

# BCS

# Parents' Handbook



# 2019-2020

We hope that this booklet provides you with enough basic information about BCS. In addition to this there is a Dorm Orientation handbook that will be given to parents whose children will be living in the Dorms. Please do get in touch with us if you require any more information. Contact details can be found at the end.

## **Background**

Bourofaye Christian School, founded in 1980, was originally situated about 10km from Ziguinchor, the regional capital of the Casamance in the south of Senegal.

In August 1997, the school was evacuated because of unrest in the region and a temporary site was found in the village of Keur Massar, 25 kilometres from the capital, Dakar.

In October 2002, the school reopened on its present site at Kiniabour, 70 km southeast of Dakar.

## **Surroundings and facilities**

The school is within relatively easy access of Dakar, with its wide range of shops, services and its international airport. Dakar has hospitals, private GPs and dentists and there are good medical facilities, hospitals and clinics, in the city of Thiès too. Thiès is about 30km away and is very handy for shopping with its colourful markets and supermarkets.

Set in the village of Kiniabour, the 6.5-hectare compound is surrounded by a wall. There is ample space outside for our students to use and we have the benefit of a very large sports' hall too. Buildings are constructed of cement brick with aluzinc roofs. There is a well on site that provides for all of our water needs and we have mains electricity along with a back-up generator system. The compound has plenty of shade.

## **The Vision and Mission of BCS**

We want to see Bourofaye Christian School students and staff knowing, loving and learning to be like Jesus. BCS serves the families of missionaries by providing excellent education in a Christ-centred community to extend the kingdom of God. Please refer to **Appendix A** to read our vision statement in full.

## **Academic Development**

The school aims to provide a well-rounded education based on the Cambridge International Curriculum and the English National Curriculum. All children will have the opportunity to study the core subjects of English, Mathematics and Science as well as History, Geography, Religious Education, Information Communications Technology, Design and Technology, Music, French, Drama, Art, Child Development and Physical Education.

The children's progress is usually moderated by external examiners in the UK through the IGCSE exams at the age of 16 as well as other examinations set by Cambridge further down the school.

A range of other assessment takes place internally. With the IGCSE's, your child receives excellent qualifications moderated by the University of Cambridge, UK, which are internationally recognised.

BCS has students from a wide variety of linguistic backgrounds and responds to their different cultural and linguistic needs in numerous ways. In order to best serve our international missionary community, we aim to provide mother tongue classes for those students for whom English is not their first language. These classes are dependent on staff availability; currently we offer Korean, Portuguese and Dutch mother tongue classes. We seek to deliver key elements of the curriculum in the mother tongue. Lessons are timetabled into the school day.

English is the everyday language spoken at BCS by all children and staff. For those without natural fluency in English, we do offer support and classes in English as a Second Language, as staffing permits.

## **Spiritual, Social and Emotional Needs**

All staff have responsibility for the care of the students and the vision mentioned above is in a special way woven into the fabric of the children's lives. We hope to see each child come to Christ and develop a personal faith, which will be the constant in the many changes most of them face.

Appreciation of other cultures and preparation for re-integration or integration into life in other countries is an important part of what we promote at BCS. We aim to help each child or young person to prepare him/herself to relate successfully to the culture of the countries s/he will live in on leaving school. Our setting allows us to have friendly contact with our Senegalese neighbours.

## Doctrinal Statement

All students take part in the spiritual life of the school: all students have a regular assembly, a time to explore the Bible in their year groups as well as some Religious Education classes. For boarding students this includes morning and evening devotions and Sunday services.

### What we believe and teach:

We believe in:

1. the Holy Scriptures, both Old and New Testaments, as originally given by God, divinely inspired, infallible (*without error*), entirely trustworthy, and the supreme authority in all matters of faith and conduct;
2. one God, Creator and Sustainer of all things, eternally existent in three Persons: Father, Son and Holy Spirit;
3. the deity and humanity of our Lord Jesus Christ, His virgin birth and sinless life, His miracles, His vicarious and atoning death on the Cross (*His death in our place made possible our restored relationship with Him*), His bodily resurrection, His ascension to the right hand of the Father, His mediatorial (*intercessory*) work, and His personal return in power and glory;
4. the universal sinfulness and guilt of all humanity since the Fall, making every person subject to God's wrath (*anger*) and condemnation;
5. redemption (*being bought*) through the blood of our Lord Jesus Christ and regeneration (*rebirth*) by the Holy Spirit as absolutely essential for the salvation of lost and sinful people;
6. the justification (*the making right before God*) of the sinner solely by the grace of God through faith in Christ;
7. the present ministry of the Holy Spirit by whose indwelling the Christian is empowered for godly living and service;
8. the resurrection of the dead to be judged by God.
9. the spiritual unity in our Lord Jesus Christ of believers who comprise (*make up*) the Church, His Body, which is committed by His command to the proclamation of the gospel throughout the world.

## Leadership and Staffing of BCS

The BCS Directors are responsible for the day to day running of the compound. They have oversight of staff and students and coordinate between departments. The Principal is responsible for the academic department. The Dorm Coordinator oversees what happens in each dorm.

The BCS Directors chair a Leadership Team which consists of the Principal, Dorm Coordinator and representatives of other departments. They share responsibility for decision-making regarding future staffing of the school along with development of initiatives within the framework of the school.

The BCS Council is the governing body which meets three times per year for discussion and to make decisions on matters concerning the administration of the school. The BCS Council consists of a representative from the WEC Senegal Branch leadership, one from WEC Gambia and Guinea-Bissau, representation from the BCS Leadership Team and Parent representatives. Parents will be informed of who their parent representative is so that they can interact with the Council. The WEC Senegal Branch conference has the final authority on all matters concerning the school.

All staff are working voluntarily and are members of WEC International or are seconded from other mission organisations. Some are at BCS for one or two years, others have committed to be here long term.

## Admissions

BCS welcomes applications from students who are able to fulfil the following criteria:

- The family is a member of a Christian organisation whose main focus is cross-cultural mission.
- The family's **main purpose** for being in the region is **to share God's message of hope, faith and love through Jesus.**
- The family is living and working outside of their home country and in a cross-cultural situation.
- The family and BCS leadership agree that BCS is the most suitable schooling option.
- The family must be willing to support their child(ren) in living and studying in an English-speaking environment.

Please see **Appendix B** for BCS Admissions Policy

## Fees

Parents will be sent an invoice twice a year. The first invoice needs to be paid in full at the beginning of the school year. The second invoice is due at the midterm break of Term 2; around the middle of February. During each term there will also be additional charges for things such as stationery, school trips, T-shirts, phone cards, IGCSE exams etc. Towards the end of the term you will be sent a statement showing these additional charges together with any payments you have made. These charges need to be paid for at the end of the term or at latest before the start of the following term.

Please see **Appendix C** for the current BCS Fees

## Insurance Policy

The school has a third party insurance policy. Children are covered by this in school activities. The cost is included in the school fees. Parents should familiarise themselves with the policy and the extent of the cover. WEC cannot take responsibility for any claims outside the limitations of this policy.

## Passports and Consent

All children attending BCS need to have individual passports or a legalised copy. For boarding students, this will be deposited in the office during term-time. This is not necessary for daily students.

Children over 15 years of age living in Senegal need to hold either an Identity Card (Carte d'Identité Etranger) or have a one-year visa issued. Application for either of these should be made well in advance of the child's 15th birthday. This is not necessary for those children whose parents live outside of Senegal, (providing they return home at the end of each term), as the 3 month tourist visa issued on entry into Senegal is sufficient.

Parents are asked to sign a consent form at the beginning of each academic year for activities such as swimming, school outings and permission to use photographs of their children.

## Facilities

BCS is a home as well as a school.

**Staff Accommodation** - School staff live on site. Staff families live in apartments, while singles are offered single rooms in an apartment, or one bedroom apartments.

**Academic facilities** – As well as classrooms, facilities include a laboratory, art / craft room, library, sports' hall and computer rooms with access to the Internet. A large auditorium / chapel is the link between the classroom blocks. The chapel has a stage which we use for school productions.

**Dormitories** – There are 3 dormitories for three different age groups. They are international and mixed gender. Children sleep in dormitories with two to four beds in a room: girls on one side and boys on the other of a large, comfortable lounge area where they can “chill out,” play table tennis and watch DVDs together as part of the weekend programme. The dorm-parents live in an apartment connected directly to the dorm. A computer is available for the children to write emails to their parents and friends.

**Dining Room / Kitchen Complex** – A large communal dining room / kitchen seats up to 130 people. Most of the meals are taken in the dining room. At weekends, those who are boarding sometimes eat together as family groups in their dorms. The children also enjoy preparing snacks and meals here together with staff for special events.

**Workshop** – A large workshop has a reasonable selection of most tools and equipment which the children do use sometimes under the supervision of adults.

**Administration Block** – This contains offices for the BCS Directors, the Principal, and administrative staff.

**Post** - is collected from Popenguine once or twice per week.

## Medical Matters

A detailed medical form will be given to you on acceptance of your child at BCS. This includes details of illnesses, vaccinations and blood group.

Yellow fever certificates should be left in the school office along with the child's passport for those students who are boarding.

Parents are asked to sign an 'attestation' (written permission) so that one of the BCS staff can act on their behalf in case of urgent medical needs or evacuation.

It is recommended that children take malaria prophylaxis. Should parents wish to take children off prophylaxis during the dry season they may discuss this with the school nurse. Parents need to supply their own medications if needed, including vitamins and fluoride. These should be given directly to the school nurse. Any allergies or other medical needs should be discussed with the school nurse well in advance of the child's arrival. As well as the normal childhood vaccinations and those required by each mission organisation, BCS children must be immunised against meningitis A and C every three years and tetanus and polio every 10 years.

Dental check-ups and eye tests should be done before a child arrives at BCS. Thereafter, annual dental check-ups (and eye tests if the child wears glasses) are required. Non-urgent medical appointments should be arranged early in the school holidays so as to avoid the interruption of classroom work.

In a community like BCS the risk of spreading infection to other children is very large. Children cannot come back to school after the weekend, midterm breaks or holidays when they are unwell.

In considering whether your child is well enough to come back to school please follow these guidelines:

- They have to be fever free (below 37.5 degrees) for 24 hours without fever reducing medicine (such as Paracetamol, Tylenol or Ibuprofen).
- If your child was suffering from diarrhoea (3 or more loose stools in 12 hours) and / or vomiting, they have to be well for 24 hours before you can send them back to school.
- If your child has been prescribed antibiotics and is coughing or has a sore throat, they should be taking the antibiotics for at least 24 hours before you can send them back to school.
- Daily students should not be at school when ill.

If your child comes back with antibiotics or any other medicine, please give the medicine to the school nurse or dorm parent, if a boarding student. If you don't bring back your child yourself, indicate in writing how the medicine should be taken and pass it on to us via another adult.

If you have any questions about any of the above or are unsure whether your child can come back, please feel free to contact us by phone.

## **Absences and Furlough / Home Leave**

If your child will be absent from school for any reason then please contact the Admin Office immediately, either by email or telephone. If you know in advance that you may need to take your child out of school please get in touch with the Principal to discuss this. We do not encourage parents to take their children out of school unless it is an exceptional circumstance.

We understand that leaving school before the end of term is sometimes a necessity due to Furlough or Home Assignments. This, however, should be an exception. If students leave before the end of the school year this will disrupt their learning, it impacts on teachers and may affect the learning of others in the class. There are social and emotional issues too of students missing out on end of term shared experiences and goodbyes. Our policy is that this is avoided as much as possible. The school year starts in September, term dates are published by us in advance and we expect all students to be here at the beginning and remain until the end of each term unless there are exceptional circumstances. If there are exceptional circumstances, students would only be able to leave at mid-term break in term 3 or at the end of term 2, not at any other point. (Please refer to **Appendix D** - Term Dates).

If you are aware that you may need a furlough or home assignment in term time please come and first contact the Principal, preferably at least six months in advance. Once the issue has been discussed you will be given a form to complete and return to school. (Please see **Appendix E** – Furlough and Home Assignment form).

Please note that students who are on Furlough / Home assignment for one school year or longer will need to reapply for a place at BCS, following the standard application process as laid out in the BCS Admissions Policy.

With regard general communication with the school, please refer to the Communication with BCS guidelines (**Appendix F**)

## Dress Code

The way we dress is an opportunity to seek to honour and respect God, others and ourselves. It is an important part of our witness to the Lord Jesus Christ. The BCS Dress Code considers and honours our hosts, their culture and values. It teaches respect for our work and education. BCS prepares students for their re-entry and different views on dressing according to varying expectations.

Please see **Appendix G** for our current Dress Code.

## Equipment and Resources

Textbooks and exercise books are provided for all students by the school. We expect students to bring certain other items of equipment to school. A list can be found in **Appendix H**. This is sent out to all students before the start of each school year. Limited amounts of this equipment is available for purchase at the school.

For those living in the dorms, details will be given as part of the dorm orientation.

BCS does not have a school uniform but all students require a red BCS t-shirt for Sporting activities. These are available for purchase from the school.

Many students have their own electronic devices for a variety of uses. Please refer to our BCS Media Policy (**Appendix I**) for how we expect these and other media to be used.

Text-books, musical instruments etc., may only be borrowed during school holidays with permission. The student is responsible for returning these in good condition.

No library books may be taken off the compound without the librarian's permission.

The payment for any damage or loss of books etc. will be the parents' responsibility and at the staff's discretion they may be billed.

## Structure of the School Year

The School year runs from September through to July. We have three terms each school year. The approximate dates are as below. Please see Appendix H for our current term dates.

1st Term: Mid September - Mid December  
5-week break (which usually includes WEC Senegal's Annual Branch Conference)

2nd Term: 2nd week January – Easter  
3-week break

3rd Term Mid April - around the 2nd week of July

At the end of the first and third terms (i.e. December and July), interviews are arranged for parents with the teaching staff and dorm parents. Parents should make every effort to attend both of these occasions each year. A school report on each child will also be given at these times.

In the middle of each term we have a mid-term break.

Please note that we expect at least one parent from each family to collect and return their children by the given times on the term dates schedule. We believe that it is very important that a child has their own parents arriving to collect them or drop them off. There are also whole school events or parent-staff interviews happening at the starts and ends of term which it is important that parents are a part of.

## School Timetable and Information

(For boarding students please refer to the Dorm Orientation Handbook for more detailed times)

Morning Lessons (20 minutes for break)	8.30am – 12.25pm
Lunchtime	12.30pm
Siesta	1.20pm - 2.00pm
Afternoon Lessons	2.15pm - 4.00pm

Students in Year K only attend school for the morning session. Students in Year K – 4 finish school at 12.30pm on a Wednesday.

On a Friday, there is no siesta, allowing for an earlier finishing time of 3.20pm.

At BCS we see Homework as a vital component in the learning process. Secondary aged students receive homework tasks on Monday to Friday; they follow a set program based on their timetables. Year 7 and 8 students have two or three tasks of 30 minutes a day, Year 9 have three tasks of 30 minutes, and Years 10 and 11 have three tasks of 45 minutes. Homework tasks may be completed during siesta, in the evening or over the weekend. The students are encouraged to organise their own time, and work to deadlines established by subject teachers. Primary aged children also receive homework tasks such as reading, spelling or project based tasks. These are set at the discretion of the teacher.

Each student is given a Homework Planner. In this, they should write down their homework, as well as other notes. This booklet has space for parents and teachers to communicate with each other and we encourage all parents to make full use of this.

## Behaviour

No smoking, alcoholic drinks or non-prescribed drugs are allowed at the school or at any time while the student is under the care of BCS.

Students should refrain from the use of vulgar language.

Friendships are a very important part of life here at BCS. We encourage the children to enjoy each other's company and fully participate in all school and dorm activities, having fun together! It is beneficial for our lives together at school to keep these friendships non-exclusive and platonic. Children and teenagers can learn to know each other well, to respect and love each other, without the relationship being a romantic one.

As a school community, we enjoy a meal together each lunchtime, as well as those in the dorms sharing breakfast and evening meal together. We have guidelines for these mealtimes. Please refer to **Appendix J**.

Please refer to **Appendix K** for the BCS Behaviour Policy.

## Safeguarding

We take the safety of all of our students and staff very seriously. We have a Child Protection Officer at the school and follow the WEC Senegal guidelines regarding this issue. Please refer to **Appendix L** for an extract from our Safeguarding Policy.

When students are taken off-site we have clear ratios that staff follow in order to properly supervise students. Please refer to **Appendix M** for our guidelines on invitations or outings to BCS students by other families.

The information given in this booklet is general, if you would like more details about life here at BCS please do not hesitate to contact the Directors, the Principal or the Dorm Coordinator.

## Bourofaye Christian School

BP 98  
22600 Popenguine  
Senegal  
West Africa  
Tel: (+221) 77 767 51 71  
Email: [admin.bcs@gmail.com](mailto:admin.bcs@gmail.com)



## **BCS Parents' Handbook - Appendices**

**Appendix A – BCS Vision Document**

**Appendix B – BCS Admissions Policy**

**Appendix C – BCS Fees List 2019-2020**

**Appendix D – BCS Term Dates 2019-2020**

**Appendix E – Furlough and Home Assignment Form**

**Appendix F - Communication with BCS Guidelines**

**Appendix G – BCS Dress Code**

**Appendix H - School equipment required**

**Appendix I – BCS Media Policy**

**Appendix J – BCS Meal Guidelines**

**Appendix K - BCS Behaviour Policy**

**Appendix L – BCS Safeguarding Policy**

**Appendix M – BCS Guidelines for Invitations or Outings**

## The Vision, Mission, Goals and Strategies of Bourofaye Christian School (BCS)

### VISION

*'the ultimate reality  
BCS wants to see  
fulfilled'*

To see Bourofaye Christian School students and staff knowing, loving and learning to be like Jesus.

### MISSION

*'the reason why  
BCS exists'*

Bourofaye Christian School serves the families of missionaries by providing excellent education in a Christ-centred community to extend the kingdom of God.

### GOALS

*'What are the key  
goals that BCS  
consider essential  
to achieve its  
mission'*

#### **G.1 Providing excellent education by:**

- a) effectively teaching students up to Year 11 using an international English curriculum.
- b) providing an internationally recognised qualification.
- c) enabling students to discover, value and fulfil their God-given potential.
- d) preparing BCS students for further education.

#### **G.2 Living in a Christ-centred community means:**

- a) providing a safe, loving environment where each student and staff member can experience spiritual, social and emotional growth.
- b) consistently working on being Christ-centred individually, and as a community.
- c) providing high-quality boarding experiences as well as an inclusive environment for day students.

#### **G.3 Extending the kingdom of God by:**

- a) encouraging students to enter into or deepen their relationship with God
- b) sharing the visions of MEAO Senegal and other missions to see people in West Africa coming to know, love and worship Jesus.
- c) nurturing relationships with our local communities.
- d) inspiring a wider vision in students and staff to share the gospel wherever they may go.

## STRATEGIES

*In order to achieve these goals BCS is fully committed to the following:*

### **S.1 Providing excellent education by:**

- 1.1 Providing a rich and creative curriculum that develops students academically, emotionally, socially, physically and spiritually in an international context.
- 1.2 Aiming for all subjects to be taught by teachers who are qualified or competent.
- 1.3 Providing on-the-job training and evaluation for teachers.
- 1.4 Using classroom time effectively, with well-planned and organised lessons.
- 1.5 Carrying Christian values and high expectations of behaviour throughout the school, in the context of loving relationships.
- 1.6 Encouraging the involvement and support of parents and other carers in their children's education.
- 1.7 Providing mother tongue classes with emphasis on language and culture.

### **S.2 Living in a Christ-centred community means:**

- 2.1 Supporting students and staff during life and ministry at BCS to ensure on-going encouragement, fellowship and personal and spiritual development.
- 2.2 Nurturing prayer and worship for students and staff.
- 2.3 Creating an atmosphere of celebration of all that God is doing in us and through us, both individually and as a community.
- 2.4 Encouraging an attitude and practice of service and team work which help the community to function well.
- 2.5 Encouraging the identification of gifts by providing different opportunities for students and staff to be involved in the BCS community.

### **S.3 Extending the kingdom of God by:**

- 3.1 Ensuring regular Bible teaching and discipleship amongst students and staff.
- 3.2 Creating and maintaining relationships with our Senegalese staff, our Kiniaour and Sindia neighbours and others by day-to-day interaction as well as outreach and events where appropriate.
- 3.3 Stimulating prayer for the area.
- 3.4 Staying connected with the families of the students, MEAO ministries and other missions through regular prayer meetings, visiting their ministries and through presentations.

### **S.4 Supporting strategies:**

- 4.1 Recruiting qualified and/or competent staff for all areas of BCS.
- 4.2 Preparing staff for working and living with children of missionaries in a community setting.
- 4.3 Providing on-going training and evaluation for staff.
- 4.4 Preparing students for life in their passport country or elsewhere.
- 4.5 Keeping the BCS fees affordable, so that as many missionaries as possible can use BCS for their children's education, with access provided to the Student Support Fund for families with financial difficulties.
- 4.6 Facilitating regular communication between parents and BCS.

## Appendix B – BCS Admissions Policy

### **Bourofaye Christian School** **ADMISSIONS POLICY**



Bourofaye Christian School serves the families of missionaries by providing excellent education in a Christ-centred community to extend the kingdom of God. BCS is a school for daily students and students who board.

#### **A. Acceptance Criteria for BCS students**

BCS welcomes applications from students who are able to fulfil the following criteria:

- The family is a member of a Christian organisation whose main focus is cross-cultural mission.
- The family's **main purpose** for being in the region is **to share God's message of hope, faith and love through Jesus.**
- The family is living and working outside of their home country and in a cross-cultural situation.
- The family and BCS leadership agree that BCS is the most suitable schooling option.
- The family must be willing to support their child(ren) in living and studying in an English-speaking environment.

#### **B. Application Process**

BCS offers places to students on the basis of their status being that of daily students and boarders.

- a) We encourage all parents to visit the school in order to meet both the Directors and Principal prior to applying to BCS.
- b) Parents desiring to apply for a place for their child(ren) for the first time should complete an application form in full and address it to the BCS Directors at BCS, BP 98, Popenguine 22600, Senegal, or email to [admin.bcs@gmail.com](mailto:admin.bcs@gmail.com)

**The due date for applications for September is the 15<sup>th</sup> of February.**

- c) The school year is from mid-September to the beginning of July. In exceptional cases, it might be possible to start in January. However, it is important for parents to realise that a January start is not always beneficial for the child, as well as not being ideal for the school. The due date for applications for January is the 30<sup>th</sup> of September.
- d) All applications are processed by the Leadership Team of the school, before being presented to the BCS Council, who have the final authority in accepting or turning down applications.
- e) In considering applications the Leadership Team will use the following criteria:
  - a. First priority is given to families who work for WEC International.

- b. Second priority is given to families who do not have other suitable alternative schooling locally.
- c. Third priority is given to families who already have a child at the school.
- d. Fourth priority is given to families who raise their own support entirely.
- e. In the case of classes or dormitories being over-subscribed the following factors will be taken into consideration (in no particular order):
  - i. The date of application;
  - ii. Teaching capacity (number and experience of teachers);
  - iii. The impact each potential student might have on the education of those already present;
  - iv. The potential student's level of English or perceived ability to learn English;
  - v. The situation in the dorm (only applicable if the student is boarding);
  - vi. Parental willingness to support their child's education, including support over school holidays.
- f) Late applications will be considered at the discretion of the BCS leadership team and Council.
- g) Before full acceptance at BCS, a child will be required to spend a time of orientation at the school. This is usually a week. For boarding students at least one of the parents will be required to stay at the school and the orientation should cover at least one weekend. The school reserves the right to refuse the child's acceptance following this orientation period or may request that the application is deferred until the child is ready.
- h) Students who leave BCS to go on Furlough / Home Assignment for one school year or longer will need to re-apply by the deadline above. They will not necessarily have to complete an orientation period.
- i) BCS reserves the right not to offer Kindergarten and some specialised courses (such as mother tongue) depending on staff availability.
- j) BCS reserves the right to require a student to return home if they feel after a period of time that BCS is not the best place for the student either in school or in the dorm.

Parents will agree by signature to the principles and practices to be found in the BCS Parents' Handbook, including the BCS statement of faith.

BCS might ask for letters of recommendation.

The BCS Council has the final decision on any application and may turn down applications without stating reasons.

### **C. Daily Students at BCS**

Day schooling is expected for those who live within easy access to the school (20 min drive or less).

In normal circumstances, any day student or staff child 6 years old or over will attend school full-time. Students in Kindergarten (ages 4-5) will attend school part-time (all morning). Students in Y.1 and above will attend school full-time.

Before full acceptance at BCS, a child will be required to spend a time of orientation at the school. For daily students, parents will not be required to stay at the school, but need to be available to meet with BCS staff.

In certain circumstances, the school reserves the right to refuse the child's acceptance following this orientation period or may request that the application is deferred until the child is ready.

#### **D. Boarding Students at BCS**

Boarding facilities at BCS exist to enable students to attend BCS even though their family may live a considerable distance from the school.

The distance the family lives away from BCS is a major factor when considering who should be allowed to board at BCS.

BCS considers the local region to be within a 40 min drive to BCS and it includes Thies, Mbour and Diamnadio.

Families must live outside the local region. Students are expected to be with their parents for Mid-term breaks and holiday times. Subject to prior communication with dorm staff, parents are welcome to collect their children for the weekend.

Transfer of responsibility. Parents need to make contact with the appropriate dorm parents at the point where children are taken from the school or delivered to the school. This means that each side is aware of the children either having left the compound or having arrived on the compound.

Boarding is only possible if at least one of the parents is available to collect and drop off their child at the start and end of each term and for mid-term break.

#### **Acceptance of boarders**

While many students may wish to board, BCS's preference is that children stay with their families if this is possible. BCS is willing to accept students whose families live in the local region as boarders if there is sufficient dorm space and it will not place undue stress on the dorm situation. This is only offered on a 1 term basis. The boarding situation will be reviewed each school term.

If applications are received for full boarders who live outside the local region they will be given priority for dorm places. This means that a boarder whose family lives in the local region may be asked to live at home to make space for full boarders.

BCS may choose to offer boarding in other circumstances as it sees fit.

Children are ready for boarding at different ages.

The minimum age for boarding: A child must be in Year 5 (age 9-10) to be considered for boarding.

For all children starting at BCS, regular feedback will be given to the parents regarding their progress/settling in from the school and dorm perspective.

Any change in boarding status must be presented to the BCS Council for approval by written request of the parents.

Approved by: BCS Council

Date Approved: 23 October 2018

Date for Review: October 2021

## Appendix C – BCS Fees List 2019-2020

### Fees for students at BCS

It is important to note the following:

BCS charges are annual. There are no refunds for any students who miss school or leave early. The full annual fees need to be paid.

There will be small additional charges over and above the annual charge for things like PE shirts, stationery and special events etc during the year.

#### The charges for each category are:

Daily Student	Total Annual Fees
Junior (School years 1-6)	910,000 cfa
Senior (School years 7-9)	985,000 cfa
Top Senior (School years 10-11)	1,030,000 cfa*

Boarding Student	Total Annual Fees
Junior (School years 5-6)	1,430,000 cfa
Senior (School years 7-9)	1,505,000 cfa
Top Senior (School years 10-11)	1,550,000 cfa*

WEC Daily Student	Total Annual Fees
Junior (School years 1-6)	610,000 cfa
Senior (School years 7-9)	685,000 cfa
Top Senior (School years 10-11)	730,000 cfa*

WEC Boarding Student/Staff Child**	Total Annual Fees
Junior (School years 5-6)	1,070,000 cfa
Senior (School years 7-9)	1,145,000 cfa
Top Senior (School years 10-11)	1,190,000 cfa*

\* These fees DO NOT cover IGCSE Exam costs (mainly for students in Years 10 & 11). These are charged separately once students have been entered for the exams.

**\*\* NOTE: Staff with children:** Staff with children at BCS in year 4 or below (down to the age of 0), or children above year 11, should email the BCS Finance Office for details of school charges (e-mail: [finance.bcs@gmail.com](mailto:finance.bcs@gmail.com)).

## When must you pay, and how much?

We charge the annual fees in two equal instalments/payments.

- 50% is payable on day one of the school year (11 September 2019)
- 50% again in the middle of the year being the start of mid-term break of the second term (20 February 2020)

(Note: Exam fees will be charged separately once the exams have been entered and the fees received, usually towards the end of term 2 or beginning of term 3).

Each instalment/payment is due IN FULL on the due date. Late payment fees will be charged for late payment.

## How to pay

Payments may be made in the following ways:

1. **Please will you pay us in cash (cfa) at the BCS Finance Office.** This is by far the best way for us to receive payment. Please note that we don't accept payment in any foreign currency.
2. BCS does not have its own bank account but MEAO (WEC Senegal) allows us to use their bank account to receive bank transfers. If you would like to make payment this way, please contact BCS Finance for the bank account details. PLEASE NOTE: Making payment this way incurs the following additional charges.
  - a. a handling charge of 2.2% of the value of the transfer, and
  - b. any bank charges MEAO are charged for the transaction

## What happens if you don't pay on time (Late Payment Fees)?

1. Please communicate with us. We ask that you write to us to tell us why you can't make payment.
2. If you don't pay your school fees (and any residual charges owing) by the instalment/ payment date, you will be charged 'late payment fees'.  
This fee is charged at 500 cfa per 100,000 cfa (or part thereof) left outstanding *per week* that the amount owing is left unpaid.

If you have any questions please visit the BCS Finance Office or email [finance.bcs@gmail.com](mailto:finance.bcs@gmail.com)

## Appendix D - BCS Term Dates 2019-2020

### Bourofaye Christian School

#### Term Dates 2019-2020



<b>Term 1 – 12 weeks</b>	
Tuesday 10 <sup>th</sup> September	Travel Day
Wednesday 11 <sup>th</sup> September	Start of Term (8.30am)
Tuesday 22 <sup>nd</sup> October	Start of Mid-Term Break (4.00pm)
Monday 28 <sup>th</sup> October	Staff Training Day
Tuesday 29 <sup>th</sup> October	School re-starts (8.30am)
Wednesday 11 <sup>th</sup> December	End of term
<b>Holidays – 5 weeks</b>	
<b>Term 2 – 10 weeks</b>	
Tuesday 21 <sup>st</sup> January	Travel Day
Wednesday 22 <sup>nd</sup> January	Start of Term (8.30am)
Thursday 20 <sup>th</sup> February	Start of Mid-Term Break (4.00pm)
Monday 24 <sup>th</sup> February	Staff Training Day??
Tuesday 25 <sup>th</sup> February	School re-starts (8.30am)
Wednesday 1 <sup>st</sup> April	End of term
(Easter Sunday 12.04.19)	
<b>Holidays – 3 weeks</b>	
<b>Term 3 – 11 weeks</b>	
Tuesday 21 <sup>st</sup> April	Travel Day
Wednesday 22 <sup>nd</sup> April	Start of Term (8.30am)
Thursday 4 <sup>th</sup> June	Start of Mid-Term Break (4.00pm)
Tuesday 9 <sup>th</sup> June	School re-starts (8.30am)
Wednesday 8 <sup>th</sup> July	End of term

## Appendix E – Furlough and Home Assignment Form

### Bourofaye Christian School

BP 98

Kiniabour, Route de Popenguine

22600 Popenguine

Senegal

West Africa

Tel; (+221) 77 767 51 71, 33 899 79 30

Email: [admin.bcs@gmail.com](mailto:admin.bcs@gmail.com)



### Information about FURLOUGH PLANS/HOME ASSIGNMENT

BCS understands the need for parents to sometimes have to take students out of school for Furlough / Home Assignment. However, it is important for parents to realise that missing part of a child's education is not ideal for them, nor is it always helpful to other students or teachers. BCS will not be able to provide material for missed lessons. We expect students to be back ready for the start of term, therefore it is recommended by BCS that the family arrives in the region a few days before term begins in order for students to be ready for school.

If Furlough / Home Assignment is necessary in BCS school time, parents should first make contact with the Principal to discuss the possibilities. After this discussion, if plans will go ahead, then parents should complete this form and return it to the school office by the 15<sup>th</sup> March.

Please note that students who are on Furlough / Home assignment for one school year or longer will need to reapply for a place at BCS, following the standard application process as laid out in the BCS Admissions Policy.

**Name(s) of student(s):**

**Date of leaving BCS (please select):**

End of Term 2

Mid-Term Break Term 3

**Signed – Parent:**

**Date:**

### Appendix F – Communication with BCS

We are very keen for parents to be involved in what is happening at BCS, both in school and, for those who are boarding, in the dorms. The guidelines set out below will hopefully help parents know who best to contact and when is most helpful to contact members of staff.

**General Enquiries**

For all general enquiries, please call the BCS office phone during school hours (8.30-12.30 and 2.45-4.30 Monday-Friday) or send an email. Our administrator, can answer many of your questions and / or will direct you to the appropriate person, forward your email to the relevant person or pass on a message for them. Emails will be checked each day (Monday-Friday) so this is the best contact if you want a quick response.

If you are a parent of a daily student or weekly boarder and your child is ill, please contact the school office as soon as you know that they will not be coming into school. The administrator will be able to notify the correct people.

**Contacting Others**

The Directors' phone can be used to speak to Director directly from Monday to Friday. The mobile number can also be called in emergency situations. The Principal can also be contacted by phone or email. Please try to make contact during school hours but note that the principal may sometimes be teaching so email may be easier.

Dorm parents can also be contacted by phone or email. Please respect their time off (Tuesday evening and all day Wednesday) so please try to contact them during school hours.

If you have a need to contact staff outside of school hours, please try to avoid calling during meal times / siesta (7:30-8:00am, 12:30-1:00pm, 1:15-2:30pm, 6:15-6:45pm).

Please do not call other staff on their personal phone number to discuss school matters. If you have specific issues that you would like to discuss then we would be more than happy to arrange a time for you to come and talk to the relevant member of staff if you live locally or else we can arrange a phone conversation for those who live further afield.

For parents of weekly boarders or daily students, please do make use of the Homework Planner which has space each week for communicating with your child's year group teacher, or other teachers.

**Thank you very much for your cooperation in communication!**

<b>BCS Office</b>		77 767 51 71 33 899 79 30	<a href="mailto:admin.bcs@gmail.com">admin.bcs@gmail.com</a>
<b>Directors</b>	Michelle Coward	33 899 79 30 77 153 87 02	<a href="mailto:director.bcs@gmail.com">director.bcs@gmail.com</a>
<b>Principal</b>	Dirk-Jan and Mirjam Baarsen	78 388 37 22	<a href="mailto:principal4bcs@gmail.com">principal4bcs@gmail.com</a>
<b>Finance</b>	Lilianny Pina	77 339 55 28	<a href="mailto:finance.bcs@gmail.com">finance.bcs@gmail.com</a>
<b>Falcon Dorm</b>	Jonathan & Johanna Kapitaniuk	Jonathan 77 797 09 38 Johanna 77 797 09 66	<a href="mailto:falcondormparents@gmail.com">falcondormparents@gmail.com</a>
<b>Dorm Co-ordinator Kingfisher Dorm</b>	Eli & Margaret Sweany	Eli 77 470 94 13 Margaret 77 470 94 22	<a href="mailto:dormcoordinator.bcs@gmail.com">dormcoordinator.bcs@gmail.com</a>
<b>School Nurse</b>	Lilianny Pina	77 339 55 28	<a href="mailto:medical.bcs.sen@gmail.com">medical.bcs.sen@gmail.com</a>

# Bourofaye Christian School

## BCS Dress code



The way we dress is an opportunity to seek to honour and respect God, others and ourselves. It is an important part of our witness to the Lord Jesus Christ. The BCS Dress Code considers and honours our hosts, their culture and values. It teaches respect for our work and education. BCS prepares students for their re-entry and different views on dressing according to varying expectations.

### **On Site** Please note additional details below.

#### **During school hours (Mon-Fri 08:30-16:30), working in the office or when at church**

Be smart casual/business casual; clothing should fit well and be neat and tidy

#### **- Y.5-6 students**

Skirts/dresses/shorts/trousers (\*) may be worn if loose and at least mid-thigh length

#### **- Female senior students and female staff**

Skirts/dresses/trousers (\*) that cover the knees fully when sitting

#### **- Male senior students and male staff who aren't teaching/working in the office**

Full length trousers (\*) or long shorts to at least the knee

While working in maintenance, shorts (at least mid-thigh length) and vest/tank tops are fine

#### **- Male staff when teaching/working in the office/when at church**

Full length trousers (\*)

#### **- For PE (students and teaching staff)**

Sports shoes, shorts (loose and at least mid-thigh length) and a red BCS T-shirt

Shorts may be worn during the entire morning or afternoon in which the PE lesson takes place, but not all day

#### **After school, weekends and in holidays**

#### **Male students and male staff and female students:**

Shorts (loose and at least mid-thigh length) and vest/tank tops may be worn

#### **Female staff:**

Shorts (loose and at least mid-thigh length) may be worn after evening meal

### **Off site** Please note additional details below.

#### **When travelling anywhere and when in Thies, Saly, M'Bour or Dakar**

#### **As in school hours (on site)**

Female senior students and female staff: when travelling in trousers (\*), a wrap or pull-on-skirt (that covers the knees fully when sitting) needs to be within reach, in case of breakdown in rural areas.

#### **When stepping out of the BCS gate and when in Sindia, rural areas or villages**

#### **- Male senior students and male staff:**

Full length trousers (\*), shirt/T-shirt, no vest tops/tank tops

#### **- Female senior students and female staff:**

Skirts/dresses (that cover the knees fully when sitting), no trousers  
If travelling by bicycle, full length trousers (\*)

When travelling directly from BCS to Popenguine beach/Baobab Soleil and back, shorts are fine for everyone.  
Sports off site (e.g. running/cycling): Loose shorts, which reach down to mid-thigh and vests are fine for everyone.  
For swimming: Female senior students and female staff: one piece swimming costume, preferably with swimming shorts on top  
Male senior students and male staff: loose swimming shorts (at least mid-thigh length)

When travelling elsewhere in Senegal/West-Africa: please ask the Directors for further advice on what is suitable to wear.

## **Additional Important Details**

### **All Students and staff**

\* **Trousers** must be loose. This means you can grab material with each hand on the hips and thighs – without stretching the material – so that there is no clear definition of the leg/hip/thigh.

Skinny jeans can be worn as long as the bottom is covered. Leggings are allowed if they are covered loosely down to mid-thigh.

- Clothing should be free from major stains or purposely made rips or holes.
- Footwear should be worn at all times when outside or in the dining room, for health and safety reasons.
- No hats to be worn in the dining room or school (during meal times and school hours).
- No inappropriate T-Shirt messages.
- No midriffs should be seen at any time.
- Underwear should not be seen, for example, no underpants showing above saggy trousers, or through flimsy ones, no wide bra straps under narrow strapped tops, no bras showing at the back, no bras showing through flimsy/light/white tops, no tops with over-sized armholes, where underwear is clearly seen under the arm etc.
- If a skirt or dress is see-through, an underskirt needs to be worn.
- Bras must be worn at all times, not just by female staff, but also by female students that need them.

### **Senior students and staff**

- No vest tops/tank tops for male senior students and male staff during school hours/working in the office or when at church.
- All tops need to have straps and they need to be at least two generous finger widths.
- Low necklines should not be worn. If you can see cleavage when bending down, the neckline is too low.
- Any dresses and tops need to cover most of the back.
- Any slit in skirts /dresses must end below the knee.
- For specific school events e.g. Christmas party:
  - skirts/dresses can be mid-thigh length
  - thinner straps/strapless dresses may be worn

**Remember, you can dress with individual style, and look fashionable, while conforming to the Dress Code.**

Please ask if you don't understand something, and please don't be offended if you are told to stop wearing something because it is not in Dress Code.

November 2015

## Appendix H – School equipment required

<p><b>Year K – Year 2</b></p>	<p>5 lead pencils 1 Pack of coloured pencils Sharpener Eraser Pencil case</p>	<p><i>5 Crayon gris 1 Pochette de crayons de couleurs Taille-crayon Gomme Trousse</i></p>
<p><b>Year 3 – Year 4</b></p>	<p>5 lead pencils 1 Pack of coloured pencils Sharpener Eraser Pencil case Glue Scissors Ruler (30cm) 1 pack of coloured markers (optional)</p>	<p><i>5 Crayon gris 1 Pochette de crayons de couleurs Taille-crayon Gomme Trousse Colle Ciseaux Règle (30cm) 1 Pochette de marqueur/stabilos (facultatif)</i></p>
<p><b>Year 5 – Year 6</b></p>	<p>5 lead pencils 1 Pack of coloured pencils Sharpener Eraser Pencil case Glue Scissors Ruler (30cm) Compass Protractor 3 Blue pens (biro) 2 Red pens (biro) 1 pack of coloured markers (optional)</p>	<p><i>5 Crayon gris 1 Pochette de crayons de couleurs Taille-crayon Gomme Trousse Colle Ciseaux Règle (30 cm) Compas Rapporteur 3 Stylos-bille bleu 2 Stylos-bille rouge Pochette de stabilos/marqueurs (facultatif)</i></p>
<p><b>Year 7 – Year 11</b></p>	<p>5 lead pencils 1 Pack of coloured pencils Sharpener Eraser Pencil case Glue Scissors Ruler (30cm) Compass Protractor 5 Blue pens (biro) 5 Black pens (biro) 2 Red pens (biro) 1 USB memory stick (2GB or more) 1 Scientific Calculator (available to purchase from BCS) 1 pack of coloured markers (optional, but needed for Y10 DT) Yr 9/10 DT Students need: 1 0.5mm mechanical drawing pencil 1 Pack of 0.5mm lead for mechanical pencil</p>	<p><i>5 Crayon gris 1 Pochette de crayons de couleurs Taille-crayon Gomme Trousse Colle Ciseaux Règle (30 cm) Compas Rapporteur 5 Stylos-bille bleu 5 Stylos-bille noir 2 Stylos-bille rouges 1 USB memory stick <b>1 Calculatrice scientifique</b> (une calculatrice de qualité peu être acheter dans/à la BCS) 1 Pochette de stabilos/marqueurs (facultatif, mais nécessaire pour Y10 DT) Yr 9/10 DT students 1 0.5mm porte mine 1 0.5mm paquet de mines</i></p>

## Appendix I – BCS Media Policy

### Media Policy at BCS

DVDs, movies, music, computer (Play Station, wii, hand held...) games, apps, internet, books - we have a wide range of cultural approaches and parental beliefs about what is suitable for kids to watch, listen to, play and read.

At BCS we want to provide a safe environment to use different media. We want to do this through the following regulations:

All **DVDs/movies/videos/games\*** will be screened by staff before a public showing. We will not show a movie to children if they are younger than the age-rating given. In rare cases we may ask permission from the parents to show a movie above the age rating of the child. In such cases we will substantiate our reasons for the request.

Sometimes we might even raise the age of the **DVD/video/games** rating because we feel it is too violent or has unacceptable swearing, occult or sexual content.

BCS will not show/allow children to watch a movie that has been obtained illegally.

Children may watch age appropriate movies privately only in the lounge area as part of their screen time. Children must ask permission from the dorm parents before they start. If they want to watch a movie with someone else, this movie needs to be pre-watched and approved by the dorm parents for content.

Whatever **music/MP3, 4/books/computer/movies and video games** your child brings to BCS, has to be approved by parents first.

BCS cannot be held responsible for the content which children bring. If we see or hear inappropriate content, we will remove the offensive material and contact the parents if necessary.

BCS does not approve of illegal downloads and transfers of illegal digital media files (music, books, games, video's, movies).

**Computer/video games\*** are restricted to certain times, which are different in all three dorms. We do not allow first person shooting games and may also restrict other games that we don't find suitable for the respective age range in a dorm.

At certain times students have supervised Internet access on school computers (with security filters). Dorm and staff children have the possibility to use internet in the dorms. They only can use the internet when they sign and agree on following the Responsible Users Agreement (see BCS RUA policy).

\*Rating according to the UK/European rating systems

## DINING ROOM GUIDELINES

THANKS TO THE KITCHEN FOR WONDERFUL MEALS!!!!

As staff members, we are the pattern!

(What we do, the children will copy – good or bad)

Parents do expect us to teach table manners. Every family has different we need to have one, on which we agree as the BCS family.



standards –

### What we agree on

#### - Three bells system

1<sup>st</sup> bell: come to the dining room, wash your hands, staff serve meal on plates;

2<sup>nd</sup> bell: kids enter the dining room, people at the table with prayer box decide who is praying

3<sup>rd</sup> bell: We say grace

#### - Be on time!

- Wash hands BEFORE the meal (yourself and kids)

- Grace is said only before meals / any language / encourage kids to pray  
(stand up / speak up)

- We ask politely (please/thank you) for getting things

- Watch posture at the table (your own and the kids')

- No reading and no toys at the table

- Caps should be taken off during meals

- Only two people away from table at the same time

- Leftovers: We go for leftovers only **after** saying grace  
(then everybody has the same chance!)

- Max. 2 spreads on bread

- Adults and seniors serve hot cocoa to Juniors and Primaries

- Only Y.7+ are allowed tea / coffee

- Everybody tries a bit of everything

- Show positive attitude to all food

- Finish your plate (including staff members and their children) – start with little portions! No food should end up in the bin!

- Generally we encourage everybody to eat their food with (at least) a fork or chop  
sticks (a few exceptions are possible)

- Whatever your table has finished eating should be brought to the counter for  
others to share, when the seconds bell is rung.

- Announcements: to be made only **15 minutes** after the meal has started! (Ring the bell again!)

- We collect dishes together at the end of each meal and bring them to the counter

- No running in the Dining room!

- Tables are cleared after everyone has finished eating  
(staff at the table decide any exceptions)

There is no hurry!!



sticks (a few exceptions are possible)  
others to share, when the seconds bell is rung.

**Meals should be a time to enjoy, relax  
and have fellowship!**

**HAVE FUN!!**

## Appendix K - BCS Behaviour Policy

### BCS BEHAVIOUR MANAGEMENT POLICY –

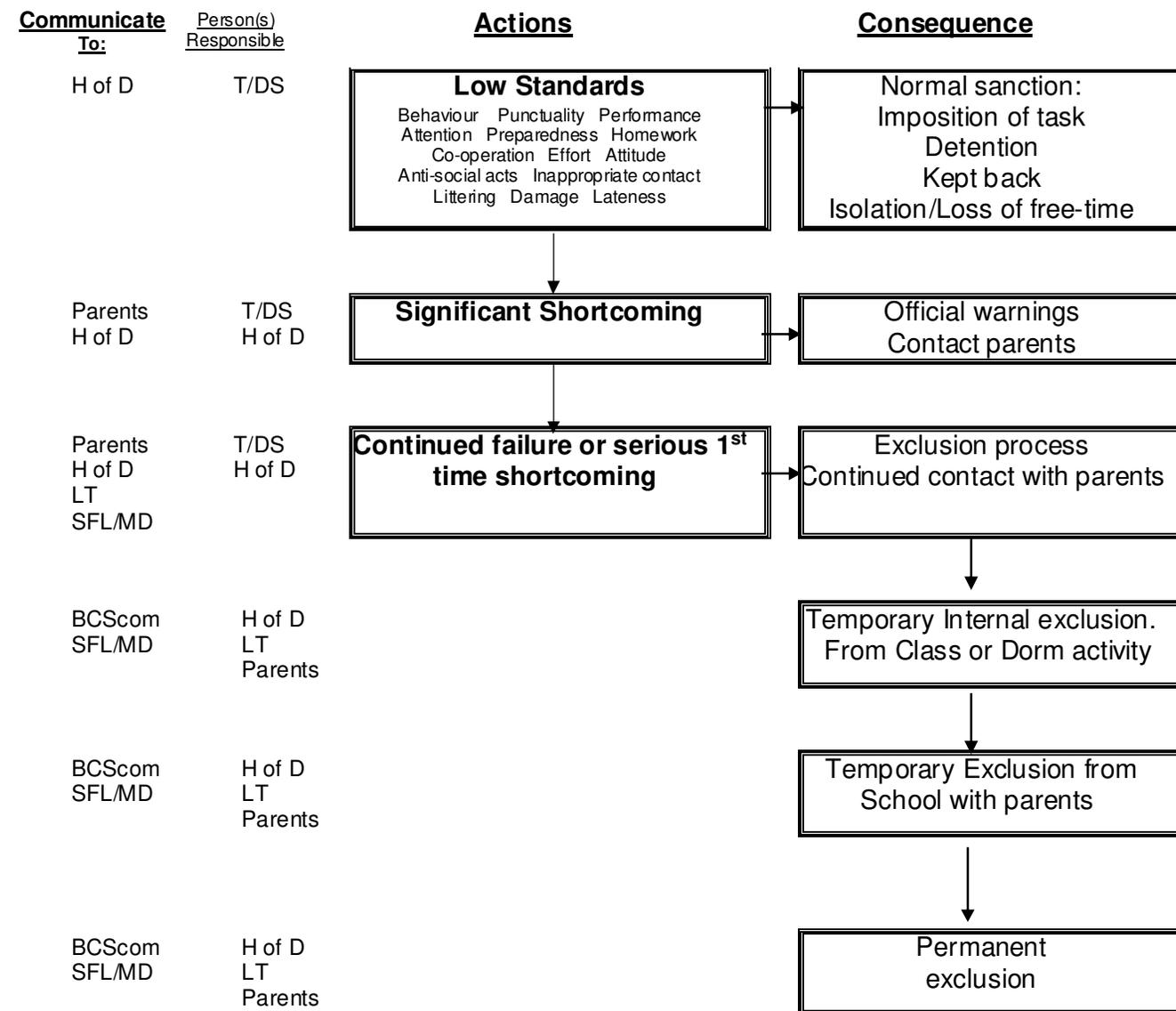
#### Background:

It should be stressed that this structure in no way replaces the aim of the BCS family to encourage growth in the students and staff, to see them develop and mature in all aspects of their lives, spiritually, emotionally, physically and academically. And that we all, by our actions, words and attitudes, become channels through which the Lord may accomplish all He has planned for each of our lives. (2 Thess 2:16). Thus the flow chart should not be seen as a series of escalating punishments, but rather a framework through which we may achieve our aim.

It should also be stressed that it is difficult to define unacceptable behaviour other than in broad-brush strokes. How we as staff respond to individual students will depend to a large extent on the student, their personal history and situation. Ultimately, the trust placed by the parents on the staff, that they will deal with students in an appropriate way in order to see the student develop is vital. Communication between the staff and parents is a natural part of school life, via informal conversations, more formal reports or staff/parent interviews.

Behaviour management flowchart.

- The flow chart outlines the responsible parties at each stage of the process. Consultation with parents at all stages of the process will be ongoing.
- **All** members of staff must accept responsibility for monitoring and dealing with unacceptable behaviour within the BCS family, in whatever context or situation it is encountered.



H of D = Head of Department  
 LT = Leadership Team  
 SFL = Senegal Field Leader

T = Teacher  
 BCScom = BCS Committee  
 MD = Mission director (other WEC fields or other missions)

DS = Dorm Staff

## Appendix L – BCS Safeguarding / Child Protection Policy

### MEAO SENEGAL CHILD PROTECTION POLICY

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#### Introduction

MEAO Senegal is committed to the protection and safeguarding of every child, including the prevention of all forms of abuse – those that we minister to and our own MKs. We want to maintain a family-friendly ethos where our children thrive and feel secure. The term child is inclusive of anyone under 16 years of age, or under 18 years of age and directly under our care (e.g. in a school, children's centre or boarding home).

The **Child Protection Officer (CPO)** is the designated responsible person for the implementation of this policy and is the first point of contact in the case of any allegations or suspicions of abuse or other inappropriate conduct towards children.

The **Deputy CPO** will act in the same capacity if the CPO is not accessible for any reason.

#### As a Christian agency we place a special emphasis on:

- Listening to, relating effectively to and valuing children and young people whilst ensuring their protection in all locations and facilities where we are responsible to care for them
- Encouraging and supporting parents
- Ensuring that staff involved with children/youth are given support and training
- Having a good system for dealing with concerns of possible abuse

#### 1. Definition of Child abuse

A general term to describe inappropriate, immoral, unethical or threatening behaviour by an adult toward a minor, or of one child toward another child where there is a difference in power, based on age or physical, intellectual or emotional capacity definitions. The commonly accepted age difference is 3 years, or more precisely 1095 days, but age difference is not the only factor involved in deciding if the incidents involve abuse.

The following four categories of possible criminal abuse are acknowledged: physical abuse, sexual abuse, neglect, and emotional abuse. The category of spiritual abuse has been added to this document for completion, although in itself would not normally be recognised as criminal. Child abuse can be committed with or without the consent of the victim. It can occur in a one-on-one encounter or in a group setting.

**Physical Abuse:** Physical abuse is any act that results in a non-accidental physical injury, intentional or unintentional. It includes unreasonably severe corporal punishment, excessive slapping/spanking done in anger, punching, beating, kicking, biting, shaking, squeezing, administering poisonous substances, burning, holding under water, pulling hair, holding against one's will, or any other action that inflicts injury.

Physical injury does not include the transient redness that sometimes results from acceptable and agreed forms of corporal punishment within the family context. Although in Senegal corporal punishment is considered unlawful as a **disciplinary measure** in penal institutions, there is no explicit prohibition. Corporal punishment is explicitly allowed in private homes and in alternative care settings. (for reference: <http://www.endcorporalpunishment.org/pages/progress/reports/senegal.html>). However for MEAO workers (including the seconded and associated workers) on the Senegal Field any form of corporal punishment in a ministry setting with fellow missionary children or Senegalese children is prohibited. In countries where any form of corporal punishment is illegal all workers and visitors are to comply with the law.

MEAO Senegal does not allow corporal punishment in the schools or boarding homes that it runs.

**Sexual Abuse:** This occurs when a child is used sexually by an adult or young person. Sexual abuse occurs when a child or young person is pressurised, forced or tricked into taking part in any kind of sexual activity with an adult or young person. This can include kissing, touching the young person's genitals or breasts, intercourse or oral sex. Making a child look at pornographic magazines, internet sites or films is also sexual abuse, as is sexually explicit text messaging or other communication.

**Neglect:** Persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

('Non-organic failure to thrive' is a medical term which implies a baby or child is not receiving enough food due to economic factors, parental neglect or psychosocial problems.)

**Emotional Abuse:** This is the failure to provide the appropriate emotional and physical security and protection that a child requires for stability and full emotional and social development according to their personal potential. It is a pattern of behaviour over time that impairs a child's functioning or development. This can be hostility towards or rejection of the child, such as unreasonable restriction of movement, patterns of belittling, threatening, deliberately instilling fear, humiliating, blaming or discriminating. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It also includes witnessing any incident of threatening behaviour, violence, or abuse (emotional, physical or sexual) between parents or family members.

All bullying is a form of emotional abuse, some involves physical abuse.

**Spiritual Abuse:** Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his or her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. (*Definition from the Churches Child Protection Advisory Service document "Safe and Secure - the Manual" Standard 8:8.7*)

Although very unlikely to be viewed as a crime, it is sinful and destructive behaviour and creates a climate in many cults and cult-like churches where other forms abuse can take place.

## 2. Screening of all staff and volunteers

- A. Our sending branches will ask all prospective applicants to declare that they have not committed any form of child abuse.
- B. All applicants to WEC are to be further checked for their suitability to work in situations where they will have contact with children. Referees will therefore be asked questions concerning that suitability. The applicant will be made aware that referees will be asked questions that cover this area. Recommended questions include the following
  - i. Is there any reason to be concerned about the applicant's behaviour with children?
  - ii. Has any child, parent or other adult ever made a complaint about behaviour with children against the applicant?
  - iii. Would you have any reservations about placing your own child, or children in the extended family, in the care of the applicant?
  - iv. Were the relationships the applicant formed with children, parents and other adults appropriate for the roles they were performing?
  - v. Is the applicant:
    - A loner with few or no meaningful adult friendships?
    - Someone who spends a lot of time in hobbies that attract children to the detriment of developing interests, hobbies and outlets with other adults?
    - Someone who appears restless and moves frequently in jobs, living arrangements or friendships?
  - vi. If you have answered yes to any of the above questions please explain why.
- C. All MEAO workers (including the seconded and associated workers) will be required to produce a certificate of police clearance if this is possible.
- D. Any worker who joined WEC before police checking was a routine part of the application process is required to ask for a check if this is possible should they transfer to ministry with children and/or vulnerable adults.
- E. Any person found to have a record of past offences against children cannot join WEC International
- F. All national co-workers are required to fulfil the same conditions as mission staff in this area. Where police clearance is not possible, references from pastors and previous co-workers need to be thorough in this area.
- G. If any of our staff, after some time on the field, confide that they were the victims of child abuse the following need to happen
  - i. The area and field leaders will provide pastoral support. Counselling from member care supporters is to be sought where appropriate.
  - ii. If children could still be at risk from the alleged abuser the police and/or social services in their sending country are to be informed as appropriate to ensure measures are taken to protect children.

### **3. Education & Training**

- A. MEAO workers (including the seconded and associated workers)** should be made fully aware of the field's child protection policy, which should be part of the orientation process for new workers. Ongoing child protection training and repeated signing of the CPP should form part of the regular staff review procedure. MEAO workers as well as seconded and associated workers will be asked to sign the CPP every 3 years. Those working at BCS and at The House of Hope will be asked to sign every year. All staff need to be aware of good practice and the need to be accountable to others in their work with children. All staff also need to know what the warning signs of abuse are, as outlined in the appendix and what to do in the case of suspicion of abuse or if they hear an allegation. Staff will understand that failure to follow the CPP is a disciplinary issue that will lead to consequences up to dismissal from the mission and reporting to the legal authorities.
- B. National co-workers** need also to be aware of the field CPP and should attend training sessions at the start of any period of service with children as well as any ongoing training along with mission personnel. They should be aware of the relevant sections of child protection law in their country. National co-workers will understand that failure to follow the CPP is a disciplinary issue that will lead to consequences up to dismissal from the ministry and reporting to the legal authorities.
- C. Short-term Teams (WEC Treks)** working with children and vulnerable adults also need to know about the field's CPP and should have necessary training during their orientation. They should each be given the contact details of the CPO and deputy CPO. All teams on the field must ensure that adequate child protection training has been done by the short-term team when receiving them, and if not then ensure adequate training takes place on the field
- D. Children** need to be educated in an age-appropriate fashion about the dangers of abuse and that there are people who will listen and take them seriously if they have concerns in this area. At a very young age this should be along the lines of when to say no and what kind of touch is not acceptable. They need to know to whom they should report if anything happens that troubles them. The level of teaching will work upwards from that, so that by the teen years the emotions and consequences of abuse can be discussed. Again it should be clear to whom the children can speak if they have concerns.

### **4. Good Working Practices**

MEAO Senegal's primary purpose in this policy, and in our practice arising from it, is the protection of children. However, good practice also serves to help protect staff from potentially compromising situations and from the risk of unfounded allegations. Workers must be vigilant to retain discretion in their relationships with the children; it is possible to be deceived into compromising activities that can be used as blackmail, especially charges of sexual exploitation, by street-wise children.

The following measures are recognised as good practice

#### **A. Visibility**

All work with children should be planned in a way that minimises risks as far as possible. This plan includes being visible to other adults when working with children. Visibility can be accomplished by planning activities in areas where other adults are present and at a time when other activities are occurring. It can also be accomplished by installing windows in all classrooms and other rooms occupied by children or by keeping doors open.

#### **B. Overcoming Isolation**

At least two unrelated adults should be present in work with children unless in a formal context such as a school classroom. Staff are to avoid being alone with individual children. For example, drop off siblings last in a carpool or take your own child or another unrelated adult along when providing rides.

An adequate number of adults should supervise events away from schools or centres, especially for overnight activities. Recommended guideline ratios are 1:5 for children aged 11+ and 1:3 for younger ones.

The level of supervision and administering of personal care such as using the toilet must be appropriate to the age of the child whilst accepting that a few children have special needs. Where First Aid or a medical procedure that is privacy invasive is to be given ensure that another member of staff of the same sex as the child is present, unless emergency requirements prevent it happening. In all areas of life a child's privacy is to be respected.

### **C. Accountability**

All MEAO Senegal personnel are expected to interact with children in a mature, capable, safe, caring and responsible manner, with a high level of accountability. They are responsible for giving and accepting feedback from others to maintain our high level of professionalism and integrity in interactions with children.

- i. Always be accountable to other adults regarding your interactions with children.
- ii. Parents should take the prime responsibility for protecting their own children and to educate them appropriately as to how they can protect themselves.
- iii. Parents and/or supervisors are to be notified beforehand of any activities with children, for example, before transporting a child, keeping a child after school, a youth activity or when tutoring a child.
- iv. Counselling or other necessarily confidential meetings with children should be done in a room with windows, or the door ajar, and only when another adult is close by, aware that the meeting is occurring and willing to stay in the vicinity until it is completed.
- v. In an emergency situation, find someone to go with you if at all possible, or notify whoever is available.

Staff and parents are encouraged to periodically and randomly visit areas where children and adults are together.

### **D. Technology**

Care must be taken to avoid inappropriate use of technology so as to protect children from abuse and exploitation, for example, to prevent inappropriate internet content and use.

- i. Proper internet protection should be put on all public computers.
- ii. Parents are strongly encouraged to monitor their children's mobile phones and internet activity.
- iii. Staff should not telephone or exchange personal e-mail, social network, SMS or text messages with children. There are a few exceptions to this, such as when staff act in the place of parents as boarding home parents or at an orphanage.
- iv. Parents/Supervisors are strongly encouraged that all films, TV programmes, computer games watched by their children are legally acquired, age appropriate and of a suitable nature.
- v. No MEAO Senegal-run activities will show films or television shows that are of an unsuitable nature for the children present.
- vi. Parents/Supervisors are strongly encouraged monitor the content of the music children are listening to, and the music videos they are watching, and to ensure that they have been legally acquired.
- vii. No MEAO Senegal-run activities will play music of an unsuitable nature for the children present.

Further information in Internet Safety and e-Communications with Children Guidelines (Appendix B)

### **E. Discipline**

Discipline should be used to teach and correct rather than punish. It should not include excessive corporal punishment, shaming, yelling at or belittling a child or other forms of hostile or rejecting treatment.

### **F. Differential Treatment**

Adults should avoid favouring or showing differential treatment to particular children to the exclusion of and in the presence of others. Adults are not to form exclusive friendships with children, even if they are totally free of any sexual intent.

### **G. Touch**

Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply:

- i. Touch should be in response to the need of the child and not the need of the adult.
- ii. Touch should be open rather than secretive. For example, a hug in the context of a group is very different from a hug behind closed doors.
- iii. Touch must be age-appropriate and generally initiated by the child rather than the adult. It must be with the child's permission and any resistance from the child should be respected.
- iv. Touch should always communicate respect for the child. Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc.
- v. Adults and other children should not beat, pinch, push, hold against their will, or otherwise assault children.
- vi. Touch should be morally and culturally appropriate.

The following signs of affection may be appropriate within specific contexts: verbal praise, side hugs (shoulder to shoulder hugs). For smaller children, this may include touching their hands, faces, shoulders and arms, arms around their shoulders, hugs or holding them when others are present.

The following behaviours between staff and children are inappropriate and are not to be engaged in: touching buttocks, chests, genital areas or thighs; showing affection in isolated areas or when alone with a child; lying on a bed with a child; flirtatious or seductive looks; any

form of affection that is unwanted by the child; sexually suggestive or explicit language, showing sexually-suggestive pictures or videos or playing sexually-suggestive games with any child; any behaviour that could be interpreted as sexual in nature.

Team members should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

#### **H. Verbal Interaction**

Words should be used to support and encourage a child, such as praise, positive reinforcement and appropriate jokes. Inappropriate verbal interaction includes the following: shaming, belittling, humiliating or name calling; using harsh language to instil fear, threaten or humiliate the child; cursing or making derogatory remarks about the child, their family and/or their place of origin. Inappropriate verbal interaction also includes negative comments that relate to physique or body development; telling derogatory or sexual jokes; making sexually suggestive comments; telling inappropriate secrets; discussing sexual encounters or desires with children.

#### **I. Parental Involvement**

Parents who have their children living with them are responsible for knowing where their children are at all times. Parents who have their children not living with them (e.g. in boarding school) should be informed of planned activities (e.g. trips included in the schedule for the school or youth group term) and sign a consent form. Where appropriate, parents should be encouraged to visit activities involving their children.

#### **J. Monitoring Child-to-Child Behaviour**

The following actions may involve abuse or inappropriate behaviour of one child to another and are prohibited: bullying; derogatory name-calling; ridicule or humiliation; singling out a child for negative treatment or exclusion; child-to-child inappropriate sexual contact up to and including attempted or actual intercourse; use of sexually explicit language; showing of sexually explicit images; slapping or any other form of hitting; pushing; holding against their will or otherwise assaulting another child.

Child on child abuse accounts for a very high, and growing, proportion of all offences. Because of this vigilance is essential. All reports of child on child abuse are to be treated as seriously as those of adult on child incidents and reported to the MEAO Senegal CPO or deputy.

## **5. Dealing with Allegations**

All cases of suspected child abuse must be responded to in a manner which best ensures the child's immediate and future safety. Staff will respond to suspected child abuse by writing down observations, impressions and communications, which cause concern. No staff member will act alone but report any concerns to the MEAO CPO.

For detailed description of how allegations are investigated and handled – please refer to the MEAO Senegal CPP – September 2015. Please contact the school office for a full version of this document.

## Guidelines for Invitations or Outings with BCS children

**First of all: A huge THANK YOU for inviting/taking out BCS children.  
They always love to get off site and  
experience something other than BCS routine! 😊  
We are very thankful for your generous hospitality.  
May your time be blessed and fun!**

There are some guidelines that we see as a minimum requirement for you to follow if you take care of children who are normally under our responsibility during term time. We are accountable to the parents of these children and they are happy that we have certain guidelines in place.

**Please:**

1. Have the **confirmation of the parents** of the child you are inviting/taking out.
2. Have the **phone number of the responsible Dorm parents** on your phone.
3. Insist on putting on **sun cream** when the child is out in the sun.
4. **Never** let the child have **unsupervised internet time** and make sure the sites the child is on are **age-appropriate**.
5. Only let the child watch (age- and content-) **appropriate TV programmes / movies**
6. Have BCS **bed times** if there is school the next day.
7. Stick to our BCS **adult-child ratio** when taking the child out:

Y. K- 2	3 children per adult (2 in water)
Y. 3-6	5 children per adult (4 in water)
Y. 7-9	7 children per adult (6 in water)
Y. 10+11	8 children per adult (7 in water)

**No unsupervised swimming at any time.**

8. Provide a **mosquito net** for overnight stays when needed.
9. Ensure that the child is **sitting inside the vehicle** while driving.
10. Make sure that the child always wears **culturally appropriate clothes**.

When we say “child” we mean the BCS child you are inviting, but obviously it would be helpful if your child would stick to the same guidelines for the time they’re together.

Thanks a lot!

# Orientações: convites ou passeios com crianças de BCS

**Primeiramente: MUITÍSSIMO OBRIGADO por convidar e levar as crianças para passeios ou para ficar em sua casa.**

**Eles sempre amam sair um pouco do campus e experimentar algo diferente da rotina da escola 😊**

**Estamos muito gratos pela vossa generosa hospitalidade.**

**Que o seu tempo e que seja abençoado e divertido!**

Aqui seguem algumas orientações com o mínimo de requisições para levar as crianças que estão sob nossa responsabilidade durante o tempo de escolar.

Somos responsáveis perante os pais dessas crianças e eles estão felizes que nós temos algumas orientações em vigor.

## **Por favor:**

1. Confirme com os pais das crianças que você está convidando.
2. Tenha o telefone de um dos pais de dormitório responsável.
3. Insista para que coloquem protetor solar para sair ao sol.
4. **Nunca** deixe as crianças sem supervisão quando tiverem acessando a internet e confira se estão acessando conteúdo apropriado **para a idade deles**.
5. Só deixe as crianças assistirem a programas de TV e filmes com conteúdo apropriado a idade deles.
6. Mantenha o horário de dormir de BCS se eles tiverem aula no próximo dia.
7. Atenha-se a nossa BCS relação adulto-criança quando levar a criança para sair:

Y. K-2            3 crianças por adulto (2 na água)

Y. 3-6            5 crianças por adulto (4 na água)

Y. 7-9            7 crianças por adulto (6 na água)

Y. 10+11        8 crianças por adulto (7 na água)

## **Não precisam de supervisão para entrar na água.**

8. Proporcione um **mosquiteiro** para dormirem, quando necessário.
9. Confirme que a criança está **sentada dentro do veículo** quando estiver dirigindo.
10. Confirme se as crianças estão vestindo **roupas culturalmente apropriadas**.

Quando dizemos “criança” nos referimos à criança convidada, mas claro que seria útil se seu filho pudesse seguir as mesmas orientações estando junto deles.

Muito Obrigado!