



## 1. Introduction

At SIS – LPEBL KT, we believe that the very highest priority should be given to the welfare and safety of our pupils at all times. As stated in our school's Motto, Aims & Values, we aim to be a community with an ethos in which pupils feel secure, valued and listened to, and in which their views are taken seriously and responded to appropriately.

### Motto

Let's investigate, dream, create: let our intelligence have fun!

### Values

Caring - Effort - Creativity

### Aims

Ensure that each pupil feels well and safe.

Preserve our pupils' enthusiasm and curiosity.

Make our pupils true bilingual children enjoying their two languages, their two cultures and values.

Get our pupils to be self-confident and to be able to adapt to changes.

Support our pupils in achieving their very best.

Train our pupils to think in a new and original way.

Make our pupils polite, caring and good community members.

Prepare our pupils to be ready to be future secondary pupils in a multicultural context.

Child abuse is an aspect of our society that we deem to be unacceptable. It is taking advantage of a child's position and thereby infringing that child's rights. We believe that all children should be protected from abuse in all its forms and that a child's rights should be respected at all times.

## 2. Guidelines for Child Protection

**Charlotte Beyazian (Lead Designated Child Protection Officer), Anne Chatterley (Deputy Lead Designated Child Protection Officer) are the designated child protection leaders for SIS – LPEBL KT.**

Charlotte Beyazian, the HT, retains overall responsibility for child protection arrangements.

## 3. Aims

The staff of SIS – LPEBL KT fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.



The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)
- Children with family members in prison
- Children missing education (CME)
- Child missing from home or care
- Child sexual exploitation (CSE)
- Child criminal exploitation (County Lines)
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Honour based abuse
- Human trafficking and modern slavery
- Mental health
- Missing children and adults
- Online safety
- Peer on peer abuse
- Preventing radicalisation and extremism
- Private fostering
- Relationship abuse
- Sexual violence and sexual harassment
- Up-skirting
- Youth produced sexual imagery or "Sexting"

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To maintain a structured procedure within the school which will be followed by all members of the school community, in cases of suspected abuse.
- To continue to promote effective working relationships with other agencies, especially the Police and Social Services.
- To ensure that all adults within our school who have access to children have been checked as to their suitability as part of the recruitment and selection process.



## 4. Procedures

Our school procedures for safeguarding children will comply with The CAMDEN Safeguarding Children Board (CSCB) procedures.

We will ensure that:

- All staff are DBS checked and are to hold at least an Introduction Child protection certificate.
- We have designated members of staff who undertake regular training every 2 years.
- All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every 3 years.
- All members of staff know how to respond to a pupil who discloses abuse.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- All staff will have read the:
  - Government Guidance [Keeping Children Safe in Education](#) September 2019 Part 1
  - School Safeguarding & Child Protection Policy.
- Our procedures will be regularly reviewed and up-dated.
- The induction of new members of staff will include safeguarding children procedures in the school. They will be asked to read the school child protection policy and Part 1 of the Government Guidance Keeping children safe in education September 2016 as part of their induction into the school.
- All staff and governors will be fully updated and trained in **PREVENT** (see Annex 2).

## 5. Responsibilities

The designated leaders are responsible for:

- Adhering to the CSCB and school procedures with regard to referring a child if there are any concerns about possible abuse and/or neglect and consult with the duty social worker for advice as required.

<https://cscp.org.uk/>

- Keeping written records of concerns about a child even if there is no need to make an immediate referral (for instance, on a daily informal basis in the Classroom Record Book).
- Ensuring that all such records are kept confidentially and securely.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Social Care.
- All members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children.

## 6. Supporting Children

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self esteem. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.



- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- Our school will support all pupils by:
  - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
  - Promoting a caring, safe and positive environment within the school.
  - Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - Notifying Social Services as soon as there is a significant concern; this may be via a direct referral to social care of a Reporting a Concern Form (see Annex 1) to the SPOE (single point of entry). CSCB: 0207 974 3317  
<https://cscp.org.uk/>
  - Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.
  - We recognise that a child going missing from education is a potential indicator of abuse or neglect. This will be reported to the LA through an EHF.

## **7. Confidentiality**

We recognise that all matters relating to Child Protection are confidential.

- The HT or Designated Teachers will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

## **8. Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

## **9. Allegations against staff**

We understand that a pupil may make an allegation against a member of staff.

- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher.
- The HT on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).



- If the allegation made to a member of staff concerns the Head Teacher, the designated teacher will immediately inform the Proprietor who will consult with the LA's Lead Officer for Child Protection.
- The school will follow the London Child Protection Procedures (5th Edition 2013) for managing allegations against staff.

## 10. Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## 11. Physical Intervention

Our policy on physical intervention by staff is set out in the **Behaviour Policy** and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## 12. Behaviour Policy

Our Behaviour Policy is set out in a separate policy and acknowledges that to allow or condone bullying, including cyber-bullying, may lead to consideration under child protection procedures.

## 13. Prevention

### Social contact

Staff should:

- Advise the HT of any regular social contact they have with a pupil that may give rise to concern.
- Report and record any situation that they feel might compromise the school or their own professional standing with a senior leader.
- Keep a professional distance from parents/carers and pupils.

### One-to-one situations

Staff should:

- Avoid meetings with pupils in remote, secluded areas of school
- Ensure there is visual access or an open door in these situations
- Report any situation where a child gets angry or distressed to a senior leader
- Staff must be aware that it is inappropriate to be alone with a child in the toilets or whilst they are undressing/dressing. Please ask the child to change themselves or have another adult there. Refer to the **Toileting Policy/Administration of medication Policy**.



We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:

- Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for PSHE that equip children with the skills they need to stay safe from harm in the real and digital world and to know to whom they should turn for help. Curriculum opportunities will be sort to support children in critical thinking, developing Modern British Values and good citizenship.
- Vulnerable children needing support due to significant events will be identified by the head teacher and supported and nurtured by all staff to support them in overcoming difficulties either at home or at school.
- Ensure that any cameras used for taking photographs are provided by the school and that taking pictures on a mobile phone is discouraged and if any are taken they are deleted before the member of staff leaves the school at the end of that day.
- The school is aware of its duty to prevent people being drawn into terrorism and to cooperate with Channel panels to assess local risk, identify at-risk pupils and keep them safe online. All concerns will be reported to the HT.
- All staff are aware that it is possible that a child is putting another child at risk and that any concerns should be reported to the senior designated member of staff.

## 14. Health & Safety

Our **Health & Safety Policy**, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

## 15. E-Safety

Our **E-Safety Policy** is a separate document that recognises the need to have strategies to protect children in the digital world.



## STEWART INTERNATIONAL SCHOOL – LPEBL KT / SAFEGUARDING & CHILD PROTECTION POLICY

### APPENDIX 1 – REPORTING A CONCERN FORM

#### REPORTING A CONCERN FORM

Name of Pupil:

Year Group:

Date:

Time:

Location:

Activity:

Details of concern:

Staff action(s) taken:

Teacher in charge:

Staff present:

Reported by:

When and to whom:

Signed by:

Date:

#### SCHOOL USE ONLY

Date received by school centre:

Reported to: (please print name):

School Action if any:



## STEWART INTERNATIONAL SCHOOL – LPEBL KT / SAFEGUARDING & CHILD PROTECTION POLICY

### APPENDIX 2 – PREVENT STATEMENT

#### Preventing Radicalisation in school

SIS – LPEBL KT is fully committed to safeguarding and promoting the welfare of all its pupils. As a school we recognise that safeguarding against radicalisation is as important as safeguarding against any other vulnerability.

All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We believe that children should be given the opportunity to explore diversity and understand Britain as a multi-cultural society; everyone should be treated with respect whatever their race, gender, sexuality, religious belief, special need, or disability.

On 1 July 2015 the Prevent duty (section 26) of The Counter-Terrorism and Security Act 2015 came into force. This duty places the responsibility on local authorities and schools to have due regard to the need to prevent people from being drawn into terrorism. As part of our commitment to safeguarding and child protection we fully support the government's *Prevent Strategy*.

At SIS – LPEBL KT we take this duty seriously and carry out the four main actions responsibly, these are:

- Risk assessment: assess the potential risk within the school of radicalisation (this action forms part of our child protection policy)
- Working in partnership with the local community and local education authority. Being aware of the latest requirements and having a clear line of communication with the local authority Prevent lead.
- Providing appropriate staff training. All staff receive annual safeguarding training and all new staff including volunteers are fully receive a thorough induction process.
- Policies: all our statutory policies are reviewed and available to read from the school website or on request.

#### What we do if there is a concern

**SIS – LPEBL KT Prevent lead officer: Charlotte BEYAZIAN**

If we have a concern about a particular pupil/family, we will follow the school's normal safeguarding procedures, including discussing with the school's designated safeguarding officer (s), the school's prevent officer and where deemed necessary, with children's social care.



**Camden Prevent lead officer: 0207 974 1475**

**Camden Borough Police Prevent Engagement officer: 0781 858 7396**

**Help and Advice: Channel: Prevent Engagement Team: 0116 248 6726**

## What we do if there is an intrusion

Access to the premises is only allowed through the intercom.

Critical points:

- Start & end of day: no adult is to be allowed in the building unless they have been identified, have a valid reason and fill in the visitors' register.
- During the day, staff are allowed to exit during their break time only and have to identify themselves clearly through the intercom to gain access.

## In the case of an intrusion:

- All staff to follow the Intrusion Procedure as follows.
- Procedure implies staff are allowed to keep their personal mobile phones on silent at all times.
- First staff member aware of an intrusion has to hide for safety and trigger the WHATSAPP INTRUSION ALARM TO ALL MEMBERS.
- Staff & pupils have to barricade themselves in their classrooms, pushing furniture against the doors, and hiding in silence the further away possible and wait for Emergency service help.

HM Counter Terrorism & Security Act 2015:

[https://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod\\_9780111133309\\_en.pdf](https://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod_9780111133309_en.pdf)

HM Revised Prevent Duty guidance for England & Wales:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_Engl\\_and\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_Engl_and_Wales_V2-Interactive.pdf)

DfE Prevent Duty Advice for schools:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

DfE Safeguarding & radicalisation report:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/635262/Safeguarding\\_and\\_Radicalisation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/635262/Safeguarding_and_Radicalisation.pdf)

Educate against hate website:

<https://educateagainsthate.com/>

CSCB Prevent extremism & radicalisation:

[https://www.cscb-new.co.uk/wp-content/uploads/2015/12/CSCB\\_Radicalisation\\_and\\_Extremism\\_Leaflet\\_Update\\_Single\\_Pages.pdf](https://www.cscb-new.co.uk/wp-content/uploads/2015/12/CSCB_Radicalisation_and_Extremism_Leaflet_Update_Single_Pages.pdf)



## STEWART INTERNATIONAL SCHOOL – LPEBL KT / SAFEGUARDING & CHILD PROTECTION POLICY

### APPENDIX 3 – FGM PREVENT STATEMENT

#### Definition of FGM

*“Female Genital Mutilation” (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.” (World Health Organisation-1997)*

FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child.

Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM.

UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities who are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

**Regulated health and social care professionals and teachers in England and Wales have a mandatory requirement to report visually confirmed or verbally disclosed cases of FGM in girls under 18 to the police.**

SIS – LPEBL KT has committed to protecting and preventing our girls being forced to undertake FGM.

The HT does this with:

1. FGM training for Designated Child Protection Officers, disseminated training for all staff at the front line dealing with the children.
2. FGM discussions by Designated Child Protection Officers with parents of children from practising communities who are at risk.

In order to protect our children it is important that key information is known by all of the school community.

#### **Indications that FGM has taken place:**

- Difficulty walking, sitting or standing.
- Prolonged absences from school/college.
- Spending long periods away from the classroom/office with urinary or menstrual problems.
- Reluctant to undergo medical examinations.
- Noticeable changes in behaviour – FGM can result in post-traumatic stress.



- Soreness, infection or unusual presentation when a piece of underwear is changed.
- Asking for help but not being explicit about the problem due to embarrassment or fear.

#### Indications that a child is at risk of FGM:

- The family comes from a community known to practice FGM - especially if there are elderly women present.
- In conversation a child may talk about FGM.
- Parents seeking to withdraw their children from learning about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- Parent/Guardian requests permission for authorised absence for overseas travel or you are aware that absence is required for vaccinations.

If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Camden Social Care 0207 974 3317 (out hours: 0207 974 4444) or the Police immediately.

#### Mandatory reporting duty

Teachers **must** report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's Designated Child Protection Officers and involve children's social care as appropriate.

HM Mandatory Reporting of FGM procedural information:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573782/FGM\\_Mandatory\\_Reporting\\_-\\_procedural\\_information\\_nov16\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)

HM Multi-Agency statutory guidance on FGM:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

CSCP FGM guidance:

<https://cscp.org.uk/parents-and-carers/female-genital-mutilation/>

NSPCC FGM guidance:

[https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/?\\_t\\_id=fQNyEPQR-FDN-Q1Av7oz8Q%3d%3d&\\_t\\_uuid=Ci-PttweQaySDnrUImdV7A&\\_t\\_q=fgm&\\_t\\_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667%2candquermatch&\\_t\\_hit.id=Nspcc\\_Web\\_Models\\_Pages\\_StandardPage/\\_8172f00a-c546-4cf2-9efa-3e4c4624754f\\_en-GB&\\_t\\_hit.pos=1](https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/?_t_id=fQNyEPQR-FDN-Q1Av7oz8Q%3d%3d&_t_uuid=Ci-PttweQaySDnrUImdV7A&_t_q=fgm&_t_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667%2candquermatch&_t_hit.id=Nspcc_Web_Models_Pages_StandardPage/_8172f00a-c546-4cf2-9efa-3e4c4624754f_en-GB&_t_hit.pos=1)



*The Present policy has been drawn under:*

HM Education Act:

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

HM Children Act:

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

HM Working together to safeguard children:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

DfE Keeping Children Safe in Education statutory guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)

DfE Keeping Children Safe in Education Information for all school staff:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/836144/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf)

CSCP:

<https://cscp.org.uk/>

London Child Protection Board:

<http://www.londoncp.co.uk/>

NSPCC:

<https://www.nspcc.org.uk/>

*Charlotte BEYAZIAN 30/10/2019 (Review date: 10/2020)*