



# CHILD SAFEGUARDING POLICY

Review Date: May 2017

The School fully appreciates its responsibilities for child safeguarding and protection in respect of its “duty of care” to protect children and to support pupils in school. We expect all Staff (teachers, administrators, clerical and support Staff) to share this commitment in their attitudes and actions. Parents are made aware of the policy: it is on the School website and in the Staff Handbook. The policy will be amended and improved, as soon as practical, to respond to new situations.

*This policy is based on best practice in UK and comparable British international Schools and in line with benchmark publications on Child Protection. “Working Together to Safeguard Children” 2010, “Framework for the Assessment of Children in Need and their Families” 2000, “Safeguarding Children and Safer Recruitment in Education” effective from January 2007, and in accordance with relevant DFE guidance from “Safeguarding Children and Safer Recruitment in Education”.*

## 1. Introduction

The aims of the safeguarding policy are:

- 1.1 To establish a safe environment in which children can learn and develop and feel safe, secure, valued and respected. Children feel confident, to approach adults if they are in difficulties believing they will be effectively listened to.
- 1.2 To ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children and as a minimum to ensure that all adults within the School who have regular access to children have been checked as to their suitability.
- 1.3 To raise awareness of safeguarding issues and equip children with the skills needed to keep themselves safe.
- 1.4. To implement monitor and develop procedures for identifying and reporting cases, or suspected cases, of abuse. To operate a structured procedure within the School in cases of suspected abuse. This means that any disclosure or suspicion of abuse will be reported to the Child Protection Officer, who is in turn responsible for informing the Director of Schools. The Director of Schools will ensure that if necessary, relevant external agencies, Embassies etc are contacted as soon as practicable.
- 1.5 To support pupils who have been abused.

## 2.0 Procedures

- 2.1 All members of staff understand and fulfil their responsibilities.
- 2.2 We have a designated member of Staff in School, known as the Child Protection Officer (CPO). The CPO has undertaken relevant child protection training, which is updated every two years. The designated person in the School is Sarah MacDonald. Given the importance of the role, each CPO has the status of Senior Teacher. The CPO in the School has coverage of PKG to Y6.
- 2.3 All members of Staff are provided with relevant Child Protection Awareness information, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities. Training of School Staff (full and part-time) occurs every three years.

2.4 All members of staff are advised on how to respond to 'Disclosures of Abuse' through relevant training.

2.5 Non-school groups organising activities for children must present evidence that they have carried out checks on Staff. Failing this, the Director of Schools will insist that checks are carried out in advance or deny permission for use of School facilities. The Director of Schools directs Staff (e.g. Director of PE) to ensure that necessary checks have been carried out for PE fixtures etc. away from School. Where non-BISM parents are hosting BISM pupils, as in the case of tournaments etc., the School relies upon checks being made by partner Schools.

2.6 We ensure that our selection and recruitment of Staff includes checks for their suitability with the Criminal Records Bureau (CRB), at an enhanced level when sourcing Staff from the UK.

All teachers have the following checks: enhanced CRB check or local police check; 2 references, copy of passport or identity card, statement of medical fitness; up-to-date CV. Where a CRB check is not possible, in cases where teachers have not been in the UK for more than 3 years, Staff will submit to a police check from the country they are leaving.

Where Staff are sourced from outside the UK, equivalent checks will be made and recruitment agencies will be expected to perform CRB style checks. Referees will be asked to comment explicitly on a candidate's suitability to work with children and about the existence of any child protection matters.

2.7 All new members of staff are given a copy of our Staff Handbook containing this Safeguarding Policy, with the CPO's name clearly displayed, as part of their induction into the School.

### **3.0 Responsibilities**

The Director of Schools is responsible for the appointment, liaison and monitoring of CPOs, in conference with Heads of School. This will include periodic review, to ensure that effective training has occurred.

3.1 The designated teacher, CPO, is responsible for:

3.1.1 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.1.2 Ensuring that all such records are kept confidentially in the Director of Schools' Offices and are kept separate from pupil records. Such records include concerns passed to the CPO.

3.1.3 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.1.4 Liaising with other colleagues.

3.1.5 Ensuring that either they or the class/form teacher attends relevant case conferences with other agencies and provides a report which has been shared with the parents (if appropriate).

3.1.6 Providing, with the Director of Schools, an annual report, detailing any changes to the policy and procedures; training undertaken by the CPO, and by all Staff and Board members; the number and type of incidents/cases, and the number of children on the safeguarding register (referred to anonymously). This information will be used by the Director of Schools in conducting an annual review of the policy, procedures and operation.

### **4.0 Supporting Children**

4.1 A child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self worth. We recognise that BISM may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.2 We are aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn and so we will support all pupils by:

Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst attempting to counteract aggression and bullying.

Promoting a caring, safe and positive environment within the School.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

## **5.0 Confidentiality**

5.1 The Director of Schools or CPO discloses any information about a pupil to other members of staff on a need to know basis only, and in accordance with relevant DFE guidance "Safeguarding Children and Safer Recruitment in Education".

5.2 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.3 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. In addition, Staff are aware that leading questions must not be asked of children, as this could affect the reliability of statements made.

## **6.0 Supporting Staff**

6.1 Staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

6.2 We support such Staff by providing an opportunity to talk through their anxieties with the CPO and to seek further support as appropriate.

## **7.0 Allegations of Abuse against Staff**

7.1 Procedures for dealing with allegations of abuse against Staff are carried out in accordance with DFE guidance found in 'Safeguarding Children and Safer Recruitment in Education'. Members of Staff, the Director of Schools and any other adults are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.

7.2 All School Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Specific situations put Staff in closer work with pupils: sports coaching, email or phone communication, School trips. Staff should ensure absolute probity in these specific situations; for example, all communication should always be on a formal level. This includes professional conduct on social networking sites.

7.3 If an allegation is made about a member of staff, the person receiving the allegation should immediately inform the Director of Schools and the CPO where appropriate. The Director of Schools on all such occasions will discuss the content of the allegation with relevant senior colleagues and professional advisors and take appropriate action including informing the member of staff.

7.5 If an allegation is made against the Director of Schools, the person receiving the allegation will immediately inform the Chairman of the Board who will consult as in 7.4 above, without notifying the Director of Schools first.

7.6 An allegation of abuse will normally be referred to a meeting of senior managers, involving representatives from the SLT and advisors. This also covers any urgent formal discussion which may occur between the police, social services and SLT members.

7.7 DFE Disciplinary Procedures for Teachers are followed as closely as practical when managing allegations against Staff, a copy of the procedure is available in the School (Director of Schools' Offices, and Staff Room). Disciplinary action will be considered in conjunction with discussions at the Special SLT Meeting and will follow the employment contract terms and conditions.

7.8 In the event of an allegation against the Director of Schools, the decision to suspend is made by the Chairman of the Board.

## **1.0 The Duty to Report Concerns**

8.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so. All Staff have a duty to raise confidentially any concerns with the CPO.

8.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues.

8.3 All Staff have a duty to raise concerns to the CPO related to the abuse of children beyond BISM e.g. in a situation where a member of staff has allegedly abused a minor who is not a student at BISM.

## **9.0 Physical Intervention**

9.1 The School's policy on physical intervention by Staff is set out in the Staff Handbook, and acknowledges that Staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

9.2 Such an event should be recorded and signed by a witness should there be one. If there was no witness the CPO must be informed immediately.

9.3 Physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Bullying**

10.1 BISM policy on bullying is set out in the Anti-Bullying Policy and acknowledges that to allow or condone bullying may lead to consideration under safeguarding procedures. This includes religious, homophobic, racial and ethnic, and gender related bullying.

10.2 Where several pupils are implicated in an act of bullying against another child (other children), procedures within the School's Behaviour Policy will be applied in the first instance.

## **11.0 Prevention**

11.1 The School plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

11.2 The School community will therefore:

11.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

11.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.

11.2.3 Include across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **12.0 Child Protection Officers**

Secondary: Mrs Tabram – Completed the Advance Child Protection Training in May 2016 with Kidscape

Primary: Ms Routledge - Nominated officer for reporting child protection concerns in Primary.