

# Safeguarding Policy

## Rationale

TBSC is committed to safeguarding and promoting the welfare of all children and young people in the school. We expect all our staff and volunteers to share this commitment. TBSC recognises that every student should feel safe and protected from any form of abuse, which includes verbal, physical, emotional, cyber, neglect or sexual abuse. This policy also applies to EYFS.

## Objectives and Principles

- To comply with the local law (Venezuelan LOPNA) and ensure stringent procedures and best practice are adhered to.
- To provide an ethos where children feel secure, valued and respected and where they are encouraged to talk and be listened to attentively by all staff.
- To ensure that the school practises a safe recruitment policy, obtaining references, local police checks and disclosure certificates.
- Ensure all visitors to the school are vetted, authorised and accompanied at all times.
- The Board, in particular the President of the Board, and the Head of School will monitor and review this policy and procedures annually. This could be more frequently if necessary.
- The school will have trained child protection officers.
- All adults working at TBSC have a responsibility to protect the children.
- Confidentiality will be maintained at all times and of the highest level. A need to know policy will be undertaken in cases of abuse.
- Breaches of confidentiality will lead to disciplinary action or possible legal action.
- On no account will a student be guaranteed confidentiality.
- Only staff who have been security (police if applicable) checked will be allowed to work on a “one-to-one” basis or participate in authorised school visits.
- Necessary security checks will be undertaken before employing any member of staff or volunteer.
- Staff, including the Head of School, will be trained and updated every three years in Child Protection procedures.
- All new staff will receive induction with respect to Safeguarding. This will include passing on the policy, staff code of conduct and KCSIE Part one.
- Management and Leadership will monitor the conduct and behaviour of all staff.
- Safeguarding is every staff member’s responsibility and anyone can make a referral to the Designated Safeguarding Lead.
- Staff are encouraged and should feel free to raise concerns (whistleblowing) in line with this policy.
- Any staff member who is dismissed or resigns for Safeguarding reasons, will be reported to Disclosure and Barring Service. They may also be referred to the National College for Teaching and Leadership, OFSTED and other bodies as necessary.
- The Head of School (Yasir Patel, 0412 332 1323) is the Designated Safeguarding Lead.
- All staff will receive training in line with this policy.
- The school counsellor (Tamara Wynne Blanco) will be the designated safeguarding practitioner for EYFS.
- Cameras and mobile phones will only be used with children for educational purposes.

- In EYFS, no personal cameras or personal mobile phones will be used. Only devices belonging to the school may be used.
- TBSC will ensure that any teachers and teaching assistants only work directly with children if medical advice confirms that any medication is unlikely to impair that staff member's ability to look after children properly.

### **Procedures**

- Induction training that specifies code of conduct, identity of child protection officers, designated safeguarding lead and a copy of Part one of [KCSIE 2014](#).
- Educate our students about child protection and safeguarding through the school's PSHE curriculum, lessons and various other means (e.g. assemblies).
- Guide staff in acceptable and unacceptable forms of behaviour. This includes guidance on steering away from possible harm or allegations, for staff and students.
- Guide our students so that they know how to deal with other people's behaviour that may cause them concern.
- Train all staff in good practice in order to recognise and deal with child protection and safeguarding issues.
- Provide support and advice for parents in matters related to child protection.
- Ensure staff understand that the school has a duty to help both, children in need and children at risk.
- The school nurse and counsellor will work with the Child Protection Officers in cases of children in need.
- The school nurse will monitor any medication requirements and ensure all staff are fit to work with children. If not, or concerns exist, the Head of School will be informed and a joint decision will be taken.
- The school nurse asks for a complete medical check during the recruitment process. Any issues or concerns will be passed on to the Head of School and a joint decision will be taken.
- Train and disseminate this policy to all staff and volunteers.
- The Head and Administration Team will keep a central register of all TBSC staff and volunteers.
- The Child Protection Officers and the Head will be responsible to ensure the policy is fully implemented by all staff.
- The Child Protection Officers and the Head will monitor procedures and provide training as necessary.
- The Child Protection Officers, Head, designated Board Member and all Staff will have distinct roles as below:
  - Child Protection Officer:
    - Will be the first point of contact in all matters of child protection and safeguarding.
    - Will coordinate the child protection procedures and safeguarding.
    - Maintain a continuous training programme for all staff and volunteers.
    - Will monitor the keeping, confidentiality and storage of records in relation to child protection. This should be kept in the Head's office and locked.
    - Will keep the DSL informed of all child protection and safeguarding cases.
    - Undertake appropriate training. For Child Protection Officers and the DSL this is normally every two years, and every three years for all staff.
  - Head of School:

- Will be the Designated Safeguarding Lead (duties outlined below). In the absence of the Head of School, one of the Child Protection Officers will be assigned as the Safeguarding Lead.
    - Act as a source of support, advice and expertise to staff.
    - Will keep detailed and accurate records.
    - Will encourage a culture of listening to children, ethic of care and respect.
    - Will ensure this policy is reviewed annually and updated as necessary.
    - Should monitor the work and actions of the Child Protection Officers.
    - Should be kept informed of all cases, actions and outcomes.
    - Will take the necessary decisions where required.
    - Stay up to date with [KCSIE 2014](#) and [WTTSC 2013](#)
  - Board Member (Board President):
    - Should conduct an annual review of policy and procedures, finishing in a written report to the Board, noting any recommendations or adjustments needed.
    - Encourage and raise awareness of safeguarding to board members and the community.
    - Should report to the Board on general issues relating to policy and procedures.
    - Will not give Board members specific details of cases.
  - All Board members:
    - Share responsibility for the safeguarding policy and procedures.
    - Will review the policy and procedures annually, and the efficiency with which they are implemented.
  - All Staff:
    - Have a duty to protect students from abuse.
    - Must keep a record of any complaint, conversation or event using the *Safeguarding: Cause for Concern Form* (attached to the end of this policy).
    - If abuse is suspected, have a responsibility to pass on any information to a Child Protection Officer.
    - Have a duty not to make judgements or decisions.
    - Should not insist on feedback (it will be provided when appropriate).
    - Must remain aware of the School's Safeguarding Policy, and follow them.
    - Must report any matters of concern to a Child Protection Officer.
- Types of abuse and neglect (taken from [KCSIE 2014](#)):
  - Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Neglect
- Some signs of Abuse:
  - Student discloses that they have been abused or asks a question that implies it.
  - No reasonable explanation for any injury or there is a pattern of injuries.
  - A sudden change in behaviour.
  - The student's development is delayed.
  - The student loses or gains weight rapidly.

- The student appears neglected.
- The student avoids a particular teacher's classes and is reluctant to provide reasons.
- If signs of abuse are identified:
  - Must be reported to a Child Protection Officer, who will then take over.
  - An open mind must be maintained at all times and no judgements or decisions should be made.
  - No leading questions should be asked. A rule of thumb is to listen and minimise the number of questions that are asked.
  - Reassure students but never guarantee confidentiality. Explain fully that the information will be passed on to a Child Protection Officer or the Head of School who will then take over.
  - A record must be kept of all communication. This includes date, time, place, names, what was said, who said it, who was present. The record should be passed on to the Child Protection Officer or the Head of School.
  - Staff may be informed on a need to know basis only.
  - All evidence (e.g. notes made at the time of disclosure, text messages, emails etc) must be safeguarded and preserved.
- The Child Protection Officer will:
  - Decide on the course of action to take. This may include informing and involving parents, obtaining professional help or the school counsellor.
  - Observe the wishes of the student as far as possible.
  - Ask the Head of School to contact the local authorities when a suspected criminal offence has occurred.
- Allegations made against students will be dealt with in line with the school's *Anti-Bullying Policy and Behaviour Policy*.
- If allegations are made against staff:
  - Must be reported to the Head of School immediately. In the absence of the Head, a report should be made to the President of the Board.
  - If the allegation is against the Head of School, the President of the Board must be informed immediately without informing the Head of School.
  - The Head of School will investigate any allegations fully, and make a judgement on what action will be taken. The head may designate a member of the SLT to lead this.
  - A member of staff may be suspended immediately following a complaint and as the investigation is taking place. This decision can only be taken by the Head of School.
  - The school will take all reasonable steps to protect the welfare and promote the well-being of students.
  - The school may inform the local authorities if necessary.
  - The school may inform the respective embassy if the staff member is not Venezuelan, if necessary.

**NOTE:** Legal guidelines and laws in Venezuela differ from Britain. Thus, this policy is framed to comply with the Venezuelan law and may be different to the norms in Britain.

**REVIEW DATE: Tuesday 17<sup>th</sup> February, 2015**

**BOARD PRESIDENT SIGNATURE: CRISTINA TOVAR**

# Safeguarding: Cause for Concern Form

**Pupil's name:**

**Date of birth:**

**Class/year group:**

**Ethnicity/Religion:**

**Gender:**

**Any disability or special needs:**

**What are your concerns about the pupil?**

*Please provide a description of any incidents or observations including dates and times.*

**1. What have you observed and when?**

*Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.*

**2. What have you been told and when?**

*Include anything the child or another person has told you. Use exact words if possible. Be clear about who has said what.*

**3. What have you heard and when?**

*Include any information you have heard from a third party relating to the concern.*

**4. What action have you taken in response to this concern?**

*Have you contacted anyone else in relation to the concern? If the parent(s)/carer(s) have not been contacted, please explain why.*

**If the child has a physical injury, have you sought medical advice?**

**Has the child received any medical attention in relation to the injury?**

**Date and time of this record:**

**Your name (please print):**

**Your position or job title:**

**Your signature:**

Now give this record to the DSL or equivalent.

**Date and time received by the DSL:**