











































**Annex "A"**

# Report of cases of abuse, violence, exploitation, discrimination, bullying or peer abuse and other related offenses

School/Division/Region : Period Covered :

Person Submitting Report: Designation: Date:

**VICTIM/S RESPONDENT/S**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **AGE** | **SEX****(M or F)** | **NAME** | **AGE** | **SEX****(M or F)** | **NATURE OF****COMPLAINT** | **ACTION/S****TAKEN** | **RECOMMENDATION/S** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Annex “B”**

**DEPARTMENT OF EDUCATION INTAKE SHEET**

1. **INFORMATION:**
	1. **VICTIM:**

Name:

Date of Birth: Age: Sex:

Gr./Yr and Section: Adviser:

Parents:

Mother: Age:

Occupation:

Address:

Father: Age:

Occupation:

Address and Contact Number:

## COMPLAINANT:

Name:

Relationship to Victim:

Address and Contact Number:

## RESPONDENT:

*C-1. If respondent is a School Personnel*

Name:

Date of Birth: Age: Sex:

Designation/Position:

Address and Contact Number:

*C-2. If respondent is a Student*

Name:

Date of Birth: Age: Sex:

Gr./Yr and Section: Adviser: Parents/Guardian:

Mother: Age:

Occupation:

Address and Contact Number:

Father: Age:

Occupation:

Address and Contact Number:

## DETAILS OF THE CASE:

1. **ACTION TAKEN: 1.**

**2.**

**3.**

**4.**

##  RECOMMENDATIONS: 1.

**2.**

**3.**

**Prepared by:**

**Name over Printed Name**

**Designation**

**Date**

**Annex *“*C*”***

## DEPARTMENT OF EDUCATION

**Child Protection Policy Template Objective**

The Department of Education promotes a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse.

**Principles**

1. Schools shall be conducive to learning and children shall have the right to education free from fear;
2. All children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence;
3. Schools shall advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem;
4. Corporal punishment shall not be imposed on any child in school for the purpose of discipline, training or control;
5. School Heads shall take steps to prevent bullying and ensure that the appropriate interventions, counseling and other services, are provided for the victims of abuse, violence, exploitation, discrimination and bullying;
6. Pupils, students or learners shall respect the rights of others and refrain from committing acts of bullying and peer violence;
7. Parents shall be actively involved in all school activities or events that raise awareness on children’s rights, positive discipline, and the prevention of bullying;
8. Visitors and guest shall be oriented on the Child Protection Policy.
9. All schools shall establish a Child Protection Committee (CPC) which shall be composed of the following members:
	1. School Head/Administrator – Chairperson
	2. Guidance Counselor/ Teacher – Vice Chairperson
	3. Representative of the Teachers as designated by the Faculty Club
	4. Representative of the Parents as designated by the Parents-Teachers Association
	5. Representative of pupils, students and learners as designated by the Supreme Student Council Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC).

# Department of Education Child Protection Policy Referral and Monitoring System\*

**Annex “D”**

**Complaint**

**School Head/Principal**

**Monitoring System**

**Child Protection Committee**

Fill-up Intake Sheet (Annex “B”)

**Referral System**

**(coordination of immediate response)**

**For possible filing of criminal action**

**PNP**

**(Women and**

**Children’s Protection Desk)**

* **assessment**
* **psycho-social intervention**
* **protective measures**

**Other assistance**

**NGOs**

**and other government agencies**

**Division**

**Office**

**Regional Office**

**DSWD Regional Office (Crisis Intervention Unit)**

**LSWDO**

**Consolidate reports on incidents and cases of all schools and submit a Division Report (Annex “A”) to the Regional Office**

**Consolidate reports on incidents and cases of the Division Offices within the Region and submit a**

**Regional Report (Annex “A”) to the Undersecrtary for Legal and Legislative Affairs**

**Central repository of Regional Reports**

**Central Office**

**(Annex “A)**

**\*This system does not apply to the filing of administrative cases**