.

Reporting and Response Procedure

MANDATORY REPORTING

All teachers and staff are required to report immediately any:

- Suspicion or disclosure of abuse
- Unsafe or inappropriate behavior
- Any situation placing a child at risk



REPORTING PROCESS

- Ensure the immediate safety of the child
- Do not conduct independent investigations
- Report immediately to the Campus Principal and/or Child Safety Lead through this email:
childsafetyofficer@lifeacademy.edu.ph
- Document factual information only
- Maintain the confidentiality of the matter



SEE SOMETHING, SAY SOMETHING!

Reports are handled **confidentially** and shared only with the Child Safety Team.

childsafetyofficer@lifeacademy.edu.ph

There is no need to inform or copy your direct supervisor unless you have been specifically instructed to do so.



<https://forms.gle/e5WXLXT5RMSocdpG7>

childsafetyofficer@lifeacademy.edu.ph

There is no need to inform or copy your direct supervisor unless you have been specifically instructed to do so.



SAFE in LIFE

LAI is committed to ensuring that every child is:

- Safe
- Protected
- Valued
- Loved

Together, let's daily live out Christ-centered action, vigilance, and accountability.

Lead in **Life.**
Lead for **Christ.**