



Child Protection & Safeguarding Policy 2019-20

Introduction

At Sri KDU® International School (SKIS) we feel that a child protection policy is necessary to underline the importance we place upon every child's wellbeing and to reinforce our commitment to a caring and safe learning environment for all of our students.

The school has 2 senior members of staff to take specific responsibility for child protection and safeguarding matters in the school.

Designated Safeguarding Leads:

- **Head of SKIPS, Mrs Katie Tomlinson**
- **Sr. Vice Principal, Mrs Frances Baxter**

The Principal, Mrs Margaret Rafee is ultimately responsible for child protection at SKIS.

The Principal and Designated Safeguarding Leads are responsible for:

- Holding the school's copy of the current school child protection policy.
- Briefing all school staff on the relevant contents of the above guidance and procedures, and on the procedures the school should follow;
- Receiving reports of alleged or suspected child abuse within the school, or reported by a student relating to incidents at home or outside the school.
- Liaison over child protection procedures with appropriate Sri KDU Sdn Bhd Management.

It is important that when dealing with any sensitive issue the context of the situation is taken into account. Any indicators that fall within what is normally acceptable parenting behaviour, within a Malaysian context, should not be ignored but staff should be mindful of the context.

Staff Procedures for Student Welfare 2019-2020

- If a staff member hears, suspects or has an email saying a student is staying alone and they are under 18, they must contact the Assistant Head (SKIPS) or KSD (SKIS) who will investigate and in turn they will contact one of the Designated Safeguarding Leads.
- A student who has not been signed over to a guardian by the parent in their absence is a welfare case and a vulnerable child. In this case the parent is breaking Malaysian law as all children under 18 come under The Child Act 611 and are therefore minors.
- If a child has been left alone and there is clear evidence, the school will then be expected to file a police report in line with the Child Act 611 stipulations.
- If you suspect a student is being bullied you must contact the HOY who will work with the KSD for a solution.

- A student that you suspect is self-harming must be referred to the School Counsellor and Designated Safeguarding Lead; do not try and counsel the student yourself. Listen and then report.
- Some signs of neglect include, becoming quiet and withdrawn, dirty clothing, very disorganised, always hanging around school before and after hours, and never wanting to go home. If you suspect neglect pass on your suspicions to the Assistant Headteacher or KSD and copy in the School Counsellor.

1. Indicators of abuse

Individual indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is some cause for concern. All school staff should be vigilant of students in their care who display any of the indicators of physical abuse, neglect, emotional abuse or sexual abuse, as outlined in Appendix 1:

2. Student self-harm

What is self-harm? What does it look like?

Students using sharp and other implements to mark or cut themselves, eating disorders and food control. Signs of self-harm could include students staying covered up or avoiding PE or other events which would involve changing clothes. Students that are found to be often hiding under their desks and/or have visible wounds. Also posting or looking at self-harming type posts on social media. Fluctuating weight or rapid weight loss, fatigued, lethargic and sleeping during lessons. Social withdrawal, truancy or frequent requests to leave the classroom including long periods of time in the toilets.

A student that you suspect is self-harming must be referred to the School Counsellor and one of the Designated Safeguarding Leads; do not try and counsel the student yourself. Listen and then report.

3. What to do in the event of a suspicion / allegation of child abuse

Any member of staff who is told of any incident or suspicion of child abuse occurring in the school, or to a student of the school at home or outside the school (or who he or she knows of, or suspects such abuse), must report the information immediately to **Designated Safeguarding Lead**. If the allegation or suspicion is about said person, the report should be made to the **Principal** of the school.

Child abuse to be reported includes abuse to the student by a staff member or another adult, abuse at home which the student reports to staff, abuse by a stranger outside the school, and abuse of one student by another student.

Referrals of allegations or suspicions should be made in writing (if done by phone, with written confirmation of the telephone conversation).

Who will conduct the investigation?

Reporting teachers should **not** investigate reports of abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should **not** be interviewed by teachers.

The interviewing of children and adults involved is carried out by the **Designated Safeguarding Leads**.

4. Initial action

Any staff member to whom an allegation of child abuse is made should:

- a) Listen to the student carefully (you should take notes when listening to the disclosure and attach these notes to the disclosure form).
- b) Limit any questioning to the minimum necessary to seek clarification only, strictly avoiding leading the student or adult who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened.
- c) Tell the informing student or adult that the staff member will now make sure that the appropriate people are brought in to follow the problem up.
- d) Staff members should never give absolute guarantees of confidentiality. They should, however, guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure proper action is taken to sort the problem out.
- e) Refer the matter immediately, with all relevant details, to one of the **Designated Safeguarding Leads**.
- f) Make a written record on the school C.P report form (appendix 2) available from the Designated Safeguarding Leads and the school admin assistants as soon as possible of what they have been told, and make a copy of this available to one of the **Designated Safeguarding Leads**. The report should be hand-written.
- g) After your report has been given to the Designated Safeguarding Lead, do not speak to the student about the matter or ask for more clarification. Further questioning will be done by the Designated Safeguarding Lead if necessary.

5. Procedures

On receiving an allegation of abuse the **Designated Safeguarding Leads and the Principal** will:

- a) Take necessary steps to protect any student involved from immediate risk or harm.
- b) Interview or investigate the allegation further, then refer the matter to the Principal to determine the appropriate action to be taken in regards to:
 - i. Informing a student's parent(s)
 - ii. Medical examination or treatment
 - iii. Immediate protection (this may be needed for a student who has been the victim of abuse, a student who has given information about abuse, and a student against whom an allegation has been made)
 - iv. Informing other relevant people at the school of the allegation and its investigation.
- c) Inform the student or adult who made the initial allegation of what the next steps are to be, having agreed these with the **Principal**.
- d) If necessary, suspend from duty pending investigation, any staff member who is alleged to have abused a student or students.
- e) Take any necessary steps for the longer-term protection and support of each student who has made allegations of abuse, or is alleged to have suffered from abuse, taking his or her wishes fully into account.
- f) Take any necessary steps to protect and support a student who has made an allegation of abuse. The allegation may not later be substantiated, but even so the school has a welfare responsibility towards this student.

- g) **The Principal** will notify the **CEO of Sri KDU® Sdn. Bhd.** of any allegation that is being investigated by the person in charge of **child protection**.
- h) Whether there are any lessons to be learned or recommendations to be made for the future of the school in the light of the allegation and its investigation.
- i) Ensure co-operation by the school in any subsequent investigation by the Police or relevant authorities.
- j) Make arrangements where feasible for any student who has been the subject of abuse to receive any necessary counselling and support, by agreement with his or her parents where appropriate.
- k) All child protection reports and information on individual students should be kept in a sealed envelope in the student's file and held for 10 years

6. Staff Training in Child Protection

It is the policy of SKIS that all staff undergo training in Child Protection issues. All staff will complete the Educare Level 1 Child Protection for International Schools course during the August Training or when they join the school. In addition, school specific training led by the **Designated Safeguarding Leads** will be provided annually during the August Training. For newly appointed staff this training will form part of their pre-employment induction. **Every member of staff will read the child protection policy annually and sign the acknowledgment slip. Existing staff are reminded to read the policy annually before signing off the acknowledgement slip as there may be updates and/or changes to the policy.**

There are many Educare courses available and some colleagues will be required to complete the courses related to their position of responsibility or job description. Staff members can complete as many of these courses as they would like, in addition to the compulsory courses. Copies of all certificates provided by Educare must be given to one of the Designated Safeguarding Leads.

7. Preventing abuse

It is important that we try to create an environment that prevents abuse occurring. We can do this by:

- Encouraging students to express any concerns they may have.
- Encouraging students to discuss their hopes and feelings in a non-judgemental environment, where they know their concerns will be taken seriously.
- Letting students know they will not be victimised for speaking out.
- Educate parents and students with regards to e-safety and how to deal with cyber bullying.
- Ensure that the appropriate fire walls for school computer system are in place and maintained.
- Avoid all personal social network contact with students. **No teachers should be friends with students on Facebook, or similar social media / apps.** (see Staff Handbook Code of Conduct).
- Do not take photographs of student on personal devices without permission of the Principal (see Staff Handbook Code of Conduct).

8. Whistle blowing

All allegations of child abuse, whether ultimately proven to be accurate or not, will be taken seriously by the school. Those making allegations will not be discriminated against in any way, nor will the school's disciplinary procedure be invoked against those making allegations in good faith.

9. Unfounded allegations

All allegations of child abuse will be treated seriously by the school. In the event of an allegation against a member of staff being unfounded then normally the member of staff will be free to resume their duties. However, each case will be treated on an individual basis and the following may be considered before a member of staff is able to resume his or her duties:

- A risk assessment may be necessary.
- The school's disciplinary procedure may be invoked, even if the member of staff has been cleared of the initial allegations should there have been other breaches of the code of conduct.
- Additional support will be offered if necessary. This may take the form of, for example, extra training or even the offer of a different role within the school, if practicable.

10. Review of Policy and Procedures

After any investigation of a child protection issue the policy and procedures will be reviewed to ensure that they are still robust and fit for purpose.

Appendix 1

Abuse Indicators

Indicators of physical abuse:		
Bruises	Burns, Bites and Scars	Other Injuries
To the eyes, mouth or ears	Clear impressions of teeth (more than 3cms across unlikely to have been made by a child)	Poisoning, injections, ingestion or other applications of damaging substances including drugs and alcohol
Fingertip bruising (grasp mark)	Burns or scalds with clear outlines	Female genital mutilation, including female circumcision
Bruises of different ages in the same place	Small round burns which may be from cigarettes	
Outline bruises (prints of hands, belts, shoes, etc)	Large number of different aged scars	
Bruises without obvious and verifiable explanations	Unusual shaped scars	
	Scars that indicate the child did not receive medical treatment	

Other indicators:

Indicators of neglect	Indicators of sexual abuse	Indicators of emotional abuse
Not receiving adequate/ healthy food	Sexually transmitted diseases	Abnormally passive, lethargic or attention seeking behaviour
Exposed to inadequate environments.	Recurrent urinary infections	Specific habit disorders, e.g. faecal smearing, using other areas as a toilet, excessive drinking, eating unusual substances and self-harm
Abandoned or left in circumstances without appropriate adult supervision	Sexual play/masturbation that is inappropriate to a child's age, development and circumstances	Severely delayed social development, poor language and speech development not otherwise explained
Prevented by their carers from receiving appropriate medical care or treatment	Unexplained bleeding and discharges	Excessively nervous behaviour such as rocking or hair twisting

	Bruising in genital region	Low self esteem
	Genital and rectal itching and soreness	
	Sexually abusive behaviour towards other children, particularly those younger and more vulnerable than themselves	
	Pregnancy, miscarriage , bleeding	

The following indicators may occur to children being abused but are particularly important in cases of sexual or emotional abuse where outward physical signs may not be present:

Onset of enuresis day or night (involuntary passing of urine)	Indiscriminate and careless sexual behaviour
Sleeping and eating disturbance	Drug abuse
Recurrent abdominal pains	Running away
Recurrent headaches	Self-mutilation and other forms of self-harm
Social withdrawal	Hysterical fits, faints, etc.
Restlessness and aimlessness	Fear of a particular individual
Inexplicable school failure	Cruelty towards others
Poor trust and secretiveness	Cruelty towards animals



Sri KDU International School Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to the Designated Safeguarding Lead if they have a concern about a child.

Do not make any copies.

Full name of child	Tutor/class group	Your name and position in school
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Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said (quote exact words if possible)

Time and date of incident:

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Do parents know this report is being completed? Yes / No

Your signature:

Date form completed:

Time form completed:

Time form received by DSL:

Action taken by DSL:

Referred to...?

School
Counsellor

Nurse

Outside
Agency (state who)

Date:

Time:

Parents informed? Yes / No (if no, state reason)

Feedback given to...?

Class teacher
/tutor

Child

Person recorded
disclosure

Head of Year

Principal

Further action agreed:

Full name:

DSL signature:

Date: