



The British School in Tokyo

School Policies

October 2017

BST Safeguarding and Child Protection Policy

Policy Information

Reviewed: October 2017

The British School in
Tokyo
School Policy Document

Table of Contents

Definition of Safeguarding	3
BST Safeguarding and Child Protection Policy	3
Introduction and Purpose	4
Aims and Objectives	4
Roles and Responsibilities	5
The Role of the Designated Safeguarding Lead (DSL)	6
Principal	7
HR Manager	7
Board of Trustees	8
Designated Trustee	8
Communication with Parents	8
Allegations Involving School Staff	9
Monitoring and Review	10

Definition of Safeguarding

Safeguarding is defined as protecting and preventing children from maltreatment and harm in terms of health or development by ensuring that they can grow up in circumstances consistent with the provision of safe and effective care. Child protection is an element of safeguarding and refers to actions undertaken to protect children who are suffering or are likely to suffer maltreatment and harm.

BST Safeguarding and Child Protection Policy

The Secondary School Designated Safeguarding Lead (DSL) is:

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The Primary School Designated Safeguarding Lead (DSL) is:

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The School Trustee* designated to oversee this policy and process is:

Colin Bell

Member of the Education Sub-Committee

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***The designated Trustee is appointed on an annual basis.**

If neither DSL is available, please contact one of the additional DSLs:

Maja Trachonitis – Secondary Assistant Head

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Introduction and Purpose

At BST we are fully committed to safeguarding and promoting the welfare of all children. We believe that our school should seek to provide a caring, positive, safe and stimulating environment at all times. This means that we should:

- ☒ Protect children from maltreatment
- Prevent the impairment of children's health
- ☒ Take action to enable all children to develop and flourish

The purpose of this policy is to inform Trustees, all BST employees, students & their parents, and all external providers & volunteers about the school's responsibilities for safeguarding children.

Aims and Objectives

BST aims to:

- ☒ Establish and maintain an environment where students feel secure, where they feel able to talk and where they know they will be heard
- ☒ Ensure that students know that there are caring, approachable adults in the school with whom they can share their concerns
- ☒ Include opportunities within the personal, social, health and economic (PSHE) curriculum for students to develop the skills they need to stay safe (to include guidance relating to on-line security)
- ☒ Include opportunities within staff training plans for all BST employees to be made aware of their responsibilities and to be guided towards appropriate responses.

BST takes into account the guidance issued by the UK Department for Education to:

- ☒ Designate a Safeguarding Lead (DSL) in both the Primary and the Secondary schools
- ☒ Ensure that all staff (including temporary and supply staff) and Trustees know the identity of the DSL(s) and, through induction and in-house training, have an awareness of their role
- ☒ Ensure that all staff understand their responsibility to refer concerns to the relevant DSL, and the procedure for doing so
- ☒ Ensure that all parents understand the responsibility placed on the school and its employees for safeguarding students; including the requirement to share information with local Child Guidance Centres when necessary
- ☒ Develop links with relevant agencies in Japan, including Child Guidance Centres, and to cooperate as required with their enquiries regarding child protection matters
- ☒ Keep secure written records of concerns relating to students, even when there is no requirement to take immediate further action
- ☒ Follow a set procedure when an allegation is made against a BST employee or volunteer
- ☒ Ensure that safe recruitment practices are observed and that such practices are reviewed on a regular basis.

BST supports students through:

- The content of the curriculum – which is reviewed on a regular basis
- The school ethos – which promotes a positive, supportive and secure environment in which students feel valued and where their concerns may be heard
- The school's behaviour policies
- ☒ Liaison with a range of external agencies.

Roles and Responsibilities

All adults in school have a responsibility for safeguarding students.

BST should provide a caring, positive, safe and stimulating environment, one that promotes the welfare and well-being of students and supports their social, physical and moral development.

With this in mind, we expect all Trustees, employees, external providers and volunteers who work with our students to adhere to the key principles that underpin this policy:

- ☒ The welfare of children is paramount and we take their views seriously
- ☒ All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- ☒ Every effort will be made to help children to keep themselves safe and to provide a safe environment where all children can learn and develop.
- ☒ All adults
 - should continually monitor and review their practice in line with school policy as part of our shared culture of vigilance where children's welfare and well-being is central
 - are responsible for their own actions and behaviour and should avoid any conduct with children which would lead any reasonable person to question their motivation and intentions
 - should work, and be seen to work, in an open and transparent way
 - should be clear about procedures if they are concerned about the safety of a child
 - should know the name of the Designated Safeguarding Lead (DSL) for child protection, and understand their own responsibilities to safeguard and protect children and young people
- Working collaboratively in partnership with children, parents, carers and other agencies is essential in promoting children's welfare and well-being.

All adults at BST:

- ☒ have a responsibility to contribute to the provision of a safe environment in which children can grow and learn
- ☒ should be prepared to identify children who may benefit from timely support
- ☒ should know what to do if a child tells them that they are being abused or neglected
- ☒ should maintain an appropriate level of confidentiality whilst liaising with the relevant professionals
- ☒ should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- ☒ should be aware of the signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE) and radicalisation
- should maintain an attitude of 'it could happen here' and always act in the best interests of the child
- ☒ should speak to the relevant DSL if they have any questions or are unsure about school policy and/or procedure
- will read and understand part 1 of the UK Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this policy and guidance at least annually.

*Please be aware that it **IS NOT** the responsibility of all adults at BST to investigate suspected abuse; they should not take action beyond that agreed by the Trustees, Principal and Designated Safeguarding Leads. It **IS** the responsibility of all adults at BST to report all suspected abuse.*

The Role of the Designated Safeguarding Lead (DSL):

Managing Referrals and Cases	Training	Raising Awareness
<p>To emphasise the need for good levels of communication between all adults at BST and to provide a systematic means of monitoring children thought to be at risk.</p> <p>To develop a structured internal procedure to be followed by all members of the community in cases of suspected abuse.</p>	<p>To undergo formal training at least every two years.</p> <p>To undertake <i>Prevent</i> awareness training.</p>	<p>To encourage a culture of listening to students and becoming a 'telling school'.</p>
<p>To keep detailed, accurate and secure written records of concerns, referrals, discussions and decisions made and the reasons for those decisions.</p>	<p>In addition:</p> <p>To refresh knowledge and skills at least annually.</p> <p>To obtain access to resources and attend any relevant or refresher training courses.</p>	<p>To work with the Principal and the Heads of School to ensure that BST's Safeguarding and Child Protection Policy is reviewed annually and that other safeguarding policies, procedures and implementations are updated and reviewed regularly.</p>
<p>To seek advice from and report cases to relevant external agencies both in the UK and in Japan.</p>	<p>To ensure all members of staff have access to and understand the school's Safeguarding and Child Protection Policy and procedures.</p>	<p>To be proactive in maintaining an up-to-date knowledge of Safeguarding and Child Protection developments, and to champion and share resources.</p>
<p>To be proactive in developing effective links with relevant outside agencies to promote understanding and build relationships.</p>	<p>To ensure all staff and volunteers receive appropriate safeguarding induction, covering the school's Child Protection procedures and what to do if an adult has a concern about a child, if a child is in danger or at risk of harm, or if they have concerns about another staff member or volunteer.</p>	<p>To liaise with other key members of staff to promote children's personal, social, physical, and mental health development in ways which foster security, confidence and independence.</p>
<p>To act as a source of support, advice and expertise to staff on matters of safety and safeguarding. To support staff who make referrals.</p>	<p>To ensure that all staff, volunteers and Trustees have the relevant up-to-date training.</p>	<p>To be alert and raise awareness of the specific needs of children in need, those with Special Educational Needs and Young Carers.</p>
<p>To have a good working knowledge of the local</p>	<p>To understand and support the school with regard to the</p>	<p>To ensure that the Safeguarding and Child Protection Policy (and</p>

Safeguarding and Child Protection context with reference to other agencies and professionals, both independent and governmental.	requirements of the <i>Prevent</i> duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.	related policies) are available publicly and that parents are aware of the role of BST in making referrals relating to possible abuse or neglect to external agencies.
To share information with appropriate staff in relation to a child's looked after (CLA) legal status, where appropriate.		To ensure robust transfer of information regarding any safeguarding or child protection information if a student leaves BST

At BST the Principal will:

- Ensure that the school has a procedure for handling child protection cases (including allegations against employees and volunteers) which is available to all employees and volunteers for reference; this will be published in the staff handbook and is available online via HR
- Liaise with the designated Trustee for Safeguarding and Child Protection on school policy, process and specific issues
- Appoint a Designated Safeguarding Lead in both Primary and Secondary schools and ensure that they are provided with the necessary training and support, and opportunities to liaise with external agencies
- Where necessary, appoint a case committee responsible for making reporting decisions; this group will include the designated Trustee and the relevant DSL
- Ensure that at least one person on any appointment panel for a post at the school will have undertaken safe recruitment training
- Ensure that all academic staff receive regular appropriate training (and that new staff are trained as part of their induction)
- Ensure that all employees understand that they may be the recipient of disclosures from children and that they know what to do in such circumstances – or if they have any concerns or suspicions
- Make parents aware of the school's Safeguarding and CP Policy and of the fact that referrals may be made to external agencies
- Commit appropriate resources to Safeguarding and CP matters
- Report the relevant details of any staff member whose contract has been terminated following a CP incident to the appropriate UK authority (advice should be taken on this at the time).

At BST the HR Manager will:

- Ensure that the school complies, as far as is possible, with the latest UK and COBIS guidance on safe recruitment
- Oversee the process of gathering appropriate references for all short-listed prospective employees, including one from the current or most recent employer – all references must include a clear statement about disciplinary procedures and working closely with children. There must always be at least two references obtained and at least one of these should be followed up for confirmation by the Principal, or the relevant Head/Deputy
- Ensure that DBS checks, or the most robust equivalent, are carried out and recorded
- Disseminate information relating to safeguarding and child protection to all new employees (as directed by the Principal and/or the Designated Safeguarding Leads) and ensure that such information is readily available to all staff at all times

At BST the Board of Trustees will:

- Be responsible for ensuring the school has a written Safeguarding and Child Protection Policy
- Be responsible for ensuring that there are clear written procedures for investigating allegations
- Designate a member of the Education Sub-Committee to oversee Safeguarding and Child Protection Policy; this role complements that of the Designated Safeguarding Leads, particularly in overseeing the monitoring and regular review of policy and process
- Prioritise the welfare of children and young people and the creation and maintenance of a culture where staff are confident to challenge senior leaders over any safeguarding concerns.

At least every two years Trustees will receive Safeguarding and Child Protection training relevant to their responsibilities.

The Board of Trustees will be updated regularly on current safeguarding issues in school. Safeguarding is a standing agenda item at every Board of Trustees Education Sub-Committee meeting.

At BST the designated Trustee will:

- ☑ Liaise with the Principal, Heads of School, HR Manager and Designated Safeguarding Leads on all matters of school policy and process relating to Safeguarding and Child Protection
- ☑ Maintain regular contact with both the Primary and Secondary Designated Safeguarding Leads and check incident logs on a regular (at least termly) basis
- ☑ Sit on case committees responsible for making reporting decisions
- ☑ Contribute to the preparation and presentation of the annual Safeguarding and Child Protection report for the Education Sub-Committee of the Board of Trustees
- ☑ Liaise with the Trustee responsible for e-safety to ensure appropriate filters and monitoring systems are in place to safeguard children from potentially harmful online material.

It is important for all Trustees, employees and relevant volunteers to read this policy in conjunction with the Safeguarding and Child Protection Guidance and Process paper, which is reviewed and updated regularly in response to UK statutory guidelines.

Communication with Parents

BST will ensure that the Safeguarding and Child Protection Policy and other safeguarding policies are available publicly and are displayed on the School website. The Child Protection and Safeguarding policy is updated annually.

Parents should be informed prior to referral, unless it is considered that this action may place the child at increased risk of significant harm by:

- ☑ The behavioural response it prompts
- ☑ Leading to an unreasonable delay
- ☑ Leading to the risk of loss of evidential material

The school will also consider not informing parents where a member of staff would be placed at risk.

Allegations Involving School Employees and/or Volunteers

An allegation is any information that indicates that a member of staff/volunteer may have:

- ☐ Behaved in a way that has, or may have harmed a child
- ☐ Possibly committed a criminal offence against/related to a child
- ☐ Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they continue to work regularly or closely with children

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding arrangements.

Where a parent or carer, child or member of staff has concerns about the conduct of a member of staff or volunteer they will inform the DSL without delay. The DSL on all such occasions will discuss the content of the allegation with the Principal and Designated Trustee.

If the accusation is against the DSL, the relevant Head of School will be informed immediately; the Head will then consult with the Principal and the Designated Trustee.

If the accusation is against the Head of School, the Principal will be informed immediately; the Principal will then consult with the Designated Trustee.

If the accusation is against the Principal, the Designated Trustee will be informed without delay.

Staff who are the subject of an allegation will have their rights explained to them. The safety of children in the school is of paramount importance but suspension of staff is not automatic. Such accusations will be managed in liaison with the Principal and the Designated Trustee.

If staff have concerns that they do not feel they can raise with the Principal, they should follow the guidelines set out in the ***Whistle-Blowing Policy***.

Parents/carers of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation.

Any member of staff facing investigation into an allegation of abuse will be offered appropriate access to professional and personal support networks, where available, and will be kept informed of the progress and outcome of any investigation.

Monitoring and Review

The Designated Safeguarding Leads in both the Primary and Secondary schools provide strategic leadership in this area. Together with the Principal and the Heads of School, they are responsible for ensuring that the appropriate procedures and policies are in place, and that they are being followed in accordance with the latest best practice. By keeping abreast of developments in this important area, they support the professional development of all employees with regard to child protection matters.

This policy will be reviewed **annually** by the Designated Safeguarding Leads. At every review, it will be approved by the Board of Trustees.

A handwritten signature in black ink, appearing to read 'JDB Christian', with a long horizontal flourish extending to the right.

JDB Christian, October 2017