



# **THE ENGLISH SCHOOL OF MONGOLIA**

**ESM Safeguarding Children Policy & Procedure**



# ESM Safeguarding Children Policy & Procedure

## 1. Aims of the Safeguarding policy

There are three main elements to our policy:

- 1.1. Prevention through the teaching and pastoral support offered to pupils.
- 1.2. Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of day-to-day contact with children, school staff are well placed to observe the outward sign of abuse.
- 1.3. Support to pupils who may have been abused.

Our policy applies to all staff working in the school. Teaching Assistants, Administrative staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact the school.

## 2. Safeguarding at ESM: Prevention.

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention.

The school will therefore:

- 2.1. Establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to;
- 2.2. Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- 2.3. Include in the curriculum, activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;

2.4. Include, in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

### **3. Safeguarding Procedure: Key points**

3.1. The School has 2 designated Senior members of staff who have undertaken appropriate child protection training: Varduhi Grigoryan, and Jack Meadows. The Director and Deputy Head are also trained.

3.2. Ensure every member of staff and every governor knows the name of the designated person and her/his role.

3.3. Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse.

3.4. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in this policy and in other key literature. Mention the policy and refer to it at appropriate points.

3.5. Provide appropriate training for all staff.

3.6. Work to develop effective links with relevant agencies in Mongolia and co-operate as required with their enquiries regarding child protection matters.

3.7. Keep written or electronic records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to parents or other organisations.

3.8. Ensure all records are kept secure.

3.9. Ensure the criminal background of applicants for vacant posts are checked whenever possible in accordance with DfES circular 11/95 'Misconduct of Teachers and Workers with Children and Young People'.

3.10. Although every case may be different, the general checklist attached will be used to guide action.

3.11. Apply the safer recruiting policy, which includes police checks for all staff whenever attainable and two references from previous employers.

3.12. Encourage parents to let school know about any change in circumstances, injuries or accidents and where there may be temporary care in place so we can monitor students and offer support.

#### 4. **ESM Safeguarding: Supporting the pupil at risk**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

4.1. The content of the curriculum to encourage self esteem and self motivation

4.2. The school ethos and behaviour policy which (i) promotes a positive, supportive and secure environment (ii) gives pupils a sense of being valued

4.3. Liaison with our Educational Psychologist, Health professionals.

4.4. Keeping records and monitoring in case there is a recurrence of a concern. When pupils on the child protection register leave, we will transfer information to the new school immediately. NB – For all pupils we will look for opportunities to ensure they can keep themselves safe, recognise abuse and encourage communication. This may be in PSHE, group discussions, e-safety reminders and in assemblies.

#### **Final points**

Do not hesitate to talk to the designated child protection officer if you have even the slightest concern about a child's well-being. Whilst many concerns will be unfounded, it is necessary to 'think the unthinkable'. There are four recognised forms of abuse:

- Neglect
- Physical abuse

- Sexual abuse
- Emotional abuse

If you suspect any of the above it is your responsibility to report it immediately.

June 2017

**Child Protection Procedure Checklist for the Designated Child Protection Officer**

*All concerns should be written down and handed to the Designated Child Protection Officer. Then, depending on the case, a blend of the following actions will be taken and the date of the action noted.*

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

	<b>Possible actions</b>	<b>Date</b>
<b>1</b>	Record the incident and ask a small group of relevant staff to monitor	
<b>2</b>	Consult with colleagues for advice such as school nurse, heads of key stages.	
<b>3</b>	Sensitively interview staff	
<b>4</b>	Talk to all staff involved with the child and ask for close monitoring	
<b>5</b>	Speak to the child sensitively	
<b>6</b>	Sensitively interview peers	
<b>7</b>	Call one or both parents to discuss disclosure	
<b>8</b>	Ask parents to take the child to hospital for tests	
<b>9</b>	In the case of all serious concerns inform the Chair of Governors	
<b>10</b>	Keep records of all discussions and conversations (preferably signed by parents).	
<b>11</b>	Provide extra levels of staffing/vigilance as appropriate	

**ALWAYS REMIND THOSE INVOLVED IN DISCLOSURES OF CONFIDENTIALITY**

	<b>Yearly reminders</b>	<b>Date</b>
<b>1</b>	Schedule child protection as part of annual refresher (Autumn INSET)	

- 2 Put item on Governor's agenda as an annual reminder (Autumn Governors meeting)
- 3 Ensure there is an assembly on e-safety which includes child protection reminders
- 4 Give all students information about how to communicate concerns and key people who they can disclose to
- 5 Give all students details of the Child Helpline number in Mongolia (108)
- 6 Regularly remind parents of school policies and ensure that the location of the child protection policy is given to all new parents
- 7 Regularly remind teaching staff and parents of confidentiality and maintaining boundaries

**Revisions - Please write your name, the date and action taken.**

Action Taken (eg. Write/Review/Edit)	Name	Date
Write	Oliver Jackson	15th August, 2016
Edit	Oliver Jackson	14th August, 2017
Review	Michael Blake	13 <sup>th</sup> August, 2018
Review	Michael Blake	13 <sup>th</sup> January, 2020