Safeguarding & Promoting Welfare of Children Policy
(Child Protection and Safeguarding and Safer Recruitment)

This policy is available from our website (halcyonschool.com) and in hard copy on request. It has been formulated using: DfE Guidelines on Safeguarding Children and Safer Recruitment in Education (January 2007) and Dealing with Allegations of Abuse Against Children and Other Staff (July 2011).

This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Anti-Bullying (incorporating E-Safety); Behaviour & Discipline; Educational Trips (incorporating Health & Safety of Students Outside School).

Introduction
All schools are required to have a child protection policy that guides the procedures and practices of staff when safeguarding children and promoting their welfare. Halcyon London International School takes very seriously its duty towards all its students who have been entrusted to its care and seeks to provide a school environment where all children are safe, secure, valued, respected, and listened to, which is consistent with International Baccalaureate (IB) core values and IB Learner Profile attributes (in this context: caring, risk-taker, communicator, knowledgeable, reflective, open-minded).

Halcyon London International School understands that our work in safeguarding and protecting children must always have regard for the relevant guidance issued by the Secretary of State and should be in line with the London Child Protection Procedures and the local inter-agency procedures of [Westminster] Local Safeguarding Children Board.

We understand the term ‘safeguarding’ to mean that we will take all reasonable measures to ensure that the risk of harm to children’s welfare is minimised. We also understand that where we have any concerns about a child’s welfare we will take all appropriate action to address those concerns by working in full partnership with other agencies.

Our procedures will be followed by all adults, including volunteers, working with or on behalf of the school.

1. Policy Statement

Halcyon London International School is committed to safeguarding and promoting the welfare of all its students. The Board of Trustees expect all staff and volunteers to share this commitment by demonstrating their understanding of how each adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

1 (10 attributes which IB learners strive to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective)
2. Keeping Children Safe
All parents and carers of students attending the school must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. We will do this by:

- promoting a caring, safe and positive environment within the school - supported by a commitment on the part of all stakeholders to the IB Learner Profile
- ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities
- encouraging the self-esteem and self-assertiveness of all students through the curriculum so that the children themselves become aware of danger and risk and what is acceptable behaviour and what is not. This is consistent with the values embodied in the IB Learner Profile (which is the foundation of the character education programme) and the proposed new International Baccalaureate Middle Years Programme (IBMYP) Health and Physical Education curriculum which includes:
  - the motivation to make healthy life choices
  - an understanding of physical education and health concepts through inquiry
  - an awareness of the need to effectively collaborate.
- working in partnership with all other services and agencies involved in the safeguarding of children
- working closely with the landlord and the private nursery located in the school’s premises
- displaying appropriate posters that detail contact numbers for child protection helplines
- always following safer recruitment procedures when appointing staff or volunteers to work in our school
- taking all practicable steps to ensure that school premises are as secure as circumstances permit; and welcoming visitors in a safe and secure manner
- operating robust and sensible health and safety procedures and undertaking the required risk assessments when planning out of school activities or trips
- ensuring that any community groups which use our premises for the provision of services to children operate appropriate child protection procedures.

3. Managing Safeguarding
All staff must be clear about their own role and that of others in providing a caring and safe environment for all students and must know how they should respond to any concerns about an individual child that may arise.

To this end the school will ensure that all staff, whether permanent or temporary, and volunteers know who is the member of the senior leadership team who has been given overall responsibility for child protection and safeguarding (the ‘Designated Person’).

The Designated Person will be the Director who will undergo refresher training in order to undertake the role. The Designated Person’s contact telephone number will be inserted here upon formal appointment and after training has been completed.

In the absence of the Designated Person, the Deputy Designated Person who will undertake the appropriate higher-level training, will be stated here upon formal appointment and after training has been completed.

The main responsibilities of the Designated Person are to:
be the first point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters of child protection
co-ordinate the child protection procedures in the school
maintain an on-going training programme for all school employees including induction training for all new employees and volunteers
monitor the keeping, confidentiality and storage of records in relation to child protection
to liaise with the Local Authority Designated Officer (LADO) and other agencies as necessary
monitor records and take all appropriate action in relation to a child who is subject to a child protection plan.

4. Staff Training
All staff will receive training during their induction period, and regularly thereafter in order that they are equipped with the skills needed to keep children safe. The Designated Person and Deputy Designated Person will undertake higher-level child protection training and training in interagency working and all other staff will attend training at two-yearly intervals. New staff will be trained within two weeks of commencing work at the school.

5. Recognition of Abuse
All staff must be alert to any possible indicators that a child is suffering harm and report any concerns to the Designated Person.

Types of abuse include:
- physical abuse, for example beating or punching
- emotional abuse, for example rejection and denial of affection
- sexual abuse, for example sexual assault or encouraging a child to view pornographic material
- neglect, for example failure to provide appropriate care including warmth or medical attention
- cyber abuse linked particularly to emotional and sexual abuse
- female genital mutilation (see Appendix 1)

Signs of abuse include (but are not limited to):
- the student says he/she has been abused or asks a question which gives rise to that inference
- there is no reasonable or consistent explanation for a student's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- the student's behaviour is atypical or stands out from the group
- there is a sudden negative change in the student's behaviour
- the student asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- the student's development is delayed
- the student loses or gains weight
- the student appears neglected, e.g. dirty, hungry, inadequately clothed
- the student is reluctant to go home, or has been openly rejected by his/her parents or carers
- attendance and attitudes to learning deteriorate.
6. Responding to Concerns About A Student

All children at the school must be able to place their trust and confidence in any adult working in the school in a paid, voluntary, or peripatetic capacity. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns.

All staff must:
- listen to what the child is saying without interruption and without asking leading questions
- respect the child’s right to privacy but not promise confidentiality
- reassure the child that he/she has done the right thing in telling
- explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on
- report what was has been disclosed to the Designated Person in the school as soon as possible
- record, as soon as is practicable, what was said using the child’s actual words, including the time and place of the conversation, what was done by whom and in whose presence
- sign and date the record and keep it securely, handling it to the Designated person as soon as possible.

The Designated Person for Child Protection will:
- respond to any urgent medical needs of the child
- consider whether the child has suffered, or is likely to suffer significant harm
- check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan
- confirm whether any previous concerns have been raised by staff.

As soon as concern exists that a child may be at risk of significant harm, the Designated Person will make a referral to the school’s local authority children’s services duty or referral and assessment team within 24 hours. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to social services within 24 hours. If no response or acknowledgement is received within 24 hours, the Designated Person will contact social services again. If a referral is not considered appropriate, the Designated Person will make full written records of the information that they have received detailing the reasons for the judgement that the matter did not need to be referred to the local authority.
7. The Role of Parents and Carers
The school will inform parents if it intends to inform the local authority of its concerns. Any information provided by parents at this stage will form part of the school’s evidence base that will be passed on to the local authority. However, the parents' evidence will not influence the school’s decision to contact the local authority, which is the final arbiter in the matter.

Parents should note that the school's entrance is on the first floor lobby and not at the street entrance of 33 Seymour Place. The landlord's public liability insurance will cover health and safety issues from the street entrance to the first floor lobby. The school has supervision in the ground floor lobby between the hours of 0825-0855 and 1530-1615. For any students going to or from school outside of these hours, supervision is their parents’ responsibility.

8. Allegations Against Staff, Volunteers and Students
The school has procedures for dealing with allegations against staff and volunteers who work with children. These aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the DfE guidance Dealing with allegations of abuse against teachers and other staff and should be used where the member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Where an allegation is made against any member of staff or volunteer, the matter should be reported immediately to the Designated Person who will also inform the Director, or the Chair of Board of Trustees in their absence. Evidence will be collected in the normal way and then reported to the LADO within 24 hours for advice on how to proceed.

Allegations against the Director or the Chair of Board of Trustees
The person receiving the allegation should immediately inform the Designated Person who will then inform the Director of the Chair of Trustees as appropriate depending on whom the allegation has been made (or in his/her absence the Vice-Chair, without first notifying the Director). Any such allegation will be discussed with the LADO before further action is taken.

Allegations against the Designated Person
Will be dealt with by the Deputy Designated Person following the normal procedures. The reverse applies if the allegation is against the Deputy Designated Person.

Whistleblowing: All staff are required to report any concern or allegations about school practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Reporting to the Disclosure and Barring Service
If the school disciplines, dismisses, or has someone currently under investigation (or has someone who leaves prior to the end of an investigation) for causing emotional,
psychological, physical or sexual harm, neglect or risk of harm to children, the Disclosure and Barring Service will be informed as early as possible. This will normally be in tandem with the disclosure made by the school to the local authority.

**Allegations against students**
The same procedures apply as above and the matter will be reported by the Designated Person to the LADO within 24 hours of the evidence being collected. The school will take advice from the LADO on the investigation of such allegations and will take appropriate action to ensure the safety and welfare of all students involved including the student or students accused of abuse. The school will inform parents of its intention to report the matter to the LADO before the report is made.

If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, the school will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the student is supported during the interview by an appropriate adult.

Subject to the advice of the LADO, parents and carers will normally be kept informed as appropriate of any action to be taken under these procedures.

**9. Protecting Students: Important Information**
We recognise the importance of keeping up-to-date and accurate information about students. We will regularly ask all parents and carers to provide us with the following information and to notify us of any changes that occur. We regard this information as confidential although shared, as appropriate with relevant staff:
- names and contact details of persons with whom the student normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of those persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions, etc.)
- name and contact details of the student’s GP
- medical and other needs
- any other factors which may impact on the safety and welfare of the student.

**10. Adults Working with Children: Safer Recruitment**
We ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Safeguarding children and safer recruitment in education* and the Education (Independent School Standards) (England) Regulations 2010.

We ensure that we carry out all necessary checks on the suitability of people who serve on the school’s governing body in accordance with the above Standards and guidance given in *Safeguarding children and safer recruitment in education*.

We ensure that where staff from another organisation are working with our students on another site, we have received written assurances that the required child protection checks have been undertaken.

We ensure that any new staff who do not have CRB or DBS checks will be constantly supervised and that we will apply for DBS checks as soon as is possible. We will
ensure that workers employed by other agencies will also be supervised by the school, or if their attendance is regular, be fully checked. Supply teachers will be engaged through bonafide agencies who themselves undergo statutory requirements for vetting staff, and documents will be verified by the school.

The checks include:

- name, address and date of birth, all evidenced and checked and dated
- qualifications, evidenced and checked and dated
- CRB for older appointments or DBS for appointments since December 2012 evidenced and checked and dated
- right to work in the UK evidenced and checked and dated
- overseas police checks evidenced and checked and dated
- medical fitness
- references and curriculum vitae.

A record of the checks is contained in the school’s single central register which can be verified by reference to staff personnel files. All staff will be interviewed prior to appointment.

For any other staff not directly employed by Halcyon London International School (eg: a Facilities Manager provided by the school’s landlord), the school will ensure that the person will only begin work at the school after receiving written notification of the above checks including the date each check was completed or certificate obtained. The school will also ensure that the employment business providing the member of staff has made an application for an enhanced DBS check or has obtained a certificate in response to such a check. The check must have been obtained before the person is due to begin work, but no longer than three months before. If the certificate contained a disclosure, the school must obtain a copy of the certificate. The school will also check the identity of any staff not directly employed by the school before they begin work at the school, irrespective of any check made by the employment business. Any contractual arrangements with an employment business will include the requirements set out above, including a requirement to supply a copy of the DBS that contains disclosures.

For further information about Halcyon safeguarding and recruitment, see our Recruitment Policy and Procedures.

**Monitoring and Review**

Our Designated Person for child protection continually monitors our child protection and safeguarding practices and brings to the notice of the Director and the Board of Trustees any weaknesses or deficiencies. The Board of Trustees, through the Director, has a duty to remedy any weaknesses that are identified without delay.

An annual report is submitted to the Board of Trustees at the first meeting of the new academic year that outlines the child protection and safeguarding work we have undertaken during the year. Included in the report are details of:

- the names of members of staff with designated child protection responsibilities
- confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete
- the training that has been undertaken by the designated staff
- the training that has been undertaken by all other staff and volunteers
- details of any significant incidents when physical restraint of students has been used
- Details of information and guidance that has been given to staff
- Details of safeguarding and child protection issues included in the curriculum
- Confirmation that all child protection records are stored securely and where appropriate have been transferred to another school
- Details of safeguarding and child protection information given to parents
- Details of the safety of the school site and the access given to visitors
- Confirmation that all school lettings have been agreed with consideration given to the safeguarding of children
- Numbers of child protection referrals made to Children’s Services
- Details of child protection conferences or meetings attended regarding children (names of children are not shared)
- Numbers of children who are, or have been, subject to a Child Protection Plan.

The Board of Trustees, Director and Designated Person and the Deputy Designated Person work together on any aspect of safeguarding and child protection that is identified as an area for development over the coming year.

*Current version approved by Board of Trustees, October 2012. Revised February 2013.*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*
Appendix 1. FGM

Female Genital Mutilation

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons.

The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life.

The procedure is typically performed on girls aged between four and 13, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

(Working Together to Safeguard Children 2010)