

## 1.1 **Safeguarding Policy**

### **Rationale**

This policy outlines the key areas of action to be taken to guard against children harming themselves or others, or an adult in school or in the wider world abusing them by physical, sexual or emotional means.

The policy is also designed to ensure that adults are clear on professional conduct expectations that not only help to protect children but also protect themselves from any unwarranted allegations. The safeguarding procedures go into greater detail on how to act and which forms to use.

### **Acronyms and Key Positions**

DSL – Designated Safeguard Lead (whole school overview)

PSL – Primary Safeguard Lead

SSL – Secondary Safeguard Lead

PSHE – Personal Social and Health Education

EOTC – Education Outside of the Classroom

### **Key Policy Areas**

#### **Recruitment and staffing**

All staff working on a regular basis on the school site must have a local or international police clearance form, indicating any criminal record or child safeguarding concerns. References must always be taken up prior to the final interview and specifically request any information about child protection concerns.

Contractors who regularly use staff on the school site need to provide assurances of police checks and any unaccredited visiting worker or visitor must be accompanied by a GIS member of staff on days when students are in school.

#### **Staff Training and Awareness**

All staff, academic and nonacademic, are to be given safeguarding training on joining the school. Records are to be kept of the training and refreshers given every two years, or as appropriate, when changes in laws or circumstances require it

### **Communication of Procedures**

All staff, whether they are academic or administration, are required to report a concern or an approach from a child immediately. The child safeguarding forms are available in English. A translated version of training will be provided for Thai staff.

### **Documentation**

The safeguarding reporting form is available on the Google Drive and hard copies are also in the Staff Room.

### **Confidentiality**

A child **MUST NOT** be promised confidentiality, they should be promised that their concerns are being taken seriously and that only the designated safeguard leads will know in the first instance and that the investigation that follows will be done as discreetly as possible.

The DSL will make the decision alongside the Head of School about if and when outside agencies are used, no one else should refer externally. Where outside agencies are used, this will be done where possible, with a child or adult's right to confidentiality (and anonymity where appropriate) respected.

### **Trips**

Normal safeguarding procedures apply even when a teacher and students are engaged in an education outside of the classroom activity (trip). Any concerns, allegations or reports should be reported at the first available safe and confidential opportunity by phone. Risk assessments should include the safeguard's phone number.

### **Staff conduct with students**

Staff need to be aware of the potential risk of private meetings, discussions, detentions etc. with an individual student. Staff must also be aware of appropriate levels of meetings and communication outside of school and should not make contact or share images with individual, or groups of students on their personal social media accounts. If in a room with an individual student, the staff members should always position themselves to be visible from the outside of the room. If this is not possible, the member of staff is to relocate with the student concerned to either a public place, such as a corridor, or to another room where they will be visible.

Where possible a member of staff should try to avoid touching a student. While the school recognises that this is incredibly difficult to achieve in a school where emotional support is often sought (in Primary especially) in the form of a hug, this should take place in an area where other teachers can discreetly observe where possible.

Staff should refer to the safeguarding procedures for a full list of interactions with students that can potentially cause safeguarding concerns and how to deal with them.

**Allegations against a member of staff**

All allegations are taken seriously and the Designated Safeguard Lead (DSL) will inform the Principal and will use the safeguarding procedure to move forward discreetly and fairly. If the allegation involves the Designated Safeguard Lead then the Principal will take control,

**Clarity of decision making** (if in doubt check)

Safeguarding crosses into multiple areas of school life from PSHE, to attendance, EOTC to PE. Staff should not be concerned about raising concerns. If in doubt always consult the SSL PSL or DSL. If Staff are unsure whether a child has signs indicating that there may be safeguarding concerns, always discuss it with a safeguard lead. If you believe there are physical signs of abuse do not openly investigate this with a student unless discussed first with a safeguard lead

All conversations should be recorded in the form of typed up notes. The SSL or PSL where necessary in discussion with the DSL are responsible for ensuring that the notes are held in a secure place and a generic marker is placed on the file on Google Drive to ensure that staff can refer to the SSL, PSL or DSL if the need arises in the future.

**Associated documents:**

- Safeguarding reporting procedures
- Safeguarding concern form
- Safer recruitment guidelines

Date policy created and first approved:

Date of last review/amendment:

Date of next review: