

KINGSFOLD INTERNATIONAL ACADEMY



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Raising Ingenious Leaders

**SAFEGUARDING & CHILD PROTECTION
POLICY**

JULY 2017

LEGAL RESPONSIBILITY

- *Since December 18th 2016 everyone who works with children in education services in Lagos State has a legal duty to safeguard and promote the welfare of all the children.*
- *It is also ordered and mandatory for all Lagos State Child-centred Institutions: schools, health facilities, orphanages and recreational centres to adopt a Child Protection Policy, which ensures that the rights of children are safeguarded.*
- *This means we must have safeguarding arrangements in place that we understand and follow. Most importantly we must know what to do when we have concerns about a young person.*

Our Safeguarding and Child Protection Policy

The Safeguarding and Child Protection Policy applies to all staff including Managers and Board of Trustees, Volunteers, Students or anyone working on behalf of Kingsfold International Academy.

The aims of this policy are to:

- Ensure the safety and welfare of all students in the school.
- Support students' development in which will foster security, confidence and independence.
- Raise the awareness of all staff to the need of safeguarding students and of their responsibilities in identifying and reporting possible cases of abuse or risk of abuse.
- Provide a systematic means of monitoring all students.
- Emphasize the need for good levels of communication between all members of staff.
- Explain the systems and procedures within the school which will be followed by all staff.

General Policy Statement

In Kingsfold International Academy

We recognize that the school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

Kingsfold International Academy will

- Ensure that we recognise that the Child's Right Law 2007 which states that the welfare of the child should be our paramount concern.
- Establish and maintain an ethos where students feel secure, are encouraged to talk and are always listened to.
- Ensure that all students know there is an adult in the school they can approach if they are worried or in difficulty.
- Include curriculum opportunities which equip students with the skills they need to stay safe from harm and to know to whom they should turn to for help.
- Ensure all students do not have access to internet chat sites while in school and warn them of the dangers of using these sites outside school.

We will ensure that:

- We have designated officer who undertakes regular training.
- All members of staff know how to respond to a student who makes an allegation or appears to be vulnerable or at risk.
- All **parents/carers** are made aware of the responsibilities of staff with regard to Safeguarding and Child Protection procedures.
- All students are made aware of whom they can speak to if they are worried or concerned.
- Our procedures are regularly reviewed and up-dated.
- All new members of staff are given a copy of our child protection procedures and meet with the Designated Officer to discuss procedures as part of their induction into the school.

- Child Protection Awareness and updates will be carried out as part of our Continuing Professional Development (CPD) annually with a staff discussion and review of the policy taking place in September each year.
- Sharing concerns with relevant agencies and involving parents and students appropriately.
- Promote and prioritise the safety and wellbeing of students and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangement and procedures are in operation.

Staff Responsibilities:

- Your behaviour should be open and transparent.
- You must adopt high standard of personal conduct.
- Your behaviour in and out of the school must not compromise your position within the school.
- **Avoid being alone with a student behind a closed door/window less room. You will be suspended prior to investigation if found in such position.**

The Designated Officer is responsible for:

- Keeping written confidential records of concerns about a student even if there is no need to make an immediate referral.
- Ensuring that all records are kept confidentially and securely and are separate from student records.
- Ensuring that an indication of further record-keeping is marked on the student records.
- Ensuring that all staff are kept up to date with regular Safeguarding and Child Protection briefings and that all staff receives regular training that is recorded and monitored.
- Ensure that parents/carers are informed about disclosure where necessary.

It is particularly important that any concerns about the Safeguarding and Protection of a student are raised as soon possible to ensure that matters can be dealt with as soon as possible. This is in order to safeguard the student and ensure systems are in place.

Responding to Disclosure and Referral Procedures

If a disclosure is reported, it is the duty of each staff member to:

- a) **Ensure** the young person is safe and respect their right to privacy and time to talk without interruption.
- b) **Listen** to what is being said to you without pressure, judgement or horror.
 - I. Not to ask leading questions.
 - II. Always believe what the student is saying.
 - III. Not to interrupt when a student is recalling significant event
- c) **Reassure** the student calmly and gently that they have done the right thing in telling an adult.
 - I. Do not promise confidentiality but if you do, you will be queried/or a written warning.
 - II. Inform the Designated Officer for Child Protection.

- III. Explain to the student that to keep them safe, information will be passed on.
- IV. Tell the student what will happen next, who will be told and when.

Do not ask the student to remove any item of clothing to show you any injuries

Record on the Incidence Record Form (see appendix 1)

- I. **Use actual words of sentences spoken by the student rather an interpretation of what was said**
- II. Specific facts relating to named people, dates, places, times and context of disclosure should be recorded accurately
- III. Ensure you have signed, stated your position in school, and dated your statement.
- IV. If any injuries are visible, record where they are and what they look like on the physical picture.

Report what has been disclosed to the Designated Officers as soon as possible

Confidentiality

- We recognize that all matters relating to Child Protection are confidential.
- The Principal or Designated Officers will only disclose information to other staff on a "need to know" basis
- All staff must be aware that they cannot promise a student to keep a secret.

Supporting Staff: We recognize that staff working in the school who have become involved with a student who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support staff by providing an opportunity to talk through their anxieties with the Designated Officer and to seek further support as appropriate. This includes any stress from another adult.

Allegations against staff

All reports and allegations of child abuse against a staff member will be promptly and thoroughly investigated.

The principal on all such occasions will discuss the content of the allegation with the Board of Directors. If the allegation is about the Principal the most senior teacher in school should be informed and he/she must contact the Board of Directors immediately and adequately procedures will be followed.

To ensure the student is kept safe, the Management should take steps to remove the staff member against whom the allegation is made from the environment.

If an allegation against a staff is raised and found guilty, then s/he would be reported to the appropriate authority [Nigeria Police (08081775590) and Lagos State Private Education Department (08033288386)]

Whistle blowing (ref: Whistle blowing policy)

All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in regard to safeguarding children.

Acceptable Physical Intervention or Restraint

Our policy on physical intervention acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary only to restrain students, to prevent injury to the student or if the student is in danger of hurting him/herself

Health & Safety

Our Health & Safety policy, set out in a separate document, reflect the consideration we give to the protection of our students both within the school's environment and when away from the school when undertaking school trips and visit.

Kings fold International Academy will support all students by:

- Encouraging self-esteem and self-assertiveness while not condoning aggression or bully.
- Promoting a caring, self and positive environment within the school.
- Providing by ensuring that appropriate information is forwarded under confidential cover to the students' new school appropriately.

Dissemination

The policy and procedures will be widely promoted and are mandatory for everyone involved in Kingsfold International Academy. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

Monitoring

The policy will be reviewed every year or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event.

Signed: Principal

Date: July 2017

Date to be reviewed: August 2018