

## POLICY STATEMENT

TAMOS Education's Child Protection and Safeguarding Policy Procedures (Policy) has regard to the Kazakhstan government Law on the Rights of the Child, August 8, 2002.

This child protection policy has been authorized by the owners and Director of the School; and is published on the School website and available in hard copy to parents on request;

The child protection procedures apply wherever staff, directors, teachers or volunteers are working with pupils even where this is away from the School, for example an educational visit; and also applies to the Kindergarten.

Every pupil should feel safe and protected from any form of abuse. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:

- Ensure that we practice safer recruitment in checking the suitability of staff, directors and volunteers (including staff employed by another organization) to work with children and young people (covered in TAMOS Education safer recruitment policy);
- Ensure that where staff from other organizations are working with our pupils on another campus or off site, we require written confirmation that appropriate safer recruitment checks and procedures have been completed on those staff;
- Be alert to signs of abuse both in the School and from outside and to protect each pupil from any form of abuse, whether from an adult or another pupil;
- Deal appropriately with every suspicion or complaint of abuse and to support children who have been abused in accordance with their agreed child protection plan;
- Design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
- Be alert to the needs of children with medical conditions;
- Operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
- Teach pupils about safeguarding, through use of online resources, through the curriculum, together with guidance on adjusting behavior to reduce risks including the safe use of electronic devices and the internet (covered in the School's acceptable use policy);
- Take all practicable steps to ensure that School premises are as secure as circumstances permit;
- Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in the School or in the local area; and
- Have regard to guidance issued by the Kazakhstan government Law on the Rights of the Child on August 8, 2002.

Keeping children safe in education defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children's

health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

### **COUNCILOR (Designated Safeguarding Lead)**

The Director has appointed a member of staff of the School's senior leadership team with the necessary status and authority (Councilor) to be responsible for matters relating to child protection and welfare.

The Councilor shall be given the time, funding, training, resources and support to enable him/her to support other staff on safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of children.

Parents are welcome to approach the Councilor if they have any concerns about the welfare of any child in the School. If preferred, parents may discuss concerns in private with the child's homeroom teacher who will notify the Councilor in accordance with these procedures.

If the Councilor is unavailable his / her duties will be carried out by a member of staff authorized to deputise in the councilor's absence.

### **DUTY OF STAFF AND VOLUNTEERS**

All staff, directors and volunteers of the School are under a general legal duty:

- To protect children from abuse;
- To be aware of the terms and procedures in this policy and to follow them;
- To know how to access and implement the procedures in this policy, independently if necessary;
- To keep a sufficient record of any significant complaint, conversation or event in accordance with this policy;
- To report any matters of concern to the head councilor;
- To follow the Kazakhstan government Law on the Rights of the Child.

The School's child protection procedures are not intended to prevent any person from making an immediate referral to children's social care if there is a risk of immediate serious harm to a child.

### **TRAINING**

#### **Induction**

All staff, including temporary staff and volunteers, will be provided with induction training that includes:

- this Policy;
- the Staff Handbook;
- the identity and contact details of the Councilor;
- training as required or designated by the director;
- the Kazakhstan government Law on the Rights of the Child.

### **Child protection training**

All staff will receive a copy of this policy will be required to confirm that they have read it.

All staff members will undertake appropriate child protection training which will be updated every 3 years and following consultation with the Director and Head Councilor

## **PROCEDURES**

### **Complaints of abuse**

Every complaint or suspicion of abuse from within or outside the School will be taken seriously and action taken in accordance with this policy.

The child protection training provided to staff considers the types and signs of abuse staff should be aware of. If a member of staff is concerned that a pupil may be suffering harm, the matter should be referred to the Councilor as soon as possible. If a member of staff suspects or hears a complaint of abuse, the procedures set out. If at any point there is a risk of immediate serious harm a referral should be made to children's social care immediately.

### **Action by the Councilor**

On being notified of a complaint or suspicion of abuse, the action to be taken by Councilor will take into account:

- The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to children's social care and, if appropriate, the police;
- The child's wishes or feelings; and
- Duties of confidentiality, so far as applicable.

If there is room for doubt as to whether a referral should be made, the Councilor will consult with children's social care on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to children's social care will be made without delay.

If the initial referral is made by telephone, the Councilor will confirm the referral in writing to the children's social care within 24 hours. If no response or acknowledgment is received within three working days, they will contact the children's social care again.

In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of additional support from one or more agencies, the Councilor will liaise with children's social care and where appropriate an inter-agency assessment will take place, including use of the Common Assessment Framework and Team around the Child approaches, as necessary. Decisions to seek such support for a pupil will be taken in consultation with parents unless there are, reasonable grounds for suspecting that in doing so, the pupil will be at risk of significant harm.

### **Dealing with allegations against staff, directors and volunteers**

The School has procedures for dealing with allegations against staff, directors and volunteers who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures are set out the Parents Complaints Policy.

The Director and head office will be informed immediately and in any event within one working day of all allegations against staff, directors and volunteers that come to the School's attention.

Detailed guidance is given to staff and volunteers to ensure that their behavior and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbook and includes detail of additional safeguarding arrangements where staff engages in one-to-one teaching and meetings with pupils.

### **Allegations against pupils**

Allegations against pupils should be reported in accordance with the procedures set out in this Policy. A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply.

The School will take advice from children's social care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse.

If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of children's social care, the pupil's parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him / her if it is necessary to suspend him / her during the investigation.

Where an allegation is made against a pupil, both the victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this Policy will be followed.

### **Missing child procedures**

All staff will be informed of the separate procedure to be used for searching for, and if necessary, reporting, and any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

Please see the School's separate Lost Child Policy for further details.

### **Secure School Premises**

The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

The School keeps a Visitors Book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises.



## **The use of mobile phones and cameras in the School**

The School's Acceptable Use Policy sets out the expectations on pupils in all departments. Pupils are not permitted to use mobile phones or any mobile device with a camera facility during school hours.

Parents may bring mobile phones onto the premises but may only take photographs during events such as plays, concerts or sporting events for personal use. Parents should be reminded that the publications of such images (including on personal social networking sites even where access to the image may be limited) may be unlawful.

## **Confidentiality and information sharing**

The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The School will co-operate with police and children's social care to ensure that all relevant information is shared for the purposes of child protection in accordance with Kazakhstan law.

## **Monitoring and review**

The Councilor will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the directors as necessary. Any child protection incidents at the School will be followed by a review of these procedures by the Councilor and a report will be made. Where an incident involves a member of staff, head office will assist in the review to determine whether any improvements can be made to the School's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.

In addition, the Director will ensure that the Councilor will undertake a review of this Policy annually. The outcome of the annual review by the Councilor will be reported to the directors who will review this Policy and the implementation of its procedures, including good cooperation with local agencies, and consider the proposed amendments to the Policy before giving the revised Policy its final approval. Detailed minutes recording the review by the Director will be made.

**Implemented: March 2019**

**Выполнено: март 2019 г.**

**Орындалды: 2019 жылдың наурыз айы**

**To be reviewed: March 2020**

**Подлежит рассмотрению: март 2020**

**Қайта қарау: 2020 жылдың наурыз айы**




General Director

A handwritten signature in blue ink, appearing to read "Lydia Shapovalova", positioned above a horizontal line.

Lydia Shapovalova

School governor and Cambridge Director

A handwritten signature in black ink, appearing to read "Paul Collier-Woods", positioned above a horizontal line.

Paul Collier-Woods

