



## Sudanese Supplementary School

Registered Office: c/o International House, 36 - 38 Cornhill, London EC3V 3NG  
Based at Westminster Academy, Sir Naim Dangoor Centre, 255 Harrow Road, London, W2 5EZ  
Established September 1994 Charity #1040959

<b>Document Number</b>	<b>SSS0017</b>
<b>Document</b>	<b>Safeguarding Policy Statement</b>
<b>Version</b>	2
<b>Owner</b>	
<b>Distribution list</b>	All
<b>Issue Date</b>	18/03/2022
<b>Next Review Date</b>	01/03/2026
<b>Associated documents</b>	

Classified information can be in different forms and types of media, e.g.:	<b>Confidential</b> (top confidentiality level)	<b>Restricted</b> (medium confidentiality)	<b>Internal use</b> (lowest level of confidentiality)	<b>Public</b> (everyone can see the information)
electronic documents				x
information systems / databases				
paper documents				x
storage media (e.g., disks, memory cards, etc.)				
information transmitted verbally				
Email				

### Change Record Form

Version	Date of Change	Date of Release	Changed by	Reason for Change
001				
002		18/03/2022		
003		01/03/2025	Zeinab Ibrahim	Added the school name under objectives and updated the designated persons.



## Sudanese Supplementary School

Registered Office: c/o International House, 36 - 38 Cornhill, London EC3V 3NG  
Based at Westminster Academy, Sir Naim Dangoor Centre, 255 Harrow Road, London, W2 5EZ  
Established September 1994 Charity #1040959

# Safeguarding Policy Statement

### Objective

To contribute to the personal safety of all children/young people attending Sudanese Supplementary School by promoting child protection awareness, good practice and sound procedures in all aspects of safeguarding.

### Policy statement

We at the Sudanese Supplementary School believe that children/young people have the right to be treated equally and to learn in a safe and friendly environment.

This policy is based on the following principles:

- the welfare of the child/young person is paramount
- all children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- staff/volunteers are trained to understand the nature of abuse and to be alert to matters of concern
- all staff/volunteers working in this complementary/supplementary school have a duty to safeguard children and young people
- all staff/volunteers in this complementary/supplementary school have a responsibility to report concerns to the designated person with responsibility for child protection at the school, and/or to the school's co-ordinator.

Commented [MB1]: we need to come up with plan for training staff

We aim to safeguard children/young people by:

- development and implementation of safeguarding policies and procedures including: child protection and health & safety policies and guidelines; a code of conduct for staff/volunteers, staff and volunteer procedures; complaints, whistleblowing and equal opportunity policies.
- sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
- following carefully the procedures for recruitment and selection of staff/volunteers
- providing effective management for staff/volunteers through support, supervision and training
- involving children, where appropriate, in the development and implementation of safeguarding policies and procedures
- reviewing our policy and good practice regularly.

The following designated person has been nominated by the Sudanese supplementary school to refer allegations or suspicions of neglect or abuse to the statutory authorities.



## Sudanese Supplementary School

Registered Office: c/o International House, 36 - 38 Cornhill, London EC3V 3NG  
Based at Westminster Academy, Sir Naim Dangoor Centre, 255 Harrow Road, London, W2 5EZ  
Established September 1994 Charity #1040959

---

**The designated person is Mrs. Madina Ibrahim**

In the absence of the designated person, the matter should be brought to the attention of the second designated person.

**The second designated person is Mrs. Batoul Al Rayah**

The social services number for the area is 020 7641 4000

The emergency number is: 020 36332725

This policy statement should be read with the following Sudanese Supplementary School policies and procedures:

- **Child protection policy** including anti-bullying, internet safety
- **Equal opportunities policy** including recruitment and complaints procedures
- **Staff and volunteer policy** including induction, training, supervision, appraisal and whistleblowing procedures
- **Health & safety policy** including risk assessment and off-site procedures
- **School code of conduct**