



BRITISH VIETNAMESE  
INTERNATIONAL SCHOOL  
HANOI  
A NORD ANGLIA EDUCATION SCHOOL

# Safeguarding and Child Protection Policy (Quick Guide)

**Policy Number:** BVIS HN \_01

**Description:** This policy defines the guidelines, in shortened form,  
for safer working practice.

Version No.	Amendments	Issue Date	Issued By
01	NAE Safeguarding Lead	Oct 2018	MJS
02	Reviewed, combined with BIS Policy and Rebranded	Dec 2018	SLT
03	Next review	July 2019 <small>(thereafter every 2 yrs)</small>	SLT

**If you have any concerns about a child, please contact one of the following immediately**

**Angus McKie** –Asst Head Pastoral | Deputy Designated Safeguarding Lead **(Secondary)**  
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### **Important Note**

BVIS has adopted the NAE Guidance for Safer Working Practice as the basis for its guidance to staff about best practice in relation to child protection and keeping children safe in school. This is reproduced below. However, the guidance presumes that it will, where necessary, be interpreted and expanded to take into account local practice and culture.

All aspects of this policy should be followed, recognizing the wider company focus and the local aspects relevant to Vietnam.

# Nord Anglia Education Guidance for Safeguarding and Safer Working Practice

BVIS, along with all Nord Anglia Education schools believes that ‘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.’

We recognise that schools are particularly important in protecting students as they are in the best position to identify concerns early and provide or identify help for students as well as helping to prevent concerns from escalating.

However, we also recognise that having a safeguarding and child protection policy does not mean that any risk to our students is eliminated, merely that we expect that all BVIS staff including all staff, volunteers and any contractors or partner agency staff used by schools, will when possible recognise where a student is at risk of or is actually being harmed and do all that they can to reduce further risk or further harm.

All students need to be safe and feel safe in school. Therefore, at BVIS:

- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a commitment to protecting the students with/for whom we work.
- Where possible we work in partnership with parents / carers and/ or other professionals to ensure the protection of children.
- Our guiding principle at all times is that of ‘the best interests of the students’.
- All students have the same equal rights to protection and we recognise that this is harder for some children because of their special educational needs, disability, gender, religion or sexual orientation.

## **Responsibilities on all staff**

All staff must:

- Be familiar with and follow the BVIS safeguarding policy and all other safeguarding related policies e.g. 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 staff member is supervised until the check is passed).
- Be alert to signs and indicators of possible abuse.
- Listen to and takes seriously the views and concerns of children.
- Record any concerns and report these to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding officer (DDSL). See above for contact details.
- 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 co-operating with any subsequent process of investigation.
- Undertake appropriate child protection/safeguarding and safe recruitment training and refresher training as required by BVIS or Nord Anglia Education.
- Understand the potentially serious disciplinary or even criminal consequences for failure to abide by the code of conduct/guidance for safe working practice and other relevant policies. All staff and volunteers need to recognise that if their behaviour inside or outside the workplace clearly breaches the BVIS/NAE code of conduct and/or the guidance for safe working practice and therefore questions their suitability and/or becomes a potential reputational risk to the British Vietnamese International School/Nord Anglia Education, this too may be considered a disciplinary matter.

### **Basic types of Abuse that should signal a concern**

There are a significant number of ways that students may be exposed to risk and danger but all require a response. Abuse is defined as any form of maltreatment of a child. This can manifest itself in direct harm to a child or by a failure to take action to protect a child who is at risk or already suffering harm.

### **The more commonly referred to types of abuse are:**

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding or otherwise causing harm to a child.
- **Emotional abuse:** the persistent maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless, unloved or valued only in so far as they meet the needs of another person.
- **Sexual Abuse:** Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This form of abuse can involve direct contact activities but also non-contact activities over social media or the internet.
- **Neglect:** This is the persistent failure to meet a child's basic physical or psychological needs likely to result in the serious impairment of the child's health or development.

Adults in a school also need to be aware of a range of other issues that may have a negative and potentially significant impact on students. These issues range from Bullying through on-line safety to being exposed to extremist views.

### **Procedures to be followed by any adult who is concerned about a student.**

All staff and other adults with unsupervised access to children need to make sure they know who the schools Designated Safeguarding Lead and Deputy Designated Safeguarding Leads are.

If any adult suspects that any student may be a victim of abuse or be at risk of abuse of other form of harm, they should not try to investigate, but should inform the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) about their concerns as soon as possible.

All adults must disclose any concerns they have about the possibility of a student being abused or placing themselves at risk. It is better to share concerns which may later prove to be unfounded than to hold onto information that may have helped protect a student from actual harm. In many cases a student will not make a direct disclosure but staff will be concerned because of a physical or emotional indicator. In these circumstances adults should still report the concern to the DSL or DDSL and use the record of concern form on the BVIS school intranet to make a written report.

## Dealing with Disclosure, Reporting and Further Action

Where any student makes any form of direct disclosure the guidelines under the heading Dealing with Disclosure below should be followed.

### General Principle:

**Any adult in school who has any concern about the welfare of a child must report their concern to the Designated Safeguarding Lead as soon as possible.**

Be aware that if a student asks to speak to someone in confidence about a problem, no-one should ever promise confidentiality if what the student discloses or is likely to disclose relates to abuse being suffered by them or another student. Staff should always give this as a health warning before meeting with the student.

The following guidance is based on 5 key practices for all staff:

#### Receive

Where possible always stop and listen to a student who wishes to speak in confidence. We know that students will often find the most inconvenient time to do this but it is important that you make time for the student even if this is to say "I can't stop now but come and see me in my office at...." Where possible during any disclosure try to listen, allow silences and try not to show shock or disbelief.

#### Reassure

Try to stay calm, make no judgements and empathise with the student. Never make a promise you can't keep. Give as much reassurance as you can and tell the student what your actions are going to be. Reassure the student that they are doing the right thing by telling you.

#### React

React to what the student is saying only in as far as you need to for further information. Don't ask leading questions. Keep questions open like... "is there anything else you need to tell me?". Try not to criticise the alleged perpetrator as this may be a family member whom the student will still have feelings for.

#### Record

Make brief notes about what the student says during the conversation but if this is not possible make notes as soon after as you can and certainly within 24 hours. Make sure to record exactly what the student says and not your interpretation of what is said. Use exact words where possible. Record the time date and place as well.

#### Report

Where a student makes any disclosure or where you have concerns for any reason, it is very important that the procedures outlined in this policy are followed. A full written/typed account of the concern should be passed to the Designated Safeguarding Lead as soon as possible using the schools record of concern form. The Designated Safeguarding Lead will provide the form to complete.

Please remember unless you are specifically asked to do so, never carry out an investigation about any suspected abuse. This can be highly specialist work and it could interfere with a criminal investigation if this were required and appropriate under local laws.

## Confidentiality

BVIS regards all information relating to individual Safeguarding/child protection issues as confidential, and will treat it accordingly. Information will be passed on to appropriate persons only at the discretion of the Principal/Headteacher/ Designated Safeguarding Lead and this will always be based on the need to know. Adults should avoid discussing any confidential matter with anyone outside school, including friends or family.