



TISB Child Protection Policy

1 Overview of Child Protection

The Child Protection Policy for TISB has been written with reference only to the Indian POSCO (Prevention of Children from Sexual Offences) Act. This policy refers to the Senior, Primary Years and KG sections of the school and should be read in conjunction with the Health and Safety, Behaviour and Anti-Bullying Policies.

1.1 Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up receiving consistent provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

1.2 Statement of intent

The health, safety and welfare of all our pupils at TISB is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. TISB 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.

All adults at TISB have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy; safeguarding and promoting the welfare of children is everyone's responsibility. All the adults at TISB should be aware that child protection incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

All children have the right to protection, regardless of age, gender, race, cast, 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.

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 Principal to:

- Attend training
- Follow school procedures
- 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 designated people for child protection:

Child Protection Officer for Senior School:

Mr Santanu Paul

Deputy Child Protection Officer for Senior School:

Mrs Nyree Clayton

Child Protection Officer for Primary School:

Mr Giles Stride

Deputy Child Protection Officer for Primary School:

Ms Emily Evans

These designated people all hold positions of responsibility in the school and are referred to as Child Protection Officers.

4 Details of Abuse

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.

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- 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.

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

Our teaching of Personal, Social, Health and Moral Education (PSHME) as part of the 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.

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

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

5 Employment and Recruitment

At TISB we follow safer recruitment guidelines to ensure that children's welfare is safeguarded. The Principal 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 two professional references.
- Provide evidence of qualifications.
- Identity check. Provide official documentation to prove identity (name, address and date of birth).
- If a member of staff is arriving from another country other than India, they must provide current evidence that there is no reason why they should not be allowed to work unsupervised with children.

6. Procedure to be followed if an adult has concerns about a child (see Appendix 1)

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

6.2 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 1).
- All Child Protection Concern Forms are kept in a confidential folder by the Principal.

7. Procedure to be followed if a child makes an allegation or disclosure (see Appd.2)

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).

8 Physical restraint

8.1 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 Principal will require the adult(s) involved in any such incident to report the matter to him or her immediately, and he will record it.

9 Allegations against staff

9.1 If an allegation is made against an adult who works for or on behalf of TISB, it will always be referred to the Principal, or, in the case of the allegation being against the Principal, to the Chairman. The member of staff may be suspended. The child protection procedure will be followed.

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.

9.2 Staff at TISB are expected to treat all children with respect. All staff should follow the Staff Prudence Code .

10 Staff training

10.1 All adults, including ancillary staff, in the school receive an annual briefing to raise their awareness of abuse, and to improve their knowledge of the child protection procedures that have been agreed locally.

10.2 Child Protection Officers or Principal 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.

10.3 All staff must follow the Staff Code of Conduct 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).

11 Confidentiality

11.1 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.

11.2 The files we keep on children are open to those children's parents.

11.3 Information from third parties will not be disclosed without their prior consent.

11.4 Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse.

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11.5 Working notes are not subject to disclosure, but will be summarised and then kept on file.

12 **Role of the Chairman**

The Principal will update the Board on child protection issues at every meeting. These meetings are minuted. The Board 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



PRINCIPAL INFORMED



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



APPROPRIATE ACTION TAKEN BY THE PRINCIPAL IN CONSULTATION WITH THE CHAIRMAN.



PRINCIPAL AND CHILD PROTECTION OFFICERS TO DECIDE UPON ANY ADDITIONAL TRAINING THAT MAY BE NEEDED.

CHILD PROTECTION CONCERN FORM

Name of child:	
Grade:	
Nature of Concern:	
Action Taken:	
Outcome/Further action:	
Proposed by (name of staff member):	
Date & Time:	

Appendix 2

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:

Date

Appendix 3

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.
8. As soon as possible, the Child Protection Officer will inform the Principal (unless the accusation is against the Principal).
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.