



# Haileybury Astana

## SAFEGUARDING & CHILD PROTECTION POLICY & PROCEDURES

Haileybury Astana recognises its responsibilities for the protection of the children in its care. All adults working at the school are aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of every child.

We recognise that, because of their day to day contact with children, members of the school community are well placed to observe the outward signs of abuse. The school will therefore establish and maintain an environment where children feel secure, are encouraged to talk and are listened to. All children will know that there are adults in the school whom they can approach if they are worried. Through pastoral support and the PSHE programme, we will help children to develop the understanding and skills they need to recognise and stay safe from abuse. This policy applies to all staff, governors and volunteers working in the school.

At Haileybury Astana we are committed to:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children. We have a specific **policy on Safer Recruitment**
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with their individual agreed child protection plan;
- Establishing a safe environment in which children can learn and develop.

Following best practice in the UK and Kazakhstan, the school will;

- Ensure we have designated members of staff for child protection who have received appropriate training and support for this role. Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff, volunteer and governor knows the name of the designated members of staff responsible for child protection and their specific roles and responsibilities;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated staff responsible for child protection;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters;
- Keep written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely, separate from the main pupil files;
- Follow internal procedures where an allegation is made against a member of staff or volunteer;
- Ensure safe recruitment practices are always followed.
- Recognise our duties to both children in need and children at risk
- Recognise the importance of inter-agency working and maintain contact and referral details for all relevant agencies working with young people in Astana

The school will support its pupils through;

- The content of the curriculum;
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;



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- School policies, which are aimed at supporting vulnerable pupils in the school. The school will ensure that pupils know that certain types of behaviour are unacceptable. We have a specific **pupil behaviour Code of Conduct policy**
- Ensuring that, when a pupil leaves, Haileybury Astana will ensure that the pupil's information is transferred to the new school.

## School Environment

There is a clear code of conduct for all staff and an additional code which contractors are expected to abide by which covers their responsibilities regarding safeguarding. A visitor code and leaflet brief visitors and contractors about their responsibilities regarding safeguarding.

The risk of the physical environment of the school must be considered and everything possible done to minimize the risk to children. For example:

- We have a security system that request visitors to sign in at reception – all staff should ensure any visitors for whom they are responsible are signed in and badged. All staff should politely challenge any stranger on the school premises not wearing a visitors' badge.
- The school has an “open door” policy – please do not lock doors whilst you are in the room.
- The school has open plan classrooms with viewing panels in doors – staff should not block panels with posters or create screened areas within the classrooms.
- The school monitors the use of mobile phones and cameras in the EYFS setting
- The school provides IT filtering systems to keep children safe whole accessing the internet at school
- Visiting speakers are vetted and approved by the Deputy Head to ensure they are suitable.

## Staff Roles and Responsibilities

The DSL (DESIGNATED SAFEGUARDING LEAD ) at Haileybury Astana is the Deputy Head of School, Mrs. Kim Holmes. [k.holmes@haileyburyastana.kz](mailto:k.holmes@haileyburyastana.kz)

The Deputy Designated Safeguarding Lead is the Head of Junior School Ms. Jane Knight. [j.knight@haileyburyastana.kz](mailto:j.knight@haileyburyastana.kz)

Designated Safeguarding Lead Governor is Phillip Cottam, [Philip@philipcottam.co.uk](mailto:Philip@philipcottam.co.uk) reporting to Ian Hunt, Chair of Governors [i.hunt@haileyburyastana.kz](mailto:i.hunt@haileyburyastana.kz)

All members of staff must understand what their roles are and ALL cases of suspected abuse should be reported to Kim Holmes, the Designated Safeguarding Lead, in the first instance.

## The Designated Safeguarding Lead will;

- Update his/her training every two years;
- Ensure the school's Child Protection Policy is updated and reviewed annually, working with the designated Governor for child protection;
- Keep confidential, detailed, accurate, secure written records of referrals /concerns.
- Ensure all parents see copies of the child protection policy in order to alert them to the fact that the school may need to make referrals.
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers);
- Ensure each member of staff has access to and is aware of the school's Child Protection & Safeguarding Policy and associated procedures. This is also essential in respect of any members of staff who work part time or work with more than one school, such as peripatetic music teachers;



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- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with relevant agencies over cases of abuse and allegations of abuse, regarding both pupils and members of staff;
- Ensure prompt and appropriate contact is made as required with child care agencies and police in Astana as necessary;
- Ensure the PSHE curriculum and assemblies include teaching about safeguarding, e-safety and how to build resilience to the risks of radicalization;
- Ensure prompt and appropriate contact is made as required with child care agencies and police in Astana as necessary
- Ensure that any new or key messages are passed to other staff, volunteers and governors.
- The Designated Safeguarding Lead has an important role in ensuring all staff and volunteers receive appropriate training. This should be relevant to their needs to enable them to identify and report any concerns immediately. They must be aware of how to identify abuse and know when it is appropriate to refer a case.

## **Responsibilities of all Staff**

If a member of staff suspects that a pupil is a victim of abuse or they have reason to believe that he/she is at risk from abuse, they should be aware of the procedures for reporting their concerns. Pupils may confide in any member of the school community: they do not always go to teachers.

Staff to whom an allegation is made should remember:

- Yours is a listening role; do not interrupt the pupil if he or she is freely recalling significant events. Any questions that may be needed to clarify what the pupil is saying should be framed in an open manner and you should not lead the pupil in any way.
- Do not give undertakings of absolute confidentiality: this cannot be supported.
- Make notes of the discussion, as soon as possible (but within 24 hours) to pass on to the Designated Safeguarding Lead. The note should record the time, date, place and people who were present as well as what was said, as this may be required to support subsequent legal action. It must be signed and dated.
- Once you have informed the Designated Safeguarding Lead, your responsibility in terms of referring concerns ends. You should be aware, however, that you may have future role in terms of supporting or monitoring the pupil, contributing to the assessment or implementing child protection plans.
- Staff should read and abide by the staff code of conduct at all times. Staff may not communicate with students via social media and must be aware of UK regulations on 'breach of trust' and that relationships with any students are not permitted.
- Although the school will communicate readily with any outside agencies as appropriate, staff have the right to refer a concern directly to Kazakhstani authorities.

## **Record keeping**

Clear and accurate records are essential.

Staff should:

- use the Cause for Concern proforma. This should be done as soon as possible after the incident or conversation which gave rise to concern;
- record the date, time and place of any conversation and who was present;
- use the child's words as far as possible;
- record statements and observations, not interpretations or assumptions;
- write in ink and sign and complete the Cause for Concern proforma as soon as possible;
- include a diagram showing the position of any injury;
- pass the record on as soon as possible to the Designated Safeguarding Lead. No copy should be kept and records should not be stored electronically.



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## **Private Meetings**

Staff and volunteers should be aware that private meetings with individual pupils may give rise to concern. There will be occasions when a confidential interview or a one-to-one meeting is necessary. Such interviews should be conducted in a room with visual access, or an area which is likely to be frequented by other people. Another pupil or adult should be present or nearby. Where such conditions cannot apply, staff should ensure that another adult knows that the interview is taking place. Meetings with pupils away from the school premises should only be arranged with the specified approval of the Headmaster and the prior permission of the parents of the pupil concerned.

## **Children with Special Educational Needs:**

Children with SEND have a higher risk of being left out, of being isolated from their peers, and they are disproportionately affected by bullying. Schools are encouraged to make sure that children with SEN and disabilities have got a greater availability of mentoring and support.

## **Physical Contact with Pupils and the Use of Reasonable Force**

KCSIE 2018 emphasizes the theme of looking after children with SEN and Disabilities. There are some circumstances when reasonable force might be a possibility, or it might be part of a strategy to deal with an incident of very challenging behavior. Nevertheless, at Haileybury we must all be aware that physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well intentioned gestures such as putting a hand on a shoulder, can, if repeated, lead to questions being raised. As a general principle staff must not make gratuitous physical contact with their pupils. The school has a separate policy dealing with this issue and staff must be aware of its contents.

## **Social Media**

Staff should read and abide by the staff code of conduct at all times. Staff may not communicate with students via social media and must be aware of UK regulations on 'breach of trust' and that relationships with any students are not permitted.

## **Staff Recruitment**

In order to protect children, Haileybury Astana has strict procedures for appointing staff. These are contained in a separate policy, which is regularly reviewed and updated. All local staff undergo a local police check. All expatriate staff have to provide a police check from the country they are coming from as well as a DBS check. In addition, in 2016 we introduced prohibition order checks which were not previously required under ISI international criteria.

Staff should be aware of the guidance from the DfE on disqualification by association with effect from February 2015 and if they are concerned that a member of their household may fall within this guidance at any time they need to see the Headmaster as soon as possible.

## **Training at Haileybury Astana**

- Refresher training is provided annually for all staff. All teachers must be familiar with UK legislation whilst respecting the norms and cultures of Kazakhstan.
- Enhanced training is in place for those with particular responsibilities such as swimming coaches, peripatetic staff, drama, dance and music teachers.
- Protecting children from the risk of radicalisation is seen as part of Haileybury staff's wider safeguarding duties. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff at Haileybury should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Designated Safeguarding Lead.



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- New staff, temporary staff and volunteers are given induction training which includes: the school Safeguarding Policy, Staff Code of Conduct and Welfare policy, whistleblowing procedures and policy, the identity of the Designated Safeguarding Lead and staff are required to sign Part 1 of KCSIE. This training also includes the risk of radicalisation and how to identify children and young people at risk.
- All teaching staff are required to read "Keeping children safe in Education", updated 2018, part 1 and do sign an annual declaration that they have read the documentation, have updated their Child Protection training and printed a certificate on completion of the Educare Safeguarding online course.
- <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>
- Recruitment, DBS and training Data is entered onto the **single central register** by the HR manager.

**Renting School Facilities:** Safeguarding on the school premises is the responsibility of Haileybury Astana when facilities are rented to external organisations.

## **Types of abuse and neglect**

All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in



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sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child Sexual Exploitation (CSE):** Child sexual exploitation (CSE) is a type of sexual abuse. Child Sexual Exploitation (February 2017) gives non-statutory advice noting that children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Signs of possible Child Abuse

All staff must be alert to signs of possible abuse and know to whom to report any concerns or suspicions. Individual indicators of abuse may not be particularly worrying in isolation, but in combination, they can suggest that there is serious cause for concern.

Indicators of **physical** abuse:

### **Bruises**

- To the eyes mouth or ears
- Fingertip bruising (grasp mark)
- Bruises of different ages in the same place
- Outline bruises (prints of hands, belts shoes, etc.)
- Bruises without obvious and verifiable explanations

### **Burns, Bites and Scars**

- Clear impressions of teeth (more than 3cm across unlikely to have been made by a child)
- Burns or scalds with clear outlines
- Small round burns which may be from cigarettes
- Large number of different aged scars
- Unusual shaped scars
- Scars that indicate the child did not receive medical treatment

### **Other Injuries**

- Poisoning, injections, ingestion or other applications of damaging substances including drugs and alcohol
- Female genital mutilation,(FGM) including female circumcision.

Indicators of **neglect** include children who are:





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- Not receiving adequate food
- Exposed to inadequate, dirty and or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Withheld from appropriate medical advice or treatment

Indicators of **sexual abuse** include:

- Sexually transmitted diseases
- Recurrent urinary infections
- Genital and rectal itching and soreness
- Unexplained bleeding and discharges
- Bruising in genital region
- Sexual play/masturbation that is inappropriate to a child's age, development and circumstances
- Sexually abusive behaviour towards other children, particularly those younger and more vulnerable than themselves
- Unexplained pregnancy

Indicators of **emotional abuse** include:

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders, e.g. faecal smearing, excessive drinking, eating unusual substances and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self esteem

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

- Involuntary passing of urine
- Sleeping and eating disturbance
- Recurrent abdominal pains
- Recurrent headaches
- Social withdrawal
- Restlessness and aimlessness
- Inexplicable school failure
- Poor trust and secretiveness
- Indiscriminate and careless sexual behaviour
- Drug abuse
- Self-mutilation and other forms of self-harm
- Hysterical fits, faints, etc.

## **Procedures for Handling suspected cases of Child Abuse**

- In all cases where staff have reason to believe that a child is at risk they must report their concerns to the Designated Safeguarding Lead. The Designated Safeguarding Lead may, if necessary, interview the pupil to clarify the nature of an allegation or suspicion, before deciding on an appropriate course of action. If necessary, an immediate referral will be made to the Astana Department for Protection of Children's Rights. School staff (including the Designated Safeguarding Lead and the Headmaster) should not investigate reports of physical or sexual



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abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should not be interviewed by school staff beyond the point at which it is clear that there is an allegation of abuse.

- If a pupil is in need of urgent medical attention and there is any suspicion of abuse, the Designated Safeguarding Lead will notify the Headmaster and take the pupil to the nearest hospital. The Designated Safeguarding Lead will inform the Department for protection of children's rights that the child has been taken to hospital and that it suspects that abuse may have occurred, and will then inform the nominated Child Protection Governor and the Chair of Governors. In case of serious harm, the police should be informed from the outset. In cases not requiring urgent medical attention the Designated Safeguarding Lead will discuss cases with, or refer cases to, the Department for protection of children's rights and they will advise on the next step(s) to be taken.
- Allegations against a member of staff or volunteer must be reported immediately to the Headmaster. An allegation of abuse by a teacher or volunteer will be taken very seriously unless the allegation is demonstrably false. The quick, consistent and fair resolution of the allegation will be made a clear priority for the benefit of all concerned at the Astana Department for protection of children's rights.
- Whilst every effort is made to ensure that the school's practices and policies do not put children at risk, situations may exist that have been overlooked, or new situations which have developed, that need challenging on child protection grounds. No one should hesitate to take action to report concerns because of fear of possible repercussions. Any person who makes a report to the Designated Safeguarding Lead in good faith of any concern or allegation about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other significant harm, can expect immunity from retribution or disciplinary action. The school operates a **Whistleblowing Policy** to protect staff who pass on concerns. Failure to pass on a concern about the inappropriate behavior of a colleague could amount to misconduct and lead to disciplinary measures being taken.
- Where child protection concerns involve any member of staff, these will be thoroughly investigated by the relevant agencies. Pending a full investigation, the member of staff may be suspended from duty, with pay, although in no way is this admission of impropriety. Staff may also face disciplinary action where, after investigation, serious concerns remain and there is evidence, even though external agencies may have decided that they are not able to proceed any further with the case. The School will notify anyone requesting a reference to work with children of any reason why the member of staff concerned may not be suitable to work with children.
- An allegation against the Headmaster should be notified to the Designated Safeguarding Lead who will inform the Chairman of Governors, without the Headmaster being informed. The Safeguarding Governor will liaise with the Designated Safeguarding Lead and Chair of Governors and appropriate authorities in the UK and Kazakhstan in the event of an allegation against the Headmaster, Investors or member of the Governing Body.
- Allegations against anyone else working in the school must be referred to the Headmaster and Designated Safeguarding Lead
- Any person (whether employed, contracted, a volunteer or student) who has harmed or poses a risk of harm to a child and who has been removed from working (paid or unpaid) with children, or who would have been removed if he or she had not left earlier, must be reported promptly





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to the Disclosure and Barring Service (DBS) in the UK and to Kazakhstani authorities. Consideration will be given to making a referral to the Teacher Regulation agency in U.K. where a teacher has been dismissed for misconduct (or would have been dismissed had he/she not resigned first)

- Whether or not to make a referral which could activate an investigation is a serious decision and will require careful judgement. If the Designated Safeguarding Lead does refer a case, the nominated Child Protection Governor and the Chair of Governors will be informed immediately. In all cases, it is essential that accurate written records are kept of all that has occurred stating the facts of the abuse, including timings, explanations, those present etc. and any action taken.
- It is important to recognise that in some cases of abuse it will not always be an adult abusing a student. An abuser can be a young person. As specified in KCSIE 2018 Part 5, peer-on-peer abuse can be gender based and include sexting/sexual assault/initiation/hazing types of violence. Peer on peer abuse will never be tolerated or classed as 'banter' or 'growing up'. It will be reported and action taken under either the Safeguarding or **Anti-bullying policy**. A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect a child is suffering or likely to suffer 'significant harm'. Repeated racist incidents may lead to consideration under child protection procedures and a log is kept of all racist incidents.
- As a matter of course, any crime will be reported to the police.



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## **Important contacts:**

**For all safeguarding concerns the helpline contact number for Child Protection in Astana are:**

1. Child Protection Committee at the Ministry of Education and Science.

[www.bala](http://www.bala.kk) – [kkk.kz](http://kkk.kz)

Tel 8 (7172)742528 or **150**

Tel 8 (7172) 394289

2. Education department of Astana city

Tel 8 (7172)55-01-62, 87782550162

3. Social fund «Human Rights»

Tel 8 (7172) 25-57-25

<b>Emergency service</b>	<b>112</b>
<b>Police</b>	<b>102</b>
<b>Emergency / Health Clinic</b>	<b>103</b>

## **British Embassy**

Defence Section

[DefenceSection.Astana@fco.gov.uk](mailto:DefenceSection.Astana@fco.gov.uk)

Address 62 Kosmonavtov Str.

Tel +7 (7172) 556200 or from UK 020 7008 1500

This policy is signed off by the Chair of Governors annually.

An annual report is made to Governors on Safeguarding.

**This policy has regard to KCSIE 2018. In addition, this policy has regard to any guidance given by the UK Secretary of State for Education and any requirements from the Republic of Kazakhstan**