



Introduction and Rationale for Policy

In line with the UK Government's vision for services for young people under 18 years of age, and the procedures set out by the Local Safeguarding Children Board (LSCP), taking into account of guidance issued by the Department for Education in Working Together to Safeguard Children 2018 and the 2022 statutory guidance for Keeping Children Safe in Education together with the 2015 Counter Terrorism and Security Act, the directors and all school staff at the Academy International British Primary School (AIBPS) recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. The school is also guided by the Children Act 1989, which enshrines the principle that a child's welfare is paramount.

Young people are less likely to learn effectively and go on to lead positive and independent lives if they are not kept healthy and safe. AIBPS is therefore committed to providing a safe environment where each child's welfare is of paramount importance. This practice will include ensuring that all pupils feel confident that their concerns will be listened to and acted upon.

AIBPS is committed to safeguarding children and young people, and expects everyone in the school to share this commitment.

The AIBPS school community take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

The school will always act in the best interest of the child.

To this end, the directors and school staff will be committed to ensuring that all members of the school community are aware of school responsibilities and procedures in this area.

This procedure will include communicating policies and procedures effectively with parents and carers, ensuring all staff and relevant board personnel attend appropriate training and work effectively with other professionals on behalf of children in need or enquiring into allegations of child abuse.

This policy applies to all staff, volunteers, visitors, and contractors, including casual staff.

The Directors of the Academy International British Primary School (AIBPS) has ratified this policy at a meeting of the Board on August 28th 2023. (Appendix A).

Policy Aims

- Raise awareness to all school staff of the importance of Safeguarding and child protection and to make clear responsibilities for identifying and reporting actual or suspected abuse
- Cooperation with the relevant statutory authorities in relation to child protection and welfare matters
- Ensuring pupils and parents are aware that the school takes child protection seriously. The school listens to children and follows the appropriate procedures for identifying and reporting abuse and dealing with allegations against staff



- Adoption of safe practices to minimise the possibility of harm or accidents happening to children, as well as protecting workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
- Developing practices of openness with parents, encouraging their involvement in the education of their children
- Supporting pupils' development in ways which will foster security, confidence and independence
- Maintaining confidentiality in dealing with child protection matters

AIBPS policies such as our Behaviour, Anti-bullying policy, Student Attendance policy and the Supervision policy take particular account of this Safeguarding policy.

This policy also considers the participation of pupils in sporting activities, other extra-curricular activities and school outings. Other practices and activities, where child safeguarding might have particular relevance, will also be considered in the procedures outlined within this policy. The Directors have ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items. (Appendix B)

This policy has been made available to school personnel, is published on the school's website: <http://www.conniesacademy.co.uk/international-british-primary-school.html> and is readily accessible to parents on request.

Guiding Principles for Intervention to Protect Children

The Directors will ensure that the principles identified below, many of which derive from the Children Act 1989, are followed by all staff.

- All children have a right to be kept safe and protected from abuse
- Child abuse can occur in all cultures, religions, and social classes
- Staff must be sensitive to the families' cultural and social background
- Children must have the opportunity to express their views and be heard
- If there is a conflict of interests between the child and parent, the interests of the child must be paramount
- The responsibility to initiate agreed procedures rests with the individual who identifies the concern
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child
- Information in the context of a child enquiry must be treated as CONFIDENTIAL and only shared with those who need to know
- All staff should have access to appropriate and regular training
- School management must allow staff enough time to carry out their duties in relation to child protection and safeguarding.

Responsibilities of the Directors

Ensure this Safeguarding policy and Code of Conduct in place and is being fully implemented.



To appoint and support the Designated Safeguarding Lead and Deputy Safeguarding Leads, who report to the Directors about the effectiveness of Safeguarding.

To ensure the Leads undergo training every two years.

To ensure the school is compliant with the UK's statutory guidance.

To ensure the Safeguarding Lead has effective systems in place to keep children safe.

Have the Head Teacher and the Designated Safeguarding Lead report to them annually on the effectiveness of the school's Safeguarding policy and associated issues within the school during the preceding year.

Assess the school's wider community's risks and problems when considering its pupils' well-being and safety.

Responsibilities of the Designated Safeguarding Lead and the Head Teacher

The Designated Safeguarding Lead at AIBPS is the Head Teacher, Connie Reza and the Designated Safeguarding Deputy Lead is classroom teacher Anna Coppola. Both appointments have been ratified by the Board. (Appendix A)

To ensure all staff are familiar with school procedures and guidelines for identifying and reporting abuse, including allegations against staff.

To ensure all staff members (including volunteers and casual staff) know the names of the Designated and Deputy Safeguarding Lead and their roles

To take responsibility for making referrals to the Directors in the case of an allegation against a staff member.

Ensure all staff, including temporary staff, receive training and to support and advise them on child protection issues generally.

Coordinate action and liaise with school staff and the Directors over child protection issues.

Be aware of new legislation, guidance, policy, and procedures in Safeguarding.

To maintain accurate and secure child safeguarding records and where relevant, send them to the child's new school.

To help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues with teachers and school staff.

Responsibilities of the School Staff



All school staff are responsible for identifying and reporting suspected abuse and ensuring the safety and well-being of the pupils in the school. In doing so, they should seek advice and support as necessary from the Designated Safeguarding Lead.

Staff are expected to provide a safe and caring environment in which children have the confidence to voice ideas, feelings, and opinions. Children should be treated respectfully within a framework of agreed and understood behaviour.

All staff at AIBPS know that mental health problems can, in some cases, indicate that a child has suffered, or is at risk of abuse, neglect or exploitation. School staff are not expected, or trained, to diagnose mental health conditions or issues but may notice behaviours of concern. Where staff have a mental health concern about a child that may also be a safeguarding concern, they should raise the issue by informing the Designated Safeguarding Lead.

School staff are expected to:

- Identify signs and symptoms of abuse, including specific safeguarding issues outlined in Keeping Children Safe in Education, e.g., radicalisation in line with the Prevent Duty 2015, Children Missing from Education, Peer-on-Peer Abuse, Child Sexual Exploitation, Female Genital Mutilation, and report in line with the mandatory reporting of concerns.
- Report concerns (including concerns about other staff or professionals) to the Designated Safeguarding Lead verbally and via documentation.
- Be aware of the relevant local procedures and guidelines.
- Monitor and report, as required, on the welfare, attendance, and progress of all pupils.
- Keep clear, dated, factual and confidential records of child protection concerns.
- Respond appropriately to disclosures from children and young people (by staying calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records).

Any Safeguarding concerns are reported immediately to the school's Designated Safeguarding Lead.

Confidentiality

All information regarding concerns of possible child abuse should only be shared on a 'need to know' basis in the interests of the child. The giving of information to those who need to have that information is not a breach of confidentiality. This procedure exists for the protection of a child who may have been or has been abused. Whosoever is submitting a report to the Police should inform the parent or guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent or guardian should be recorded together with the reasons for not doing so.

Protection for Persons Reporting Child Abuse

Persons Reporting Child Abuse 'reasonably and in good faith' to any member of the police are protected from civil liability.



Qualified Privilege

People making a report to the Designated Safeguarding Lead in good faith have 'qualified privilege' under common law. Reports made to the police may be subject to provisions of local legislation.

Definition and Recognition of Child Abuse

Child abuse can be categorised into four different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

Each abuse category is defined in full in [Appendix C](#), but for the purpose of this policy attention is drawn to the stated definition of 'neglect'.

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, medical care, supervision and a safe environment as well as attachment to and affection from adults.

Guidelines for Recognition of Child Abuse

A list of child abuse indicators is extensive. Therefore, this policy draws particular attention to 'persistent evidence' of neglect, including indicators such as no lunch, lack of uniform, no homework, poor attendance, persistent health problems, lack of sleep, inappropriate television viewing late at night and other evidence that would indicate lack of supervision in the home. All signs and symptoms must be examined in the total context of the child's situation and family circumstances.

There are commonly three stages in the identification of child abuse:

1. Considering the possibility
2. Looking out for signs of abuse
3. Recording of information

Handling Disclosures from Children

Staff are advised to deal with each situation sensitively, reassuring the child but not to make promises that cannot be fulfilled.

The adult should not ask leading questions or make suggestions. They should explain that further help may have to be sought. The discussion should then be recorded accurately.

The record should include reference to what was observed with sketches of physical injury where necessary. It should also record when the alleged incident took place. Records should be kept in a secure place. The information should then be conveyed to the school Safeguarding Lead (a standardised reporting forms should be used, [Appendix D](#)).



If the person reporting and the Designated Safeguarding Lead are satisfied that there are reasonable grounds for the suspicion on allegation, then the matter should be taken to the AIBPS Directors.

Allegations or Suspicions in relation to School Employees

The Designated Safeguarding Lead is primarily concerned with the protection of the children in their care. However, employees must be protected against false and malicious claims.

Legal advice should be sought by the Directors in relation to the employee. If the allegation is against a Safeguarding Lead, the Director of AIBPS will assume the responsibility for reporting any matter to the police.

Reporting

When an allegation of abuse is made against a member of the AIBPS community, the Designated Safeguarding Lead should seek a written statement of the allegation from the person or agency making the report. A parent or guardian may make a statement on behalf of a child. The Designated Safeguarding Lead should always inform the Director of AIBPS, who is responsible for both liaising with the police and being responsible for communicating with the employee. School employees, other than the Safeguarding Lead, who receive allegations against another school employee, should immediately report the matter to the Designated Safeguarding Lead. School employees who form suspicions regarding the conduct of another school employee should consult with the Designated Safeguarding Lead.

The employee should be informed by the Director:

- a. that an allegation has been made against him or her;
- b. the nature of the allegation, and
- c. whether or not the police have been informed.

The employee should be given a copy of the written allegation and any other relevant documentation. The employee should be requested to respond to the allegation in writing to the Directors of AIBPS within a specified period and told that this may be passed to the police and legal advisers.

The Director must take the necessary steps to protect the child and may consult legal counsel or other Directors of AIBPS in this matter. The Directors may direct that the employee take administrative leave with pay and avoid suspension, thus removing any implication of guilt. The police should be immediately informed.

Child Protection in relation to other School Policies

This child protection policy should be read in conjunction with other relevant school policies, including:

- Anti-Bullying
- Student Attendance



- Behaviour
- Health & Safety

Mental Health

All staff at AIBPS know that mental health problems can, in some cases, indicate that a child has suffered or is at risk of suffering abuse, neglect or exploitation. School staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours of concern.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the Designated Safeguarding Lead.

Prevent Duty

As part of the Counter Terrorism and Security Act 2015, schools must 'prevent people from being drawn into terrorism. This action has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or showing signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Leads have received training about Prevent Duty and tackling extremism and can support staff with any concerns.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

Staff should be alert to changes in children's behaviour, which could indicate that they may need help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act accordingly, which may include the Designated Safeguarding Lead making a Prevent referral.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum to prepare them for life in the modern world. Teaching the school's core values alongside the fundamental best practiced values supports quality teaching and learning whilst positively contributing to developing a fair, just and civil society.

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes;
- glorifying violence, especially to other faiths or cultures;
- out of-character changes in dress, behaviour and peer relationships (but there are also compelling narratives, programmes and networks that young people can come across online, so involvement with particular groups may not be apparent);
- secretive behaviour;
- online searches or sharing extremist messages or social profiles;
- intolerance of difference, including faith, culture, gender, race or sexuality;
- verbalising anti-Western or anti-African views;
- advocating violence towards others.



Domestic Abuse

The definition of emotional harm recognises that children and young people are affected not only by experiencing violence themselves but also by witnessing harm to others. Threatening, controlling, and belittling behaviours can cause abuse and physical harm.

Children living in households where domestic violence is happening are now identified as "at risk." Working Together to Safeguard Children (2018) states that professionals should ask direct questions about domestic violence and be alert to the signs that a child or mother may be experiencing domestic violence. Professionals should ask young people direct questions about whether they are experiencing intimate partner violence.

Where domestic abuse is disclosed, school staff must follow the school's Safeguarding policy:

- not to question or interrogate the young person, which are the responsibilities of the police or social services;
- offer reassurance and explain what will happen next;
- write down what has been said, what you have seen and what you may already know and share this promptly with your school Designated Safeguarding Lead. Date and sign all records;
- the Designated Safeguarding Lead is to consider the immediate risk of harm and, as appropriate, contact or refer to the Director.

Managing Allegations (including Low-Level Concerns regarding Staff)

This guidance applies to any child the member of staff or volunteer has come into contact within their personal, professional or community life.

An allegation is any information which indicates that a member of staff or volunteer may have:

- behaved in a way that has, 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 which indicates she or he will pose a risk of harm if they work regularly or closely with children.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. They should not investigate or ask leading questions if seeking clarification; it is essential not to make assumptions. Confidentiality should not be promised, and the person should be advised that the concern would only be shared on a 'need to know' basis.

Actions to be taken include making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident occurred, brief details of what happened, what was said and who was present. This record should be signed, dated, and immediately passed on to the Head Teacher.

If the concerns are about the Head Teacher, then the Directors and independent counsel should be contacted.



The recipient of an allegation must not unilaterally determine its validity, and failure to report it under procedures is a potential disciplinary matter.

The Head Teacher will not investigate the allegation itself or take written or detailed statements but will assess whether it is necessary to refer the concern to the Police. If the allegation meets any of the three criteria set out at the start of this section, i.e., that the perpetrator:

- behaved in a way that has, 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 which indicates she or he will pose a risk of harm if they work regularly or closely with children.

contact should always be made with the Police without delay.

The Head Teacher should, following a briefing with the Police, inform the subject of the allegations as soon as possible.

If it is decided that the allegation does not meet the threshold for Safeguarding, it will be handed back to whom the allegation was first reported to, via the school's internal procedures.

School Measures Taken to Protect the Children in Our Care

There are a number of areas where common sense in our school should prevail in order to protect the children and the staff who care for them. In relation to this, certain points should be noted:

1. AIBPS fully embraces and implements the Safeguarding policy in the first staff meeting of each Year.
2. A copy of the school's Safeguarding policy, including the names of the Designated Safeguarding Leads, will be made and is readily accessible to parents.
3. The names of the Designated Safeguarding Leads and other relevant support services are displayed in a prominent position near the entrance of the school. (Appendix E)
4. At each Director's meeting, the agenda includes an item on child protection; the Designated Safeguarding Lead will inform the Directors of the number of all cases of abuse or bullying reported and where applicable their status.
5. AIBPS will undertake an annual review of its Safeguarding policy and its implementation in the school. A checklist, to be used in undertaking the review is included in Appendix F. The school will put in place an action plan to address any areas for improvement which might be identified in the annual review. The Directors will coordinate with the Designated Safeguarding Lead to inform all school personnel that the review has been undertaken and its outcomes. Written notification that the review has been undertaken will also be provided to the school community. (Appendix G)
6. Staff who take swimming classes should make sure that there are two adults in attendance at all times.



APPENDIX A RATIFICATION OF POLICY



This policy will be reviewed by the Directors once in every school year.

This policy was adopted by the Directors on August 28, 2023.

Signed:  _____
Director


Signed:  _____
Head Teacher

Date: _____

Date: _____

Date of next review: September 2025

The Directors further endorse the Head Teacher, Connie Reza as the AIBPS Designated Safeguarding Lead, and Anna Coppola as Deputy Designated Safeguarding Lead.

On behalf of the Board:
 _____
Director

Date: _____



AIBPS has identified the following as areas of specific concern in relation to Safeguarding. Following discussion and consultation, it has been agreed that physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult, but while physical contact may be used to comfort, reassure or assist a child the following factors are to be taken into account in determining its appropriateness:

- it is acceptable to the child;
- it is open and not secretive;
- the age and developmental stage of the child.

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media products (YouTube clips, CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.

Visitors and guest Speakers

Vetted guest speakers and visiting teachers of varying disciplines, employed by AIBPS to perform special duties, will be allowed to work with a class unsupervised at the Head Teacher's discretion.

Visitors or guest speakers should never be left alone with pupils. The Head Teacher has a responsibility to check out the credentials of the visitor or guest speaker and to ensure that the material in use is appropriate.

Children with specific toileting or intimate care needs

- In all situations where a student needs assistance with toileting or intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents or guardians and the class teacher and, if appropriate, the student. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs.
- The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.
- One member of staff will be present when dealing with intimate care or toileting needs. Male members of staff are not to attend female students. Any deviation from the agreed procedure will be recorded and notified to the Head Teacher and the parents or guardians.

Toileting accidents

For children in Nursery and Pre-School, clean underwear and suitable clothing will be kept at the school so that if a student has a 'toileting accident', they will be offered fresh clothing into which they can change.



If the student for whatever reason cannot clean or change themselves and the parents or guardians cannot be contacted, the child will be assisted by a member of staff familiar to the child. A record of all such incidents will be recorded by the class teacher in the student's communication diary.

Accidents

While every precaution is taken to ensure the safety of children, the school realises that accidents will happen. Major accidents will be recorded by the class teacher in the student's communication diary and will be addressed under the school's Health and Safety procedures.

One-to-one teaching

It is the school's policy that one-to-one teaching is often in the best interest of the child. However, every effort will be made to ensure that this teaching takes place in an open area. Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.

Changing for Games, Physical Education (PE) or Swimming

Students will be expected to dress and undress themselves for Games, PE or Swimming. Where assistance is needed this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff or volunteers be allowed to dress or undress a child in a cubicle or private area. When children from Reception to Year 6 take swimming lessons, the school will endeavour to have two female members of staff or volunteers in the female changing area.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of any deviation should be reported to the Head Teacher and parents.

Attendance

School attendance is monitored as per the Student Attendance policy. In regards to child protection, particular attention will be paid to non-attendance trends. Pupils with patterns of poor attendance will be monitored for signs of neglect or physical or emotional abuse.

Behaviour

Students are to always play co-operatively always. The Behaviour policy addresses incorrect behaviour. The Designated Safeguarding Lead will be notified of incidents which are considered to be of a sexual nature, and will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under the Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to a Designated Safeguarding Lead.

School students travelling in vehicles

A single adult male cannot travel in the same vehicle with female students, unless he is accompanied by an adult female. Where the male staff member is the school driver, then the car must contain both male and female students.



APPENDIX B

SAFEGUARDING PRACTICES



Induction of Staff

The Deputy Designated Safeguarding Lead will be responsible for informing all new teachers and ancillary staff of the Safeguarding policy and Procedures. A member of staff, once trained, will be responsible for the mentoring of new teachers. The Head Teacher is responsible for ensuring that new teachers know how to fill in the roll book (register) correctly as well as the record keeping procedures within the school.

Induction of Students

All parents and children will be made aware of attendance rules and their implications as laid down in the Student Attendance policy. All parents will be informed of the programmes in place in the school that deal with personal development. All new parents will be given a copy of the school's attendance policy, which outlines the procedures parents and students should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/Head Teacher if they wish to discuss their child's progress. All parents will be given a copy of the school's Behaviour and Anti-Bullying policies.

Internet Safety

It is the intention of the Head Teacher and Staff at AIBPS to ensure that child protection concerns will be addressed in the school's Anti-Bullying policy.

There will also be annual meetings during which parents will be invited to attend a session with an invited speaker to stay abreast of the ever-changing situation regarding internet access.

Record Keeping

Teachers will keep records on each child's reports using the school's central workstation. Roll books (registers) will be updated daily. Sensitive information regarding students will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in a locked storage cabinet. Further details on record keeping will be found in the school's Data Protection policy.

Supervision

The school's Supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover all breaks. See Supervision policy for agreed rules around break-times and procedures around teacher absences.

Visibility

Teachers will ensure that students are visible in the school playground. Students will not be allowed to spend time in classrooms or toilets where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.



APPENDIX C

CHILD ABUSE



This Appendix lists and describes the various forms of child abuse.

Physical abuse

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation is commonly described as factitious illness by proxy, induced or fabricated illness.

Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development
- It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Emotional Abuse

- Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development
- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- It may feature age or developmentally inappropriate expectations being imposed on children.
- It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening
- The activities may involve physical contact, including penetrative (rape or buggery) or non-penetrative acts
- They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways
- A bullying incident should be treated as a child protection concern when there is a reasonable cause to suspect that a child is suffering or likely to suffer, significant harm.



APPENDIX D

ABUSE REPORT FORM TO AUTHORITIES



1. Date of Report:
2. Name of person reporting:
3. Address of person reporting:
4. Relationship of reporting person with the child concerned:
5. Method of report: (telephone call, personal call to office)

6: Child Abuse Report Details
Child Surname:
Child First Name:
DOB:
Male/Female:
Alias: (Known as)
Address:
Correspondence address: (If different)
Primary Carer Surname:
Primary Carer First Name:
Primary Carer's telephone number:

7. State whether you consider your report to indicate (a) suspected or actual child abuse or (b) need for family support, giving reasons

	Physical abuse	Sexual abuse	Emotional abuse	Neglect
Suspect				
Actual				
Family Support (give reasons)				



APPENDIX D

ABUSE REPORT FORM TO AUTHORITIES



8.

DETAILS OF OTHER FAMILY MEMBERS AND HOUSEHOLD MEMBERS				
Name	Age	Relationship to child	Employment/School	Location

9. Name of Other Professionals Involved with Children and/or Parents or Carers.

Public health nurse:

School:

General practitioner:

Any other agency or professional involved (please describe the nature of any involvement):

10. Describe, as fully as possible the nature of the problem or incident being reported, giving details of times and dates of individual incidents, the circumstances in which they occurred, any other persons who were present at the time, and their involvement

11. Has any explanation been offered by the child, and/or parents/carers, which would account for the current problem or incident? (Details)

12. As far as possible, describe the state of the children's physical, mental and emotional well-being.

13. If child abuse is being alleged, who is believed to be responsible for causing it? Include (if known) -

Name:

Address:

Degree of contact with child:

Degree of contact with other children:



APPENDIX D

ABUSE REPORT FORM TO AUTHORITIES



Describe (in detail) any risks to which the child/children in this situation is/are believed to be exposed.

14. How did this information come to your attention?
15. What has prompted you to report your concern at this time?
16. What evidence of harm exists at present?
17. Are there any factors in the child and/or parents/carers' present situation, which may have relevance to the current concern, for example, recent illness, bereavement, separation, addiction, mental health problem or other difficulty?
18. Are there any factors in the child and/or parents/carers' situation which could be protective or helpful (for example, extended family or community support)?
19. Is there a need for urgent protective action at this point?
20. Any other comments.

Signed: _____

Date: _____



APPENDIX E

PRINCIPAL CHILD PROTECTION CONTACTS



The Directors of Academy International British Primary School have adopted the DfE in Working Together to Safeguard Children 2018 & Keeping Children Safe in Education (Statutory Guidance for schools and colleges) 2022, the Counter Terrorism and Security Act 2015 and the Children Act 1989 as guidance for the AIBPS Safeguarding policy. The revised school policy is available from the Head Teacher.

Child Protection Contacts:

Designated Safeguarding Lead:
Phone:

Connie Reza (Principal)
06 814 2308

Deputy Designated Safeguarding Lead:
Phone:

Anna Coppola
06 814 2308

Director:
Phone :

Kazim Reza
06 814 2308

Police Station :
Phone:

Pointe Noire Station
06 6684224

August, 2023



APPENDIX F

ANNUAL CHECK LIST



The Academy International British Primary School (AIBPS) undertakes an annual review of its Child Protection Policy and the checklist below shall be used for this purpose.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. The AIBPS may wish to include other items in the checklist that are of particular relevance to our school and reserves the right to do so if/when the need occurs.

Checklist for Annual Review of the Child Protection Policy		CIRCLE	
1.	As part of the overall review process, the AIBPS Board should also assess other school policies, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Protection policy	YES	NO
2.	Has the Board formally adopted a child protection policy in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'?	YES	NO
3.	Are there both a DLP and a Deputy DLP currently appointed?	YES	NO
4.	Are the relevant contact details) at hand?	YES	NO
5.	Have the CPOs attended available child protection training?	YES	NO
6.	Has the DLP attended available child protection training?	YES	NO
7.	Have any members of the Board attended child protection training?	YES	NO
8.	Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?	YES	NO
9.	Has the Board ensured that the Keeping the Children Safe in Education 2014 and Working Together to safeguard the Children 2013 policies are available to all school personnel?	YES	NO
10.	Does the Board have arrangements in place to communicate the school's child protection policy to new school personnel	YES	NO
11.	Is the Board satisfied that all school personnel have been made aware of their responsibilities under the Keeping the Children Safe in Education 2014 and Working Together to safeguard the Children 2013 policies?	YES	NO
12.	Since the Board's last annual review, was the Board informed of any child protection reports made by the CPO?	YES	NO
13.	Is the Board satisfied that the child protection procedures in relation to the making of reports to were appropriately followed?	YES	NO
14.	Were child protection matters reported to the Board appropriately recorded in the Board minutes?	YES	NO
15.	Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES	NO
16.	Has the Board ensured that the pupils' parents have access to the school's child protection policy?	YES	NO



APPENDIX G

SUPPORTING CHILD PROTECTION POLICIES



Dear Parents and Guardians,

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each one of us has a duty to protect children: Working Together to Safeguard Children 2018 and Keeping Children Safe in Education (Statutory Guidance for schools and colleges) 2022 noted that teachers, who are the main care givers to children outside the family, are particularly well placed to observe and monitor children for signs of abuse. In response to this, the UK Department of Education and Skills published Safeguarding Procedures for all schools in relation to child protection and welfare. These procedures promote the safety and welfare of all children and are to be welcomed.

The Academy International British Primary School Board has adopted these procedures as school policy. This revised school policy from August, 2023 is available from the Designated Safeguarding Lead or the school's website:

<http://www.conniesacademy.co.uk/international-british-primary-school.html>

Consequently, if school staff suspect or are alerted to possible child abuse, they are obliged to refer this matter to the Designated Safeguarding Lead. The Designated Safeguarding Lead will then assess the situation and provide support for the child concerned.

Yours faithfully,
Connie Reza

Head Teacher

ENREGISTRE A POINTE-NOIRE LOANDJILI

LE : 17 NOV 2023

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Reçu DIX MILLE FRANCS
Le Reçveur



Christian Amadée OKO
Inspecteur Principal des Impôts