



Safeguarding Policy

PREPARED BY: Janice Short

APPROVED BY: Principal: Janice Short December 2020

Regional Head of Schools: Karl Wilkinson December 2020

This Policy is to be reviewed every year and updated as and when changes occur.

Date of next review: December 2021



Safeguarding and Child Protection Policy

This policy aims to:

- provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection and Safeguarding issues;
- provide clear direction to staff and others about how to respond if concerned about a child or the behaviour of an adult;
- ensure that Child Protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child;
- make clear our commitment to the development of good practice and sound procedure.

Designated Safeguarding Lead: Janice Short

Deputy Safeguarding Lead: Sara Abbott

Definition of Safeguarding – Children and Young People

The school is committed to the values inherent in the UN Convention on the Rights of the Child* (1990).

At Baleares International College, we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child. Our children have the right to protection from harm, harassment or abuse, regardless of their age, gender, ability, race or social background. They have a right to be safe at all times, both in school and in their lives outside school.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child'.

(Keeping Children Safe in Education, 2020)

In relation to children and young people, Baleares International College adopts the definitions used in the Children Act 2004 and the UK Department for Education (DfE) guidance document: *Working Together to Safeguard Children 2013*, which define safeguarding and promoting children and young people's welfare as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.



The above UK statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Safeguarding children and child protection guidance and legislation applies to all children and young people up to the age of 18.

The school's responsibility for Child Protection

All adults working at Baleares International College should be aware of their responsibility to safeguard and promote the welfare of every student, both physical and emotional, inside and outside school. This involves ensuring that students are protected from significant physical, sexual and/or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Baleares International College should be fully committed to every aspect of the school's Safeguarding Policy. All employees are required to report to the Designated Safeguarding Lead (DSL) in the event that they suspect child abuse or neglect. All staff must know how to recognise possible abuse and should be familiar with the process of recording information in school and referral through the correct channels.

All staff at Baleares International College are required to complete an approved online training course in Child Protection.

In accordance with the Safer Recruitment Policy, all staff are required to provide a relevant Police Certificate/enhanced DBS certificate/ICPC certificate when seeking employment or contract extension with the School. Records of identity, reference and police clearance checks are maintained in a Single Central Register.

Students are not allowed to bring mobile phones or smartwatches to school.

Recognising forms of child abuse

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. There are four main types of child abuse. Child abuse can be physical, sexual or emotional. It can also take the form of neglectful behaviour towards a child.

Physical abuse

This can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room. It can lead directly to neurological damage, physical injuries, disability or – at the extreme – death. Harm may be caused by the abuse itself and by abuse taking place in a wider family or institutional context of conflict and aggression. It also includes a parent/carer fabricating symptoms of or inducing illness in a child. Some physical abuse is reactive and some may be clearly premeditated with an intent to cause harm.



Sexual abuse

This is the involvement of a child or adolescent in sexual activities that s/he does not understand, cannot give consent to and which are not acceptable by our society. This includes inappropriate touching, taking of obscene photographs, producing/trading in child pornography (including via the Internet) as well as attempted or actual sexual intercourse. Its adverse effects may endure into adulthood.

Emotional abuse

This ranges from rejecting a child, refusing to show a child love or affection, or making a child unhappy by continually belittling her/him or verbally abusing her/him. It has an important impact on a developing child's mental health, behaviour and self-esteem. It may also include developmentally inappropriate expectations including overly high expectations which the child cannot fulfil. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse. Emotional abuse may occur by omission or commission and it is important the problems for a child's parents do not obscure professionals' view of their child's emotional development.

Bullying – serious bullying causing a child to feel frightened or in danger may now be regarded as emotional abuse.

Neglect

This can range from ignoring a child's developmental needs to not feeding or clothing her/him adequately and not properly supervising her/him. Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationships and educational progress. Neglect may occur by omission or commission – it is important that problems for a child's parent do not obscure neglect of a child in the family.

Peer on peer abuse

Children can abuse other children. This may come in the following forms: bullying (including cyberbullying), physical abuse, sexual violence, sexual harrassment, upskirting, sexting, initiation/hazing type violence and rituals

Serious Violence:

All staff should be aware of the indicators which may signal children are at risk from or involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or possessions could also be an indicator that the child has been approached by or involved with individuals associated or in a criminal network or gang.



Female Genital Mutilation

If a teacher discovers that an act of FGM has been carried out on a girl under 18 this must be reported to the police.

E-safety / Online safety

Internet safety, e-safety and sexting are all forms of abuse or bullying. Please refer to the E-Safety Policy for further information.

Children missing from education:

All staff are to be aware that children going missing or repeatedly being absent from school can be an indicator of abuse and report immediately to the DSL. All lateness and absences are monitored and parents will be informed of any concerns about attendance.

Child Protection in the curriculum

The school promotes satisfactory development and growth by providing intellectual and physical challenge through a sound curriculum that promotes the welfare and safeguarding of children. The school aims to create an environment within which children feel comfortable and know how to discuss such matters within a culture of strong pastoral support.

Teaching safeguarding:

All students are taught about safeguarding, including online safety, which forms a unit in the PSHE course. Personal, Social, Health and Economic Education is taught weekly to all students. SMSC (Social, Moral, Spiritual and Cultural education) runs throughout the school, to highlight acceptance and diversity.

Responsibilities of Staff

All staff at Baleares International College will sign to say they have understood the Child Protection Procedures and understand their roles and responsibilities. All staff must receive annual training regarding the safeguarding and child protection policy and procedures. A record of attendance must be maintained and kept on file. All staff must complete and regularly review the Child Protection in Education Educare online course or any other course considered appropriate by the Principal/ DSL. The certificate of completion of this course must be kept with the staff member's records by the Admin Officer at BIC Sant Agusti and/or electronically on their HR file on iSAMs. All staff will read Keeping Children Safe in Education (2020) Part 1. Spanish staff will read the translated Spanish copy.

All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

All staff are required to adhere to the policies, protocols, Code of Conduct and the standards in the Staff Handbook.



All staff are expected to:

- be aware of symptoms of abuse.
- report concerns to DSL as appropriate
- keep clear, dated, factual and confidential records of child protection concerns.

All staff are expected to attend regular and relevant professional development sessions.

All members of the school staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the students in the school. In doing so, they should seek advice and support as necessary from the DSL.

Staff Safety

For their own safety, staff should avoid situations where they are alone with a child. If this is a necessity, the door should be kept open and the staff member should request support from another member of staff. If a child makes physical contact with a member of staff which is deemed inappropriate or gives cause for concern, this must be recorded in the Incident Record form and reported to the Principal immediately.

Staff must not carry out personal tasks for children that they can do for themselves such as toileting, dressing or cleaning themselves (depending on the age and ability of the child). Staff should be cautious about touching children by taking into account their age and emotional understanding. Unnecessary physical contact will be avoided to minimise the risk of allegations being made against children and staff.

There should be no unauthorised use of mobile phones or cameras in the school. Staff are not allowed to use their personal phones to take photographs or videos of children.

Responsibilities of the Principal

The Principal has overall responsibility for safeguarding and child protection and is the Designated Safeguarding Lead. In her absence the DDSL, Sara Abbott, will be responsible.

The Principal must do all that she can to ensure that all those working with children at Baleares International College school are suitable people. This involves scrutinising applicants, extracurricular instructors, volunteers and other agencies connected with the school by verifying their identity, obtaining references and obtaining comprehensive background checks. This involves DBS checks or an ICPC check for all appointments where staff have worked outside of Spain and Police checks and certificado de antecedentes penales for all employees. The Principal is responsible for reviewing and amending the policy where necessary to be approved on an annual basis.

Responsibilities of the Designated Safeguarding Lead (DSL) and Deputy (DDSL)

Training for the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead must be kept up to date and include knowledge of local procedures. Advanced/Level 3 Child Protection Training must be updated at least every two years.



The DSL is responsible for training all staff (academic, support, auxiliary) at induction and with regular updates.

The DSL is responsible for reporting suspicions of child abuse directly to the Principal.

The DSL must ensure all staff undergo suitable checks, and oversee the maintenance of the Single Central Register through regular checks.

The DSL must ensure that important and necessary parties are informed of any suspicions or allegations of abuse that have been made regarding a student.

The DSL is responsible for ensuring that Baleares International College complies with all aspects of Spanish law relating to the protection of children.

The **Designated Safeguarding Lead (DSL)** at Baleares International College is:

Janice Short janice.short@balearesint.net

The **Deputy Designated Safeguarding Lead (DDSL)** at Baleares International College is:

Sara Abbott sara.abbott@balearesint.net

The **Regional Head of Schools** with oversight for child protection at Baleares International College, Sant Agusti on behalf of **Orbital Education** is:

Karl Wilkinson karl@orbital.education

The **Group Designated Safeguarding Lead** for Orbital Education is:

Michael Clack michael@orbital.education +44 161 485 7091

The **Local Authority Designated Officer** is:

CMSS Ponent (West), Municipal Social Work Centre

Carrer de les Soltres, 4

07013 Palma (Illes Balears)

Telephone: 971 45 02 94

The DSL should keep a record with the documents that support the allegations of abuse, signed by the person who reported it. The Designated Safeguarding Lead should also keep records of the follow up actions taken with the students after the incident was addressed by the school authorities, in terms of external support and school counselling. The Safeguarding File is kept in a locked cupboard in the Principal's office.

When abuse is detected, the Principal will consult the RHoS and then may proceed by contacting Social Services and/or Police. This does not require parental consent for referral. This will be done by contacting them and requesting that they come to the school. A record will be kept of that meeting by the Designated Safeguarding Lead.



Responsibilities of Admin Officer

The Admin Officer at Baleares International College, Sant Agusti will keep up-to-date and accurate records of Police, DBS and ICPC checks for all employees and a record that employees have completed the relevant online Child Protection course (information to be held on iSAMs). She is responsible, with the Principal, for the maintenance of the Single Central Register.

At all times, reception staff are required to be vigilant and adhere to the procedures governing the access, detailed record-keeping, provision of a Visitor's Pass to be worn for ease of identification and monitoring of visitors to the school.

Procedure to follow when a child is disclosing abuse

All employees are required to immediately report to the DSL in the event that they suspect child abuse or neglect.

If a child or young person tells you that they are being abused, it is important that you know how to respond.

If a child chooses to disclose, you SHOULD:

- Be available and amenable;
- Listen carefully and at the child's pace;
- Take what is said seriously; do not make judgements or make your own opinion about what the child is telling you
- Reassure the child that they are right to tell;
- Tell the child that you have to pass this information on;
- Make a careful, handwritten record of what was said **verbatim**;
- Try to ask open questions

You should NEVER:

- Take photographs or examine a child;
- Investigate a disclosure or allegation;
- Make promises of confidentiality to a child;
- Speculate or accuse anybody;
- Forget to record what you have been told;
- Fail to pass the information on to the correct person.

You must report orally to the Designated Safeguarding Lead immediately and, as soon as possible, complete an Incident Report Form (see appendix) that should be handed to the DSL. The DSL may involve other members of staff as required in an investigation. In the absence of the DSL, incidents must be reported to the Deputy DSL. There will be blank Incident Reports available in the staff room and on the drive.

Allegations against a member of staff or volunteer must be reported immediately to the DSL. An allegation of abuse by a teacher or volunteer will be taken very seriously and



treated in accordance with child protection procedures. Pending a full investigation, the member of staff may be suspended from duty.

An allegation against the Principal, Designated Safeguarding Lead or the Deputy Safeguarding lead must be reported to Karl Wilkinson, Regional Head of Schools, karl@orbital.education or by calling +44 161 485 7091.

Recruitment, Training and Selection

Safer recruitment procedures will be followed for all staff employed by the school. All staff (both teaching and non-teaching), who apply to work at the school, will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children and eligibility to work in Baleares International College. Volunteers are not allowed to work at the school due to Spanish law.

Staff will be required to give evidence of their qualifications. At least two references will be followed up and checked by the Principal. At least one person on an interviewing panel must have completed safer recruitment training.

Staff will have access to the Child Protection and Safeguarding Policy and will be required to sign a document certifying that they have read it and agree to abide by its contents. All these policies are also applicable when students go on any trips away from school.

Policy Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in safeguarding and child protection arrangements will be remedied without delay. The Principal and Regional Head of Schools (on behalf of the Board) will undertake an annual review of the school's Child Protection/safeguarding policies and procedures and of the efficiency with which the related duties have been discharged.

Linked Baleares International College Policies:

- Staff Handbook and Code of Conduct
- Acceptable Use Policy (AUP)
- Emergency / Lockdown Policy
- E-Safety policy
- Health and Safety Policy

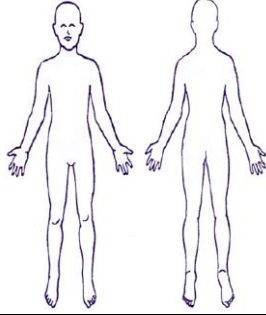
Other Documents:

- Keeping Children Safe in Education, 2020 (DfE)
- Working Together to Safeguard Children, 2018 (DfE)
- UN Convention on the Rights of the Child, 1990



(Appendix A) Child Protection Disclosure Pro-forma

CONFIDENTIAL

Date:		Name and role of person completing form:	
Name of Child:			
Details of disclosure by child / incident / child protection concerns			
			
Action taken by person(s) above:			
Date of notification to DSL:		Name of DSL:	
Detail of decision / action by DSL:			
Reason(s) for this decision or action by DSL:			
Notes of feedback between DSL and the person who raised this child protection concern, including date of feedback:			
Tick to confirm added to student's chronology and copy placed in student's C.P. file			
Date for review:		Name of person(s) to review:	
Notes of review (if necessary continue on a separate page and attach):			



(Appendix B) Flow Chart for the reporting/referral of suspected abuse

