



CHILD PROTECTION and SAFEGUARDING POLICY 2023/2024

Nottingham British School is committed to the child protection and safeguarding of all students and staff in the school. We advocate that all staff and students regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. This Child Protection and Safeguarding Policy forms a fundamental part of our approach to providing excellent pastoral care to *all* students and staff of our school.

Adherence to this Policy is mandatory for **all** staff, students, sub-contractors, parents and volunteers in the school and its use is not subject to discretion. This Policy applies whenever staff or volunteers are working with students including school visits and trips, sporting and cultural activities.

This Policy is available to all parents, staff and volunteers. A paper copy of this Policy is also available to parents upon request to the Nottingham British School office and will be placed on the school website.

Pupils are taught about keeping themselves safe from harm including cyber bullying and grooming. They are taught how to adjust their behaviour to reduce risk and keep themselves safe and build resilience, and are made aware of this Policy.

The aims of Nottingham British School are to:

- create an environment which is safe and secure for all students
- encourage our students to establish satisfying relationships within their families, with peers and with other adults
- encourage the students to develop a sense of autonomy and independence
- work with parents to build their understanding of and commitment to the welfare of their children

Creating a Culture of Safeguarding

Nottingham British School recognises that child protection and safeguarding links with other policies such as: Equal Opportunities, Health and Safety, First Aid, Educational Visits, School Security, Anti Bullying, Behaviour Management, Spiritual, Moral, Social and Cultural Education, Drugs, Alcohol and tobacco, information sharing, the safe use of ICT and social media and preventing violent extremism.

Nottingham British School has systems to:

- Prevent unsuitable people working with students.
- Identify students who are at risk of and/or are likely to suffer significant harm and take appropriate action
- Promote the welfare of students in need of additional support.
- Promote safe practice and challenge poor practice and unsafe practice
- Deal with issues of confidentiality, information sharing and consent
- Ensure that staff do not, through their actions, place students at risk of harm, or themselves at risk from an allegation of harm (by providing guidance on areas such as 1-1 tuition, sports coaching, conveying by car, inappropriate electronic communication).

Nottingham British School encourages the students in its care to raise any concerns that they might have and ensure that these are taken seriously. We will also encourage students to contribute their own ideas, according to their age and understanding, about how their safety and welfare could be further improved.

While the primary requirement is to notify the Director/Principals, the Director will also notify the Owners of child protection and safeguarding issues only in the following circumstances:

- The issue involves an allegation against the Principal/Director
- The issue could result in a claim against the Owners or affect the Nottingham British School's reputation

All staff are required to adhere to the ICT Acceptable Use Agreement and specifically to ensure that any images taken of students are appropriate and stored and managed safely. **No photographs or images of students should be placed on any form of social media without the written agreement of parents.**

In order to fulfil these aims the Director/Principals will take the necessary steps to ensure that:

- All staff receive training in Safeguarding Children as part of their induction.
- All staff, volunteers and SLT are trained in child protection annually
- Nottingham British School operates safe recruiting procedures. These include ensuring that at least one member of any recruitment panel involved in all stages of the recruitment process has undertaken the appropriate training in Child Protection and Safeguarding carrying out all required checks on the suitability of staff to work with students
- All staff should be in possession of a current DBS or equivalent from their home country

Identifying Abuse

Nottingham British School staff are particularly important as they are in a position to identify concerns early and provide students with help and support to prevent concerns from escalating. Nottingham British School staff have a responsibility to

identify students who may be in need of extra help or are suffering, or are likely to suffer, significant harm. All staff have a responsibility to take appropriate action, working with other services as needed. Any suspicion, allegation or incident of abuse must be reported to the Safeguarding to the Designated Safeguarding Lead immediately using the Child Protection and Safeguarding proforma found in the appendix of this policy.

It is not the responsibility of the Nottingham British School to investigate suspected or alleged abuse; this is the role of the Police.

There are four areas of abuse:

Physical Abuse

Actual or risk of physical injury to a student or failure to prevent physical injury (or suffering) to a student, including deliberate poisoning, suffocation and factitious illness by proxy. This includes excessive punishment.

Typical Symptoms:

Behaviour changes/wet bed/withdrawal/regression

Finger marks

Frequent unexplained injuries

Unexplained broken bones

Afraid of physical contact

Cuts and grazes

Violent behaviour during role play

Cigarette burns

Unwillingness to change clothes

Cowering

Aggressive language and use of threats

Not wanting to go home with parent or carer

Bruising in unusual areas

Changing explanation of injuries

Neglect

Actual or risk of persistent or severe neglect of a student or the failure to protect a student from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the student's health or development, including failure to thrive. This includes dropping off students prior to 07.00 and failing to collect them at 12.30 or 14.30 without prior arrangement. Repeated early drop or late pick up of students will be referred to SLT who will discuss the concerns with the parents.

Symptoms:

Lack of appropriate clothing

Dirty clothes/student

Cold – complaining of

Body sores

Hunger – complaining of

Urine smells
Unkempt hair
No parental interest
Not wanting to communicate
Behaviour problems
Attention seeking
Lack of respect
Often in trouble
Bullying
Use of bad language
Out at all hours
Lack of confidence – low self-esteem
Stealing
Jealousy
Significantly underweight

Sexual Abuse

Actual or risk of sexual exploitation of a student. The student may be dependent and/or developmentally immature. The involvement of dependent, immature students in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

Symptoms:

Inappropriate behaviour – language
Withdrawn
Change of behaviour
Role play
Rejecting physical contact or demanding attention
Rocking
Physical evidence – marks, bruising
Inappropriate knowledge for the age of the student
Pain going to toilet, strong urine
Stained underwear
Bruising/marks near genital area
Relationships with other adults or students being forward
Drawing – inappropriate knowledge

Emotional Abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a student caused by persistent or severe emotional ill-treatment or rejection. It is important to remember that all abuse involves some emotional ill-treatment.

Symptoms:

Crying
Rocking
Withdrawn

Not wanting to socialise
Cringing
Bad behaviour
Aggression
Behaviour changes
Bribery by parent
Self-infliction
Lack of confidence
Attention seeking
Isolation from peers – unable to communicate
Clingy
Afraid of authoritative figures
Treating others as you have been treated

Missing Children

A student who going missing from school is a potential indicator of abuse. Staff should treat prolonged or repeated absence, or particular patterns of absence, with no satisfactory explanation, as a potential safeguarding issue and take action accordingly.

Designated Teacher

The Nottingham British School has appointed Designated Safeguarding Leads -
Trained School Section Principals/Director/Counsellor

The Designated Safeguarding Lead:

- Is responsible for ensuring that all cases of suspected or actual child protection concerns are investigated and managed in accordance with the guidance and regulations
- Will refer cases of suspected abuse or allegations to the appropriate services
- Will ensure that staff, students and parents have annual training in Child Protection and Safeguarding
- Will act as a source of advice and support within the Nottingham British School and co-ordinate action regarding referrals in relation to both children and allegations against staff.

Responding to Disclosures of Abuse

Research suggests that students are most likely to be abused by someone they know and trust. Staff members should remember that it is better to report it and be wrong than not report it.

Immediate Response

If a disclosure is made, the member of staff **should**:

- allow the pace of the conversation to be dictated by the student
- not ask questions
- accept what the student says and do not ask for clarification

- acknowledge how hard it was for them to tell you and by tone of voice and facial expression tell them that you are taking their concerns seriously
- note carefully any clearly visible external signs of possible injury or neglect on the body map in the appendix
- not take photographs
- reassure the pupil that they have done the right thing, explain that you will have to tell the Designated Safeguarding Lead and why.
- not undress the child or examine clothed parts of the child's body in an attempt to determine the nature of any such injuries/ neglect
- not criticise the perpetrator as this may be someone they love
- not promise confidentiality or make promises
- not jump to conclusions
- not show an overly emotional reaction such as expressing disgust, shock or disbelief
- not attempt to investigate the allegations.

Recording Information

Any concerns about pupils must be discussed with the Designated Safeguarding Lead as soon as possible, or in their absence the Deputy Designated Lead, and at latest by the end of the school day.

Staff should:

- make brief notes at the time or immediately afterwards, which record the date, time, place and context of the disclosure or concern, and what has actually been said, not assumption or interpretation. Notes must be signed and dated
- clearly distinguish between fact, observation, allegation and opinion
- record observed injuries and bruises on a body map (found in the Appendix)
- note the non-verbal behaviour and the key words in the language used by the student - do not translate into 'proper terms'
- complete a Safeguarding Concern Form, attach the original notes and pass them to the Designated Safeguarding Lead
- appreciate that their records may be used in criminal proceedings or disciplinary investigations.

Nottingham British School's statutory duty is to take notes and report allegations. Students should be aware that information must be passed on, but can reassure it will only go to the designated person/s.

Nottingham British School recognises that a student who is abused may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. Nottingham British School may provide the only stability in the lives of students who have been abused or who are at risk of harm. The student's wishes or feelings cannot override the duty to refer suspected abuse to the Designated Safeguarding Lead.

Nottingham British School will provide continuing support to a student who has disclosed abuse through promoting a caring and safe environment within and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, Nottingham British School will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised

Allegations against staff

Nottingham British School must follow the same procedures for handling allegations made against staff. The aim is to deal with any allegation quickly and in a fair and consistent way which provides effective protection for the staff member and student.

Where a child protection related allegation or cause for concern is made against any member of staff, the matter should be reported immediately to the Designated Safeguarding Lead unless the allegation relates to the Designated Safeguarding Lead in which case it is referred to the Director.

If there has been a substantial allegation against a member of staff, Nottingham British School will determine whether there are improvements to be made to the school's procedures or practice to help prevent similar events in the future.

Duty to Report concerns about the management of safeguarding.

Where staff reasonably believe that safeguarding concerns exist, or where they have concerns regarding the management of safeguarding issues, it is their duty to raise concerns. The member of staff should bring their concerns to the attention of the Designated Safeguarding Lead, or in a case where the concerns relate to the actions or inaction of the Designated Safeguarding Lead, to the Director. However, where a member of staff reasonably believes these reporting routes to be inappropriate or has reported concerns and no action has been taken, they should contact the Director.

Monitoring and Review

Nottingham British School, will undertake an annual review of Nottingham British School's Child Protection and Safeguarding policies and procedures together with a review of the safeguarding incidents that have arisen and how they were managed. The Child Protection and Safeguarding Policy and procedures will be reviewed as necessary to reflect changes in legislation, guidance and practice. This process is carried out to ensure that the school is continuing to provide the very highest standard of safeguarding as possible.

Key Contacts:

Designated Child Protection and Safeguarding Lead:

School Principals, Director, Counsellor

Appendix

Agreement with Nottingham British School Safeguarding and Child Protection Policy and Procedures

Nottingham British School is committed to the protection of and care for all our staff and students. All staff have a part to play in this.

The Principal has explained the school's safeguarding policy and procedures to me.

I know what to do and who to speak to if I have a concern about a student or another member of staff.

The School Designated Child Protection and Safeguarding Lead is Carl Kroutz

He can be contacted at: carl.kroutz@nbs.edu.kw Or: 60916985

I agree to work in accordance with Nottingham British School Child Protection and Safeguarding Policy and Procedures

Signed (Teacher)

Role

Date:

Sign and date this form and pass to your respective Principal.



STUDENT SAFEGUARDING CAUSE FOR CONCERN

Teacher name:			
Student Name and class			
Incident	Action	Date	Staff member signature:
Monitoring:	Action	Date	Staff member signature
Monitoring:	Action	Date	Staff member signature
Monitoring:	Action	Date	Staff member signature

Complete and take to the Designated Child Protection and Safeguarding Lead as soon as possible