



HAILEYBURY ASTANA CHILD PROTECTION & SAFEGUARDING POLICY

Haileybury Astana recognises its responsibilities for the protection of the children in its care. All adults working at the school are aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of every child.

We recognise that, because of their day to day contact with children, members of the school community are well placed to observe the outward signs of abuse. The school will therefore establish and maintain an environment where children feel secure, are encouraged to talk and are listened to. All children will know that there are adults in the school whom they can approach if they are worried. Through pastoral support and the PSHE programme, we will help children to develop the understanding and skills they need to recognise and stay safe from abuse. This policy applies to all staff, governors and volunteers working in the school.

There are five main elements to this policy:

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

Following best practice in the UK and Kazakhstan, the school will;

- Ensure we have designated members of staff for child protection who have received appropriate training and support for this role. Ensure we have a nominated governor responsible for child protection
- Ensure every member of staff, volunteer and governor knows the name of the designated members of staff responsible for child protection and their specific roles and responsibilities;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated staff responsible for child protection;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters;
- Keep written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely, separate from the main pupil files;
- Follow internal procedures where an allegation is made against a member of staff or volunteer;
- Ensure safe recruitment practices are always followed.

The school will support its pupils through;

- The content of the curriculum;
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- School policies, which are aimed at supporting vulnerable pupils in the school. The school will ensure that pupils know that certain types of behaviour are unacceptable.
- Ensuring that, when a pupil leaves, Haileybury Astana will ensure that the pupil's information is transferred to the new school.

Staff Roles and Responsibilities

Designated Safeguarding Officer (DSO) and Deputy DSO

The DSO at Haileybury Astana is the Deputy Headmaster Pastoral and Administrative, Mrs. Kim Holmes. The Deputy DSO is the Head of Key Stage 2, Mr. Gareth Clarke. All members of staff must understand what their roles are and ALL cases of suspected abuse should be reported to the DSO in the first instance.

The DSO will;

- Update his/her training every two years;
- Ensure the school's Child Protection Policy is updated and reviewed annually, working with the designated Governor for child protection;
- Keep confidential, detailed, accurate, secure written records of referrals /concerns.
- Ensure all parents see copies of the child protection policy in order to alert them to the fact that the school may need to make referrals.
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers);
- Ensure each member of staff has access to and is aware of the school's Child Protection & Safeguarding Policy and associated procedures. This is also essential in respect of any members of staff who work part time or work with more than one school, such as peripatetic music teachers;
- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with relevant agencies over cases of abuse and allegations of abuse, regarding both pupils and members of staff;
- Attend any relevant training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.

Record keeping

Clear and accurate records are essential.

Staff should:

- use the Cause for Concern proforma. This should be done as soon as possible after the incident or conversation which gave rise to concern;
- record the date, time and place of any conversation and who was present;
- use the child's words as far as possible;
- record statements and observations, not interpretations or assumptions;
- write in ink and sign and complete the Cause for Concern proforma as soon as possible;
- include a diagram showing the position of any injury;
- pass the record on as soon as possible to the DSO. No copy should be kept and records should not be stored electronically.

The DSO has an important role in ensuring all staff and volunteers receive appropriate training. This should be relevant to their needs to enable them to identify and report any concerns immediately. They must be aware of how to identify abuse and know when it is appropriate to refer a case.

Responsibilities of all Staff

If a member of staff suspects that a pupil is a victim of abuse or they have reason to believe that he/she is at risk from abuse, they should be aware of the procedures for reporting their concerns. Pupils may confide in any member of the school community: they do not always go to teachers.

Staff to whom an allegation is made should remember:

- Yours is a listening role; do not interrupt the pupil if he or she is freely recalling significant events. Any questions that may be needed to clarify what the pupil is saying should be framed in an open manner and you should not lead the pupil in any way.
- Do not give undertakings of absolute confidentiality: this cannot be supported.
- Make notes of the discussion, as soon as possible (but within 24 hours) to pass on to the DSO. The note should record the time, date, place and people who were present as well as what was said, as this may be required to support subsequent legal action. It must be signed and dated.
- Once you have informed the DSO, your responsibility in terms of referring concerns ends. You should be aware, however, that you may have future role in terms of supporting or monitoring the pupil, contributing to the assessment or implementing child protection plans.

Private Meetings

Staff and volunteers should be aware that private meetings with individual pupils may give rise to concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access, or an area which is likely to be frequented by other people. Another pupil or adult should be present or nearby. Where such conditions cannot apply, staff should ensure that another adult knows that the interview is taking place. Meetings with pupils away from the school

premises should only be arranged with the specified approval of the Headmaster and the prior permission of the parents of the pupil concerned.

Physical Contact with Pupils

Physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well intentioned gestures such as putting a hand on a shoulder, can, if repeated, lead to questions being raised. As a general principle staff must not make gratuitous physical contact with their pupils. The school has a separate policy dealing with this issue and staff must be aware of its contents.

School Environment

The risk of the physical environment of the school must be considered and everything possible done to minimize the risk to children. For example:

- We have a security system that request visitors to sign in at reception – all staff should ensure any visitors for whom they are responsible are signed in and badged. All staff should politely challenge any stranger on the school premises not wearing a visitors' badge.
- The school has an "open door" policy – please do not lock doors whilst you are in the room.
- The school has open plan classrooms with viewing panels in doors – staff should not block panels with posters or create screened areas within the classrooms.

Staff Recruitment

In order to protect children, Haileybury Astana has strict procedures for appointing staff. These are contained in a separate policy, which is regularly reviewed and updated.

Procedures for Handling suspected cases of Child Abuse

In all cases where staff have reason to believe that a child is at risk they must report their concerns to the DSO. The DSO may, if necessary, interview the pupil to clarify the nature of an allegation or suspicion, before deciding on an appropriate course of action. If necessary, an immediate referral will be made to the Astana Department for Protection of Children's Rights. School staff (including the DSO and the Headmaster) should not investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should not be interviewed by school staff beyond the point at which it is clear that there is an allegation of abuse.

If a pupil is in need of urgent medical attention and there is any suspicion of abuse, the DSO will notify the Headmaster and take the pupil to the nearest hospital. The DSO will inform the Department for protection of children's rights that the child has been taken to hospital and that it suspects that abuse may have occurred, and will then inform the nominated Child Protection Governor and the Chair of Governors. In case of serious harm, the police should be informed from the outset. In cases not requiring urgent medical attention the DSO will discuss cases with, or refer cases to, the Department for protection of children's rights and they will advise on the next step(s) to be taken.

When a case is referred, the Department will hold a meeting where decisions will be taken on whether and how to investigate the case. The DSO may wish to clarify with the investigating agencies when, how and by whom the parents and the pupil will be told that a referral has been made. A member of staff who knows the pupil well should be prepared to contribute to the strategy discussion the school's knowledge of the pupil.

Whether or not to make a referral which could activate an investigation is a serious decision and will require careful judgement. If the DSO does refer a case, the nominated Child Protection Governor and the Chair of Governors will be informed immediately. In all cases it is essential that accurate written records are kept of all that has occurred stating the facts of the abuse, including timings, explanations, those present etc. and any action taken.

Allegations against a member of staff or volunteer must be reported immediately to the DSO. An allegation of abuse by a teacher or volunteer will be taken very seriously unless the allegation is demonstrably false. The quick, consistent and fair resolution of the allegation will be made a clear priority for the benefit of all concerned at the Astana Department for protection of children's rights. An allegation against the DSO must be notified to the Headmaster immediately. An allegation against the Headmaster should be notified to the DSO who will inform the Chairman of Governors.

Adults in schools are used to handling confidential information about children but it may create conflict when they have to disclose such information. In cases of actual or suspected abuse the best interests of the child are

paramount. Given their daily contact with pupils in a variety of situations, members of staff are vulnerable to allegations of abuse, whether deliberately or innocently false, malicious or misplaced. However, staff should avoid making their own judgements of whether an allegation is false or otherwise.

Where child protection concerns involve any member of staff, these will be thoroughly investigated by the relevant agencies. Pending a full investigation, the member of staff may be suspended from duty, with pay, although in no way is this admission of impropriety. Staff may also face disciplinary action where, after investigation, serious concerns remain and there is evidence, even though external agencies may have decided that they are not able to proceed any further with the case. The School will notify anyone requesting a reference to work with children of any reason why the member of staff concerned may not be suitable to work with children.

Whilst every effort is made to ensure that the school's practices and policies do not put children at risk, situations may exist that have been overlooked, or new situations which have developed, that need challenging on child protection grounds. No one should hesitate to take action to report concerns because of fear of possible repercussions. Any person who makes a report to the DSO in good faith of any concern or allegation about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other significant harm, can expect immunity from retribution or disciplinary action. The school operates a Whistleblowing Policy to protect staff who pass on concerns. Failure to pass on a concern about the inappropriate behavior of a colleague could amount to misconduct and lead to disciplinary measures being taken.

Signs of possible Child Abuse

All staff must be alert to signs of possible abuse and know to whom to report any concerns or suspicions. Individual indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is serious cause for concern.

Indicators of **physical** abuse:

Bruises

- To the eyes mouth or ears
- Fingertip bruising (grasp mark)
- Bruises of different ages in the same place
- Outline bruises (prints of hands, belts shoes, etc.)
- Bruises without obvious and verifiable explanations

Burns, Bites and Scars

- Clear impressions of teeth (more than 3cm across unlikely to have been made by a child)
- Burns or scalds with clear outlines
- Small round burns which may be from cigarettes
- Large number of different aged scars
- Unusual shaped scars
- Scars that indicate the child did not receive medical treatment

Other Injuries

- Poisoning, injections, ingestion or other applications of damaging substances including drugs and alcohol
- Female genital mutilation, including female circumcision
-

Indicators of **neglect** include children who are:

- Not receiving adequate food
- Exposed to inadequate, dirty and or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Withheld from appropriate medical advice or treatment

Indicators of **sexual abuse** include:

- Sexually transmitted diseases
- Recurrent urinary infections
- Genital and rectal itching and soreness

- Unexplained bleeding and discharges
- Bruising in genital region
- Sexual play/masturbation that is inappropriate to a child's age, development and circumstances
- Sexually abusive behaviour towards other children, particularly those younger and more vulnerable than themselves
- Unexplained pregnancy

Indicators of **emotional abuse** include:

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders, e.g. faecal smearing, excessive drinking, eating unusual substances and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self esteem

The following indicators may occur to any children being abused but are particularly important in cases of sexual or emotional abuse where outward physical signs may not be present:

- Involuntary passing of urine
- Sleeping and eating disturbance
- Recurrent abdominal pains
- Recurrent headaches
- Social withdrawal
- Restlessness and aimlessness
- Inexplicable school failure
- Poor trust and secretiveness
- Indiscriminate and careless sexual behaviour
- Drug abuse
- Self-mutilation and other forms of self-harm
- Hysterical fits, faints, etc.

The Prevent Duty at Haileybury Astana: All teachers must be familiar with UK legislation whilst respecting the norms and cultures of Kazakhstan. Protecting children from the risk of radicalisation is seen as part of Haileybury staff's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff at Haileybury should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the DSO.

All staff are required to read "Keeping children safe in Education", July 2015, part 1 and sign an annual declaration that they have read the documentation, have updated their Child Protection training and printed a certificate on completion of the Channel Online Annual Training course.

For all safeguarding concerns the helpline contact number for Child Protection in Astana is Tel 8 (7172)742528