

SAFEGUARDING AND CHILD PROTECTION POLICY

Date Reviewed: June 2019

Reviewer: Gemma Caines, James Barker and James Hornby (Deputy Heads)

Next Review Due: June 2020

Contents

1. Introduction
2. Principles
3. Aims
4. Terminology
5. Key Personnel
6. Roles and Responsibilities
7. Staff Training
8. Taking Action
9. Notifying Parents
10. Referral to the Police and relevant agencies

For: Senior Managers, Teaching Staff, Employees and External Providers

1. Introduction

HeadStart International School's core safeguarding principles are:

- It is the school's responsibility to safeguard and promote the welfare of children
- Children who are and feel safe make more successful learners
- Representatives of the whole-school community of pupils, parents, staff and governors will be involved in policy development and review
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff both teaching and non-teaching.

2. Principles

- The school will ensure that the welfare of children is given paramount consideration when developing and delivering all school activities
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm in accordance with this guidance
- All pupils and staff involved in child protection issues will receive appropriate support from the senior management of the school who will follow this policy guidance in doing so

3. Aims

- To provide all staff with the necessary information and training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To ensure consistent good practice across the school
- To demonstrate the school's commitment with regard to safeguarding children

4. Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development. This is to ensure that children grow up in circumstances consistent with the provision of a safe and effective nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

Child refers to all HeadStart Students.

Parent refers to birth parents and other adults who are in a parenting role, for example but not limited to step-parents, foster carers, adoptive parents, guardians and nannies.

5. Key Personnel

The **DLP (Designated Lead Person)** for child protection in this school is:

Ms. Gemma Caines (Head of Sixth Form / L3 Safeguarding Certificate)
gcaines@headstartphuket.com

The lead personnel in each school are the Deputy Heads of Foundation, Primary, Secondary and Sixth Form.

Foundation - Ms. Hannah Brown hbrown@headstartphuket.com

Primary - Mr. James Hornby jhornby@headstartphuket.com

Secondary - Mr. James Barker jbarker@headstartphuket.com

Sixth-Form - Ms. Gemma Caines gcaines@headstartphuket.com

The **Deputy DLP (Designated Lead Person)** for child protection in the school responsible for **all** cases involving Thai Nationals is:

Ms. Sontana Baci (School Director)
nee@headstartphuket.com

The **HeadMaster** is:

Mr. Adam Drew adrew@headstartphuket.com

The **Head Teachers** for Primary and Secondary are:

Mr. Sam Khan skhan@headstartphuket.com

Mr. Richard Lukats rlukats@headstart.com

6. Roles and Responsibilities

All schools must nominate a senior member of staff to coordinate child protection arrangements and this person is named in this policy guidance.

The school has ensured that the DLP:

- is appropriately trained
- acts as a source of support and expertise to the school community
- keeps written records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file
- refers cases of suspected neglect and/or abuse to children's social care or police in accordance with this guidance and local procedure (see below at footnote)
- attends and/or contributes to child protection conferences in accordance with local procedure and guidance
- coordinates the school's contribution to child protection plans
- develops effective links with relevant statutory and voluntary agencies
- ensures that all staff sign to indicate that they have read and understood this policy
- ensures that the child protection policy is updated annually
- liaises with the nominated governor and head teacher (where the role is not carried out by the head teacher) as appropriate
- keeps a record of staff attendance at child protection training
- makes this policy available to parents.

The **deputy designated person(s)** is/are appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

The School Board ensures that the school has:

- A DLP for safeguarding and child protection who is a member of the management who has undertaken child protection training
- Procedures for dealing with allegations of abuse made against members of staff including allegations made against the Head Teacher
- Safer recruitment procedures that include the requirement for appropriate checks
- A training strategy that ensures all staff, including the headteacher, receive child protection training, with refresher training at **three-yearly** intervals
- Arrangements to ensure that all temporary staff and volunteers are made aware of the school's arrangements for child protection

7. Staff Training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New staff will receive training during their induction. All staff, including the Head Teacher (unless the head teacher is the DP) will receive basic training that is updated at least every two years and the DLP, Deputy DLP and key personnel in school will receive advanced training updated at least every two years, including training in inter-agency procedures.

8. Taking Action

Key points to remember for taking action are:

- report your concern to the DSP by the end of the day
- if the DSP is not around, ensure the information is shared with the most senior person in the school that day, do not start your own investigation
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- complete a record of concern
- seek support for yourself if you are distressed.

If you suspect a child is at risk of harm:

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

Use the Welfare Concern form to record these early concerns. If the child does begin to reveal that they are being harmed you should follow the advice in the **Safeguarding and Child Protection Handbook**. These Welfare Concern forms are stored in the *Safeguarding and Child Protection Folder* and paper copies can be collected from the following locations in school:

Admin Manager – School Office
Deputy Head Offices (As above)

If, following your conversation, you remain concerned, you should discuss your concerns with the designated person.

9. Notifying Parents

The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the DLP will make contact with the parent (Deputy DLP where students are Thai Nationals) in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then the school may decide to contact the police and other relevant agencies.

10. Referral to the Police and relevant agencies

The DLP/Thai School Director will make a referral to the police and other relevant agencies if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

For concerns where a student is of Thai nationality, Miss Jitlada Sangprapan, Khun Pla of the Ministry of Social Development and human security can be contacted via the Thai School Director.

For foreign nationals, the appropriate consulate can be contacted.

ChildLine Thailand offers a free, 24 hour phone service in Thai for any child who wants confidential advice: Childline Thailand **1387**