



## **Kuwait National English School Safeguarding and Child Protection Policy**

The School fully recognises its responsibilities for safeguarding and promoting students' Health, Safety and Welfare. This Policy applies to all staff and visitors in the School and on the Governing Body.

In addition to comply with the requirements of the MOE, we will ensure the review, implementation and enforcement of all policies that provide protection for all students under our care.

### **Principles**

The School recognises its legal and moral duty to promote the well-being of students, protect them from harm and respond to child abuse.

We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that result in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge, and will carry out this duty throughout our teaching and learning, extra-curricular activities, pastoral care and extended school activities. All members of staff (including administration) in this School will act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The School adopts an open and accepting attitude towards students as part of their responsibility for pastoral care. The School hopes that parents/carers and students will feel free to talk about any concerns.

Students' worries and fears will be taken seriously if they seek help from a member of staff. However staff cannot promise secrecy in concerns are such that referral must be made to the appropriate agencies in order to safeguard the student's welfare. In the School, if we have suspicions that a student's physical, sexual or emotional well-being is being or is likely to be, harmed or that they are being neglected, we will take appropriate action.

As a consequence we will:

- Assert that teachers and other members of staff (including administration) in the School are an integral part of the child safeguarding process.



- Recognize that safeguarding students in this school is a responsibility for all staff, including administration and the Governing Body.
- Ensure through training and supervision that all staff in the School are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions.
- Designate a senior member of staff to lead on child protection concerns. He or she will act as a source of expertise and advice, and will be responsible for coordinating action within the School and liaising with other agencies.
- Ensure (through the designated member of staff) that staff receive appropriate training
- Share our concerns as required with other appropriate bodies and assist in any referral
- Safeguard the welfare of students whilst in the School, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special education needs.
- Ensure through our recruitment and selection procedures that all staff who work in our school are suitable to work with students.
- Act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offense against a student , harmed a student, or acted in a way that calls into question their suitability for working with students.

### **Designated Member of Staff**

The designated senior member of staff for Safeguarding and Child Protection at Kuwait National English School is;

**Mr. Bernie Babkirk Head of Early Years**

The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues.

The School recognizes that the designated person:

- Need not be a teacher but must have the status and authority within the School management structure to carry out the duties of the post – they must therefore be a senior member of staff in the School and their role must be made known to all members of staff including visitors to the school.



- Will act as a source of advice and coordinate actions within the School over child protection cases.
- Will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- Should possess skills in recognizing and dealing with child welfare concerns.
- Has received appropriate training
- Is the first person to whom members of staff should report concerns
- Ensures that this policy is updated and reviewed annually.
- Keeps detailed accurate written records of referrals / concerns and ensures these are held in a secure place.
- Ensure parents are aware of the child protection policy and alert them to the fact that the School may need to make referrals.
- When students leave the School, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.

## **Recruitment**

In order to ensure that students are protected whilst at this School, we will ensure that our staff are carefully selected, screened, trained and supervised.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the School:

- Identity and criminal record checks are made
- Academic qualifications are checked to ensure that qualifications are genuine
- Professional and character references are taken up prior to offering employment
- The applicant satisfies conditions as to health and physical capacity
- Previous employment history is examined and any gaps accounted for

## **Induction and Training**

All new members of staff will receive induction training, which includes an overview of child protection and safeguarding procedures, including identifying and reporting abuse, and confidentiality issues.

All new members of staff at the School will receive child protection information and a copy of this policy during their first week of starting their work at the School.

All staff will be expected to attend training on safeguarding to enable them to fulfill their responsibilities in respect of child protection effectively.



## Dealing with Concerns

Members of staff are not to investigate suspicions; if somebody believes that a student may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the Designated Safeguarding Lead.

To this end, staff will follow the procedures below:

Upon receipt of any information from a student, or

- If any person has suspicions that a student may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- A student makes a direct allegation or implies that they have been abused, or
- Student makes an allegation against a member of staff, allegation that the member of staff has harmed a students, committed an offence against a student, or behaved in a way that questions their suitability to work with students.

***They must record what they have seen, heard or know accurately at the time the event occurred, and share their concerns with the Designated Safeguarding Lead who will determine what action to take.***

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

## Safeguarding within the School

As well as ensuring that we address child protection concerns, we will also ensure that students who attend the School are kept safe from harm whilst they are in our charge.

To this end, this policy be read alongside policies on:

- Prevention of Bullying
- Staff Recruitment
- Discipline and Behaviour Management
- Health and Safety



## **Photography**

We understand that parents like to take photos of or video-record their child in events such as school productions. This is normal part of family life, and we will not discourage parents from celebrating successes.

However, if there are Health and Safety issues associated with this, for example the use of flash when taking could distract or dazzle the child, and causes them to have an accident, we will encourage parents to use film settings on their camera that do not require flash.

We will not allow images of students or names of students on School websites, publicity, or press releases, without express permission from the parent / guardian. We request that all parents provide consent during the registration process at the start of the academic year. Parents have a legal right to withdraw this permission at any time in writing to the Head of the Department.

## **Confidentiality**

The School, and all members of staff at the School, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty to confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead for child protection.

Students have a right to information that could make life better and safer for them. The School will ensure they have information about how and with whom, they can share their concerns, complaints and anxieties.

When sharing information, staff will be sensitive to the level of understanding and maturity of the people with whom they are sharing.



## Conduct of Staff

The School is committed to creating a safe environment in which young people can feel comfortable and secure. Staff should at all times show respect and understanding for individual's safety and welfare in a way that reflects the nurturing ethos of the School.

The School has a duty to ensure that professional behaviour applies to relationships between staff and students, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

All staff should be committed to:

- Treating students with respect and dignity
- Always listening to what a student is saying
- Valuing each child and young person

All staff should endeavour to:

- Provide an example of behaviour which we would wish others to follow
- Use appropriate language
- Challenge any inappropriate language used by a student or an adult working with students

All staff should never:

- Engage in provocative or rough physical games
- Carry out tasks of a personal nature for a child or a young person that they can do for themselves.
- Allow, or engage in, inappropriate touching of any kind

All staff should:

- Be aware that others might misinterpret actions no matter how well intentioned they are
- Never draw any conclusions about others without checking facts
- Never exaggerate or trivialize child abuse issues.

If any member of staff has a reasonable suspicion that a student is suffering harm, and fails to act in accordance with this policy we will view this as misconduct, and take appropriate action.

The School takes Child Protection issues very seriously and will work with the Kuwait law enforcement agencies to punish offenders.



## **Contracted services**

Where the School contracts its services to outside providers, we will ensure that these providers have taken criminal record checks and have been provided appropriate safeguarding procedures and policies.

The contract providers will be given access to and made explicit they report any concerns to the School's designated safeguarding person.