



SAFEGUARDING CHILDREN AT SCHOOL



Baku Talents Education Complex, July '15. © Sigve Austheim.

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Safeguarding Children Policy – ABC

Aim of policy:

To clearly define policy and procedure and, where appropriate, referral procedures relating to all Child Protection matters at the school. This policy is to be regarded as an integral part of Azerbaijan British College's procedure.

This policy has been authorised by the Board, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit. This policy is drawn up in accordance to the latest guidance 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2016', and the statutory guidance 'Working Together to Safeguard Children 2015'.

Designated Safeguarding Governor (DSG) The designated member of the governing body with responsibility for child, young people and vulnerable adult safeguarding issues is a member of the Board of Directors. The designated governor is responsible for liaising with the Director of Studies and Principal over these matters including:

The Designated Safeguarding Governor is: Fuad Suleymanov

And can be contacted:.....fuad.suleymanov@socar.az.....

Child Protection Officer (CPO) The College shall have a designated member of staff, who is assigned to act upon child, young people and vulnerable safeguarding concerns. As ABC is a large organisation it has a Child Protection Officer to oversee and co-ordinate all strategic and operational college safeguarding matters. To support this role there are also a number of Designated Safeguarding Officers across College sites to deal with the day to day operations of child, young people and vulnerable adult safeguarding.

The Child Protection Officer is: Hasan Hasanov.....

And can be contacted:.....hasan.h@abc.edu.az.....

2. Purpose

ABC wants to ensure that all students of the College experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. All staff share the objective to keep children, young people and vulnerable adults safe. The purpose of this policy and related procedures is to:

- promote the welfare of children, young people and vulnerable adults and protect them from harm

- ensure the safe recruitment of staff and conduct of staff
- identify staff responsibilities in dealing with reports or suspicions of abuse and to provide clear and robust guidance on how to handle these concerns
- encourage good practice in all aspects of promotion and protection of children, young people and vulnerable adults

3. Context

The College will carry out its responsibilities under all relevant legislation, regulations and professional guidelines.

4. Scope

This policy and related procedures deal with the safeguarding and protection of children and vulnerable adults from abuse using college services in either regulated or controlled activity.

5. Definitions

- Child A person under the age of 18.
- Vulnerable Adult

A Vulnerable Adult is a person aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

- Types of Abuse
 - ✓ •Neglect or acts of omission
 - ✓ •Physical abuse
 - ✓ •Sexual abuse
 - ✓ •Psychological/Emotional abuse
 - ✓ •Financial or material abuse

- ✓ •Discriminatory abuse
- ✓ •Institutional abuse

6. General Principles

The policy and related procedures are based on the following principles:

- The College seeks to provide and promote a safe learning environment for all users
- The College recognises that anyone can be the subject of abuse and that all allegations of abuse will be taken seriously and treated in accordance with the college's procedures
- This policy and related procedures will be reviewed annually to ensure they reflect current legislation and best practice
- The college will use best practice in its safe recruitment of staff by undertaking the appropriate checks as required
- The College will not employ any person in 'regulated or controlled activity' who is not checked for a criminal record. The College also reserves the right to refuse to employ any person in 'controlled activity' who has been barred from working with children and vulnerable adults. College staff will be monitored for their suitability to continue working with vulnerable groups and the college will report 'relevant conduct' to the proper authorities.
- The College reserves the right to refuse to enrol any person who has a conviction for the abuse of a child, young person or a vulnerable adult.
- The College reserves the right to refer serious 'relevant conduct' and concerns to the proper authorities about individuals behaviour, including staff, students and visitors
- The College will collaborate with regional policies and procedures in full partnership with other local agencies.
- The College's staff will listen, record and report all concerns, disclosures and allegations of abuse in accordance with current procedures in a empathic, prompt and secure manner
- The College will NOT investigate instances of abuse as this is the role of other statutory agencies.

- The College will inform all college users (including students, trainees, nursery children, staff) and parents/guardians/carers of under 18's about the college's policy and procedures and that this may mean cases are referred to investigative agencies in the interest of the child, young person or vulnerable adult

- The College is committed to supporting, resourcing and training those who work with, or come in contact with children, young people and vulnerable adults and to provide appropriate supervision

- The policy will be implemented in the following ways;

- All staff, including temporary agency workers, are required to follow the staff code of behaviour for Child and Vulnerable Adult Safeguarding
- All staff must refer all concerns, allegations or suspicions to a designated safeguarding member of staff promptly using the appropriate recording methods
- Designated "safeguarding" members of staff will report these concerns, allegations or suspicions to the appropriate statutory agency promptly
- Statutory investigations will always take priority over any possible internal staff or student disciplinary investigation

7. Responsibilities

- All staff

It is the responsibility of ALL staff working in the college to record and report abuse. This responsibility extends to all staff, not just those specifically working with children, young people and vulnerable adults. Therefore it is the responsibility of all staff to;

- Adopt safeguarding guidelines including the code of behaviour for staff
- Act upon any concern, no matter how small or trivial it may seem, in accordance with the college procedures
- Promote safe practice and challenge poor and unsafe behaviour
- Ensure all health and safety procedures are adhered to
- Ensure they are aware of safeguarding procedures and are appropriately trained

8 . Staff Code of Behaviour

ABC wants to ensure that all students of the College experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. All staff share the objective to keep children, young people and vulnerable adults safe and are committed to:

- promoting the welfare of children, young people and vulnerable adults and safeguarding them from harm
- respecting the rights, wishes and feelings of children, young people and vulnerable adults
- encouraging inclusive practices and not tolerating any form of discriminatory practice
- keeping up to date with safeguarding policies, procedures and training
- responding to all incidents of suspicious poor practice and allegations of abuse swiftly and appropriately Staff can reduce likely situations for abuse of children and vulnerable adults and help protect themselves from false accusations by making sure that they are aware that, as a general rule, it doesn't make sense to...
 - spend excessive amounts of time alone with children or vulnerable adults away from others;
 - take children or vulnerable adults alone in a car on journeys, however short;
 - take children or vulnerable adults to your home When it is unavoidable that these things do happen, they should only occur with the full knowledge and consent of the Principal and the young person's parent / person with parental responsibility where appropriate. Staff should never...
- engage in rough physical games including horseplay - apart from structured sports activities [and only with young people over age 16yrs].
- engage in sexually provocative games;
- allow or engage in inappropriate touching of any form;
- allow the use of inappropriate language to go unchallenged;
- make sexually suggestive comments about or to anyone even in fun;
- let allegations made go unchallenged or unrecorded;
- do things of a personal nature that they can do themselves.

It may sometimes be necessary for staff to do things of a personal nature for young people or vulnerable adults, particularly if they have disabilities, these tasks should only be carried out with the full understanding and consent of the parent / person with parental responsibility. In an emergency situation which requires this type of help, parents / those with parental responsibility should be fully informed, as soon as reasonably possible. In such situations, it is important that all staff are sensitive to the individual and undertake personal care tasks with the utmost discretion.

Inappropriate actions in relation to any of the above may invoke the staff disciplinary procedures.

9. Responding to an allegation of abuse

Any member of staff who has knowledge of, or a suspicion that, a child is or has been suffering significant harm must refer their concern to the designated member of staff as soon as possible. All allegations or suspicions must be taken seriously. The student must be advised that this information cannot be kept confidential and will be passed on to the designated member of staff in college in the first instance.

Staff who receive an allegation or disclosure of abuse should make an immediate written record of the conversation, including the following information: - date and time of report - date, time and place of alleged abuse

- your name and name of complainant - name of child alleged to have been abused, if different from above - nature of alleged abuse - description of any injuries observed, if any - any other information given, including siblings if relevant - confirmation that the student has been advised of the next steps

Questions should be kept to the minimum required for clarity, and leading questions must be avoided.

If abuse is suspected but not disclosed, it may be appropriate to remind the student about the availability of the College Counselling Service or external help lines.

10. Safe recruitment of staff

The College undertakes best endeavours to ensure that its employees are fit to work with children. It also reserves the right to refuse admission to any person whom it believes may pose a risk to children.

The College accordingly has the following systems in place to prevent unsuitable people from working with children and young people and promote safe practice:

- references are required for all new staff
- checks are made on the identity, nationality, residency and right to work status for all new staff
- evidence of qualifications are required for all new staff
- all staff new to the College are Children's Barred List (formerly List 99) checked
- all staff providing education or working in a one-to-one situation with students are required to complete DSB Disclosure at Enhanced level
- DSB. Disclosures are re-checked after three years
- International Disclosures are required for relevant overseas staff
- All job descriptions and person specifications contain statements relating to safeguarding the welfare of children and young people. In accordance with the regulations, a central record is kept of all checks carried out on staff.
- Designated staff will receive training in safeguarding children and refresher training every 2 years.
 - All other staff who work with young people under 18 will receive training through the College staff development programme to ensure they are aware of their responsibilities for safeguarding children and of the college's policies and procedures.

11. Photography, Images and video

ABC recognises the need to ensure the welfare and safety of all students and therefore the College will not permit photographs, video or other images of children, young people or vulnerable adults to be taken without the consent of the person and their parents/those with parental responsibility where appropriate.