



INTERNATIONAL BRITISH PRIMARY SCHOOL

CHILD PROTECTION POLICY

Introduction

The Academy International British Primary School's (AIBPS) Board recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities. Therefore, in accordance with: *Keeping the Children Safe in Education 2014* and *Working Together to safeguard the Children 2013*, the Board of the Academy International British Primary School (AIBPS) has ratified this policy at a meeting of the Board on July 28th 2017. (Appendix A).

The school recognises that the protection and welfare of children is of paramount importance, regardless of all other considerations. In its policies, practices and activities, AIBPS will adhere to the following principles of best practice in child protection and welfare:

- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- Adopt 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
- Develop a practice of openness with parents and encourage parental involvement in the education of their children
- Fully respect confidentiality requirements in dealing with child protection matters

Certain AIBPS policies such as our Behaviour, Anti-bullying Policy, Student Attendance Policy and the Supervision of Pupils Policy take particular account of this Child Protection Policy.

This policy will also be considered with reference to the participation by pupils in sporting activities, other extra-curricular activities and school outings. Other practices and activities, where child protection might have particular relevance, will take due consideration of the procedures outlined within this policy. The Board has 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.

Policy Aim

- Establishing a safe environment in which children can learn and develop
- Ensuring safe recruitment practices in checking the suitability of staff and volunteers to work with children
- Raising awareness of child protection issues
- Equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan



Strategy for Implementation

AIBPS staff recognises that because of their day to day contact with the children, they are well placed to observe the outward signs of abuse. AIBPS will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Ensure that the children know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the curriculum for children to develop the skills they need to stay safe from any type of abuse/bullying
- Ensure there are always designated Child Protection Officers (CPOs). The CPOs will have overall responsibility throughout the School
- Ensure all staff members (including volunteers, casual and maintenance) know the names of the designated CPO and Deputy CPO and their roles
- Ensure all staff are aware of their responsibilities in reporting any concerns they may have to the CPOs
- Keep written records on all accounts of concern, even where there is no need to report the matter immediately
- Ensure all records are kept securely and separate from the students records
- Develop and then follow procedures where an allegation is made against a staff member or volunteer
- Ensure staff recruitment practices are always followed

Child Protection Officers

The CPO at AIBPS is the Principal, Connie Reza and the Deputy CPO is the Deputy Principal Louis Ciavarella. Both appointments have been ratified by the Board. (Appendix A)
The CPOs have specific responsibility for child protection and will represent the school in all correspondence with other parties in connection with allegations of abuse. All matters pertaining to the processing or investigation of child abuse should be processed through the CPOs.

The CPOs acts in cases where there are reasonable grounds for suspicion or where an allegation has been made.

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 a parent/guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/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 CPOs 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, supervision and safety, attachment to and affection from adults and medical care.

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, reassure 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 CPOs (a standardised reporting forms should be used, [Appendix D](#)).



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If the reporting person and the CPOs are satisfied that there are reasonable grounds for the suspicion/allegation, then the matter should be taken to the AIBPS Board.

Allegations or Suspicions in relation to School Employees

The Chairperson and the CPOs are 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 Board in relation to the employee. If the allegation is against a CPO, the Chairperson of the AIBPS will assume the responsibility for reporting the matter to the police.

Reporting

When an allegation of abuse is made against a school employee, the CPOs should seek a written statement of the allegation from the person/agency making the report. A parent/guardian may make a statement on behalf of a child. The CPO should always inform the Chairperson of the AIBPS, who is responsible for liaising with the police and also assumes responsibility for communicating with the employee.

School employees, other than the CPOs, who receive allegations against another school employee, should immediately report the matter to the CPO. School employees who form suspicions regarding conduct of another school employee should consult with the CPO.

The employee should be informed by the Chairperson:

- a. That an allegation has been made against him/her
- b. The nature of the allegation
- 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 Board of the AIBPS within a specified period and told that this may be passed to the police and legal advisers.

The Chairperson must take the necessary steps to protect the child and may consult the Board of the AIBPS in this matter. The Board 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.

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 Child Protection Policy in the first staff meeting of each Year.



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2. A copy of the school's child protection policy, including the names of the CPO and the Deputy CPO, will be made and is readily accessible to parents.
3. The names of the CPO, Deputy CPO and other relevant support services are displayed in a prominent position near the entrance of the school. (Appendix E)
4. At each Board meeting, the agenda includes an item on child protection; the CPO will inform the Board of the number of all cases of abuse/bullying reported and where applicable their status.
5. AIBPS will undertake an annual review of its Child Protection 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 Board will coordinate with the CPOs 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.

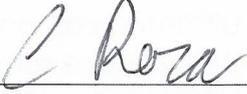


APPENDIX A RATIFICATION OF POLICY

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

This policy was adopted by the Board on July 28th, 2017.

Signed:  K. REZA
CEO
Date: 8 November 2017

Signed:  C. Reza
Principal
Date: 07/11/2017

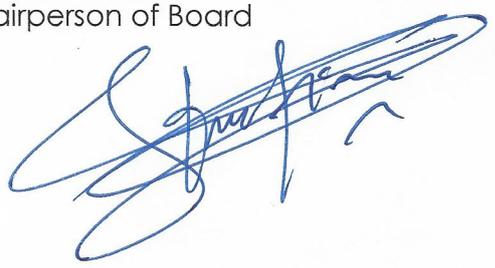
Date of next review: July 2018

The Board further endorses the Principal, Connie Reza as the AIBPS CPO, and Louis Ciavarella as Deputy CPO.

On behalf of the Board:

FLORENT K. DECKOUS
Chairperson of Board

Date: 07/11/2017





APPENDIX B

CHILD PROTECTION PRACTICES

AIBPS has identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, it has been agreed that the following practices be adopted:

- 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.

While physical contact may be used to comfort, reassure or assist a child, the following should be factors 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/Guest Speakers

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

Visitors/Guest speakers should never be left alone with pupils. The school (Principal/Deputy Principal/ teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate.

Children with specific toileting/intimate care needs

- In all situations where a student needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, Principal 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.
- Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

Toileting accidents

A clean set of clothing for children in Nursery and Pre-School should be kept in their bags. Clean underwear and suitable clothing will be kept in the school so that if a student has a 'toileting accident', they will be offered fresh clothing into which they can change.



APPENDIX B

CHILD PROTECTION PRACTICES

If the student for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. A record of all such incidents will be kept and the Principal and parents will be notified.

Accidents

While every precaution is taken to ensure the safety of children, We realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

One-to-one teaching

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

Changing for Games/ PE / Swimming

Students will be expected to dress and undress themselves for Games/ PE/ 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/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. Children from Reception – Year 6 take swimming lessons. We will endeavour to have two female members of staff/ 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 the incident should be made and reported to the Principal and parents.

Attendance

Our school attendance will be monitored as per our Attendance Policy. With regard to child protection, we will pay particular attention to trends in non-attendance. Any pupil with a pattern on poor attendance will be monitored for signs of neglect/physical/emotional abuse.

Behaviour

Students are encouraged at all times to play co-operatively. Inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexual nature we will notify the CPO who 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 CPO.

Children travelling in staff cars

Unless authorised by another senior member of staff in special circumstances, a lone AIBPS staff member will not transport individual students in their cars at any time.



APPENDIX B

CHILD PROTECTION PRACTICES

Induction of Staff

The Deputy CPO will be responsible for informing all new teachers and ancillary staff of the Child Protection Policy and Procedures. A member of staff, once trained, will be responsible for the mentoring of new teachers. The Principal is responsible for ensuring that new teachers know how to fill in the roll book correctly and informing the teacher of 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 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/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's Code of Behaviour and Anti-Bullying policies.

Internet Safety

It is the intention of the Principal 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 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

There are 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/household members

Name	Age	Relationship to child	Employment/School	Location

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



APPENDIX D

ABUSE REPORT FORM TO AUTHORITIES

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:

13. 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?



APPENDIX D

ABUSE REPORT FORM TO AUTHORITIES

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)?

20. Is there a need for urgent protective action at this point?

21. Any other comments.

Signed: _____

Date: _____



APPENDIX E

PRINCIPAL CHILD PROTECTION CONTACTS

The Board of Academy International British Primary School has adopted the *Keeping the Children Safe in Education 2014* and *Working Together to safeguard the Children 2013* as guidance for the Child Protection school policy. The revised school policy is available from the Head Teacher.

Child Protection Contacts:

Child Protection Officer: Connie Reza (Principal)

Phone: 06 814 2308

Deputy Child Protection Officer: Louis Ciavarella (Deputy Principal)

Phone: 06 814 2308

Chairman of the Board: Florent Deckous

Phone: 06 988 3444

Police Station: Ponte Noire Station

Phone: 06 6684224

October, 2017



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			
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/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: *Keeping the Children Safe in Education 2014 and Working Together to safeguard the Children 2013* 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 Child Protection 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 July, 2017 is available from the CPOs 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 Child Protection Officers (CPOs). The CPOs will then assess the situation and provide support for the child concerned.

Yours faithfully,
Connie Reza

Director of Education