



## SAFEGUARDING POLICY

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## Safeguarding Policy

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## Safeguarding Policy

BISAK is dedicated to safeguarding and promoting the welfare of its pupils. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring this. All members of staff are expected to be aware of and follow the Safeguarding procedures. In particular they need to be aware of their duty to report concerns, the guidance for identifying child abuse, what to do if a child makes an allegation of child abuse and issues about confidentiality.

### 1. Key Points

Key points as below:

- Each member of staff is issued with guidelines (Annexe 2), has training and receives refresher training at least once every three years.
- Members of the school do not investigate serious allegations of child abuse themselves as serious allegations will be reported to relevant authorities. This will include relevant UK authorities if the child is a British Citizen.
- Designated person responsible for Child Protection, and the Principal has the responsibility for Safeguarding matters at BISAK.
- Safeguarding is integrated into the School ethos. The School operates Safer Recruitment procedures (Annexe 3) and has a well-established anti-bullying policy.
- Safeguarding procedures need to be applied with common sense and judgement.
- Allegations found to be malicious should be removed from personnel records.
- Records must be kept of all other allegations but any that are not substantiated, are unfounded or malicious, should be not be referred to in employer references.
- Other reading
  1. Staff should be aware of 'Working together to Safeguard Children 2018'.
  2. All staff must read 'Keeping Children Safe in Education 2019' Part One.

### 2. Duty to Report

Any member of staff who either knows of, is told of, or strongly suspects any incident of physical, emotional or sexual abuse occurring in the School, or to a pupil of the School at home or outside the School, must report the information the same day to the Designated Person or Headteacher, unless it involves an allegation against a member of staff in which case it should be reported directly to the Principal.

In the absence of the Designated Person, the immediate report should be made to the relevant Headteacher.

If the allegation or suspicion is about the Principal the report should be made to the Chairperson of the Governing Body or UK Embassy directly.

Child abuse to be reported includes abuse of a pupil by a staff member or other adult, abuse at home which a pupil reports to staff, abuse by a stranger outside school, and abuse of one pupil by another pupil. In the case of abuse by a pupil, or group of pupils, the key issues evolved in identifying the problems as abuse (rather than an isolated instance of bullying which might be considered within normal bounds in the school community) are:

- The frequency, nature and severity of the incident(s),

- Whether the incident involved a potentially criminal act, and whether if the same incident (or injury) had occurred to a member of staff or other adult, it would have been regarded as assault or otherwise actionable.

### 3. Confidentiality

Adults at the School should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should however guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort the problem out, that they will never tell anyone who does not have a clear 'need to know', and that they will personally take whatever steps that they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

### 4. When an allegation of physical or sexual abuse is made

Any staff member to whom an allegation of physical or sexual abuse has been made should;

1. Limit any questioning to the minimum necessary to seek clarification only, strictly avoiding 'leading' the pupil or adult who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened. (Do NOT ask questions like 'Did he/she do x to you? Use instead a minimum number of questions of the 'Tell me what happened' type.)
2. Stop asking any more questions as soon as the pupil or adult has disclosed that he or she believes that something abusive has happened to him or her, or to someone else.
3. Tell the informing pupil or adult that the staff member will now make sure that the appropriate people are brought in to follow the problem up.
4. Ask the informing pupil or adult what steps they would like to be taken to protect them now that they have made an allegation, and assure them that the school will try to follow their wishes.
5. Refer the matter the same day, with all relevant details, to the Designated Person and/or the Principal.
6. Make a handwritten record as soon as possible of what they have been told, and make a copy of this available to the Designated Person and/or Principal.

### 5. When an allegation is passed on

On receiving an allegation of physical, emotional or sexual abuse, the Designated Person should:

1. Take steps needed to protect any pupil involved from risk of immediate harm. (This may involve allocating an appropriate member of staff, as far as possible a person chosen by the pupil him/herself, to stay with him or her.)
2. The Principal and SLT should together with the Designated Person decide what action to take and agree next steps, including:
  - a. Informing a pupil's parents (there are circumstances where it would be inappropriate to inform parents immediately an allegation has been made).

- b. Once appropriate permissions have been given medical examination or treatment for the pupil (again, there are circumstances where medical evidence will be needed).
  - c. Arranging immediate protection that may be needed for a pupil who has been the victim of abuse.
  - d. Informing other people at the school and external parties, including any other member of staff of the allegation and its investigation.
3. Inform the pupil or adult who made the initial allegation of what the next steps are to be, having agreed these with the Principal.
4. Inform the Governing Body of the allegations and the action taken as above, and agree necessary further action in line with these standards.
5. The Principal makes the decision whether to suspend from duty, pending investigation, any staff member who is alleged to have abused a pupil or pupils.
6. Take any steps for the longer term protection and support of each pupil who has made allegations abuse, or is alleged to have suffered from abuse, taking his or her wishes into account.
7. Take any necessary steps to protect and support a pupil who is alleged to have abused another.

## 6. Disciplinary Action

The School should consider taking, and as necessary should take, disciplinary action against any member of staff or agent of the School where it believes pupils are at risk of abuse from that member of staff, or even in cases where there is to be no criminal prosecution.

### “Low-Level” Concerns

Where the School has 'low-level' concerns that do not amount to allegations or suspicions of specific abuse, but which may indicate the possibility of abuse occurring, the Principal and/or Designated Person should discuss these with the relevant people. Low-level concerns could also include 'inappropriate' interactions with pupils. These might have taken place socially out of school or through social media sites.

There may be times when staff, in the course of their duty, use physical intervention to restrain children, either to stop them from harming themselves or others. Should this occur the Principal (or in their absence of the Head of School or Deputy) will make a record of the incident, in case the action is later questioned.

## 7. Professional Statement

Staff are reminded that they must not communicate with pupils for personal reasons via any method. Staff may only communicate through School-controlled systems and for academic purposes only.

All School staff should be guarded about images and materials they or others post on Social Media or the internet that could be used potentially to professionally discredit them.

## Annexe 1: Roles and Responsibilities

### People with Specific Responsibility for Child Protection and their Roles.

Principal  
Headteacher (in their absence Deputy Heads)

#### The Designated Person is responsible for:

- Holding and being conversant with child protection procedures.
- Keeping themselves up to date through training. It is a requirement that this takes place annually. Additionally staff are required to take the Child Protection Level 2. (Educare course)
- Reviewing and updating the School's Safeguarding Policy. Any deficiencies or weaknesses in the policy and procedures must be remedied without delay.
- Liaise where relevant over safeguarding matters with the relevant authorities in the UK.
- Raising Awareness of safeguarding issues.
- Briefing and guiding teaching and non-teaching staff on Safeguarding matters. This includes the briefing of new staff as part of their induction, as well as part-time, visiting and voluntary staff.
- Ensuring all staff receive Safeguarding training at least every three years.
- Keeping close contact and maintaining Safeguarding awareness with all staff.
- Ensuring that the Safeguarding procedures are followed within the school, and that each member of staff has access to the procedures and an understanding of them.
- Receiving reports of alleged or suspected child abuse within the school, or reported by a pupil relating to incidents at home or outside the school, and taking any other action in response, as set out below:
  - Keeping records
  - Passing on information to a new establishment when a child leaves the school
  - Liaising with staff

## Annexe 2: School Guidelines

### The School issues guidelines to all staff on the prevention of abuse covering:

- Staff supervision of high risk situations.
- Avoidance of inappropriate physical contact between staff and pupils.
- Avoidance of inappropriately spending time alone with individual pupils.
- Avoidance of personal contact with pupils through social media sites.
- The need for all staff to be vigilant in spotting and reporting clear suspicions that abuse may be occurring.

All staff should be aware of the basic procedures to be followed should a situation arise in which a pupil wishes to confide in them.

*Please read the following carefully.*

## **The Four Categories of Significant Harm**

### **Neglect**

Failure to meet a child's basic physical/psychological needs, including food, shelter, clothing, emotional support, medical care and a protective environment safe from physical harm.

### **Physical Abuse**

This includes hitting or shaking a child, or grabbing a child by an article of clothing.

### **Sexual Abuse**

This includes physical contact, making children look at pornography or encouraging children to behave in sexually inappropriate ways.

### **Emotional Abuse**

Persistent ill-treatment of a child, which may involve conveying that the child is worthless, unloved or inadequate. It may also involve the imposition of inappropriate expectations. Emotional abuse may also include inappropriate activity through social media sites.

## **What to do when a pupil wants to tell you about something that has happened:**

- Listen very carefully.
- Do not promise confidentiality.
- Ask 'open' questions like 'Tell me what has happened', and avoid any leading questions like 'Did he/she do \*!??\*!\*! to you?'
- Make written notes as soon as possible, including anything that you have said.
- Do not take it upon yourself to investigate what the pupil has told you.
- Do not tell the person about whom the pupil has complained.
- If you think that a child is at risk, contact either the relevant Head of School/Deputy/Principal or Designated Person.

## **Writing a report on what you have been told**

- Note the date, time and your name.
- Note the who/what/where/when of the accusation.
- Note your own opinion if it is relevant, preferably with justification.
- Reflect on why you have logged the incident.
- Hand the report to the Designated Person.

## **Annexe 3: Recruitment Procedure**

As a school we regularly review our recruitment procedure to ensure the safety of its pupils by preventing as far as possible, unsuitable people from working here. The following elements are part of the routine recruitment procedure for all teaching and non-teaching staff (including support staff) who may have substantial unsupervised access to pupils.

### **Criminal Records Checks**

All successful applicants are required:

- To complete a DBS disclosure application and receive satisfactory clearance in order for both employment and residency application.
- Ministry of Education has given permission for ICPC as of February 2020.

## **Identity**

Check the identity against an official document such as a passport or birth certificate.

## **References**

At least two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material misstatement or omission relevant to the suitability of the applicant.

## **Veracity of References**

Direct contact by the School with each referee to verify the reference.

## **Interview**

A personal interview, with a written record of issues covered and the assessment by the interviewer(s). One interviewer trained in Safer Recruitment in education Level 2 and Child Protection Level 3.

## **Veracity of Qualifications**

Verification of any qualification offered by the candidate, with a written record of those verified.

## **Full Employment History**

Requirement that applicants supply a full employment history, stating that any previous employer may be approached by the school.

## **Exploration of Reasons for Termination of Previous Employment**

Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

## **Explanation of Gaps in CV**

Explanation of any gaps in the CV, with a written record by the school explaining the reasons for any gaps and that the reasons have been sought and are satisfactory. These are also challenged at interview.

## **Verification of Medical Fitness**

The school verifies the medical fitness of staff to work with children. Staff are required to complete a confidential health questionnaire.

## Appendix 1



## Our Safeguarding Team

Here at BISAK, we are committed to the safeguarding of all pupils and staff.



**Mr Viner**  
Principal  
Safeguarding Lead



**Mr Aisthorpe**  
Head of Preparatory  
School  
Deputy Safeguarding Lead



**Miss Naidoo**  
Deputy Head of  
Preparatory School  
Deputy Safeguarding Lead



**Mr Gilbert**  
Head of Senior School and  
Sixth Form  
Deputy Safeguarding Lead



**Mr Vincent**  
Deputy Head of Senior  
School and Sixth Form  
Deputy Safeguarding Lead



**Mrs Burke**  
Pastoral Care  
Deputy Safeguarding Lead

## Appendix 2



Throughout your visit, safeguarding pupils and your safety is our priority.

- **FIRE/EMERGENCY** – in the event of an emergency, all visitors must leave the premises immediately via the nearest safe exit and report to the designated assembly point in the car park.
- Do not re-enter the premises until you are advised it is safe to do so.
- **ACCIDENTS/INCIDENTS** – all accidents, injuries and near misses must be immediately reported.
- **FIRST AID** – please ask a member of staff who will assist you.
- **THE DESIGNATED SAFEGUARDING LEAD** is Mr Viner. The Deputy Leads are Mr Aisthorpe, Ms Naidoo, Mr Gilbert, Mr Vinent and Mrs Burke.



## Pupil Safety and Welfare Concerns Form (Confidential)

Pupil's Name: \_\_\_\_\_ Class/Tutor Group: \_\_\_\_\_

Date/Time of Incident:	Date of writing:
Staff Name Print: _____ Signature: _____	
Job Title:	
Record factually: Concerns? Who? What (If recording a verbal disclosure by a child, use their words)? When (date and time of incident)? Any witnesses?	
Pupil's account/perspective?	
Professional opinion where relevant.	
Any other relevant information (distinguish between fact and opinion). Previous concerns, etc.	
Actions? Include names of anyone to whom your information was passed and when.	

\* Please use the back of this page or attach a separate sheet if you need to write additional information.

Check to ensure your report is clear to someone else reading it. Please return to the relevant School's Deputy Safeguarding Lead in a sealed envelope. If it is **extremely urgent** inform the Designated Deputy Safeguarding Lead or the Safeguarding Lead **immediately**.

Date delivered: \_\_\_\_\_

Received by: \_\_\_\_\_