



Child Protection and Safeguarding

Philosophy

BIS HCMC educational philosophy is underpinned by our belief and commitment that all our students will be supported to realise their potential by learning and thriving in the safest possible environment. Our students are empowered to make decisions for themselves and are supported in this by learning through specific elements of the curriculum, aimed at enabling students to be able to keep themselves safe (e.g. through personal, social and health education, our wellness programmes and international life skills curriculum).

BIS HCMC recognise that having a safeguarding and child protection policy does not mean that any risk to our students is eliminated. Rather, we expect that all BIS HCMC staff, including all staff and volunteers in our schools and any contractors or third party providers used by our school, recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or further harm.

We recognise that our school plays an important role in protecting our students; we are strongly placed to identify concerns early, and provide or identify help for students as well as helping to prevent concerns from escalating. Consequently, BIS HCMC accept and adhere to these basic principles:

- A child's welfare is paramount and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that equips them with the skills to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- All staff at BIS HCMC work in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have equal rights to protection. To ensure the rights of all students, specific circumstances are recognised such as, but not limited to, special educational needs, disability, gender identity, religion or sexual orientation.

Objectives

BIS HCMC is committed to provide a safe and happy environment to enable students to thrive and learn. We do this through the following:

Prevention

- Robust systems and processes are in place to ensure that students remain safe at school.
- Rigorous recruitment process, adhere to the highest international safer recruitment practices to ensure appropriate staff are employed by the school.

- Communication of clear policies and procedures ensures all parties, including students and their parents/carers, have a shared understanding of our approach to safeguarding and child protection.

Empowerment

- Raising awareness of child protection issues and equipping students with the skills needed to keep them safe.
- Ensuring all members of the BIS HCMC Community have access to the necessary resources, training and support.

Protection

- Raising awareness to all staff of safeguarding and child protection issues, and defining their roles and responsibilities in reporting possible cases of child protection and safeguarding issues.
- Ensuring effective communication between all staff on child protection and safeguarding issues.
- Set effective procedures for staff and volunteers or third party providers who encounter any issues in relation to child protection and safeguarding to follow.

Support

- Identify students who are suffering, or likely to suffer harm.
- Supporting students who have been abused and establishing a safe environment in which children can learn and develop.
- Supporting the families of students suffering, or at risk of harm.

Rationale

This policy sets out the principles and expectations, that BIS HCMC uphold to ensure the safety of our students. The policy also describes the steps that are taken in meeting our commitment to safeguarding students, at each level within the school.

Vietnamese Law (Decree No 56/2017/NĐ-CP) provides a clear statutory framework to support Child Protection within Vietnam and enumerates rights for all children in line with the the UN Convention on the Rights of the Child (1989) and the obligation of all working with children to maintain these rights.

In addition to Vietnamese law, BIS HCMC recognises, our obligation under the following Articles of the UN convention:

Article 3: which states that the best interests of children must be the primary concern in decision making about them.

Article 13: which states that children have the right to get and share information as long as it is not damaging to them or another child.

Article 14: which states that children have the right to think and believe what they want and to practise their religion.

Article 19: which states children have the right to be protected from hurt and mistreatment; physically and mentally.

Article 34: which states that Governments should protect children from sexual exploitation and abuse.

Article 35: which states that Governments should take all measures to ensure that children are not abducted, sold or trafficked.

Article 36: which states that children should be protected from any activity that takes advantage of them or could harm their welfare and development.

Article 37: which states that no one is allowed to punish children in a cruel or harmful way.

All the UN articles can be found at the following link:

http://www.unicef.org/crc/files/Rights_overview.pdf

In addition to BIS HCMC's commitment to the UN convention on the rights of the child, BIS HCMC has used the safeguarding standards set by the international safeguarding organisation "Keeping Children Safe" to benchmark against; and the UK schools' statutory guidance 'Keeping Children Safe in Education' (September 2016). The policy is also underpinned by the UK multi-agency guidance "Working together 2015" where relevant.

Scope

This policy is endorsed and adopted by the school senior leadership team and applies to all members of the school community including staff, students and parents. This policy will also be applied to any third party provider with unsupervised access to children and young people through their work with BIS HCMC, as well as any contracted organisation working on any BIS HCMC school site.

Definitions and acronyms used

Safeguarding

Safeguarding is the action of promoting the welfare of children. It refers to the processes of protecting students from harm, preventing the impairment of their health and development, ensuring that we seek to improve the general health and well-being of all students in our care and enabling every student to have the optimum life chances and enter adulthood successfully.

Child Protection

Child Protection is the core element of safeguarding and is defined as the responsibility to protect children who are suffering or likely to suffer from harm as a result of abuse or neglect. We recognise that there are many factors outside of the schools' control that may also influence the degree of risk a child is exposed to, the purpose of the policy is to ensure that BIS HCMC takes whatever measures are possible to avoid this from happening.

Policy

Organisational and Individual Responsibilities

BIS HCMC Senior Leadership Team Responsibilities

The principal, headteachers and DSLs of each campus recognise their ultimate responsibility to ensure that the three campuses understand and follow the guidance provided by this and all other safeguarding related policies.

The Principal, Head teachers, DSLs and Senior Leadership Team in each campus will:

- Ensure that the policy and procedures are implemented across their school and followed by all staff and volunteers.
- Allocate sufficient time and resources to enable the Designated Safeguarding Lead (DSL) and any deputy Designated Safeguarding Lead to carry out their role effectively.
- Ensure that the culture of the school facilitates concerns being raised and handled sensitively.
- Ensure that safeguarding is addressed through the curriculum.
- Ensure the school site is secure.
- Only deploy staff who will have unsupervised contact with children, where safer recruitment procedures have been followed including 3rd party individuals, such as CCA providers.
- Maintain a record of all training undertaken by staff in relation to safeguarding and child protection. This training record should be made available for inspection during any audit and should reflect the timescales for renewal identified in this policy.

Responsibilities of the Designated Safeguarding Lead in each campus:

Every campus has an identified named person designated as the Safeguarding Lead, to support the Principal and Head Teacher on each site. The Designated Safeguarding Lead (DSL) will; receive appropriate safeguarding training to equip them to undertake their role; be given sufficient time in the working day to undertake the role; and be able to prioritise safeguarding when necessary.

The DSL is guided by two principles:

- The welfare of the child is always paramount.
- Confidentiality should be respected as far as is reasonably possible.

Being guided by these principles, the DSL will:

- Play a key role in ensuring that the school takes action to support any student who may be at risk.
- With the Principal and Head Teachers, make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to safeguarding and child protection.
- Have appropriate training in addition to the basic training that all other staff receive.
- Collate and keep accurate and confidential records of any concerns about children.
- Have a clear understanding of the local expectations around safeguarding, who to contact, what agencies exist and how to contact them.
- Ensure that the entire school community knows who the DSL is in their setting.
- Be familiar with local regulations, procedures and agencies who can offer support for safeguarding matters.

All staff have the responsibility to report to the Designated Safeguarding Lead any concern they have about the safety of any child in their care. The Designated Safeguarding Lead's responsibility is to make decisions about what to do next and then to take appropriate action.

All staff (including third party organisations having unsupervised contact with children) **have a responsibility to:**

- Ensure they are familiar with and follow this safeguarding policy and all other safeguarding related policies e.g. Codes of Conduct, guidance for safe working practice.
- Be subject to safe recruitment processes and checks prior to starting at the school/organisation (unless an action plan/risk assessment is in place to ensure the staff member is supervised until all checks are completed).
- Be alert to signs and indicators of possible abuse.
- Listen to and take seriously the views and concerns of children.
- Record any concerns and report these to the Designated Safeguarding Lead (DSL).
- Follow the procedures outlined in this document when/if concerned about any child.
- Support students, staff or other adults who have concerns, or who are the subject of concerns, to act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.
- Undertake appropriate child protection/safeguarding and safer recruitment training (and refresher training as required by BIS HCMC).
- Recognise that if their behaviour inside or outside the workplace breaches the BIS code of conduct and/or the guidance for safe working practice, this may be considered a disciplinary or even criminal matter.

All staff who have occasional or supervised contact with children (including third party organisations) **will:**

- Undergo a safeguarding briefing/induction in relation to their role, understand what is required of them if they have concerns and to whom they should report.
- Provide written confirmation to demonstrate that where appropriate, all partner agency staff/contractors have been safely recruited with appropriate checks undertaken and that a safeguarding briefing has been provided to these staff, (appropriate to the role and contact they will have with children), before they commence their role on any BIS HCMC school or organisation site. Where these staff or volunteers are constantly supervised, the recruitment checks may not need to be as rigorous, but it is for the Principal/Head teacher/ Designated Safeguarding Lead to assess this risk, not individual members of staff or partner organisations themselves.

Be required to follow the BIS HCMC Safeguarding and Child Protection Policy. These requirements will be part of any contractual arrangement.

- Follow the guidance laid down in this policy at all times.
- Be provided with guidance on appropriate safe working practice.

Auditing, Reporting, Review and Sign off

The school commits to support the implementation of the Safeguarding and Child Protection Policy. The school is committed to undertake an annual 'Safeguarding Health Audit' by the DSLs and will submit the required documents to NAE.

This policy is owned by our schools will be made available to students and parents/carers alike in hard copy where requested, but also through the BIS HCMC website. This policy will be reviewed and updated on a regular basis but at least every two years.

Senior staff in schools should adopt and sign this policy after each update. A copy of the revised policy should be made available to all staff, volunteers, parents/carers and students.