

Child Protection Policy



THE INTERNATIONAL SCHOOL BANGALORE (TISB)

A registered member of HMC, BSA & TAISI

(See also Health and Safety Policy, Behaviour Policy and Anti-Bullying Policy)

1 Introduction

The International School Bangalore is committed to providing an environment in which children feel secure, their viewpoints are valued, where they are encouraged to talk and are listened to. As far as possible in a Greek environment, this policy complies with DfE guidance 'Safeguarding Children and Safer Recruitment in Education'. It is made available to parents and is published on the website.

1.1 The health, safety and welfare of all our children are of paramount importance to all the adults who work in our school. All children have the right to protection, regardless of age, gender, race, culture, physical or mental abilities. They have the right to grow up unharmed, to have the opportunity to develop fully and to have their basic needs met.

1.2 Child abuse takes a variety of forms:

- **Physical abuse** involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- **Sexual abuse** involves forcing or enticing a child into sexual activities, whether or not the child is aware of what is happening. This includes non-contact situations, such as showing children pornography.
- **Emotional abuse** is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.
- Children are abused also if they are **neglected**. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.

1.3 In our school, we respect all children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable all children to take and make decisions for themselves.

1.4 We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

1.5 Our teaching of Personal, Social and Health Education and Citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

1.6 At TISB, we recognise that we are all role models and as such treat all people with respect.

2 Aims and objectives

2.1 Our aims are:

- To provide a safe environment for children to learn in
- To establish what actions the school can take to ensure that children remain safe, at home as well as at school
- To raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse

- To identify children who are suffering, or likely to suffer, significant harm
- To ensure effective communication between all staff on child protection issues
- To set down the correct procedures for those who encounter any issue of child protection.

3 Staff Responsibilities

3.1 It is the responsibility of all staff, including the Headmaster to:

- Attend training
- Follow school procedures (see Appendix 1)
- Implement the child protection policy
- Voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.

3.2 At TISB School, we have a designated person for child protection for each phase of the school Yvonne Mengos - Head of EYFS, Pauline Zoulias - Head of Lower School, Janet Jones - Head of Key Stage 4 Upper School). , Lower school, Upper School) to ensure that there is always someone on the school premises. (See Appendix 2a)

3.2 These designated people all hold positions of responsibility in the school and are referred to as Child Protection Officers and have all undertaken an Advanced Child Protection course run by Kidscape and will keep up-to-date by attending a course every two years.

We also have a number of Deputy Child Protection Officers (see Appendix 2b) in the case that the designated persons for child protection are not available e.g. absent from school. These Deputy Officers for child protection have all undertaken an advanced child protection course and will attend a course every two years.

3.3 Guidelines for the Child Protection Officers and Deputy Child Protection Officers

The welfare of the child is paramount

- Confidentiality should be respected as far as possible
- Know the procedures of Greek Law with regard to child protection. (In accordance with Greek Law, child protection cases must be reported by the Headmaster to the Attorney General for Minors. Headmaster refers to Head of School. See appendix 1 for outline of procedures and contact details.)
- Ensure that the school takes action to support any child who may be at risk
- Make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection
- Work closely with relevant authorities, when investigating any allegations of abuse.
- All parties involved will handle such investigations in a sensitive manner, remembering all the time that the interests of the child are of paramount importance.

- Any deficiencies or weaknesses in child protection arrangements will be remedied without delay.

4 Employment and Recruitment

At TISB we follow safer recruitment guidelines to ensure that children's welfare is safeguarded. The Headmaster is responsible for all appointments.

Before a person is employed by the school, they must fulfil the following list of requirements:

- Submit a CV.
- Provide three professional references.
- Provide evidence of qualifications.
- Identity check. Provide official documentation to prove identity (name, address and date of birth).
- If resident in Greece, have an up-to-date police check from the Greek police.
- If coming from the United Kingdom, have a current CRB check.
- Have the right to work in Greece.
- If a member of staff is arriving from another country other than Greece or the United Kingdom, they must provide current evidence that there is no reason why they should not be allowed to work unsupervised with children.

NB Any volunteer or staff employed by another organization and working with the school's pupils will be subject to the above CP checks and procedures, if applicable".

5 Procedure to be followed if an adult has concerns about a child (see Appendix 4)

5.2 All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.

5.3 If teachers suspect that a child in the school may be a victim of abuse, they should:

- Not investigate.
- Immediately inform one of the Child Protection Officers about their concerns. Staff must not keep to themselves any information about abuse which a child gives them; they are required to pass this information on.
- Complete a Child Protection Report of Concern Form (see Appendix 3).
- All Child Protection Concern Forms are kept in a confidential folder by the Child Protection Officer of the phase of the school (EYFS, Lower School, and Upper School).

6 Procedure to be followed if a child makes an allegation or disclosure (see Appd. 4)

In the event that a child makes an allegation or disclosure of abuse against an adult or another child or young person, it is important that you:

- Do not try to investigate.
- Do not ask leading questions.
- Do not attempt to question or interview them yourself.
- Listen to them and/or closely observe their presentation and behaviour.
- Let them know that you take what they are saying seriously.
- Do not promise to keep what they tell you secret. Let them know that you will need to tell someone else in order to help him or her.
- Inform your designated child protection officer immediately.
- Complete the Child Protection Report of Concern form (see Appendix 3).

6.1 If a child alleges abuse, the school will make a referral to the Attorney General for Minors (contact number 210 8827993) usually without first informing parents.

6.2 If a referral is made, staff are expected to attend and participate in all case conferences and meetings.

7 Physical restraint

7.1 There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. The Headmaster will require the adult(s) involved in any such incident to report the matter to him or her immediately, and he will record it.

8 Allegations against staff

8.1 If an allegation is made against a member of the school staff (or a volunteer helper), it will always be referred to the Headmaster, or, in the case of the allegation being against the Headmaster, to the chair of the governing board. The member of staff may be suspended. The child protection procedure will be followed and the Headmaster may report the allegation to the Attorney General for Minors (see appendix 1).

Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe.

Where possible, any person considered to be unsuitable to work with children will immediately (or at least within one month) be reported to the Attorney General for minors and to Interpol's National Central Bureau (NCB) - (Local link to Interpol is through the Hellenic Ministry of Citizen Protection . 4 P. Kanellopoulou Street, Athens. 10173 Tel. 210 6924558 www.yptp.gr) In the case of the United Kingdom, the Independent Safeguarding Authority will be informed.

8.2 Staff at TISB are expected to treat all children with respect. All staff should follow the Staff Prudence Code (see Appendix 5).

9 Staff training

- 9.1 All adults, including ancillary staff, in the school receive regular training to raise their awareness of abuse, and to improve their knowledge of the child protection procedures that have been agreed locally. The maximum period of time before refresher training must take place is two years. This also applies to volunteers and other temporary staff employed by the school.
- 9.2 Child Protection Officers will go through policy and procedures at the start of every new school year with all staff and whenever a new member of staff is appointed.
- 9.3 All staff must follow the Prudence Code, Appendix 5, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil).

10 Confidentiality

- 10.1 We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.
- 10.2 The files we keep on children are open to those children's parents.
- 10.3 Information from third parties will not be disclosed without their prior consent.
- 10.4 Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse.
- 10.5 Working notes are not subject to disclosure, but will be summarised and then kept on file.
- 10.6 These guidelines are in line with the safeguards on disclosure of information and are in line with Greek Law.

11 Role of the Governors

- 11.1 The board of governors will have a designated governor to liaise with Child Protection Officers regarding policy and procedure on child protection (see Appendix 2).
- 11.2 The designated governor will be responsible for informing the Child Protection Officers of any changes in Greek Law. This meeting will include a review of any related paperwork.
- 11.3 The Designated governor and Child Protection Officers will meet at least once a term to undertake a review of the safeguarding procedures and the effectiveness of which this policy is being discharged.

- 11.4 Designated governor and Child Protection Officers will update the governing body annually on child protection policy and training. These meetings are minuted. The Governors will undertake to review annually the school's child protection policy and procedures and the efficiency with which the related duties have been discharged.

Appendix 1

PROCEDURE TO BE FOLLOWED FOR A CHILD PROTECTION CONCERN

A MEMBER OF STAFF HAS A CHILD PROTECTION CONCERN



CHILD PROTECTION OFFICER INFORMED



'REPORT OF CONCERN FORM' COMPLETED AND RETURNED TO CHILD PROTECTION OFFICER



HEADMASTER INFORMED



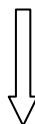
DESIGNATED GOVERNOR INFORMED THAT THERE IS A CHILD PROTECTION ISSUE AT THE SCHOOL (NO FURTHER DISCLOSURE GIVEN)



**ATTORNEY GENERAL FOR MINORS INFORMED
(2108827993)**



**LOCAL POLICE INFORMED
(210 8025200)**



STAFF AND HEADMASTER AND CHILD PROTECTION OFFICER TO ATTEND ANY REQUIRED MEETINGS AND TO COOPERATE FULLY IN ACCORDANCE WITH GREEK LAW

**At any time during this procedure the school can
SEEK ADVICE FROM
LOCAL AUTHORITY
SOCIAL SERVICES
(2106087060)**

Appendix 2a

List of Child Protection Officers and Deputy Officers

Child Protection Officers and Deputy Officers have all attended an Advanced Child Protection Course in **June 2012**

Child Protection Officers June 2012

EYFS

Yvonne Mengos, Head of EYFS

210 6983496

6948284388

yvonne.mengos@stcatherines.gr

Lower School

Pauline Zoulias, Head of Lower School

210 620 3027

6944141951

pauline.zoulias@stcatherines.gr

Upper School

Janet Jones, Head of Key Stage 4

2106141918

6951854563

janet.jones@stcatherines.gr

Child Protection Deputy Officers June 2012

EYFS

Gerry Giakoumi-Westerink, EYFS Teacher

6942478536

gerriegiakoumi@stcatherines.gr

Rhonda Kolokitha, EYFS Practitioner

6945388474

rhonda.kolokitha@stcatherines.gr

Lower School

Iris Krasoudakis, Head of Key Stage 1

6938888721

iris.krasoudaki@stcatherines.gr

Philippa Pyett

Lower School teacher, Head of Maths, Lower School.

6939214215

philippa.pyett@stcatherines.gr

Upper School.

John Ferguson, Learning Support teacher (advanced course still to do basic course completed in June 2012)

6940002601

john.ferguson@stcatherines.gr

Designated Governor for Child Protection

Domna Mirasyesi-Bernitsa

Lawyer

6932450145 and 210 3615395

dmirasyesi@bernitsaslaw.com

Contact details for Headmaster

Mr Stuart Smith

headmaster@stcatherines.gr

Appendix 3
CHILD PROTECTION
REPORT OF CONCERN FORM

| |
|---|
| Reported By: Position in School: Time: Date: |
| Name of child: Class: Nature of Concern: Action taken: |
| Outcome: Further Action: |

Signed _____ Date _____

Appendix 4

Ten Key Points to follow if you suspect, or are told, of Abuse

Adults looking after children or young people in schools should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks.

Adults in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) - and keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later - not a tidier and improved version you wrote up afterwards!). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
3. Do not give a guarantee that you will keep what is said confidential or secret - if you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell people who absolutely have to know.
4. Don't ask leading questions that might give your own ideas of what might have happened (e.g. "did s/he do x to you?") - just ask "what do you want to tell me?" or "is there anything else you want to say?"
5. Immediately tell the Child Protection officer (unless they are themselves accused or suspected of abusing) - don't tell other adults or young people what you have been told.
6. Discuss with the Child Protection Officer whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people, etc. – in Greece the Attorney General for Minors and the police will do this - you could cause more damage and spoil possible criminal proceedings.
8. As soon as possible, the Child Protection Officer will inform the Headmaster (unless the accusation is against the Headmaster) who should refer the matter to the Attorney General for Minors (helped by your notes).
9. Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults, about abuse - make sure that your senior young people, such as members of the School Senate, know the points on this sheet as well as the responsible adults

Appendix 5

Staff Prudence Code

The International School Bangalore is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff must abide by the school's Child Protection Policy and this Prudence Code at all times.

All staff and volunteers (including non-teaching staff) undergo an Enhanced disclosure check with the Criminal Records Bureau or equivalent Police Check prior to commencing employment. Until this disclosure is received, no unsupervised access to children will take place.

General

- Staff should be punctual and classes should never be left unattended, except in an emergency to seek help.
- Over-familiarity with children and students should be avoided.
- Staff should set high personal standards of dress and appearance, which should always be appropriate.
- Staff should adhere to the school's policy on use of the internet and email at all times.
- Photographs of pupils and children taken at school events should not be posted onto publicly accessible websites by members of staff without following the guidelines in the ICT policy.
- Teachers in our school do not hit, push, slap or humiliate children with their words or actions. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself.

Students on their own

A member of staff on his/her own should never be with a student on their own in a flat or house.

A member of staff on their own should not be with a student in a room on their own unless there is a window to the corridor or to a public place, others enter the room often or it is a public room (e.g. classroom) or they have told another member of staff that they need a private conversation there.

For the purpose of pastoral care the following are designated public rooms:

- Headmaster's office
- Heads of Schools' offices
- Head of Key Stages' offices
- Nurse's Office.

Members of staff should avoid being in cars, on expedition or in any other situation away from the school campus when they are on their own with a student on his/her own. The only exception to this is where another member of staff has been informed about it (e.g. visit to hospital).

Groups of students

A member of staff on his/her own should not be in a flat or house with a group of students

Staff should not feel that lavatories, changing rooms and showers are unvisitable, but they should avoid being there with an individual student and they should exercise caution and sensitivity in these areas particularly.

Photographs

The School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school:

1. Where pupils are named, only their first names are given;
2. Where a pupil is named, no photograph of that pupil is displayed;
3. Where a photograph is used electronically, which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual pupils.

The school follows a policy of seeking parents' permission before using images which show pupils on the website.

Website, emails and electronic correspondence

No private information about pupils is ever published on the website such as surnames or contact details.

All staff should exercise caution and should ensure that any electronic communication with students is prudent and appropriate.