



KEEPING US SAFE - SAFEGUARDING FOR BSB SANLITUN

At BSB Sanlitun we consider safeguarding as the way in which we provide a safe and effective environment so that all our children can fully develop and learn. We also take every step to ensure that children in our care are protected from any form of abuse or neglect.

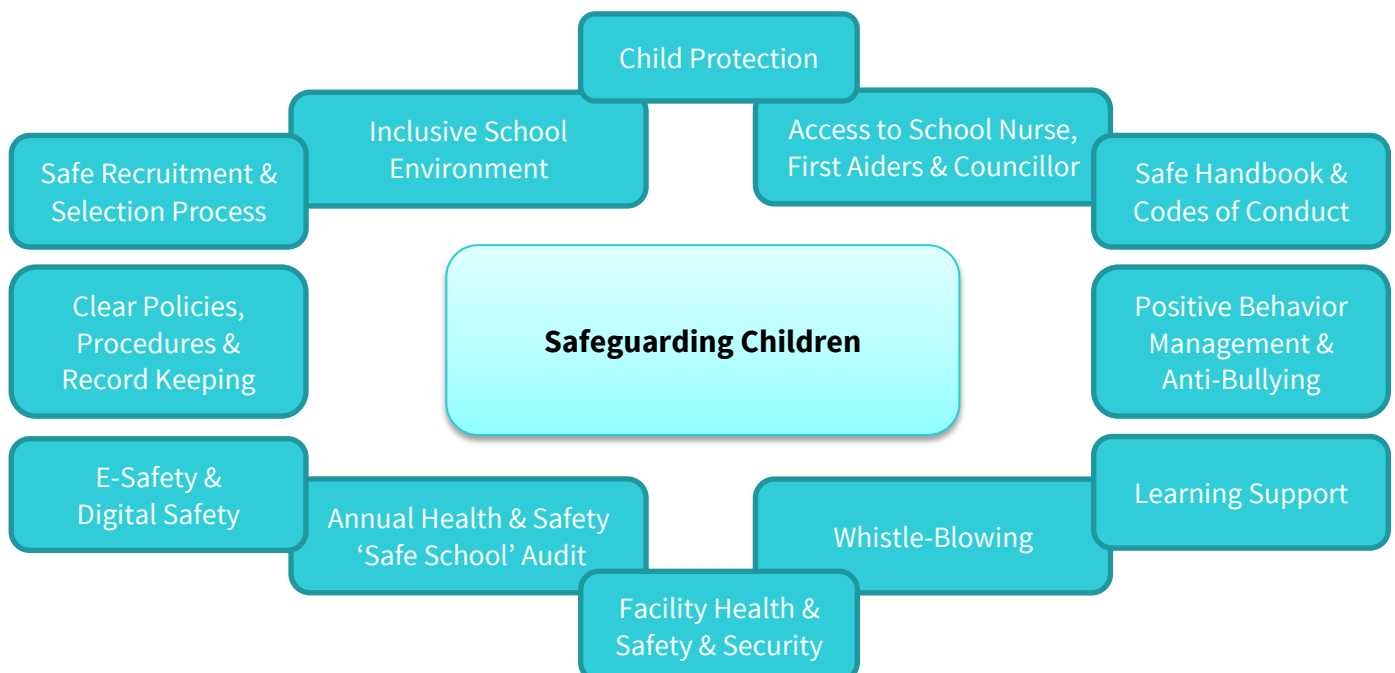
In putting children first in all that we do, the issues of safeguarding, including child protection, are of paramount importance in our school, to make certain that every step is taken to ensure the safety and wellbeing of every child.

In our child centred approach we believe that children should be respected and their views heard. It is our role to ensure that each child has a stable relationship with all adults, built on trust and consistent support provided for their individual needs. This approach should guide the behaviour of all professionals in our schools. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously and work with them collaboratively when deciding how to support their needs. Our child-centred approach is based upon The United Nations Convention on the Rights of the Child. This international agreement protects the rights of children and provides a child centred framework for us to follow.

This document sets out the responsibilities BSB Sanlitun in safeguarding and promoting the welfare of all our children.

WHAT IS INCLUDED IN SAFEGUARDING?

When considering safeguarding for children this includes:





RESPONSIBILITIES AND IMMEDIATE ACTION - CHILD PROTECTION

All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead with responsibility for child protection.

The Designated Safeguarding Lead is: Christine Armstrong

When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead (DSL), they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the DSL and the member of staff reporting the concern, advice will be sought from the Principal. The Principal is always made aware of allegations.

The parent/carer will normally be contacted before any referral is made to an external body. However, if the concern involves alleged or suspected sexual abuse or DSL has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said ahead of the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the referral process should not delay the administration of first aid or emergency medical assistance. If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent intervention will be requested from an external body.

All parents applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy. See the Child Protection Policy for further information in the area.

THE CURRICULUM

All children have access to an appropriate curriculum which is broad and balanced and differentiated to meet their needs. Where needed, children may also have learning support. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Children are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British & international values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.



Personal Social & Health Education, key stage assemblies and other school opportunities will provide occasions for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues.

BSB Sanlitun is an inclusive school, unless the physical facility or specialist expertise required hinders its capability.

POSITIVE BEHAVIOUR MANAGEMENT & ANTI BULLYING

BSB Sanlitun has clear policies relating to positive behaviour management with consistent rewards throughout the school. When needed clear sanctions are also in place. BSB Sanlitun is an anti-bullying school and makes it clear to children and adults that bullying is not tolerated in school.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- The member of staff has received suitable training

DIGITAL SAFETY

BSB Sanlitun has a commitment to be a digitally safe community. E-Safety is an integral part of the curriculum. The use of ICT equipment and systems are well monitored and appropriate actions are taken where issues are identified. Schools also have a commitment to the ongoing development of ensuring that each school is a safe digital learning community through the curriculum, professional development, auditing of systems, working with parents and developing detailed e policies. E-Safety codes of conduct are signed by children, parents and staff.

We understand that parents like to take photos of or video record their children in the school play, at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

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

If a parent has indicated to the school that they would not like their child's photograph or video to appear in the school's materials, brochures, websites, advertisements or press releases, we will ensure that the parent's wishes are fulfilled.



The school cannot however be held accountable for any digital media recording taken by parents or members of the public at school functions.

We will ensure that all equipment in our school, including those of visitors, has suitable devices to limit access to maximise the online protection of children. Staff and children are expected to engage in safe and responsible use of any social media.

KEEPING RECORDS

BSB Sanlitun will keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant event in a child's life.

CONFIDENTIALITY AND INFORMATION SHARING

Staff ensures that confidentiality protocols are followed and information is shared appropriately. The Principal or DSL disclose any information about a pupil to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

TRAINING FOR STAFF

All staff should be made aware of the school's safeguarding systems as part of their induction. All staff should receive appropriate child protection training which includes the following:

- Basic safeguarding information about the school's policies and procedures
- Will complete the Nord Anglia Child Protection course online
- Further training within the school CPD plans

VISITORS

All visitors are subject to the school's safeguarding protocols while on site and will be supervised at all times. They must sign-in, be authorized by the front desk to enter, and carry a visitor or parent badge at all times. They are given a copy of the school's key safeguarding rules for visitors.



SAFE RECRUITMENT & SELECTION PROCESS

BSB Sanlitun is committed to the process of being a Safe Organisation. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and Criminal Records Bureau (CRB) checks undertaken, or equivalent.

PROFESSIONAL AND PERSONAL CONDUCT OF STAFF

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

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Managing sensitive information
- Giving to and receiving gifts from children or parents
- Disclosing personal details inappropriately
- Meeting children outside school hours or school duties
- Engaging in inappropriate conversation through social networks, email or face to face conversation
- In the event that an allegation against a staff member, where a child has been said to have been placed at risk of harm, the allegation could involve other agencies.

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer) has put a child or young person at risk and acted inappropriately, this will be handled by the Principal. The DSL will gather information about the allegation, and report these without delay to the Principal.

The school procedure will be followed as outlined in the Staff Handbook.

In the allegation process there will be a commitment to:

- 1) The Disciplinary rules as outlined in the Staff Handbook.
- 2) Resolving the situation as soon as possible.
- 3) Creating a response team to the allegation as appropriate to the situation. The number of persons involved in managing the safeguarding process (including reporting, resolving the situation and decision making) should be limited to a small group.



- 4) Maintaining confidentiality.
- 5) A staff member will only be suspended if there is cause to suspect a child or other children are at risk of harm or the allegation warrants investigation by the police. A person will only be suspended if there is no reasonable alternative. The Principal will review the type of allegations and the type of disciplinary proceedings that will be appropriate in relation to the type of allegations made.
- 6) The person accused of the allegation will be informed as soon as possible and supported by the HR Department as appropriate.
- 7) An assessment will be made to ensure that the child concerned is not in any immediate danger.
- 8) The allegation should still be followed up if the member of staff gives in notice or leaves the establishment.
- 9) The process should be meticulously recorded but any record corrected if the allegations are considered to be unfounded.

If any child raises a concern about another child or member of staff the concerns will be managed confidentially, with sensitivity and support.