



NETWORK
INTERNATIONAL SCHOOL

Kindle the fire, brighten your future

SAFEGUARDING POLICY

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1. Introduction

Network International School is committed to providing a safe and secure environment for students, staff and visitors. The school promotes a climate where students and adults feel confident about sharing any concerns, which they may have about their own safety or the well being of others. Network International School will ensure that all students remain safe and free from harm and this document sets out the School's position in relation to all aspects of the Child Protection and safeguarding.

Safeguarding students in our school is the responsibility of the whole school community. All adults working in Network International School are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

The Designated Child Protection and Safeguarding Lead Officers are Carl Dent and Carole Kyaing.

When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this is a safeguarding issue and what action needs to be taken. Network International School recognises the need to be alert to the risks posed by strangers or others (including the parents of other students) who may wish to harm students in school or students travelling to and from school and will take all reasonable steps to lessen such risks.

2. Definition

For the purposes of this policy adult refers to staff, volunteers and any other adults who are contracted to work with students in Network International School. Safeguarding and promoting the welfare of students relates to any student or young person (i.e. under 18 years of age) who has suffered from, or may be at risk of physical injury, neglect, emotional abuse or sexual abuse.

3. Policy Aims

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role.
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school.
- Identify the particular attention that should be paid to those students who fall into a category that might be deemed "vulnerable".
- Set out expectations in respect of training.
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff.
- Set out expectations of how to ensure students are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled.

- Set out expectations regarding record keeping.
- Clarify how students will be kept safe through the everyday life of the school.
- Outline how the implementation of this policy will be monitored.

This policy is consistent with all other policies adopted by Network International School and should in particular be read in conjunction with the following policies relevant to the safety and welfare of students:

- Health and Safety Policy
- Attendance Policy
- Positive Behaviour Policy
- Staff Code of Conduct
- E-Safety Policy

4. Guiding Principles

Network International School has a responsibility to:

- Protect its students from maltreatment.
- Prevent impairment of student's health or development.
- Ensure students are protected from abuse, neglect or exploitation.
- Address bullying and racist abuse, harassment and discrimination.
- Provide First Aid and meet the needs of students with medical conditions.
- Provide education about drug and substance abuse.
- Provide education regarding Internet safety and ensure the school network is used correctly.
- Regularly evaluate the security of the school site.
- Ensure that students are growing up in circumstances consistent with the provision of safe and effective care.
- To ensure all students have an absolute right to a childhood free from abuse, neglect or exploitation.
- Inform parents about any concerns about a student's welfare or any action taken to safeguard and promote a student's welfare, providing this does not compromise the student's safety except where to inform a parent would put a student at greater risk.
- Ensure there is not a conflict between a School's need to discharge its Child Protection responsibilities and its wish to work in partnership with parents.
- Advise students and parents where there are possible concerns about a student's safety, unconditional confidentiality cannot be guaranteed and should not be offered.
- Put in place safeguarding systems that deter possible abusers who may have access to students whilst the school is in loco parentis, and will manage effectively any allegations or concerns about abuse when they arise.
- Listen to students who make allegations about abuse or neglect and ensure their comments are taken seriously.

5. Recognition

The first indication of concern about a student's welfare is not necessarily the presence of serious injury. Concerns may be because of:

- Bruises or marks on a student's body
- Remarks made by the student, another student, parent or another adult
- Observations about the student's behaviour
- Unexplained changes in behaviour or personality
- Evidence of disturbance or explicit detail about abuse or possible abuse in the student's play, drawing or writing
- Evidence of neglect or failure to thrive or exposure to unnecessary risks
- Absence from school

If a student discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household, which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue.

We acknowledge that students who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, schoolwork or other students. The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child-on-child behaviour and sexual activity within a Child Protection context.

6. Types of Student Abuse

A number of different forms of student abuse exist including physical abuse, emotional or psychological abuse, sexual abuse, neglect or witnessing domestic abuse.

6.1 **Physical abuse occurs** when a student is physically injured by non-accidental means. Some examples of physical abuse include:

- Excessive discipline or punishment;
- Burning, tying up or slapping the student;
- Giving alcohol or unsuitable drugs;
- Trying to suffocate the student;

6.2 **Emotional or psychological abuse** refers to the significant impairment of a student's social, emotional, cognitive and intellectual development, and/or disturbances of the students' behaviour. This may result from behaviours such as persistent hostility, ignoring, blaming, discriminating or blatant rejection of the student. Some examples that could be classified as abuse are:

- Telling the student that he or she is useless or worthless
- Rejecting the student physically and emotionally
- Verbally abusing and threatening the student

6.3 **Sexual abuse** occurs when a student is exploited for sexual gratification or made to do a sexual activity by an adult. It also includes exposing a student to forms of sexual acts or pornographic materials. Sexual assault is a crime and it must be reported to the Designated Child Protection and Safeguarding Lead Officers (DTCPS).

Examples of sexual abuse are:

- Having sex with a student.
- Failure to protect the student from sexual advances.
- Fondling a student's private parts.
- Exposing the student to forms of sexual acts or pornographic materials.

6.4 **Neglect** is the deliberate denial of a student's basic needs. Some examples that would be classified as abuse are:

- Failure to give the student adequate food
- Failure to provide the student shelter or clothing
- Denying the student proper medical care and supervision
- Forcing the student to do things not appropriate for his or her age e.g. cyber-bullying and grooming via the internet

6.5 **Witnessing domestic abuse** which involves any incident of threatening behaviour, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality. The categories of domestic abuse are:

- **Financial abuse** – prevented from having a fair share of household income, having debts accrued in your name
- **Emotional abuse** – constant putting down and undermining, damage to self-confidence
- **Psychological abuse** – being isolated from friends and family, verbal aggression
- **Physical abuse** – being hit, kicked, bitten, punched
- **Sexual** – forced sex, refusal to practice safe sex

7. **Procedures:**

All adults will receive Child Protection and Safeguarding Awareness training every 3 years. The Training covers the following:

- How to identify signs of abuse
- What to do if you suspect abuse
- Confidentiality
- Reference to the Child Protection and Safeguarding Policy and related policies
- All adults receive Child Protection and Safeguarding training as appropriate as part of their induction programme upon joining the School
- The Principal will not allow a student to be removed from School premises without parental consent
- If the School has general concerns about a student's welfare, these will be raised with parents at an early stage in an attempt to work together to remedy the situation.
- In all of the above circumstances, the DTCPs will keep a confidential record of concerns and actions.

8. Confidentiality

The School will ensure that the confidentiality of information is maintained by keeping records in a safe and secure place with access strictly limited.

If parents wish to share such information with the school they must be aware that it will not be possible to guarantee confidentiality. The school can reassure parents, however, that if they wish, the source of the information can remain anonymous.

9. Student on Student Abuse or Bullying

Incidences of bullying will be taken seriously and dealt with through the school's anti-bullying policy. If it emerges that a student is being bullied by a sibling who may not be a student, then the School, in the first instance, will inform the student's parents of its concerns.

10. Allegations against staff

All allegations against any adult, which have implications for the safety and welfare of students, will be taken seriously and investigated in line with the school's other policies and in accordance with Safeguarding Students and Safer Recruitment in Education. When concerns come to the attention of School staff they should inform the DTCPS.

11. Designated Teacher for Child Protection and Safeguarding (DTCPS)

The Designated Child Protection and Safeguarding Officers are Carl Dent and Carole Kyaing. The Designated Child Protection and Safeguarding Officers are responsible for:

- Coordinating action within the school on safeguarding and child protection issues;
- Monitoring the keeping, confidentiality and storage of records in relation to child protection;
- Discussing individual cases with staff on a "need to know basis" to protect students right to confidentiality;
- Overseeing the planning of any curricular or other provision in relation to Child Protection matters;
- Liaising with any relevant adults (e.g. class teacher or Head of Student Welfare).
- Ensuring adults are familiar with this Policy, and are aware of the guidelines for dealing with any disclosure of abuse;
- Raising awareness about safeguarding and Child Protection on an ongoing basis;
- Ensuring that appropriate safeguarding arrangements are in place for educational visits.
- Ensuring that Safeguarding and Child Protection training for all

12. Curriculum

Network International School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our students for the responsibilities of adult life and citizenship. It is expected that all teachers will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of students. As appropriate, the curriculum will be used to build resilience, help students to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, students will be taught, for example:

- To recognise and manage risks in different situations and then decide how to behave responsibly;
- To judge what kinds of physical contact are acceptable and unacceptable;
- To be as independent as possible;
- To use assertiveness techniques to resist unhelpful pressure;
- To know private parts of their bodies, and private behaviour;
- To know appropriate physical contact with others i.e. it is inappropriate for a child over 6 to sit on an adults lap, a cuddle should be used in appropriate contexts and be initiated by the child.

All computer equipment and Internet access within the School will be subject to appropriate “parental controls” and Internet safety rules in line with our E-safety Policy.

Network International School will promote a “Healthy School” through the curriculum with the aim of:

- Developing a school ethos and environment which encourages a healthy lifestyle for students;
- Using the full capacity and flexibility of the curriculum to help students to achieve safe and healthy lifestyles;
- Ensuring that food and drink available across the school day, reinforce the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and well being.

13. Recruitment

Network International School is committed to the process of creating a culture of safe recruitment and, as part of that, adopt a recruitment procedure that helps deter, reject or identify people who might abuse students. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks made where possible. The school maintains a record detailing the range of checks carried out on staff.

This School will only use employment agencies, which can demonstrate that they positively vet their staff. Staff joining the School on a permanent or temporary basis will be given a copy of this policy. Additionally, the Staff Handbook confirms Child Protection procedures within the school.

14 Volunteers

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with students will be subjected to all reasonable vetting procedures. Volunteers will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal or intimate care of students, and will not be left unsupervised with students. Volunteers who work at Network International School will not be left alone and unsupervised in charge of students.

15 Training

Whole-school in-service training on safeguarding issues will be organised on at least a three yearly basis.

All newly recruited staff (teaching and non-teaching) will be appraised of this policy. In addition, all new staff will be required to attend an induction session with the Designated Person or their deputy on their first week in the school. Temporary staff will receive a safeguarding briefing on the first day.

16 Staff Code of Conduct

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families. Students will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and students, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a student for their own protection or others' safety, this will be appropriately recorded and reported to the Principal.

As far as possible, females should change girls, and males should change boys. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents at the earliest opportunity.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Other than in formal teaching situations: the door to the room in which the 1:1 session is taking place should be left open, or have a glass panel in the door. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching of students will have clear and unobstructed glass panels in the doors.

School staff should also be alert to the possible risks that might arise from social contact with students outside of the school. Home visits to students or private tuition of students must not take place. Visits/telephone calls by parents to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Principal. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Principal. Staff supervising off-site

activities or school journeys will be provided with a school mobile telephone as a point of contact for parents. Parents should call the school, and the school will contact the group if they are off site. The group leader to contact the school in an emergency and not directly to the parent. (See educational visits policy).

Staff will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Principal. Staff will only use the approved school email, school Learning Platform or other school approved communication systems with students or parents, and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to students or parents. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of students or staff without permission and will not store images at home.

17 Complaints/Allegations Made Against Staff

Network International School takes seriously all complaints made against members of staff. Procedures are in place for students, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Principal. or one of the Designated Safeguarding Leads if the Principal is not available and nothing should be said to the colleague involved. In cases where the Principal is the subject of the allegation or concern, they will be reported to the Founder/Director, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) has:

- Behaved in a way that has harmed a student, or may have harmed a student;
- Possibly committed a criminal offence against or related to a student; or
- Behaved towards a student or students in a way that indicates he or she would pose a risk of harm if they work regularly or closely with students.

18 Records

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual students. All contact with parents will be logged and these will be kept as Child Protection/Safeguarding records. The school will take into account the views and wishes of the student who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous "secrets".

Child protection/safeguarding records are not open to students or parents. All Child Protection records are kept securely by the Designated Safeguarding Lead and separately from educational records. The Designated Safeguarding Leads may only access them.

19 Safety in the School

- It is compulsory for all teaching and administration staff to wear their identity badges at all times whilst they are on the school campus. There are no exceptions to this rule.
- Network International School security staff will control entry to School premises.

- Authorised visitors to the school will be logged into and out of the premises and will be asked to wear school visitor badges and must wear this throughout their time on the school premises.
- Unidentified visitors will be challenged by staff or reported to the Principal or Founder/Director. Carelessness in closing any controlled entrance will be challenged.
- No internal doors to classrooms will be locked whilst students are present in these areas.
- The presence of intruders or suspicious strangers seen loitering near the school must be reported to the Principal or Founder/Director.
- Parents or relatives may only take still or video photographic images of students in school or on school-organised activities with the prior consent of the school and then only in designated areas. Images taken must be for private use only. Recording and/or photographing other than for private use would require the consent of the other parents whose students may be captured on film. If parents do not wish their students to be photographed or filmed and express this view in writing, their rights will be respected.

20 Working in Partnership with Parents

It is our policy to work in partnership with parents to secure the best outcomes for our students. We will therefore communicate as clearly as possible about the aims of this school and all matters pertaining to safeguarding and child protection.