



BISC CHILD PROTECTION POLICY

The School is committed to safeguarding and promoting the welfare of children and young people. We expect all Staff (teachers, administrators, clerical and support staff, directors and volunteers) to share this commitment in their attitudes and actions. Such a commitment has no physical limits. Parents are made aware of the policy: it is on the school website and used in the BISC Parent Workshops run under the auspices of the PTA. The policy will be amended and improved, without delay, in the light of experience.

1.0 Introduction

1.1 This policy is based on best practice in UK and comparable British international schools and in line with benchmark publications on Child Protection. "Working Together to Safeguard Children" 1999, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003, "*Safeguarding Children and Safer Recruitment in Education*" effective from January 2007.

1.2 This policy has been prepared in consultation with Senior Management Team and the Education Committee of the Board of Directors at BISC. The Board of Directors will review the policy on an annual basis and the efficiency with which child protection duties have been carried out. The review should involve knowledge of any live cases and how the policy was applied to them.

1.3 The Board of Directors takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within the school to identify, assess, and support children who are suffering harm. The designated Board member for Child Protection is Engineer Ahmed Ezz, Chairman of the Board of Directors

1.4 We recognise that all adults, including Staff and Board members, have a full and active part to play in protecting pupils from harm, and that the child's welfare is our paramount concern. Wherever the word "Staff" is used, it covers ALL staff on site, including support staff, and volunteers working with children.

1.5 All staff have a duty to promote a caring, protective and safe environment that fosters the social, physical and moral development of the individual child.

1.6 The **aims** of this policy are:

1.6.1 To support each child's development in ways that will foster security, confidence and independence.

1.6.2 To provide an environment in which all children and young people feel safe, secure, valued and respected, and also feel confident, to approach adults if they are in difficulties believing they will be effectively listened to.

1.6.3 To raise the awareness of all Staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

1.6.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the School, contribute to assessments of need and support packages for those children.

1.6.5 To emphasise the need for good levels of communication between all members of Staff.

1.6.6 To develop a structured procedure within the School, which will be followed by all members of the School in cases of suspected abuse. This means that any disclosure or suspicion of abuse will be reported to the CPO, who is in turn responsible for informing the Principal. Where abuse is clear or strongly suspected, the Principal will ensure that the Chairman of the Board is informed and that relevant external agencies are contacted within 24 hours.

1.6.7 To develop and promote effective working relationships with other agencies, specifically the inter-agency child protection committee in 6th October City.

1.6.8 To ensure that all adults within the School who have substantial access to children have been checked as to their suitability. All teachers will be required to have the following checks: enhanced CRB check or local police check; 2 references, copy of passport or identity card, statement of medical fitness; up-to-date CV. Where a CRB check is not possible, in cases where teachers have not been in the UK for more than 3 years, staff will submit to a police check from the country they are leaving.

2.0 Procedures

2.1 Our school procedures for safeguarding children have been prepared in accordance with DCSF guidance. As such, we ensure that:

2.1.1 All members of the Board of Directors understand and fulfil their responsibilities.

2.1.2 We have a designated member of staff in the Junior School and the Senior School, known as the Child Protection Officer (CPO); in the Junior School and the Senior School. Each CPO has undertaken relevant child protection training, to be updated every two years.

The designated person in the Junior School is Jenni Farag (Senior Teacher, JS). The designated person in the Senior School is Debbie Wellington (Senior Teacher, SS).

Given the importance of the role, each CPO has the status of Senior Teacher. The CPO in the Junior School has coverage of FS1 to Y6: the CPO in the Senior School has coverage of Y7-13. The CPOs support each other and deputise for each other if necessary.

2.1.3 All members of Staff are provided with relevant Child Protection Awareness information, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities. Training of school staff (full and part time) occurs every three years. The school does not use volunteers at school.

2.1.4 All members of Staff and Board members are advised on how to respond to 'Disclosures of Abuse' through relevant training.

2.1.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the School's Child Protection Policy, and reference to it in our introductory School pack. Parents have access to the policy on the school website and are made aware of its impact at Parent Workshops run under the auspices of the PTA.

2.1.6 Our lettings policy ensures the suitability of adults working with BISC children on School site at any time; e.g. the relevant checks. Failing this, the Principal will insist that checks are carried out in advance or deny permission for use of school facilities.

2.1.7 Community users organising activities for children must present evidence that they have carried out checks on staff. Failing this, the Principal will insist that checks are carried out in advance or deny permission for use of school facilities. The Principal directs staff (e.g. Director of PE) to ensure that necessary checks have been carried out for PE fixtures etc. away from school. Where non-BISC parents are hosting BISC pupils, the school relies upon checks being made by partner schools (e.g. in EMAC tournaments).

2.1.8 We ensure that our selection and recruitment of staff includes checks for their suitability with the Criminal Records Bureau (CRB), at an enhanced level when sourcing staff from the UK.

Where staff are sourced from non-UK areas, equivalent checks will be made and recruitment agencies will be expected to perform CRB style checks and referees will be asked to comment explicitly on a candidate's suitability vis-à-vis child protection matters. In addition, a 'police certificate of character' will be required.

2.1.9. We ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies i.e. Egyptian visa dept, the Criminal Record Bureau and the DCSF

2.2 Our procedures the way they have been implemented are reviewed annually by the Board .

2.3 The name of each CPO is clearly advertised in BISC, with a statement explaining the School's role in referring and monitoring cases of suspected abuse and/or risk to a child.

2.4 All new members of Staff are given a copy of our Child Protection policy, with the CPO's name clearly displayed, as part of their induction into the School.

3.0 Responsibilities

The Principal is responsible for the appointment, liaison and monitoring of CPOs, in conference with Heads of School. This will include periodic review, to ensure that effective training has occurred.

3.1 The designated teacher, CPO, is responsible for:

3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.1.3 Ensuring that all such records are kept confidentially in the Principal's Offices and are kept separate from pupil records. Such records include concerns passes to the CPO

- 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
- 3.1.5 Liaising with other colleagues.
- 3.1.6 Ensuring that either they or the class/form teacher attends relevant case conferences with other agencies and provides a report which has been shared with the parents (if appropriate).
- 3.1.7 Organising child protection training for all school staff.
- 3.1.8 Providing, with the Principal, an annual report for the Board, detailing any changes to the policy and procedures; training undertaken by the CPO, and by all Staff and Board members; the number and type of incidents/cases, and the number of children on the child protection register (referred to anonymously). This information will be used by the Board in conducting its annual review of the policy, procedures and operation.

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that BISC may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 BISC supports all pupils by:

Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst attempting to counteract aggression and bullying.

Promoting a caring, safe and positive environment within the School.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Principal or CPO discloses any information about a pupil to other members of staff on a need to know basis only, and in accordance with relevant DCSF guidance *Safeguarding Children and Safer Recruitment in Education*.
- 5.3 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. In addition, staff are aware that leading questions must not be asked of children, as this could affect the reliability of statements made.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 6.2 We support such staff by providing an opportunity to talk through their anxieties with the CPO and to seek further support as appropriate.

7.0 Dealing with Allegations of Abuse against Staff

- 7.1 Procedures for dealing with allegation of abuse against Staff are carried out in accordance with DCSF guidance '*Safeguarding Children and Safer Recruitment in Education*'. Members of Staff, the Principal and any other adults are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.
- 7.2 All School Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Specific situations put staff in closer work with pupils: sports coaching, email or phone communication, school trips. Staff should ensure absolute probity in these specific situations; for example, email communication should always been on a formal level.

- 7.3 We understand that a pupil may make an allegation against any member of Staff.
- 7.4 If such an allegation is made, the member of staff receiving the allegation should immediately inform the Principal and the CPO where appropriate. The Principal on all such occasions will discuss the content of the allegation with the Chairman of the Board and the School Solicitor. This covers all staff, including Head of Junior and Head of Seniors.
- 7.5 If an allegation is made against the Principal, the person receiving the allegation will immediately inform the Chairman of the Board who will consult as in 7.4 above, without notifying the Principal first.
- 7.6 An allegation of abuse will normally be referred to a Special Board Meeting, involving representatives from the SMT and the Board. This also covers any urgent formal discussion which may occur between the police, social services and SMT members.
- 7.7 We follow DCSF Disciplinary Procedures for Teachers when managing allegations against staff, a copy of which is always to be available in the School (Principal's Offices, Heads' Offices and Staff Common Room). Disciplinary action will be considered in conjunction with discussions at the Special Board Meeting.
- 7.8 We would not normally send a child home, pending such an investigation, unless this advice is given exceptionally as a result of a Special Board Meeting.
- 7.9 Suspension of the member of Staff, excluding the Principal, against whom an allegation has been made, needs careful consideration, and the Principal will seek advice from the School Solicitor, before deciding on the course of action to be taken.
- 7.10 In the event of an allegation against the Principal, the decision to suspend is made by the Chairman of the Board with advice as in 7.9 above.

8.0 The Duty to Report Concerns

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so. All Staff have a duty to raise confidentially any concerns with the CPO.
- 8.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues.

- 8.3 All Staff have a duty to raise concerns related to the abuse of children beyond BISC e.g. in a situation where a member of staff has allegedly abused a minor who is not a student at BISC.

9.0 Physical Intervention

- 9.1 The School's policy on physical intervention by staff is set out in the **Staff Handbook**, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such an event should be recorded and signed by a witness should there be one. If there was no witness the CPO must be informed immediately.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

10.0 Bullying

- 10.1 BISC policy on bullying is set out in the BISC Anti-Bullying Policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic, racial and ethnic, and gender related bullying.
- 10.2 Where several pupils are implicated in an act of bullying against another child (other children), procedures within the school's behaviour policy will be applied in the first instance.

11.0 Prevention

- 11.1 We recognise that the School plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 11.2 The School community will therefore:
- 11.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 11.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.

11.2.3 Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

12.0 Health & Safety

BISC Health & Safety policy, set out in a separate document, details the measures being taken by the School to promote the health and safety of all children and staff within the School's environs. Procedures for internet and email use and School trips are set out in this and/or other School policies.

13.0 Policy Review

Any weakness or deficiencies in the policy, uncovered in its operation, will be tackled without delay, formally ratified by the Board of Directors.

BISC Recruitment & Selection Checklist

Planning

Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references.

Vacancy Advertised

Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be CRB checked

Applications scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing

Shortlist Prepared

References Sought

directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy

References Received

Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible)

Invitation to Interview

Includes all relevant information and instructions

Interview Arrangements

At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards

Interview

Explores applicants' suitability for work with children as well as for the post
N.B Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate **original** documents: copies of documents taken and placed on file; as appropriate applicant completed application for CRB Disclosure

Conditional Offer of Appointment: pre-appointment checks

Offer of appointment made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period

Identify Verified with Copy of Passport

Qualifications Verified on Day of Interview

List 99 - person is not prohibited from taking up the post

Health – seek statement of medical fitness