



AIS Child Protection and Safeguarding Policy

Background

AIS endorses the UN Convention on the Rights of the Child, of which the host country, the Republic of Korea, is a signatory.

This policy has been developed, reviewed and further amended (October 2023), using the International Centre for Missing and Exploited Children (iCMEC) materials and international best practice derived from the U.K. government including the Keeping Children Safe in Education 2023.

All children have the right to develop their potential and be safe and happy. We are committed to providing a caring environment for all, where effective learning and teaching can flourish and the children have every opportunity to succeed.

At AIS, we are placed in a position of responsibility. Our role is to educate children socially, emotionally, and academically. To be successful in our role we must build positive relationships with the children in our care. As teachers, we are morally responsible to act if a child is of concern. Everyone employed at our school has a responsibility in relation to child protection.

Our approach to child protection derives from the Mission of our school. It describes an internationally minded learning environment where we care for ourselves, each other, and the world around us and a place where we develop into confident, reflective global citizens.

The health, safety, and welfare of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection from harm, harassment, or abuse, regardless of their age, gender, ability, race, or social background. They have a right to always be safe, both in school and in their lives outside school.



ATHERTON INTERNATIONAL SCHOOL
에서튼국제외국인학교



At AIS, Our mission is to...

Care for ourselves, each other and the world around us.

Be confident, reflective, global citizens.

Think *CURIOUSLY* **creatively** and **critically**.

Challenge ourselves to be our **BEST**.

Enjoy life long learning.

In order to achieve our mission we:

- focus on learning.
- are safe and healthy.
- are internationally minded.
- develop the AIS personal goals.

TO become...

A PASSIONATE LEARNING COMMUNITY

Definition

The term child protection refers to safeguarding and promoting the welfare of any child or young person who has suffered from, or may be at risk of, physical injury, neglect, emotional abuse or sexual abuse.

Child abuse takes a variety of forms:

- **PHYSICAL** abuse involves the hitting, shaking or other physical treatment of a child that may cause actual bodily harm or be psychologically distressing including FGM (female genital mutilation);
- **SEXUAL** abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening, and being exploited; this includes non-contact situations, such as showing children pornography or encouraging inappropriate sexual behaviour;
- **EMOTIONAL** abuse is the persistent psychological ill-treatment of children, such as persistent bullying, frightening, threatening or otherwise intimidating them; emotional abuse can also consist in degrading children or making them feel worthless, uncared for or unloved;
- Children are also abused if they are **NEGLECTED**; this might involve failure to provide proper food, warmth, and daily care, but it might also be a failure to support the emotional well-being of the child.
- **RADICALISATION** involves being specifically targeted, groomed or radicalised to an extremely dangerous point of view about society.

All forms of abuse can be perpetuated by an adult or by a peer in what is known as

peer-on-peer abuse.

Children can develop a special and close relationship with school staff and come to view them as significant and trustworthy adults. Children may therefore, if they have been abused, confide, or disclose to a teacher or other member of staff.

Sometimes school staff are also in a unique position to notice any significant change in behaviour or circumstances.

There are opportunities in school to notice injuries, marks, or bruises, for example, when children are doing PE, games, or swimming, which might indicate a child has been abused.

Policy Aims

This policy aims to outline the role that school will have, the procedures that staff should follow and guidance on issues related to child protection generally. It is not exhaustive. All staff should use their professional judgement, placing the needs and safety of the child as being at the centre of any decision they may need to take.

Our aims, in relation to child protection are:

- To provide a safe environment in which children can learn
- To respect our children and to encourage them all to have high self-esteem so that they can achieve to the best of their ability
- To strive to ensure that all our children are enabled to make good educational progress
- To provide opportunities which enable our children to take and make decisions for themselves
- Through our teaching of personal, social and health education (PSHE) and citizenship, as part of the IEYC, IPC and IMYC, to help children develop appropriate attitudes towards others and to come to understand normal, appropriate expectations of social behaviour; we also aim to teach them how to recognise different types of risks in a range of situations, and how to behave in response to them
- To establish what actions the school can take to ensure that children remain safe, at home as well as at school
- To raise the awareness of all staff to child protection issues, and to define their roles and responsibilities in reporting possible cases of abuse
- To identify children who are suffering, or likely to suffer, significant harm
- To ensure effective communication between all staff on child protection issues
- To ensure that parents and carers are aware of the school's policy on Child Protection and related matters

Staff responsibilities

It is the responsibility of the Principal to ensure all the following:

- That an appropriate senior member of staff is appointed as designated safeguarding

lead (DSL) and a deputy designated safeguarding lead (DDSL) who can speak Korean.

- That the School adopts appropriate policies and procedures to safeguard children in the school;
- That all staff are sufficiently trained in child protection to enable them to be fully aware of all relevant issues and actions which they should take if they suspect abuse; ● That this policy and related practices are implemented by all staff; ● That risk assessments pay heed to any child protection potential risk ● That sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- That all staff and adult helpers in the school can voice their concern if they feel that a child is vulnerable or may be suffering abuse, or that there are any school practices which may put children at risk.

The Role of the Designated Safeguarding Lead (DSL)

The DSL holds the lead responsibility for child protection in the school. They are responsible for:

- Managing referrals
- Liaising with the board and any outside agencies as required
- Providing training (The DSL and Deputy DSL will receive online training at an advanced Level 3 in respect of Child Protection and attend suitable external training; this is currently with Educare and CIS)
- Raise awareness, acting as a source of support, advice, and expertise to staff on matters of safety and safeguarding
- Ensure the school policies are known and used appropriately
- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed
- Ensure the child protection policy is available publicly and parents know referrals about suspected abuse or neglect may be made
- Manage Child Protection Files
- Where children leave the school or college ensure their child protection file (if they have one) is copied for any new school or college as soon as possible but transferred separately from the main pupil file
- Be available during term time school hours for any child protection concerns

The Role of the Deputy Designated Safeguarding Lead (DDSL)

- To assume the duties of the DSL in absentia
- To be an accessible person for non-English, Korean speakers
- To contact local police and authorities every six months or as and when required. To ensure lines of communication are open in case of an emergency

Allegations against staff

If an allegation of abuse is made against a member of the school staff (or a volunteer helper), it will always be investigated by the Principal, or, in the case of the allegation being

against the Designated Safeguarding Lead or Principal, by the Head of School. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended on full pay. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek legal advice and comply with national and internationally agreed guidance.

Staff Training

All adults in the school receive regular training to raise their awareness of child protection and abuse, and to improve their knowledge of the child protection procedures that have been agreed locally.

The DSL will provide training during induction week and ongoing PD sessions throughout the year. This is supplemented by online EduCare courses for all staff. The maximum period before externally provided refresher training must take place is three years, though this ideally is two. Training can be of standard level for all staff except for the DSL and Deputy DSL who should have advanced level training.

Training is provided for local teachers in Korean by an online provider. All Korean staff undertake this course annually.

Confidentiality

Personal student information must never be disclosed over the phone. IS staff will not disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honours and awards, sports participation

(including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

AIS students and their parents have the right to expect that all staff will deal with their situation sensitively. It is important that information is only available to those who need to know it. Parents and, where appropriate, students should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a young person. Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school. Members of staff should also remember not to promise to pupils to keep "secrets".

Recruitment and Staff Selection Process

All staff involved in the recruitment of employees undertake annual Safer Recruitment Training.

In our recruitment of staff and volunteers we carry out the necessary Safeguarding Processes e.g., background and disclosure checks from their country of origin and all

countries they have taught. During the selection and recruitment process, AIS requires references from employers to obtain objective and information to support appointment decisions.

Visitors to School

All visitors to AIS are required to sign in at either the Security Office or Main Office.

They must provide personal details, including mobile phone number, and must make clear their reason for their visit. Each visitor must wear a Visitor's' ID Badge. Anyone found not wearing a visitor id badge must be challenged and escorted to the Main Office.

On the first visit of the academic year, all regular visitors must read and sign a small card booklet that outlines child protection at AIS. This is then indexed in the security lodge.

Visitors must not use bathrooms designated for students. They must only use the labelled adult bathrooms on the 1st floor opposite the Main Office and 3rd floor. Prospective families or representatives are allowed to take photographs of the school facilities but not of the children.

Contractors on School Grounds

We expect all contractors providing services within the School whose staff have access to school premises to comply with this policy.

When arranging contractors to visit school our Facilities and Securities Manager checks with the company that the contractor sent to school has followed appropriate recruitment vetting.

Contractors must read and sign a small card booklet that outlines child protection at AIS. This is then indexed in the security lodge. Contractors must never be left unattended with students. All contractors must wear and display a Visitor's ID Badge.

Anyone found not wearing a badge must be escorted to the Main Office. Contractors must not use bathrooms designated for students. They must only use the bathrooms on the 1st floor labelled for adults and on the 3rd floor.

At no time are contractors permitted to take photographs of students.

Morning Drop off and Afternoon Collection

Between 08:15-08:25 and 3:00-4:10 (13:30-13:40 Fridays) the main gate is open and parents can enter the school grounds to drop off or collect their children. If parents wish to enter the school building during these times, or at any other time, then must sign in at the school office and receive a lanyard.

Use of Student Images

To keep our AIS parents and wider community informed with school events, achievements, successes and all of the learning taking place throughout the year, we take advantage of various communication media ranging from, but not limited to:

- AIS website
- Bloomz
- School newsletters
- Class blogs & emails
- Social media such as Facebook, Instagram and Twitter
- Printed materials such as posters, brochures, leaflets.
- Local and national newspapers.

To make the most of these publications, we often include photographs and, in some circumstances, videos of students. Information provided with such images will possibly include a description of the learning or activity and the class name or year group.

Identifiable students may be named in class blogs which are private groups. Students will never be named and no other personal information will be divulged if images are publicly accessible.

AIS staff take photographs using school issued tablets or cameras. AIS teaching staff may take photos using their mobile phones but teachers must delete all photographs every 2 weeks.

It is AIS policy that staff do not store photographs of the children on their own devices e.g., phones or tablets for longer than this two-week period. This allows for photos of students and staff on school visits, for example, to be uploaded to a school device for use in school displays or as part of school communications.

Parents are asked to confirm their willingness for their child to be included in school communications and publicity. This takes the form of an annual survey of parents to keep their responses up to date. The results of the survey are shared with staff to ensure only children whose parents have given permission are included in school publicity.

Data Protection

AIS teachers are pro- active in maintaining the security of their students and as such they ensure laptops, tablets and phones are locked when they leave the classrooms. Laptops and tablets are for the sole use of the teacher and when working from home steps are taken to ensure this policy is maintained.

Any documents printed with student personal details and or assessment data are filed confidentially and shredded when no longer required to avoid a breach of data.

When to Raise a Concern

The first indication of concern about a pupil's welfare is not necessarily the presence of a serious injury. Please refer to the [Brookes](#) identification tool to help you recognise signs of abuse.

Concerns may be because of:

- Bruises or marks on a pupils body
- Remarks made by the pupil, another pupil, a parent or another adult
- Observations of the pupils behaviour
- Unexplained changes in the pupil's behaviour or personality
- Evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's writing or drawing
- Evidence of neglect, failure to thrive or exposure to unnecessary risks
- Unauthorised absence from school
- Information about the parent(s) / carer(s) of the child or their home background
- Misuse of information technology e.g., sexting, inappropriate comments on Facebook, cyber-bullying, and online grooming

If a student says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

For any disclosures or concerns you MUST follow the Child Protection / Children of Concern Management Protocol (see appendix).

If a child chooses to disclose:

You SHOULD:

- Be available and amenable;
- Listen carefully and at the child's pace;
- Take what is said seriously;
- Reassure the child that they are right to tell;
- Tell the child that you have to pass this information on;
- Make a careful, handwritten record of what was said verbatim;
- Avoid too many questions

You should NEVER:

- Take photographs or examine a child
- Investigate a disclosure or allegation
- Make promises to a child
- Speculate or accuse anybody
- Forget to record what you have been told
- Fail to pass the information on to the correct person

How to Raise a Concern (refer to Appendix 1 for flow diagram)

All staff employed at AIS must be alert to the possibility that any pupil, regardless of race, religion, culture, class, or family background, could be the victim of abuse or

neglect, or become a child of concern.

Everyone in the school must report suspected incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered from or is at risk of suffering abuse or neglect.

Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with this policy.

Where there is cause to suspect an incident of child abuse or neglect, it is the responsibility of the staff member to report their suspicions to the Designated Safeguarding Lead using the Child Protection / Child of Concern Disclosure Forms linked on Staff Notices.

[Child Protection Disclosure Form 1](#)

[Child Protection Disclosure Form 2](#)

The following steps should then be taken:

Step 1: Adults record their concerns on the disclosure form(s)

Step 2: The DSL will take initial steps to gather information regarding the reported incident. In all cases, follow up activities will be conducted in a manner which ensures that information is documented factually and that strict confidentiality is maintained. The following procedure will be used:

1. Discussion between the child and DSL to gain more information
2. In-class observations of the child by the teacher, and or DSL (dependent upon case)
3. Interview staff members as necessary and document information relative to the case
4. Consult with other school personnel to review the child's history in the school

Determine the course of follow-up actions

Step 3: Based on acquired information, a plan of action will be developed to assist the child. Actions may include:

1. Meeting with the family to present the school's concern and set action plan
2. Referral of the student and family to external professional counselling
3. Notification to the employer
4. Consultation with the consulate of the country of the involved family if this can be arranged
5. Consultation with local authorities

Korean(GyeongNam) Education Office		
Department	No.	Person in charge
Main number	055-268-1100	
Help desk number	055-268-1200	
International School	055-268-1414	Juyoung Gu
School Violence	055-268-1211	Inyong Choi
Child Welfare	055-639-6854	Bomin Kang

If the abuse or neglect allegation involves a staff or faculty member of AIS, you should go directly to the Principal. If the case concerns either the Principal / DSL, you should go directly to the Head of School

Following a Verified Incident

We recognise that young people who are abused, neglected, or who witness either of these things, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through the school ethos which promotes a positive, supportive, and secure environment and provides access to the AIS DCPO.

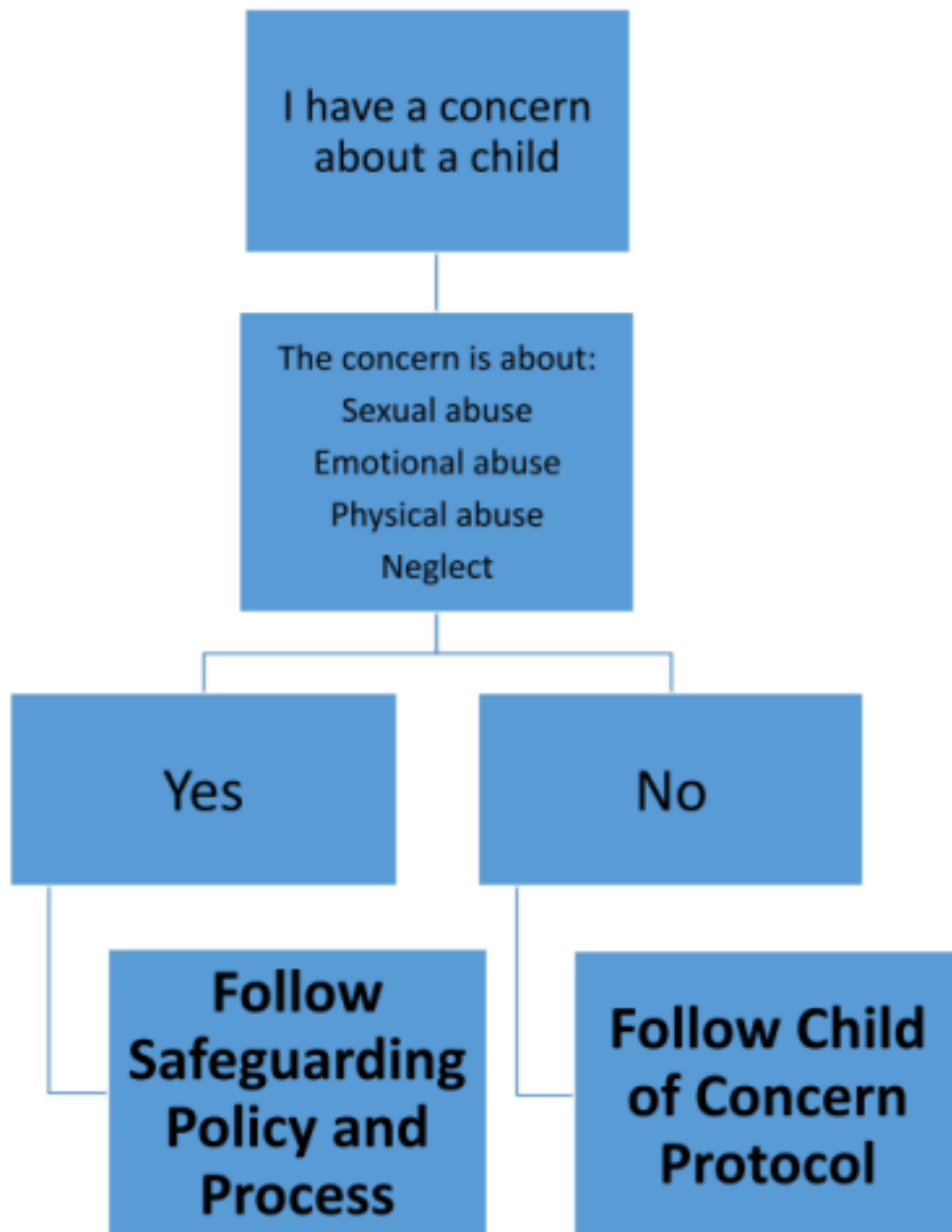
If you feel that the concern does not meet the threshold for a child protection referral, staff are required to complete a Child of Concern Referral Form and to follow the Child of Concern Management Protocol (see appendix).

[Child of Concern Disclosure Form - Linked on Staff Notices](#)

Appendix 1

Flow chart for assessing, reporting and managing allegations

Child Protection / Children of Concern Management Protocol

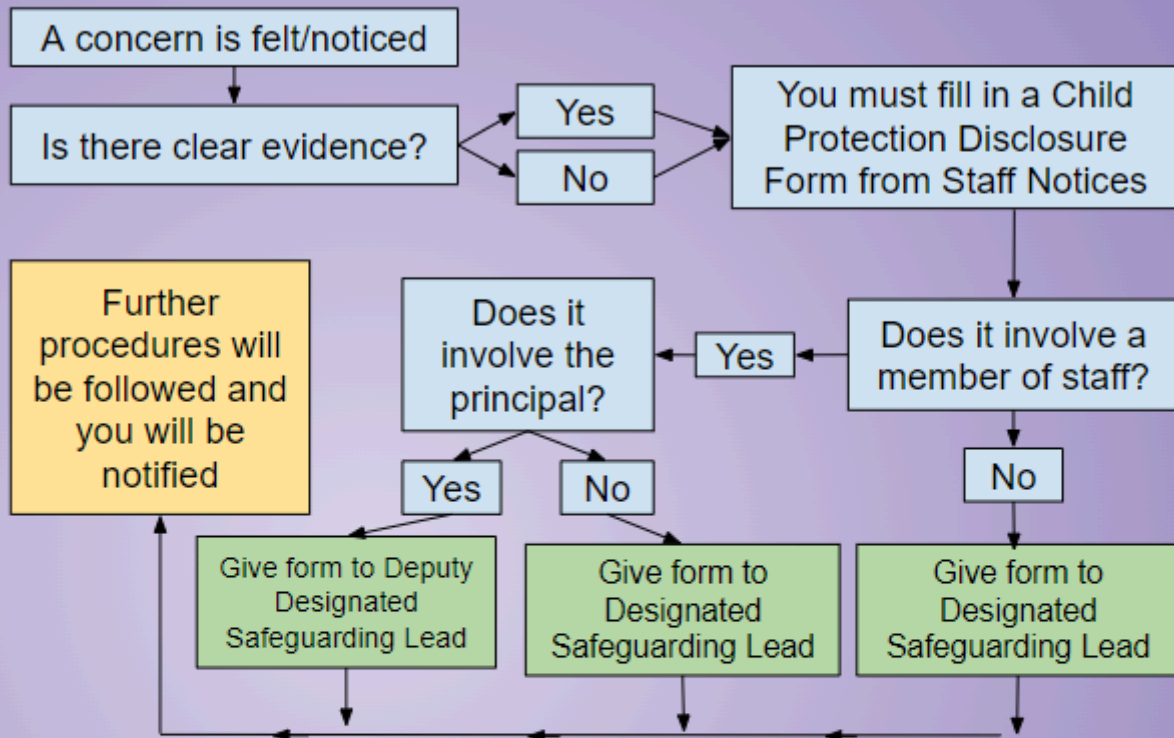


Child Protection Policy and Process

The Child Protection Policy is linked in Staff Notices.

The Child Protection Referral Forms are linked in Staff Notices.

Safeguarding Concern Reporting Map for Staff



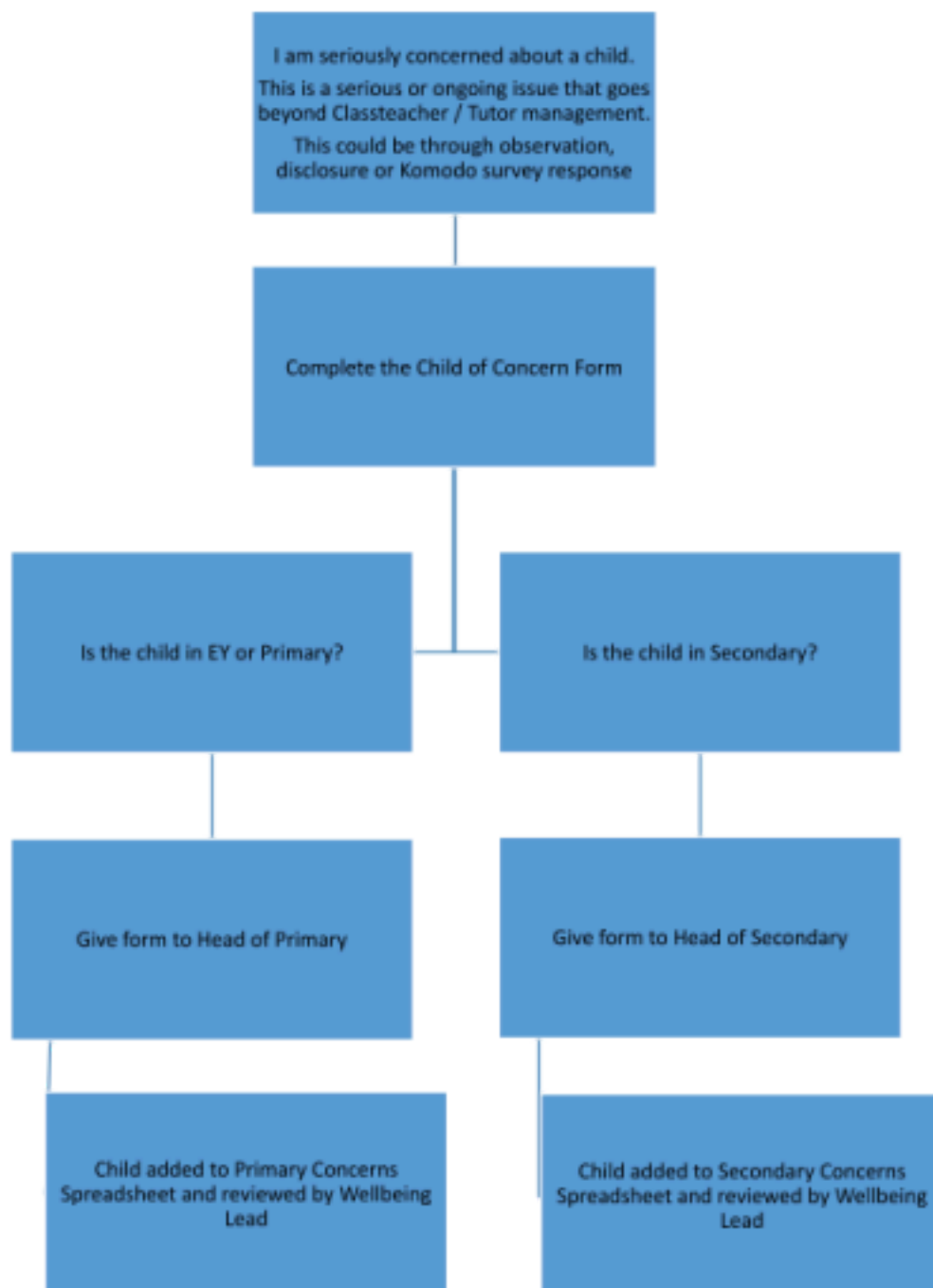
Angela Kang



Principal Lewis

Child of Concern Protocol

The Child of Concern Referral form is linked in Staff Notices



Action	Date	Responsible
Document Updated	August 2017	David Lowder
Document Updated (role of DSL, Risk assessment, FGM, Radicalisation, peer-on-peer abuse, training frequency)	Jan 2018	Dan Slevin

Policy Updated, to include DDSL March 2019 Dan Slevin	
Policy updated to clarify sign in procedures for visitors and the role of security staff. Data protection included.	April 2020 Dan Slevin
In house child protection training during Induction week introduced a new Disclosure form. Disclosure Form 1 - Reporting incident. Disclosure Form 2 - Body Map. Forms can be found on the Drive and downloaded for completion	October 2020 Kerry Harris
Child Protection training paragraph updated	September 2021 Kerry Harris
Flow chart for reporting disclosures added Contact details for local authorities added Bullet point added to role of Deputy Designated Safeguarding Officer - re line so f communication with local authorities Link added to Bookes tool for identifying abuse	February 2022 Kerry Harris
AIS branding and 2022 staff revisions August 2022 Graham Horton	
Reviewed for accuracy August 2023 Graham Horton	
Reviewed process in the light of our increased focus on child wellbeing and a realisation that we needed a separate reporting and managing process for children of concern who do not present as child protection issues.	October 2023 Graham Horton and ALT
The process has been updated (Graham to Lewis)	August 2024 Angela Kang