

# SAFEGUARDING

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Policy Group: Welfare

<b>Policy Group:</b> Welfare	<b>Most Recent Approval Date:</b> August 2022, EiM policy adoption
<b>Title:</b> 4.1 Safeguarding Policy	<b>Review Date:</b> Annual
<b>Approved By:</b> Green School Board of Learners	<b>Other Relevant Details:</b> None
<b>Application:</b> Green School Bali Faculty and Staff	<b>Contact Position:</b> Head of Campus

## Policy Statement

We define safeguarding as the way in which we provide a safe environment so that all our students can develop and learn. Our safeguarding approach applies to all adults working in Green School Bali (GSB), visiting, accompanying visitors or working with students, including staff, volunteers, interns, gap students, contractors, consultants, board members, guests and visitors.

This policy was written by the EiM Chief Education Officer and the EiM Safeguarding, Consultant and is subject to annual review and final approval by the EiM Group Executive Board. As part of EiM Schools, Green School Bali amends the policy as required by local regulations or context.

## Scope

All GSB faculty and staff working in, volunteering or visiting school must report concerns immediately; they must maintain confidentiality and report immediately.

EiM and GSB Safeguarding Policy identified Child Protection Officer (CPO) or Deputy CPO. They will be asked to record their concerns on the Confidential Record of Concern form (available from the CPO): ConnectED. These will be saved in a confidential protected digital platform for child protection data.

Any EiM and GSB employee can consult with Lesley Meyer, the EiM Chief Education Officer or in her absence, Kate Beith, the EiM Safeguarding Consultant.

## Confidentiality

All members of its staff will ensure that all data relating to all students is confidentially managed in accordance with the requirements of EiM and applicable national or local guidance, laws or regulations.

- Any GSB office staff member reporting any safeguarding concerns will adhere to the lines of communication, ensuring confidentiality.
- Any member of GSB office staff who has access to confidential information about a student and/or the student's family must take all reasonable steps to maintain confidentiality.

Regardless of the duty of confidentiality, any employee member of staff who has reason to believe that a student is at immediate or significant risk of harm, has a duty to forward this information without delay to the CPO or the Safeguarding Lead:

- GSB will ensure that all staff and employees are familiar with the procedures for writing a confidential written record of any incidents. This will be added to a confidential child protection data programme by the CPO.
- GSB staff and volunteers are not required and must not investigate; staff or volunteers who believe that a student may be at risk will immediately refer concerns to their CPO.
- GSB encourages a culture of safe reporting for all members community, including concerns adults and children, including peer on peer abuse, either online or in person.

### **Safer Recruitment**

To ensure that students are protected while at the School, all staff will be carefully selected, screened, trained and supervised. More details of procedures followed can be found in the EiM Safer Recruitment Policy.

### **Professional safeguarding learning**

EiM and GSB have a safeguarding training team consisting of two lead Safeguarding Trainers. The EiM Safeguarding Consultant will support the EiM safeguarding training programme at GSB.

All EiM Training supports faculty and staff in ensuring that they meet the required EiM Safeguarding Competencies. Training requirements for every EiM employee can be found in the EiM Competency and Training Framework: [ConnectED](#)

## Reflection, reviewing and evaluating for impact

Annual Safeguarding Reviews and Audits Compliance Review Once a year, the EiM Chief Education Officer will meet with the GSB Safeguarding Team, using the EiM Safeguarding Compliance Review protocol. Any action arising from this will be incorporated into the EiM HQ Safeguarding Action Plan.

### Two-year audit cycle

EiM offices and Schools will be alternately internally and externally audited on a two-year cycle. The internal audit uses the EiM Internal Audit Protocol and is carried out by the EiM Chief Education Officer and the EiM Safeguarding Team. The findings of the audit will be discussed in an online meeting with the EiM Audit Consultant.

The external audit is conducted using an agreed protocol by an external consultant. The action plan resulting from the audit will be agreed and signed by the following:

- The EiM auditors
- The EiM Chief Education Officer
- The EiM Chairman

The EiM Chief Education Officer will ensure that the EiM Safeguarding Group, reviews the action plan at three meetings per year.

# How Should We Behave?

## Staff Safeguarding Code of Conduct

GSB has a duty to ensure that professional behaviour applies to relationships between staff and students, and that all GSB staff members are clear about what constitutes appropriate behaviour and professional boundaries. Induction training will be based upon the Community Code of RESPECT. Once completed, all faculty and staff will sign the EiM Safeguarding Code of Conduct. This will be re-signed annually by all staff.

## Volunteers, visitors and contractors

We recognise that some people who may be unsuitable for working with children, may use volunteering as an opportunity to gain access to students.

EiM and GSB employees must be mindful of any volunteers and visitors that they take to the School campus and it is their responsibility to accompany them and make sure they follow all safeguarding guidelines. All visitors who come on campus will be asked to read the safeguarding statement before being issued a visitor's pass.

GSB staff will ensure that all service providers and contractors they work with must sign the GSB standard supplier agreement, in order to put the onus on the service providers to warrant that their personnel have no criminal or violent record, no inappropriate behaviour, and the service providers have known them for a period of time to know their personnel adequately and that any personnel from these companies will sign the EiM Safeguarding Code of Conduct, that they are supervised on site and given appropriate training.

## **Allegations against a member of staff, volunteer or board member**

When an allegation is made against a faculty and staff member or other adult, whether by a student or another adult, the EiM procedure for managing allegations will be followed as outlined in the Management of Safeguarding Allegations Policy and Appendix I.

## **Safeguarding whistleblowing guidance (Speak up and Speak Out)**

A GSB faculty and staff member, volunteer or visitor may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation. All adults are encouraged to ensure that students are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing' when adults are encouraged to speak up and speak out.

Reasons for whistleblowing:

- every individual has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of our students;
- to prevent a problem from becoming more serious;
- to protect or reduce risks to other students.

## How to raise a concern:

Concerns should be expressed as soon as possible. The earlier a concern is expressed the sooner action can be taken.

- The concern should express exactly what practice is causing concern and why.
- The person raising a concern should approach the Head of Campus or Head of Teaching and Learning or LN Head immediately and, in her/his absence, the Child Protection Office and/or the EiM Chief Education Officer, Lesley Meyer or the EiM Chairman, Fraser White.
- If a concern is expressed about the Head of Campus/Director, it should be referred to the EiM Chief Education Officer, Lesley Meyer or the EiM Chairman, Fraser White.
- If a concern is expressed about the EiM Chief Education Officer, it should be referred to the EiM Chairman, Fraser White.

## Self-reporting

A GSB staff may have a personal difficulty that impinges on their professional competence. Faculty and staff have a responsibility to discuss such a situation with their line manager so that professional and personal support can be offered. While such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of students.

Faculty and staff may seek advice or self-report if they feel compromised as parents of a child in one of our schools in any aspect of safeguarding.

Students may develop an infatuation with an adult. If an EiM and GSB faculty or staff member or volunteer suspects this, they must report it to their line manager and the CPO who will decide on the best way to proceed and give advice accordingly.



## Safe touch

In accordance the Safeguarding Code of Conduct, physical contact with a student is not appropriate for any EiM HQ staff member.

## How do We Ensure E-Safety?

The use of ICT equipment and systems are well monitored and appropriate actions are taken where issues are identified. We are committed to ensuring that our School and EiM Headquarter offices are safe digital learning communities through the curriculum, professional development, auditing of systems, working with parents and developing detailed e-policies. When visiting any of our colleges or schools, GSB staff and any visitors and volunteers who accompany them, are expected to follow the Safeguarding Code of Conduct concerning safe and responsible use of:

- internet and social media
- images and videos of children, including their own.

## Safeguarding Policy links

Relevant appendices and policy documents referred to in this document can all be accessed.