

## Child Protection & Safeguarding Policy and Procedures

The Junior and Senior School is committed to ensuring the safeguarding of our pupils.

This policy applies to all of the children in The Junior and Senior School.

This policy should be read in conjunction with Staff Code of Conduct, relevant Risk Assessments, E Safety Documents, Policy for Mobile Phone Usage, Acceptable ICT Usage Policy, Anti Bullying Policy, our Single Central Records and Safer Recruitment Policy.

This policy should also be read and used in conjunction with the Cyprus legislation regarding Child Abuse, paragraph 30.

*(91(I)/2014 (ΝΟΜΟΣ ΠΟΥ ΑΝΑΘΕΩΡΕΙ ΤΟ ΝΟΜΙΚΟ ΠΛΑΙΣΙΟ ΠΟΥ ΔΙΕΠΕΙ ΤΗΝ ΠΡΟΛΗΨΗ ΚΑΙ ΚΑΤΑΠΟΛΕΜΗΣΗ ΤΗΣ ΣΕΞΟΥΑΛΙΚΗΣ ΚΑΚΟΠΟΙΗΣΗΣ ΚΑΙ ΣΕΞΟΥΑΛΙΚΗΣ ΕΚΜΕΤΑΛΛΕΥΣΗΣ ΠΑΙΔΙΩΝ ΚΑΙ ΤΗΣ ΠΑΙΔΙΚΗΣ ΠΟΡΝΟΓΡΑΦΙΑΣ)  
(Appendix 1)*

### Aims

- Following the School Aims all pupils should be given equal opportunity to develop their talents and abilities to their full potential both inside and outside of the classroom. At all stages, the well-being and self-esteem of the individual are paramount.
- The Junior and Senior School will create and maintain a safe environment for children and young people.
- Children will be helped to understand what is and is not acceptable behaviour towards them and taught about staying safe from harm, and how to speak up if they have worries or concerns.
- Through their day-to-day contact with children, all staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the designated officer.
- At all times the school shall comply with the recommendations and regulations as prescribed from time to time by the Ministry of Education and the Cyprus Welfare Department.

## Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this policy, 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 undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Protecting children from maltreatment is important in preventing the impairment of health or development though that in itself may be insufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care. These aspects of safeguarding and promoting welfare are cumulative.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Child abuse is defined as any physical injury, sexual abuse, emotional abuse or neglect, whether mild, serious or fatal, inflicted or knowingly not prevented by any person having care of the child. These include parents, siblings, other members of the school/pupil body or other relatives or step relatives and baby-sitters.

**Physical abuse** - Any non-accidental injury to a child (NAI) including deliberate poisoning e.g. by drugs or alcohol, or where injury was knowingly not prevented. Also Female Genital Mutilation (FGM)

**Sexual abuse** - Involving a child in any form of sexual activity that may or may not include physical contact, as well as child sexual exploitation(CSE).

**Emotional abuse** - Emotional ill treatment or rejection of a child which causes an adverse effect on a child's behaviour and emotional development. Emotional abuse normally accompanies other types of abuse. Harassment on the grounds of race, culture, creed, gender or disability would also constitute abuse.

**Neglect** - Persistent or severe neglect of a child which results in the impairment of health or development.

This policy also refers to children who may run away or go missing.

### **Possible signs/symptoms of abuse**

- Significant changes in behaviour
- Deterioration in general well being
- Unexplained bruising, injuries or marks
- Signs of neglect
- Comments which children make which give cause for concern
- Reluctance to go home
- Unusual behaviour, tiredness, inability to concentrate
- Sexually explicit during play, or in their use of language or in role play
- Refusal to communicate, extremely withdrawn
- Persistent complaints of stomach pains, enuresis soiling
- Self-mutilation, excessive attention seeking
- Truancy or running away from home
- Receipt of expensive 'gifts' such as clothing, mobile phones, money (particularly relevant to Child Sexual Exploitation)

## **1. Procedure to follow in the case of suspicion**

**a.** If the allegation of abuse is against another pupil(s) when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm or an adult who is not a member of the school staff (in any context, including volunteers):

Inform a designated officer or Designated Safeguarding Lead (DSL) immediately and keep a detailed written and dated record of the event. The DSL in consultation with the principal will then make a decision if the child is at risk of significant harm and if so may decide to inform the welfare department or police in accordance with the legislation in Cypriot law (see above) to pass on any concerns.

**b.** If the allegation involves a member of staff (in any context, including volunteers) inform the Principal immediately or in her absence the Chairman of the Board, and keep a detailed written and dated record of the event. Staff should be re-assured that they have immunity from 'whistle blowing' in good faith. The Principal must not undertake their own investigation prior to consultation with the Welfare

Department or Police (in most serious cases) which will be within 24 hours, one working day, of the allegation being received or suspicion reported and will be without telling the subject of the allegation or suspicion. This process should avoid unnecessary delays. In borderline cases, discussions with the Welfare Department can be held informally and without naming the school or individual.

**c.** Thresholds for Referrals - Whilst guidance places responsibility of making decisions about referrals with the DSL, care must be taken not to impose high thresholds for such referrals in practice. Borderline cases should be referred in line and with informal advice from the Welfare Department. Guidance notes the importance of children receiving the right help at the right time to address risks and prevent issues escalating. It also refers to the importance of acting on early information and referring early signs of abuse and neglect, keeping clear records, listening to views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction.

**d.** If the allegation concerns the Principal inform the Chairman of the Board immediately and keep a detailed written and dated record of the event. The Chair must not undertake their own investigation prior to consultation with the Welfare Department, or Police (in most serious cases), which will be within 24 hours, one working day, of the allegation being received or suspicion reported and will be without telling the subject of the allegation or suspicion.

**e.** Where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm, the case should be referred to the Welfare Department and/or police as a child protection concern within 24 hours, one working day, and that in cases of serious harm the police should be informed from the outset.

**f.** Immediate contact should be made with the Welfare Department to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions should be recorded in writing, and communication with both the individual and parents of the child/children agreed. School must consider carefully whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place.

**g.** The Junior and Senior School will make every effort to maintain confidentiality and guard against unwanted publicity in terms of any allegations against staff, especially if they are later proved to be unfounded. This restriction will only apply to the point where the accused person may be charged of an offence by the police or following the outcome of the decision of a disciplinary case.

**h.** Staff need to be supported to challenge decisions by other agencies, therefore, Staff will be supported to follow through their concerns in respect of safeguarding children. Staff will be empowered to discuss matters with their managers and positively challenge other agencies to improve safeguarding arrangements for children and young people.

## 2. Keeping Records

The record, which should be purely factual and not include personal comment or opinion, may need to be made available to the parents. Include a verbatim account of anything the child said, relevant background information and the date, time and place of all occurrences.

## 3. Listening to Children

Do not appear shocked and remain calm. Take what the child says seriously. Listen to the child without interruption or comment. Remain objective. Do not enter into a pact of secrecy but explain that the information may have to be passed on in order to get help. Confidentiality cannot be promised to pupils who give evidence. Do not discuss the matter with parents or the person accused of the abuse. Do not ask leading questions.

Children who report to a teacher (or other member of staff) that they are victims of abuse must be listened to and heard, whatever form their attempts to communicate their worries take. The following points give guidance on how to deal with a child who makes an allegation:

- Do not promise confidentiality
- The child should be listened to but not interviewed or asked to repeat the account. Avoid Questions. Leading questions must not be asked.
- The child should not be interrupted when recalling significant events.
- All information should be noted carefully, including details such as timing, setting, who was present and what was said, in the child's own words. The account should be obtained verbatim or as near as possible.

- Care should be taken not to make assumptions about what the child is saying or to make interpretations.
- Listened to means just that; on no account should suggestions be made to children as to alternative explanations for their worries.
- The written record of the allegations should be signed and dated by the person who received them as soon as practicable.
- All actions subsequently taken should be recorded.

No member of staff should promise confidentiality to a pupil who makes an allegation. In responding to a child who makes disclosures, account should be taken of the age and understanding of the child and whether the child or others may be at risk of significant harm. While acknowledging the need to create an environment conducive to speaking freely, the member of staff should make it clear to a pupil who approaches him/her asking for confidentiality that, he/she will need to pass on what has been told so as to ensure the protection of the child(ren), in accordance with Cyprus legislation. Within that context, the child should then be assured that the matter will be disclosed only to people who need to know about it.

The support needs of a child who express concerns about significant harm should be considered and met, utilising resources within and/or beyond the school as necessary.

#### **4. Designated Officers**

Designated officers and Designated Safeguarding Lead (DSL) are externally trained in child protection and inter-agency working by an outside agency and this is updated every two years and all other staff will receive training in child protection regularly. New members of staff, temporary staff and volunteers will be given this training by the Designated Officers or Principal as part of their induction process, this will include:

- The Junior and Senior School Children Protection Policy
- The staff Code of Conduct
- The identity of the DSL
- The Principal is the Designated Safeguarding Lead across the whole school and Mrs Katherine Panayides is the Designated Safeguarding Officer for child protection in the Senior School and Mrs Anna Papandreou in the Junior School. Christina Chattalas is the Nominated Governor.

The Role of the Designated Officers:

- To maintain close contact by reporting all incidents to Senior Designated lead Officer
- To be a point of contact and support for all staff in cases of suspicion or disclosure
- To set up and co-ordinate an agreed monitoring system within the School
- To ensure that there is support within the School for the children who have been abused
- To familiarise themselves with the Welfare department's procedures and the Cyprus legislation regarding child protection

The Principal and Nominated Governor will review the policies and procedures relating to safeguarding children on at least an annual basis, together with a review of the efficiency with which the duties described herein are discharged. This will take place at a Board Meeting in September following review by the DSL. Safeguarding is also a standing item for the Junior and Senior School committees at every meeting where an update is given by the DSL. Findings and recommended changes to the whole school policy and procedures will then be discussed and agreed with all members of the full board who have collective responsibility for this area. This will happen on an annual basis. Minutes from committee and Board meetings should be sufficiently detailed to demonstrate the depth of review. Parents may request a copy of the School's Child Protection Policy and the Safe Recruitment of Staff Policy. Both these documents are published on the school's website: The School's policy is that any changes/amendments, deficiencies or weaknesses in Child Protection arrangements are remedied without delay, once identified.

If there has been a substantiated allegation against a member of staff, the School will work with the Welfare department to determine whether there are any improvements to be made to the School's procedures or practice to help prevent similar events in the future.

## 5. Good Practice with regards Photographic Equipment

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- obtain parents' and carers' consent for photographs to be taken or published (for example, on our website or in newspapers or publications). This permission is then recorded on School MIS

- use only the child's first name with an image
- ensure that children are appropriately dressed
- ensure that only the setting's designated camera is used in the setting.
- ensure all cameras used are open to scrutiny

## 6. Recruitment of New Staff

There is a separate Recruitment of Staff Policy which deals with this in detail. The main points are:

All new staff, full time or part time should be appointed in accordance with Ministry of Education guidelines including a Police Check and a Sexual Crimes Check prior to confirmation of their appointment. The School will also be required to check:

- Verification of identity
- Academic and vocational qualifications
- References
- Previous employment history including any gaps in employment
- Health and physical capacity for the job
- Right to work in Cyprus

A note of the above checks will be retained on the school's **Single Central Register of Staff**.

The School will also ensure that all persons working within the School for sub-contracted agencies, i.e. ballet school teachers, careers advisors, Duke of Edinburgh providers, have such checks verified by their respective agencies before they come onto the School site.

Appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on site and off site (for example, in a separate institution); School will seek assurance from the other organisations that checks are in place.

As we are an International School at least one SLT member is trained in safe recruitment practice, as recommended in the UK Guidance Working together to safeguard Children (2015) as appended (Appendix 2).

In the event that any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children the school will report the matter to the Ministry of Education within one calendar month of the person leaving. The School should consider making

a referral to National College for Teaching and Leadership (NCTL) where a UK born teacher has been dismissed (or would have been had they not resigned) and a prohibition order may be appropriate. The reason such an order would be considered are: “unacceptable professional conduct”, “conduct that may bring the profession into disrepute”, or a “conviction, at any time, for a relevant offence”. Further guidance is published on the NCTL website. A report should also be made to the Ministry of Education.

In this context, ceasing to use a person’s services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence.

**Professional Conduct** - Read in conjunction with Staff Code of Conduct

All staff need to know that inappropriate behaviour with or towards children is unacceptable. Reference should be made to the 2014 legislation (*91(I)/2014 ΝΟΜΟΣ ΠΟΥ ΑΝΑΘΕΩΡΕΙ ΤΟ ΝΟΜΙΚΟ ΠΛΑΙΣΙΟ ΠΟΥ ΔΙΕΠΕΙ ΤΗΝ ΠΡΟΛΗΨΗ ΚΑΙ ΚΑΤΑΠΟΛΕΜΗΣΗ ΤΗΣ ΣΕΞΟΥΑΛΙΚΗΣ ΚΑΚΟΠΟΙΗΣΗΣ ΚΑΙ ΣΕΞΟΥΑΛΙΚΗΣ ΕΚΜΕΤΑΛΛΕΥΣΗΣ ΠΑΙΔΙΩΝ ΚΑΙ ΤΗΣ ΠΑΙΔΙΚΗΣ ΠΟΡΝΟΓΡΑΦΙΑΣ*) *Appendix 2*

This duty of care extends and is applied also to those aged 18 years who are still pupils at the school. Staff will also refer to the Code of Conduct and their Job Descriptions which detail clear guidelines for professional behaviour.

Staff and volunteers need to be aware that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition particularly specialist music and sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on);

It is unrealistic to suggest that teachers should never touch pupils and they and other staff in schools have the right to use reasonable force to control or restrain pupils in certain circumstances.

Staff also have the right to use a reasonable level of contact in order to comfort or console distressed children. Staff need always to be aware however of the possible implications of any contact with a child or young person.

## 7. Curriculum

The School provides an opportunity for all pupils to be taught about staying safe from harm and how to speak up if they have worries or concerns through:

- PHSE programme
- Subject specific curriculum schemes of work
- Visiting speakers
- Charitable Events
- Assemblies
- Information regarding staying safe online, as well as how pupils can adjust their behaviours in order to reduce risks, which is discussed with all pupils regularly

## 8. Designated Safeguarding Lead for Child protection

Broad areas of responsibility for the Designated Safeguarding Lead for child protection.

### Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours.
- Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with Principal to inform her of any issues and ongoing investigations and ensure there is always cover for this role.

### Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of The Welfare Office's and Ministry of Education's procedures, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the School's Child Protection Policy, especially new or part time staff who may work with different educational establishments.

- Ensure all staff have induction training covering child protection and are able to recognize and report any concerns immediately they arise.
- Be able to keep detailed accurate secure written records of referrals/concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.
- To identify any weaknesses in these procedures and provide remedies without delay.

#### Raising Awareness

- Ensure the school's Child Protection Policy and Procedures are updated and reviewed annually and work with the governing body regarding this
- Ensure parents are able to examine copies of the Child Protection Policy and Procedures and alert them to the fact that referrals may be made and the role of the school in this process to avoid conflict later.
- Where children leave the school ensure their child protection file is copied for the new establishment as soon as possible but transferred separately from the main pupil file.

#### Confidentiality

- All child protection records must be kept centrally in the Principal's office, in a locked filing cabinet. On no account must these records be kept with the child's general records and no records, letters or information supplied by other agencies be shown to parents by the School.
- A blue sticker will be placed at the top right hand corner of the child's general file to indicate further information.
- Access to these records within the School must be restricted:
  1. Anyone needing to see these records should consult the Principal for permission.
  2. The Headteacher will keep a written dated list of those who have had access.Anyone needing to remove one of these records (e.g. for a case conference) should sign for it in a book kept by the Principal

## 9. Staff Training Programme

All employees: annual update/policy and procedure review training in September led by DSL.

All new employees: to have Child Protection training incorporated into the Induction Programme.

All contractors (e.g. transport, Duke of Edinburgh): to distribute Child Protection policy and training details their Senior Person annually.

Designated Officer(s), Deputies and Governor: to review external Child Protection training at least Biennially.

Designated Senior Lead to be trained formally at least biennially and/or attend any seminars on Child Protection organised by the Ministry or Welfare Department

All employees and volunteers to be trained in Child Protection regularly

### **10. Looked After Children**

The Junior and Senior School should ensure that staff have the skills, knowledge and understanding necessary to keep safe children who are in residential care. This includes ensuring staff have the information they need about the child's status, contact arrangements with parents, care arrangements and delegated carers. This will be led by DSL who will hold key information.

This Policy is reviewed at least annually by the Board of Governors.

### **DOCUMENT CONTROL**

Date Implemented: June 2015

Date Reviewed: 30<sup>th</sup> May  
2018

Ratified by Governors: 30<sup>th</sup>  
May 2018

Date of next Review: June 2019

## **WELFARE AND POLICE CONTACT DETAILS**

Mrs. Maria Panayi Welfare Office 22406653	Mrs. Cleridou Welfare Office 22406654
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### **WELFARE CONTACT DETAILS**

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**Job Title:** Lefkosia District Welfare Officer

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**Address:** 66 Agiou Ilarionos Street, Kaimakli

**Name:** Mrs. Savoulla Papamiltiadous

**Job Title:** Head of Social Services Office Strovolos/City Centre

**Phone Number:** 22804757

**Address:** 66 Agiou Ilarionos Street, Kaimakli

**Name:** Mrs. Maria Penga

**Job Title:** Head of Social Services Office Latsia

**Phone Number:** 22803501

**Address:** 34 Arch. Makarios 3rd Street, Latsia

**Name:** Eleni Papadopoulou

**Job Title:** Head of Social Services Office Lakatamia

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### **POLICE CONTACT DETAILS**

**199**

**Lycavitos Police Station**

**Phone Number:** 22802380

**Latsia Police Station**

**Phone Number:** 22607300