

SAFEGUARDING CHILDREN PROCEDURES

DESIGNATED CHILD SAFEGUARDING FOCAL PERSON LIAISON TO THE SMC:

MISS HANNAH STEWART

SMC MEMBER RESPONSIBLE FOR SAFEGUARDING – MRS J GURUNG

GUIDELINES

In addition to following all the procedures outlined in the HDCS policy on **HDCS CHILD PROTECTION POLICY-January 2022** KISC staff should follow the procedures outlined here.

INDICATORS OF ABUSE

The following signs and types of behaviour may be indicators that abuse has taken place. In themselves, and in isolation, they are not evidence of abuse, but may suggest abuse. If a child exhibits several signs, or if a pattern develops of when and how a child exhibits these behaviours, then abuse should be considered. This is not a complete list.

A. Physical signs of abuse:

- Any injuries not consistent with the explanation
- Injuries that occur to the body in places not usually exposed to falls or rough games e.g black eyes, unexplained facial bruising, torn inside upper lip.
- Injuries which have not received medical attention
- Reluctance to change for, or participate in games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation
- Cuts, scratches, substance abuse.

B. Indicators of possible sexual abuse:

- Excessive preoccupation with sexual matters and a detailed knowledge of adult sexual behaviour
- Inappropriate sexual play/language
- A child who is sexually proactive or seductive with adults
- Severe sleep disturbance
- Disturbed eating patterns e.g. anorexia, bulimia
- Escape attempts e.g. running away, refusing to go home
- Changes in behaviour e.g. bed-wetting
- Recurrent urinary tract infections.

C. Emotional signs of abuse:

- Changes or regression in mood or behaviour e.g. withdrawal, becoming clingy, aggressive, depressed
- Nervousness
- Obsessions or phobias
- Sudden under achievement or lack of concentration
- Attention seeking behaviour
- Inappropriate relationships
- Persistent tiredness.

D. Neglect:

- Attention seeking behaviour
- Persistent tiredness.
- Unkempt appearance
- Poor personal hygiene
- Weight loss
- Evidence of persistent hunger
- Failure to grow
- Listless
- Untreated illness

ALL STAFF

- Be aware that safeguarding children should be given the highest priority.
- All staff members should be aware of the systems within school which support safeguarding and are explained as part of staff induction
- KISC EQUIP staff and staff supporting KISC EQUIP activities must be aware of safeguarding procedures when working with partner schools.
- Please note that whilst we all have a responsibility for Safeguarding Children, the designated Child Safeguarding Focal Person (CSFP) posts are:
Head of Primary: Mrs L Neiger
CSFP Primary: Miss Hannah Stewart
Head of Secondary: Rev Craig Watson
CSFP Secondary: Mr Rob Fell, Mrs Elaine Watson
Director of EQUIP: Mr Khim Kandel
CSFP KISC EQUIP: Krishna Bohara
Director of KISC: Rev Craig Watson
CSFP should be approached in the first instance. In their absence, the most appropriate Head of Primary, Head of Secondary or the Director of EQUIP **MUST** be informed, as soon as it is practical, in person, of any concerns that you may have. Once reported to a CSFP, that person becomes the case manager.
- If a child makes a disclosure do not ask any leading questions. Tell the child that you will have to inform the designated CSFP and therefore cannot promise confidentiality. If this is a child from a partner school, the CSFP to inform is the KISC EQUIP CSFP or the Director of EQUIP.
- Immediately pass on the disclosure to the designated Child Safeguarding Focal Person or Head Teacher/Director, in their absence, who will then follow the HDCS child protection procedures.

- If staff have concerns about a designated Child Safeguarding Focal Person, these should be passed directly to Head of the respective school or the director of EQUIP.
- If staff have concerns that cannot be raised with any of the designated Child Safeguarding Focal Persons or the respective Heads/Director of EQUIP, the matter should be raised with the Director of KISC.
- Talk to someone about your feelings and seek support for yourself if necessary.

Examples of what you might say if a child or parent tells you about abuse:

'What you are saying is important.'

'I am glad you were able to tell me.'

'I will do my best to help you.'

'This is so important I need to talk to someone else about it.'

Within 24 hours of **all cases** being discussed the Reporting Form (appendix B, page 9, of main HDCS policy) should be completed by the member of staff reporting the allegation and passed to the Case Manager, who is the CSFP to whom the disclosure was reported to originally.

Once shared with the CSFP, the case should not be discussed with anyone else.

CHILD SAFEGUARDING FOCAL PERSON (CSFP) at the Primary and Secondary Schools

There are 4 types of disclosure that may occur at KISC:

1. Allegation of abuse by KISC Staff of external person(s)
2. Allegation of abuse by KISC Staff of KISC student(s)
3. Allegation of abuse of KISC student by external person(s)
4. Allegation of abuse by KISC student against KISC student(s) or external person(s).

Whoever an allegation is reported to becomes the Case Manager.

- Be aware that safeguarding children should be given priority over any other responsibility
 - If a pupil has been referred from a colleague or makes a disclosure directly to you, please listen, stay calm and reassure the pupil.
 - Tell the pupil that you cannot promise confidentiality and may have to involve others.
 - Do not ask any leading questions.
 - Allow the pupil to speak unprompted.
 - Make a written report of what is said. Sign and date it.
 - Reassure and support the pupil throughout – let them know that they are not to blame.
 - Consider if early help can be offered to support and prevent the child or young person's needs escalating.
 - After disclosure, follow the HDCS child protection procedures.
 - Talk to someone about your feelings and seek support for yourself if necessary.
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- Should an allegation be made against a member of the leadership team, the matter should be referred to the Director of KISC

- Should an allegation be made against the Director of KISC, the matter should be referred to the Head of Primary who will liaise with the SMC safeguarding member who together will deal with the matter.

Should an allegation against a member of staff be found to be credible, disciplinary procedures may result. In certain circumstances, where there is the credible suggestion that a crime has been committed, the matter may be referred to the Police.

Within 24 hours of **all cases** being discussed, the Reporting Form (appendix B, page 9, of main HDCS policy) should have been completed by the member of staff reporting the allegation and passed to the Case Manager.

Once shared with the Child Safeguarding Focal Person, the case should not have been discussed with anyone else.

The Case Manager decides on an appropriate course of action.

- a. For allegations of type 1 or 2 the HDCS Policy Reporting Flowchart must be followed including report to Head Office Focal person within 24 hours.
- a. If the allegation concerns a KISC member of staff and there is sufficient evidence for an inquiry, then that person will be placed on leave until an investigation can be completed.
- b. In all cases, those accused should be assumed innocent until proven guilty.
- c. If the case involves a mission person, then the sending mission will be informed through email, skype/zoom or phone call.

Reports should be passed on to HDCS and be kept secure and confidential whilst at KISC. If there is evidence that a crime of abuse has undeniably been committed, the matter will be referred to the Police.

CHILD SAFEGUARDING FOCAL PERSON (CSFP) for KISC EQUIP working

The CSFP for KISC EQUIP must first establish if the allegation of abuse is directed against one of the KISC staff. If this is the case, the process to be followed is as outlined above for the Primary and Secondary CSFPs.

If the allegation of abuse is about another person, this is outside the responsibility of KISC to address. The KISC EQUIP CSFP should inform the principal of the partner school concerned if the child attends a partner school. It is then the responsibility of the partner school to deal with the matter following their own safeguarding procedures. If the child does not attend a partner school, the HDCS project lead would be informed who would deal with the matter following their safeguarding procedures. The CSFP should also record the incident and inform the HDCS HQ of the circumstances of the disclosure and confirm that the principal of the partner school or HDCS project lead has been informed.

The responsibility of KISC EQUIP regarding safeguarding

All KISC EQUIP staff are trained in child safeguarding.

All KISC EQUIP staff will raise awareness of the safeguarding of children as part of their work with partner schools. This will be done by reference to safeguarding during training sessions on other topics and by providing specific training on safeguarding for partner schools: parents, teachers and school leaders.

All KISC EQUIP staff will ensure that they comply with the procedures outlined regarding the use of images. An image taken of children in a project, must be treated in exactly the same way as an image taken of children at KISC Primary or Secondary.

SPECIFIC SAFEGUARDING ISSUES

Abuse of children is not always obvious. It is therefore important to recognise the early warning signals for child abuse because the injury or concerns may not be related to the degree of abuse apparent at the time. In all cases there must be an assessment of the nature of the injury or allegation. Staff need to be vigilant in spotting signs of neglect, sexual abuse and child exploitation, physical and emotional abuse.

Causes for concern may include the following:

- Discrepancy between the allegation and the explanation
- Conflicting explanations or no explanations for injury
- Delay in seeking treatment
- Injuries of different ages
- Evidence of substance misuse by parent/child
- History of previous injuries or concerns
- Parents have unrealistic expectations of the child
- Parent blames the child or shows no anxiety about the child's condition
- Significant changes in the behaviour or demeanour of a child

In addition to the risks above all staff should be aware that safeguarding can also involve a range of potential issues such as:

- Child sexual exploitation (CSE)
- Children missing education (CME)
- Children Missing from home or care
- Bullying including cyber bullying
- Domestic abuse
- Drugs
- Alcohol
- Fabricated or induced illness
- Faith abuse
- Female Genital mutilation (FGM)
- Forced Marriage and honour-based violence
- Gangs and youth violence
- Gender based violence/violence against women and girls
- Mental health
- Private fostering
- Preventing radicalisation and extremism
- Sexting
- Teenage relationship abuse
- Trafficking

Peer on Peer Abuse

All staff should be aware that children and young people are also vulnerable to emotional, physical and sexual abuse by their peers including, but not limited to,

- bullying (including cyber bullying),

- physical abuse causing physical harm,
- gender based violence
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery) and
- initiation/hazing type violence and rituals.

Children, as they grow, have differing levels of understanding and will, from time to time, act in ways that are unkind to other children. These incidents are matters that can be managed by KISCs disciplinary systems and do not need to be considered abusive. Children and young people may be intentionally harmful to one another in a number of ways which would be classified as peer-on-peer abuse. Abuse should not be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

It is important to deal with a situation of peer abuse immediately and sensitively. Any incident of abuse should be taken seriously and reported to the Child Safeguarding Focal Person or other nominated safeguarding person immediately. It is necessary to gather the information as soon as possible to get the true facts around what has occurred. It is equally important to deal with it sensitively and staff should be alert to the possibility that a child who has hurt another with words or actions may also have been the subject of abuse themselves and have needs that need addressing, however the interests of the victim should always be the paramount priority. Such incidents need to be reported to a Child Safeguarding Focal Person who will decide whether the incident should be dealt with through KISCs disciplinary processes or whether the matter should be extended to other agencies as well.

Children who are particularly vulnerable

It is important to recognise that some children are more vulnerable to abuse and neglect and those additional barriers exist when recognising abuse for some children. In some cases, possible indicators of abuse such as a child’s mood, behaviour or injury might be assumed to relate to the child’s impairment or disability rather than giving a cause for concern. Staff must always consider the possibility of abuse or neglect and not assume that the indicators are part of a child’s impairment or disability.

FURTHER INFORMATION ON FEMALE GENITAL MUTILATION (FGM)

If a member of staff, in the course of their work in education, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the member of staff must report this to the CSFP.

FURTHER INFORMATION ON PREVENTING RADICALISATION/EXTREMISM

What is extremism?

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of the armed forces, whether in this country or overseas.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies with terrorist groups.

If a member of staff, in the course of their work in education, suspects that radicalisation is taking place, the member of staff must report this to the CSFP.

STAFF RESPONSIBILITIES

The designation of a CSFP should not be seen as diminishing the role of all staff in being alert to signs of abuse as part of their pastoral duties. If any member of staff has a Safeguarding (child protection) concern about a child s/he will immediately inform the CSFP and accurately record the event/s giving rise to the concern.

All staff must present an up-to-date certificate annually at their appraisal to confirm that they have completed safeguarding and child protection training which contains up-to-date information on safeguarding areas.

All staff must confirm annually at their appraisal that they have read or have had read to them, and understand the HDCS guidance on child protection and know their role in being alert to the early identification of abuse and neglect. If a staff member is unsure speak to a Child Safeguarding Focal Person.

GUIDANCE ON STAFF CONDUCT

Staff – Student Relationship

1. At work, keep relationships formal, e.g. use a title: Mr or Ms/Mrs etc.
2. In a one-to-one situation with a student, keep the door open or make sure the office has a window.3. No social networking with students or private contact through telephone calls or texting. Digital communications should be via the KISC E-mail system.
4. No unnecessary touching.
5. Refrain from physical contact, especially in secluded locations.
6. Check - how will others perceive what you are doing with the student(s)?
7. No dating of students.
8. No after-school social arrangements with a student.
9. Any flirting by a student to a staff member or vice versa, report to the Head of Secondary, Primary or Director of EQUIP immediately.
10. Staff should not have contact of any kind outside of work, with former KISC students or children encountered through working with partner schools until those students are 18 or over. (see exception below)
11. Inform the KISC Director in writing of any interaction with KISC students outside of KISC which involves significant interaction. eg Baby sitting at your house; A member of a children's group run by you as part of your international congregation.

Use of Images and Media

Please refer to HDCS Policy Appendix C for full details

1. No social networking with students or private contact through telephone calls or texting. Digital communications should be via the KISC e-mail system. No names, locations or other identifying information should be used.

2. No uploading of personal images of students to social networking. If you wish to share about your work share the publicly available KISC images.
3. In personal blogs, emails or letters for supporters, all images should be used with specific permission of parents of those students featured, or the face should be blurred or covered of the students.

Recruitment

It is important to ensure that staff are properly vetted before they are employed or volunteer at KISC, to ascertain that they are suitable for working with children. All international staff will be required to provide proof of clearance to work with children issued by their country's governing body for criminal records. If they have been serving outside their home country prior to joining KISC, they will also be expected to furnish a police clearance report from those countries. Locally hired staff who have not lived outside of Nepal will be required to present a police clearance report from the country of Nepal. If a staff member is unable to obtain such reports, KISC will liaise with an organization that specializes in gathering criminal records internationally to complete a background check.

Current CSFP are:

KISC Director: Rev Craig Watson
Head of Primary: Rev Craig Watson
Head of Secondary: Mr Chris Ives
Head of EQUIP: Mr Dil Bahadur Chhetri
Primary: Miss Hannah Stewart
Secondary: Mr Rob Fell, Mrs Elaine Watson
EQUIP: Mr Krishna Bohara

Procedures established: September 2021
Review date: September 2022

Craig Watson

KISC Director

Signature:

Date: 10 September 2021

