



## **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. The Safeguarding policy and procedures are based on the UK. Guidance “**Keeping Children Safe in Education (DfE).**”

Kuwait National English School follows international expectations, definitions and duty of care as set out under the United Nations Convention of Rights of the Child (1989). Child Protection at KNES will therefore is guided in the following ways;

### **United Nations Convention on Rights of the Child (1989)**

***The UNCRC is clear that every child has the right to be safe from harm and that those entrusted with the care of children are required to create and provide safe environments for them.***

### **Key Principles of Child Protection**

- All children have equal rights to be protected from harm and abuse.
- Everybody has a responsibility to support the protection of children.
- All schools have a duty of care to children enrolled in the school and those who are affected by the operations of the school.
- All actions on child protection are taken with the best interests of the child, which are paramount.

**Child Protection** - The protection of children from maltreatment or abuse. It includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity. Within this broad definition, five subtypes can be distinguished – Physical Abuse; Sexual Abuse; Neglect and negligent treatment, Emotional abuse; and exploitation.



**Safeguarding** – The responsibility of the school to make sure staff, operations and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the school has about children’s safety with the communities in which they work, are reported to the appropriate authorities.

**Child Abuse is Defined by 5 sub-categories.**

**Physical Abuse** – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when an adult working in school hits or physically harms a child as a means of discipline or punishment.

**Emotional Abuse** – The ongoing emotional harm to a child. This includes humiliating, belittling, bullying, shouting or hitting a child.

**Sexual Abuse** – Forcing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-penetrative acts such as rubbing and touching outside of the clothing.

This may also include activities, such as involving children in looking at, or in the production of, sexual images or encouraging children to behave in sexually inappropriate ways, or “grooming” a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** – A failure to meet a child’s basic physical and / or psychological needs, likely to result in serious damage to the child’s health or development.

Neglect includes the failure to properly supervise and protect children from harm.

**Staff Behaviour Codes**

- 1) The welfare of the child is the most important thing.
- 2) Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- 3) Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

- 4) Staff should work, and be seen to work, in an open and transparent way.
- 5) Staff should discuss and / or take advice promptly from their line manager if they recognise that they may have acted in a way which may give rise to concern.
- 6) Staff should be aware of and understand their school's child protection policy, arrangements for managing allegations against staff, staff behaviour policy and any local procedures about your behaviour code.
- 7) Behaviour codes should be as clear and detailed as possible and should address areas and situations that staff are unsure about such as, for example, intimate care for young children; use of physical force to restrain students; and consumption of alcohol on school trips.
- 8) No code is able to cover everything and there may be times when staff will need to take actions that are not covered by the code. If you find yourself in this situation, you should always take advice, ideally from the Designated Safeguarding Lead (DSL) or if not immediately available, a leadership team member.
- 9) Codes are developed to be adapted to the cultural and legal context of Kuwait.

**Staff Must be aware at all times how to identify when:**

- A child may be being harmed, at risk of harm or in need of help.
- A child may be harming another child: or
- An adult may be harming or pose a risk of harm to a child.
- Information about specific safeguarding issues which may affect your students.
- Actions to take when a staff member has any safeguarding concerns about a child or an adult.

**What to do if a child tells you they are being harmed or hurt?**

- Do not turn the child away, listen to what they are saying and tell them that you will find the right person to help them. Let them tell their story without asking questions.
- Reassure the child that they did the right thing to tell you
- If you hear something that makes you feel upset or angry try not to let this show.
- In order to minimize further traumatising of the child, only ask the questions needed to understand the basic facts and determine the immediate safety of the child.



- When the child has told their story reassure them that you are taking their information seriously.
- Do not tell the child that you will keep this secret – you will need to pass the information on to other adults who can support the child.
- Make a note of what the child told you, when it was and who else was around.
- Speak to the Designated Safeguarding Lead as soon as possible.

### **School Premises Security Procedures to Limit opportunity for abuse.**

- All visitors are required to present their ID, wear a visitor badge and be accompanied at all times.
- Access to the site is controlled. Parking and drop off procedures are designed to reduce the risk of hostile vehicle accessing school premises.
- CCTV cameras are widely used to reduce security risks and keep the site safe.
- Security guards are present and suitable for the position.
- Lockdown procedures are in place.

### **Governing Board Safeguarding Responsibility**

- Set the safeguarding strategy.
- Appoint a member of the Board to take lead responsibility on safeguarding.
- Carry out a comprehensive annual Governing Board safeguarding audit.
- Identify, assess, and monitor safeguarding risks faced by the children enrolled in the school.
- Focus on culture. Research consistently and repeatedly demonstrates the fundamental importance of culture in ensuring the safety and welfare of students in school.

### **The Governing Body will promote the following expectations.**

- A supportive and non-judgemental environment
- A culture in which staff are supportive and looked after.
- A clear communication to staff about what is expected of them is fundamental to a positive and safe culture.
- A culture in which staff are attuned to the welfare of children and their co-workers; and
- A culture in which all concerns are shared.



## **KNES Child Protection Guiding 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 in this school is a responsibility for all staff, including administration and the Governing Body.
- Ensure thorough 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. Staff will be trained during induction and at regular intervals. The basic Safeguarding Training for all staff will include “DfE, Keeping Children Safe in Education, Level 1 Safeguarding Course and Prevent Duty Training from the Home Office UK”. A record will be kept for all 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 Safeguarding Lead Member of Staff**

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

**Mr. Bernie Babkirk Administration Director**

[bbabkirk@knes.edu.kw](mailto:bbabkirk@knes.edu.kw)

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. KNES HR staff have been trained in “Safer Recruitment” procedures and uses this at the basis for its insurance of competent and appropriate staffing.

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 designated 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 student, committed an offence against a student, or behaved in a way that questions their suitability to work with students.

***They must request a Safeguarding Concern Form from the Designated Safeguarding Lead and 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.

**\*\*\*See Appendix 5 for Safeguarding and Child Welfare Concern Reporting Form**





## **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 always 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.

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### **Volunteers:**

Kuwait National English School appreciates those that offer to volunteer their time and expertise to the school, however it is not possible under Ministerial guidelines to provide volunteer services.

The Kuwait Ministry of Education must provide official approval to qualified individuals and be sponsored by the School as employees to work with children.



**Communication to Governing Body:**

Any serious Safeguarding Concerns must be communicated to the School Director and the Governing body.

The Governing Body and School Director must be informed if any concern which must be referred to an outside agency such as the police or Child Protection services.