POLICY STATEMENT

Safeguarding and Child Protection

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THIS VERSION:	
PREVIOUS VERSION:	
ORIGINAL VERSION:	
OWNER:	**GROUP Health and Safety Director**
TYPE OF PAPER:	**POLICY STATEMENT**
TOPIC AREA:	**SAFEGUARDING AND CHILD PROTECTION**
DOCUMENT REF:	

A. PURPOSE

This Policy Statement sets the approach to safeguarding and child protection to ensure the safe and effective care of all Students attending Schools in the Group. It is recognised that safeguarding is broader than child protection, and includes the promotion of wellbeing, and taking action to enable all children to have the best outcomes.

B. SCOPE

This Policy Statement is **mandatory** for all Schools in the Group, and all parts of the business including ISP Central Team.

The adoption date of this Policy Statement is 01/01/2019 and should be applied by all Schools by 01/01/2019.

C. DEFINITIONS

Group: ISP and any subsidiary or related group company.

Incident(s): any threat or potential threat facing any aspect of the business, which (should it occur), would be likely to prevent or seriously hinder the day to day operations of all or part of the business. Such threats include: natural disasters, site disasters (e.g. fire/flood/vandalism), epidemics, terrorist attack, off-site disasters, cyber-attack, death or serious injury of staff or pupils, safeguarding incidents where it is considered that pupils may be at risk of harm, violence to staff or pupils, hostage taking, strike action, bomb threat, infectious health hazard, arson, any matter which may cause reputational damage to ISP and/or a School, adverse media attention, any matter which might lead to criminal charges, and any matter which triggers a reporting requirement to a regulatory authority.

ISP: International Schools Partnership Limited.

ISP Board: The board of directors of ISP. This is the Group's strategic board.

ISP Central Team: Any member of Staff not solely focused on the delivery of services at a particular School. This includes Staff based in ISP's London office and in any of its regional support teams.

ISP Management Board (or "SMT"): The ISP senior management team.

Policy Application Notes: Notes setting out the legal and regulatory requirements relevant to implementing the key principles of this Policy Statement, which must be fully up to date and compliant with the applicable laws, regulation/s, local child safeguarding procedures, and best practice in the relevant Region.

Region: United Arab Emirates, Latin America, and Europe, and such other region as the ISP Board may determine from time to time.

Regional Managing Director: the regional managers responsible for each Region within the ISP Group.

School: Any school which is part of the ISP Group.

Staff: any person employed or engaged by ISP, whether ISP Central Office Staff, School Staff, or Regional Staff.

Student: Any child or young adult enrolled on a course of study at a School in the Group.

D. ROLES AND RESPONSIBILTIES

The **ISP Board** has overall responsibility for ensuring that this Policy Statement complies with our legal and ethical obligations, and that those under ISP's control comply with it.

The **Policy Owner** has delegated responsibility for oversight of the implementation of this Policy Statement, and is responsible for appropriate reporting under this Policy Statement to the ISP Board, which shall be a minimum of once a year.

The Policy Owner on behalf of the ISP Board will monitor the effectiveness of this Policy Statement through regular review, and via an internal audit process. This will include an annual review of this Policy Statement.

The **ISP Management Board** is responsible for ensuring the implementation of this Policy across the Group and delegates day to day responsibility in each Region to the Regional Managing Directors, who in turn are responsible for:

- Keeping the Policy Application Notes under regular review, and communicating any updates to those to whom this Policy applies;
- Ensuring each Region and School has its own policy, which is fully compliant with this Policy Statement and the Policy Application Notes;
- Ensuring that each School designates a sufficiently senior member of staff and deputy to be responsible for safeguarding (together the "**Safeguarding Lead**");
- Receiving safeguarding reports from the Schools and raising any significant concerns with the Policy Owner and Group Managing Director without delay. Any report should be made in accordance with the Crisis Management and Business Continuity Policy Statement;
- Conducting an annual safeguarding monitoring visit, to ensure compliance with the Policy Application Notes;
- Ensuring appropriate training is in place in accordance with the ISP Child Protection Training Policy Statement; and
- Monitoring the implementation and effectiveness of each School's policy.

All Staff in roles that may involve safeguarding and child protection must ensure that they read, understand, and comply with this Policy Statement, and the relevant supporting Policy Application Notes and School policies. The following roles are automatically deemed to involve safeguarding and child protection:

- Members of the ISP Board;
- Members of the ISP Management Board;
- Regional Team members;
- School Head Teachers; and
- School Safeguarding Leads.

All Staff are required to avoid any activity that might lead to, or suggest, a breach of this Policy Statement. If anyone is unclear on any aspect relating to the application of this Policy Statement, they should seek guidance from the Regional Managing Director or the Policy Owner.

Reporting Lines:

Any member of Staff who becomes aware of an allegation, concern or disclosure relating to safeguarding in its widest sense, must **immediately** report this in the following way:

- Staff should firstly report to the Safeguarding Lead of the relevant School, or their Deputy or Principal in their absence.
- The Safeguarding Lead should inform the Principal **and** the relevant Regional Managing Director without delay.
- Where it is felt that the issue could constitute an Incident, the Regional Managing Director should immediately notify the Policy Owner and the CEO in accordance with the Crisis Management and Business Continuity Policy Statement.

In the event that Staff are unable to make immediate contact as per the above, they can either report directly to the next level in the chain, or if they are unable to make contact, make a report to lbrown@ispschools.com.

Similarly if there is a safeguarding reason not to inform a particular member of Staff, for instance if there is an allegation against them, then this should be raised directly to the next level in the chain.

E. KEY POLICY PRINCIPLES

All Schools must develop their own Safeguarding and Child Protection Policy which reflects the following principles:

- The fundamental principle that Students in the care of our Schools should be safe from harm and that the School will provide a safe environment in which children can learn and develop.
- The welfare of the child is paramount.
- That there should be a whole School approach to, and culture of, safeguarding children.
- Schools must practice safer recruitment in accordance with the ISP Employee Background Checks Policy Statement.
- Effective procedures must be in place for identifying and reporting safeguarding issues to all relevant external bodies and agencies.
- Effective procedures must be in place for dealing with safeguarding allegations against those working at the School, whether as an employee, volunteer, contractor or agent.
- Effective inter-agency (e.g. police, social services, healthcare professionals, other schools) information sharing protocols must be implemented, to ensure that information is shared appropriately and securely wherever necessary to safeguard children from harm in a way which minimises any risks relating to data sharing, and accords with any related local laws and procedures, and the Data Protection Policy Statement.
- Steps are taken to continue to raise awareness of child protection issues and to equip Students with the skills needed to keep them safe, including appropriate E-safety training and guidance.
- That all appropriate steps are taken to provide support to Students who may be at risk of harm.
- Appropriate wording is included within in any contracts of employment, so that expectations regarding safeguarding are clear, including that breaches of those expectations may result in dismissal.
- That there will be provision of appropriate training in accordance with the ISP Child Protection Training Policy Statement.
- Staff must be aware of their responsibilities under the Acceptable Use Policy Statement and Code of Conduct, and appreciate that these can link directly to safeguarding. Any breaches will be dealt with in accordance with this Policy Statement and the ISP Disciplinary Policy Statement.

F. CROSS REFERRED POLICIES

This Policy Statement should be read alongside the following ISP Policy Statements:

- Child Protection Training
- Employee Background Checks
- Crisis Management and Business Continuity
- Data Protection
- Acceptable Use
- Disciplinary
- Code of Conduct