

KIS International School

Child Protection and Safeguarding Policy

5.28

Policy Statement

KIS international School is committed, in line with our mission statement, to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety and welfare, and understand that all play a role in the safeguarding of our students, conducting themselves in a way that follows the law and reflects the ethos and values of the school.

This policy and supporting policies/procedures are written in support of the United Nations Charter Rights of the Child, and aims to follow procedures stated by Thai Ministry of Education, in Thai Employment Law and the Thai Child Protection Policy.

Rationale

At KIS we recognize it is our duty to ensure that arrangements are in place for safeguarding and promoting the welfare of children, to work together with other organizations and partners in order to achieve this and to protect and keep students safe whilst in our care. We fully acknowledge our responsibilities for child protection and recognize that through our day to day contact with students that school staff are well placed to identify signs of risk and harm. We recognize that for students, high self-esteem, confidence, risk awareness and good lines of communication help to reduce risks. We recognize that for some students' school may be the only stable, secure and consistent environment in their lives. All members of the KIS community will be made aware of the role and responsibilities of the school with regards to safeguarding and promoting student welfare, and of the existence of the school's Child Protection and Safeguarding Policy and related documentation in Parent and Staff handbooks, in the KIS policy manual, via the school website and KIS blogs and through initial hiring, orientation and admissions procedures.

Aim

We aim to provide a safe, secure, inclusive and consistent environment for all our students regardless of age, race, religion or belief, disability, gender or sexual orientation; one in which they feel safe, supported, valued, respected and listened to. We will do this by:

1. Establishing an environment where students are and can feel safe, can learn, develop and have a voice
2. Adopting safe recruitment practices to check the suitability of staff, regular volunteers and visitors to the school.
3. Ensuring that procedures are in place to prevent the unsupervised access to children of adults who have not undergone such a checking process.
4. Raising the awareness of students and equipping them with the skills and knowledge needed to keep safe.
5. Having procedures in place for the identification and reporting of cases where harm or risk of harm to a student is suspected and ensuring that all staff are aware of the procedures.
6. Supporting students who have suffered abuse or neglect or who are otherwise vulnerable
7. Having measures in place to facilitate and promote the safe use of technology
8. Ensuring community awareness and training (board members Staff, long-term volunteers, parents, students) with regards to Safeguarding students
9. Establishing a committee to ensure procedures are followed, reviewed, updated as required ensuring consistency in practice and expectations.
10. Designating a Child Protection Coordinator to oversee the monitoring and reviewing of the safeguarding and child protection practices and procedures.

Roles and Responsibilities

At KIS we recognize that every staff person, regardless of their role, has a duty to safeguard children and promote their welfare. Our policy applies to the whole school community: all teaching and non-teaching staff, board members, students, contractors, volunteers and visitors working in the school. The, Head of School/designate Child protection committee, Child Protection Coordinator and other designated positions will have particular responsibility for safeguarding and child protection within the school. Roles and responsibilities are further outlined in the Child Protection Roles and responsibilities Policy.

To Support our aim we will:

1. Establish an environment where students are and can feel safe, can learn, develop and have a voice. We will do this by:

- 1.1 Ensuring that buildings and the campus are secure and that visitors to the school are properly checked and supervised
- 1.2 Having a Health & Safety Policy and procedures in place that are understood by all staff
- 1.3 Having an Intimate Care Policy which is understood by all relevant staff
- 1.4 Ensuring that all staff are familiar with and acknowledge the KIS Code of Conduct regarding safeguarding students, being aware of risk management and their own behaviour and practices
- 1.5 Having policies for dealing with behaviour, bullying and other discriminatory incidents and ensuring that staff adhere to these policies and promote the IB learner profile in particular respect, tolerance and acceptable behaviour amongst our students.
- 1.6 Ensuring that all staff, regular visitors and volunteers have been made aware of the KIS policies and procedures relating to safeguarding students and the child protection reporting procedures for dealing with allegations and concerns
- 1.7 Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to students.
- 1.8 Having a complaints procedure which is communicated to students, parents and staff (as appropriate).
- 1.9 Maintaining an environment where children feel safe, equal and valued, and are encouraged to talk and are listened to.

2. Adopt safe recruitment practices to check the suitability of both staff and regular volunteers and visitors to the school. We will do this by:

- 2.1 Following the KIS Safer Recruitment policy for all paid staff and regular long-term volunteers.
- 2.2 Maintaining regularly updated Record that accurately records vetting data for all employees and long-term volunteers.
- 2.3 Ensuring that all interviews for staff are conducted by person(s) who have completed the KIS safer recruitment training.
- 2.4 Ensuring that during the process of advertising and recruiting for staff vacancies, the school's commitment to safeguarding and safer recruitment practices are made explicit.
- 2.5 Ensuring that Adults involved with our students in the provision of extended services and school activities outside of normal school hours are subjected to the same level of vetting and or security arrangements as other staff and volunteers.

3. Ensure that procedures are in place to prevent the unsupervised access to students of adults who have not undergone such a checking process. We will do this by:

- 3.1 Ensuring that all staff are aware that where occasional or one-off visitors, contractors or volunteers have not undergone such a process, they will not have unsupervised access to children and as appropriate formal risk assessment processes will be undertaken.
- 3.2 Ensuring KIS security protocol is adhered to

4. Raise the awareness of students and equip them with the skills and knowledge needed to keep safe by:

- 4.1 Including opportunities through the PSHE curriculum for students of all ages to develop the skills they need to recognize and stay safe from abuse
- 4.2 Ensuring that students know that there are adults in the school whom they can approach if they are worried.

5. Have procedures for the identification and reporting of cases where harm or risk of harm to a student is suspected and ensure that all staff are aware of such procedures. We will do this by:

- 5.1 having clearly written and accessible procedures regarding child abuse and reporting and supporting documentation
- 5.2 Having a child protection committee to manage the child protection policy, procedures, related documentation and protocol.
- 5.3 Enabling the child protection committee to make decisions regarding the action to be taken following a concern being brought to their attention.
- 5.4 Ensuring the counselors are aware of the reporting procedures and role of the committee
- 5.5 Having named Child Protection Officers to who persons can report any related issues
- 5.6 Requiring all staff and volunteers, to report any safeguarding concerns, in writing using the allocated form, to the Designated Child Protection officers, or the counselors or Child Protection and Safeguarding Coordinator, regardless of whether or not they feel that the concern is either serious or substantiated.
- 5.7 Ensuring that where there is a suspicion that a student might have suffered or be at risk of suffering significant harm, the matter will be referred to the Child Protection Committee, in order to monitor, support & protect students thought to be at risk of harm.
- 5.8 Making a designated committee member responsible for creating and maintaining written records regarding all students for whom child protection concerns have been identified, regardless of whether there is a need to make an immediate referral.
- 5.9 Ensuring all confidential records are kept securely and separate from the main student file. The student's main file will indicate the existence of a separate safeguarding/child protection file.
- 5.10 Ensuring that issues of confidentiality are understood by all staff, including the need not to offer confidentiality in certain situations

6. Support students who have suffered abuse or who are otherwise vulnerable by:

- 6.1 Providing and, as appropriate, soliciting additional support from other professionals, for vulnerable students including those with a history of abuse.
- 6.2 Developing effective links with agencies which provide support to our vulnerable pupils and cooperate as required with their enquiries regarding child protection matters.
- 6.3 Maintaining close communication between the committee & agencies involved, communicating any issue that gives cause for concern.
- 6.4 Closely monitoring any student who has been recognized as "at risk" or otherwise believed to be at risk of harm.
- 6.5 Ensuring that where there are concerns about a student's absence from school for whom there are child protection concerns, that there will be follow up from the Principal and/or Counselor
- 6.6 Providing advice and support for all staff members who are dealing with a student for whom their concerns are stressful and upsetting
- 6.7 Ensuring information is shared only with those directly involved and those who are responsible for supporting the student, maintaining confidentiality.

7. Having measures in place to facilitate and promote the safe use of technology. We will do this by:

- 7.1 E-Security: keeping the electronic data we hold about pupils and families secure
- 7.2 E-Safety: Promoting e-safety awareness amongst students and their parents/carers and ensuring all members of the school community know their access rights and responsibilities in using ICT.
- 7.3 Having an Acceptable Use Policy in relation to the use of technology
- 7.4 Ensuring that the school's internet connection and any system connected to it, is filtered using a filtering system ensuring inappropriate content of whatever nature is blocked (as appropriate)
- 7.5 Ensuring that all members of staff with access to ICT systems are responsible for taking the appropriate steps to select and secure their passwords.
- 7.6 Making staff and students aware that all school ICT activity and online communications may be monitored, including any personal and private communications made via the school network.
- 7.7 Conducting regular assessments regarding information risks.
- 7.8 Making all staff and students aware that they have a responsibility to report e-safety or e-security incidents.
- 7.7 Establishing an incident reporting procedure and a means recording such incidents
- 7.8 Establishing guidelines for e-communications between community members within the school

8. Ensuring community awareness and training (board members Staff, long-term volunteers, parents, students) with regards to Safeguarding students. We will do this by:

- 8.1 Ensuring that appropriate training for staff performing this role is available, conducted and updated regularly.
- 8.2 Having processes in place to ensure that all new staff receive safeguarding training appropriate to their role, as part of their induction and thereafter have access to refresher training as required, or in any case, every 3 years as a minimum.
- 8.3 Ensuring that every member of staff (employed directly or indirectly via another organization; permanent and temporary), volunteer and board member are aware of this policy together with other relevant safeguarding policies
- 8.4 Ensure appropriate awareness of policies and procedures for parents and carers
- 8.5 Ensure transparency of Child protection Policies and procedures by sharing with the community in handbooks, school documentation, on the websites and on blogs.

9. Establishing a committee to ensure procedures are followed, and reflected upon as required ensuring consistency in practice and expectations. We will do this by:

- 9.1 Meeting regularly with core committee member to ensure practice is up to date
- 9.2 Selecting extended committee member on a case by case basis
- 9.3 Recording meetings and storing information in a secure place, maintaining confidentiality
- 9.4 Supporting the role of the Child Protection Coordinator

10. Designating a Child Protection Coordinator to oversee the monitoring and reviewing of the safeguarding and child protection practices and procedures. We will do this by:

- 10.1 Developing and Following job description provided
- 10.1 Keeping up to date with relevant laws and practices surrounding child protection and safeguarding of students, updating as required.
- 10.2 Maintaining a schedule and record of all staff trainings
- 10.4 Ensuring regular audits and reviews of related policies and practices every three years

Approved:

Date:

KIS CHILD PROTECTION POLICY SUPPORTING DOCUMENTATION

<p>1. Establish an environment in which students are and feel safe and can learn, develop and have a voice.</p>	<p>Health and Safety Policy Relocation Policy Intimate Care Policy Evacuation/Invacuation Policies</p>
<p>2. Adopt safe recruitment practices to check the suitability of both staff and regular volunteers and visitors to the school.</p>	<p>KIS Safer Recruitment Policy KIS Personal Disclosure form Sample interview questions KIS reference template KIS Recruitment Checklist KIS Recruitment Flowchart KIS Code of Conduct KIS Staff ethics Policy KIS Grievance Policy KIS Staff Discipline policy</p>
<p>3. Ensure that procedures are in place to prevent unsupervised access to students of adults who have not undergone such a checking process.</p>	<p>KIS Security Procedures Evacuation Policy Lockdown/Invacuation policy KIS Facilities Audit KIS Health and Safety Committee</p>
<p>4. Raise the awareness of students and equip them with the skills and knowledge needed to keep safe by:</p>	<p>Student Training procedures Anti-bullying Policy Student Discipline Policy Student Complaints Policy PSPE Curriculum documents</p>
<p>5. Have procedures for the identification and reporting of cases where harm or risk of harm to a student is suspected and ensure that all staff are aware of such procedures.</p>	<p>KIS Child Protection and Safeguarding Policy KIS Child Abuse Policy KIS Child Abuse Reporting Procedure KIS Suicide Policy KIS Self Harm Policy</p>
<p>6. Support students who have suffered abuse or who are otherwise vulnerable.</p>	<p>Counselors Job Description Student Support Coordinator/Pastoral care Local Agency Support list Nurse Job Description</p>
<p>7. Having measures in place to facilitate and promote the safe use of technology.</p>	<p>ICT Acceptable Use Policy ICT Acceptable use agreements E-Safety Policy e-Safety procedures Personal</p>
<p>8. Ensuring community awareness and training (board members Staff, long-term volunteers, parents, students) with regards to Safeguarding students.</p>	<p>Updated Website Updated handbooks (Staff, student, Parent) Maintained Blogs Parent workshops and forums Student education programmes Staff training in English Staff Training in Thai</p>
<p>9. Establishing a committee to ensure procedures are followed, and reflected upon as required, ensuring consistency in practice and expectations.</p>	<p>KIS Child Protection Committee: Roles and Responsibilities Documentation and Record keeping</p>
<p>10. Designating a Child Protection Coordinator to oversee the monitoring and reviewing of our safeguarding and child protection practices and procedures.</p>	<p>Child Protection Coordinator Job Description Documentation and Record keeping</p>