



## **Safeguarding Policy**

Our policy applies to all staff, governors and volunteers working in the school, who shall thereafter be referred to as 'adults'.

### **Principles of the Policy**

The BESA is committed to the safe keeping, protection and nurturing of children, with respect for their wishes and feelings. We will therefore:

1. Establish and maintain an environment where children feel safe and secure, are encouraged to talk, and are listened to
2. Ensure adults are appropriately trained in good practice and follow clear guidelines of conduct with children and other adults  
Develop our safer recruitment practice in checking the suitability of adults and volunteers to work with children in line with BESA Safer Recruitment Policy 2010.
3. Include opportunities in the PSHE/SRE curriculum for children to develop the skills they need to recognise and stay safe from abuse, and to understand the appropriate behavior that relatives, friends, and strangers may demonstrate towards children.
4. Ensure children receive guidance on how they can deal with the behavior of others that gives them cause for concern and know that there are adults in the school whom they can approach if they are worried.
5. Clarify the procedures for identifying and reporting cases or suspected cases of abuse or neglect.
6. Support pupils who have been abused/ neglected in accordance with an agreed child protection plan.
7. For parents to recognize that the school is a caring establishment where they too can seek support and advice in matters relating to safeguarding children.

### **Introduction**

The British Embassy School Ankara recognises its clear responsibility in respect of its "duty of care" to protect children and to support pupils in school. *"Because of their day to day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in*



*behaviour or failure to develop” (Working Together – Under the Children Act 1989)*  
Teachers, teaching assistants and other school supervisors should note that reporting the suspicion of child abuse, “in good faith” exempts them from liability for civil action for the whole school including Preschool and the Early Years Foundation Stage (EYFS).

There are seven main elements to our Policy:

1. **Roles and Responsibilities**
2. **Prevention** through the teaching and pastoral support offered to pupils
3. **Procedures:** The identification and reporting cases, or suspected cases of abuse. Because of our day to day contact with children school staff are well placed to observe the outward sign of abuse
4. **School commitment**
5. **Support to pupils** who may have been abused
6. **Dealing with allegations made against a member of staff**
7. **Professional Confidentiality**

## 1. Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect children. There are, however key people within school who have a statutory responsibility under the Education Act 2002 Section 175. The names of those carrying those responsibilities for the current year are listed below:-

1. Andrea Gibson, KS2 Leader                      Senior Designated Person (SDP)
2. Melek Akpinar, Governing Board              Safeguarding Governor

The designated SDPs will disseminate policy and provide INSET training for all staff. Staff should discuss any concerns regarding safeguarding children with the designated officer who will advise on the monitoring of children and the making of referrals.

The School Board member responsible for safeguarding children within the school will report to the Board on issues relating to policy and procedures regularly and through the annual review in accordance with Section 2 of the Education Act 2002. **Board members will not be given specific details relating to safeguarding situations.**

## 2. 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:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- include in the curriculum and in assemblies, 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



3. include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life .

### **Procedures**

#### The School

- follows procedures and good practice advised in safeguarding children in Education DfES/0027/2004
- informs the staff of changes to policy and procedures and updates in good safeguarding practice through regular staff meetings and INSET.
- ensures that the induction procedure, this policy and the Safeguarding Policy Procedures include guidelines as to what adults working in school should do in the event that they become aware of safeguarding concerns.
- has designated senior member of staff (Senior Designated Person, SDPs) who has undertaken training. The named person is Andrea Gibson and the Safeguarding Governor is Melek Akpinar.
- recognises the role of the designated members of staff and arranges support and training.
- ensures every member of staff knows
  - (i) the name of the designated persons and their role.
  - (ii) that they have an individual responsibility for referring safeguarding concern.
  - (iii) that there is a 'whistleblower' policy to protect staff if they report allegations of abuse by another member of the school community.
- ensures 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. (refer to Safeguarding Procedures document)
- ensures that parents have an understanding of the responsibility placed on the school and staff for safeguarding.
- notifies the appropriate authority according to the child's particular circumstances and status in Turkey (refer to Safeguarding Procedures document) if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend).
- keeps written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter immediately.
- ensures all safeguarding records are kept secure. No information of a confidential nature should be recorded in the class teachers' record books. Safeguarding



- concerns are only recorded on the designated form, *see Safeguarding Children folder on Information board.*
- ensures that the SDP monitors any concerns closely through regular reviews. The designated personnel will decide when further advice or a referral is necessary although staff should be aware that they are at liberty to override this decision and make a personal referral to the Head Teacher if they consider the decision of the officer to be incorrect.
- ensures the criminal background of applicants for vacant posts are checked in accordance with CRB procedures (refer to safe recruitment and practice statement). All staff at school are security checked and only contractors who have been security checked are permitted to work on a 'one to one' basis in school, or on authorised school visits.
- appoints a member of the Governing body as the named Safeguarding Governor. The nominated governor (Melek Akpinar) undertakes an annual review of our Safeguarding policies and procedures in discussion with the SDP and Head Teacher. Safeguarding Governor reports back his/her findings to the Full Board annually. *Safeguarding is a collective responsibility for the whole governing body. Therefore, the key role of the nominated governor will be to act for the school if allegations are made against the Headteacher.*
- confidentiality will be maintained (beyond those specifically involved in the case).

#### **4. School Commitment**

The British Embassy School Ankara is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment. As such, all employees are required to sign a declaration that they are in the possession of the qualifications they claim' that they are not disqualified from working with children; that they have no convictions, cautions or bind-overs or are subject to any sanctions imposed by any regulatory bodies. The school requires all employees to produce evidence of qualifications and references are sought from previous employers (as per our Safe Recruitment Policy). Finally police checks are carried out on all employees, including CRB checks where an employee has previously resided in the UK and local police checks are undertaken for locally employed staff.

The UK Independent Safeguarding Authority (ISA) PO Box 181, Darlington DL1 9FA (Tel: 0044 0300 123 1111) will be informed in cases where a member of staff's employment is terminated because s/he is considered unsuitable to work with children.



## **5. 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. It is also recognised that some children who have experience of abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

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:

- the content of the curriculum to encourage self esteem and self motivation.
- the school ethos which (i) promotes a positive, supportive and secure environment (ii) gives pupils a sense of being valued.
- the implementation of school behaviour management policy.
- a consistent approach which recognises and separates the cause of behaviour from that which the child displays.
- liaison with other agencies who can provide support for the student.
- a commitment to develop productive, supportive relationships with parents, whenever it is in the interest of the child to do so.
- keeping records and notifying the relevant authorities as soon as there is a recurrence of a concern.
- the development and support of a responsive and knowledgeable staff group trained to respond appropriately in safeguarding situations

When a pupil on the child protection register leaves, we will transfer to the new school information relating to concerns that have occurred within two years prior to the date of transfer

## **6. Procedure for dealing with an allegation against a member of staff.**

Teachers, because of their daily contact with children in a variety of situations including the wider caring role, are vulnerable to accusations of abuse. Their relationships with pupils may lead to allegations against them being made by pupils or parents or persons with parental responsibility. Safeguarding Children

The school has in place policies and procedures relating to ‘whistle blowing’ (*see BESA Whistleblowing policy*) and staff discipline. *See BESA Staff Code of Conduct Guidelines, Safeguarding Policy and Complaints Policy*. These procedures will be followed in the case of an allegation against a member of staff. The BESA will deal with allegations in a sensitive manner, bearing in mind the rights of both pupil and teacher. (refer to the Safeguarding Procedures document).



## **7. Professional Confidentiality**

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of safeguarding children. The purpose of confidentiality in this respect is to benefit the child.

- Confidentiality is stressed to all staff and governors as part of the school's induction procedures.
- On no account is a child guaranteed confidentiality.
- Information relating to safeguarding issues should only be shared with the designated officers in school who will decide if information needs to be disseminated to other personnel.

Should any deficiencies or weaknesses in the school's safeguarding arrangements come to light, these will, of course, be remedied without delay.

Dawn Akyürek  
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