



Clarence
International School

Safeguarding Policy

V1.1

July 2020

CIS Safeguarding Policy

Clarence International School fully recognises its responsibilities for safeguarding and child protection in line with Japanese Ministry of Health, Labour and Welfare guidance and best UK practice. Our policy applies to all staff and volunteers working in the school. The four main elements to our policy are to:

1. Establish a safe environment in which children can learn and develop
2. Equip children with the skills needed to keep them safe
3. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
4. Follow procedures for identifying and reporting cases, or suspected cases of abuse

CIS will establish and maintain an environment where children feel secure, are able to talk, and are listened to. The school will ensure children know that there are adults in the school whom they can approach if they are worried and include opportunities in the curriculum for children to develop the skills they need to stay safe.

We will:

- ensure we have a designated person for child protection (Designated Safeguarding Lead - DSL)
- ensure all staff are trained to recognise the main areas of child abuse
- ensure all staff and volunteers understand the school procedures and their responsibilities
- develop links with relevant agencies and cooperate as required with their enquiries regarding child protection matters
- keep records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely and confidentially
- develop and follow procedures where an allegation is made against a member of staff
- ensure safe recruitment practices are always followed

Roles and Responsibilities

The CIS school owner and board of advisors will:

- put in place a Safeguarding Policy and procedures for handling child protection cases
- appoint a DSL to coordinate action within the school and liaise with outside agencies
- ensure that the designated person receives appropriate training and support
- make parents aware of the school's Safeguarding Policy which alerts them to the fact that referrals may be made and the role of CIS in this
- create a safe environment for children at the school

The CIS Head of School is the Designated Safeguarding Lead and will:

- act as a source of support, advice and expertise within the educational establishment
- liaise with relevant outside agencies
- liaise with the school owner and board of advisors on issues of safeguarding
- ensure each member of staff has access to and understands the school's safeguarding policy and procedures
- ensure that all staff know what to do if they have any concerns or suspicions
- ensure all staff have training covering child protection and are able to recognise and report any concerns immediately, should they arise
- keep detailed, accurate, secure written records of referrals or concerns

CIS Child Protection Procedures

If a child makes a disclosure to a staff member, they will:

- listen and make notes at the time or immediately afterwards
- record the date, time, place and context of the concern
- record facts with no bias, assumption or interpretation
- report immediately and directly to the DSL

The DSL will:

- keep a confidential log of concerns and disclosures
- if necessary, contact parents and/or make a referral to external child protection services (Child Guidance Centre - CGC)

Staff will not:

- make promises they cannot keep
- interrogate the child
- cast doubt on what the child has told them
- say anything that makes the child feel responsible

It is **not** the responsibility of teachers and other staff in school to investigate suspected abuse. They will not take action beyond that agreed by the Head of School/DSL.

Confidentiality

Staff have the professional responsibility to share relevant information about the protection of children with the DSL. If a pupil confides in a member of staff and requests that the information is kept secret, the child will be reassured that the matter will be disclosed only to the people who need to know about it. At CIS the Child Protection records will be kept in a secure locked cupboard within the school premises.

All records relating to child protection incidents will be maintained by the DSL and only shared as is consistent with the protection of children.

Parents

Parents play an important role in protecting their children and the school will work with parents to support the needs of their child. CIS aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils. In some cases, if there is a language barrier between the DSL and the parent, the parent can choose to bring an appropriate person for translation with them to a meeting.

Safe Recruitment

CIS operates safe recruitment in line with best global practice. Please see separate CIS Safe Recruitment Policy.