



Safeguarding and Child Protection Policy

September 2023 update

KCSIE Appendix one 2023 update can be [found here](#)

An English translation of the latest Geneva Canton guidance can be [found here](#)

Author: Matt Williams, Emma Parker and Cath Peart

Approved by the Board of Governors: September 2023

- Updated August 2019 in light of the revised KCSIE guidance: September 2019 and updated publications from the Canton of Geneva (listed in Appendix 1)
- Updated January 2020 in light of the updated BSO standards
- Updated August 2020 in light of the revised KCSIE guidance: September 2020
- Updated August 2021 in light of the revised KCSIE guidance: September 2021 and staff role changes
- Updated August 2022 in light of the revised KCSIE guidance: September 2022 and staff role changes
- Updated January 2023 to reflect the changes in staffing
- **Updated August 2023 to reflect changes in KCSIE guidance.**

Next review date: July 2024

This policy should be read in conjunction with the Supervision of Pupils Policy, Taking, Storing and Using Images of Children Policy, ICT Acceptable Use Policies, E-Safety Policy, Behaviour Policies, KCSIE 2023 and other policies mentioned within this document

UN Convention on the Rights of the Child:

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 34: You have the right to be free from sexual abuse.

Article 36: You have the right to protection from any kind of exploitation (being taken advantage of).

Article 37: No one is allowed to punish you in a cruel or harmful way.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.

The safety and wellbeing of all children at Geneva English School is our highest priority. GES aims to be a place where trust, care and mutual respect are promoted across the community. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all children receive effective support and protection. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Parents, guardians and carers have an important role in supporting GES and we hope that they will always feel able to take up any issues or worries that they may have with the School. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly.

We will ensure that the welfare of children is given paramount consideration when developing and delivering all school activities.

All children, regardless of age, gender, ability, race, language, religion, gender status or sexual identity, have equal rights to protection, to feel safe, secure, valued and respected, and to know how to approach adults if they have any concerns. A child's wishes or feelings will be taken into account when determining what action to take and what services to provide to protect them; children will be given the opportunity to express their views and give feedback wherever possible.

We will do everything we can to prevent harm to children by:

- educating our pupils about the UN Convention on the Rights of the Child;
- providing excellent pastoral care;
- providing a safe and secure physical and online environment for all of our children
- ensuring that staff are properly and appropriately trained;
- teaching pupils to identify, understand and manage risks, including in their use of electronic equipment and access to the internet;
- promoting an environment in which pupils feel secure and able to talk.

We are committed to operating safer recruitment procedures in compliance with relevant UK legislation (where possible) and Swiss legislation and guidance and in accordance with the School's [Safer Recruitment Policy](#).

We will work with local authorities and in particular with the Service de santé de l'enfance et de la jeunesse (SSEJ), République et Canton de Genève*. We will comply with Swiss Law and regulations, especially with regard to our obligations to refer allegations of abuse to the SSEJ. At the same time, we aim to operate at the standards required of schools in the UK, where possible, in particular having regard to the latest statutory guidance issued by the Department for Education.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Education (Independent School Standards) (England) Regulations 2014. It has regard to the Children at Risk and Private Schools Policy (enfants en danger et écoles privées) issued by the Department of Public Education, Culture and Sport Youth Office (SSEJ)*, Republic and Canton of Geneva* and to the UK government publications: [Working Together to Safeguard Children](#) (March

2015), [Keeping Children Safe in Education](#) (September 2022) (KCSIE), Prevent 2015 and Education and Training (Welfare of Children) Act 2021. The policy reflects the rights of all children as set out in the UN Convention on the Rights of the Child (UNCRC). It is also informed by [What to do if you are worried a child is being abused – advice for practitioners](#) (March 2015).

The policy has been agreed by the Board of Governors, is applicable to all children in the School (Primary and Secondary) including those in the Early Years and is addressed to all staff, governors and to any adults employed by the School, including temporary and supply staff, volunteers, and visiting teachers not employed by the school and with Independent Status (music teachers, activity leaders sports coaches etc). It applies wherever staff or volunteers are working with pupils, including on off-site educational visits. The policy, which is one of a series in the School's safeguarding portfolio, is published on the GES website and is available upon request. The full Board of Governors reviews this policy annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review.

REPORTING DISCLOSURES

Full procedures are laid out on page 11 (Child Protection Procedures) and in Appendix 3 (Allegations against members of staff). However, the hierarchy of reporting is key information to know and is as follows:

- An allegation by a child about
 - Another child
 - A family member
 - An external adult
 must be reported directly to the relevant DSL and in his/her absence, the Deputy DSL.
- An allegation by a child or adult regarding a member of staff (other than the Head) must be reported directly to the Head.
- An allegation by a child or adult regarding the Head must be reported directly to the Chair of Governors.
- An allegation regarding the Chair of Governors is reported directly to the SSEJ.
- In an emergency, when none of the school key personnel below are available, a staff member may report directly to the SSEJ.

KEY PERSONNEL AND CONTACT DETAILS IN SCHOOL

Safeguarding role	Name	Position at the School	Contact Details
Designated Safeguarding Lead (Primary)	Emma Parker	Deputy Head Primary	eparker@geschool.ch
Designated Safeguarding Lead (Secondary)	Cath Peart	Deputy Head Secondary	cpeart@geschool.ch
Deputy DSL (Primary)	Sally Livesey	Phase Leader UKS2	slivesey@geschool.ch
Deputy DSL (Secondary)	Victoria Newbury	Assistant Head - KS3	vnewbury@geschool.ch
Head	Matt Williams	Head	head@geschool.ch
Child Protection Governor	Sophie Touzin-Andrews	Governor	stouzin-andrews@geschool.ch
Chair of Governors	Emily Persse	Governor	epersse@geschool.ch
School Doctor	Dr Christer Malmberg		drchmalmberg@gmail.com
School Nurse	Polly Pupulin	School Nurse	ppupulin@geschool.ch

KEY PERSONNEL AND CONTACT DETAILS - EXTERNAL AGENCIES*

Service de santé de l'enfance et de la jeunesse (SSEJ) : Youth Health Service, Geneva (GES allocated doctor: Dr Nathalie Mezger)	Rue des Glacis de Rive 11, 1207 Genève	0041 22 546 41 00 https://www.ge.ch/ssej/ssej@etat.ge.ch
Service De Protection Des Mineur-e-s (SPMi): Service for the protection of children. Form to complete for referral	Bd de St-Georges 16 1211 Genève 8	0041 22 546 10 00 https://www.ge.ch/spmi/ https://www.ge.ch/document/fiche-signalement-mineur-danger
Police Brigade des mœurs (service de police qui traite des délits à caractère sexuel)		117 0041 22 427 71 50
Telephone support for children and young people	This service provides support for children, young people and parents in French 24/24	147 http://sos-enfants.ch
Childline website for under 12s	This is for primary children to learn about staying safe, get advice or chat in confidence.	Website
UMUS (Unité mobile d'urgence sociales)	de 17:00-08:00 week-days and 24/24 weekends and bank holidays.	0041 22 420 20 20
Mr Robin Watts	external UK safeguarding consultant	robin.watts@btinternet.com 0044 7989 475766

ROLES AND RESPONSIBILITIES

All Staff employed by GES

All staff employed by GES have a role to play in safeguarding and child protection. They must:

- have read and understood Part One and Annex B of KCSIE;
- have read and be familiar with this policy and be aware of the systems, policies and procedures within the School that support safeguarding, including the Staff Code of Conduct, Anti-Bullying Policy, Supervision of Children Policy, Acceptable Use of the Internet Policy, Taking, Storing and Using Images of Children Policy, First Aid Policy, Missing Pupil Procedure, Data Protection Policy, Learning Support Policy, Whistleblowing Code, Behaviour Policy;
- have undergone at least Basic (Level 1) Child Protection in Education training;
- receive regular safeguarding refresher safeguarding and child protection training each year
- be aware of the signs of abuse and neglect so that they are able to identify children who may be in need of early help or who are suffering, or likely to suffer, significant harm and in such circumstances to take appropriate action;
- be familiar with the procedures for reporting concerns to the DSLs - the use of MyConcern
- comply with the requirements of the Staff Code of Conduct, taking care not to put themselves in a position where their actions or behavior could be misconstrued or could leave them open to allegations;

Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads

DSLs and Deputy DSLs have lead responsibility for all safeguarding and child protection matters in the

School, including ensuring children are taught about staying safe online. Their responsibilities include acting as a source of support and advice for staff; ensuring that the school's relevant policies are known and used appropriately; and liaising with other agencies.

DSLs and Deputy DSLs are familiar with local procedures as set out by the Republic and Canton of Geneva in 'Enfants en danger et écoles privées'. They also have access to a specialist in the UK, via COBIS, who can give advice. They report in detail, at least annually, to the Board of Governors.

The school's child protection records are kept confidentially by the DSLs, separated from other pupil records. Access is restricted to the DSLs, Deputy DSLs and Head.

The DSLs' role and responsibilities are set out in Appendix 4. There is explicit reference to these responsibilities in the job descriptions of the DSLs, who are also the Deputy Heads, and the Deputy DSL, who sits on the leadership team at either the primary or secondary campus. .

Board of Governors)

It is the overall responsibility of the Board of Governors to ensure compliance with child protection statutory requirements. The Board of Governors takes seriously its responsibility to uphold its duty of care to the children in the School. The reporting of safeguarding practice at the School enables the Board of Governors to ensure compliance with current legislation and to identify areas for improvement.

The safeguarding governor meets termly with the DSL's and more regularly with the Head. These meetings allow questions to be asked and practice to be checked. The school is regularly inspected by ProCert, the Canton of Geneva and ISI and processes and procedures are checked as part of this.

The role and responsibilities of the Board of Governors in the management of safeguarding are as detailed in Part 2 of KCSIE and summarised in Appendix 5 of this document.

Head

The Head's responsibilities for the management of safeguarding and child protection are as detailed in Appendix 6 of this document.

INDUCTION AND TRAINING

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.

New members of staff, including governors, visiting teachers, volunteers and regular parent helpers receive training on appointment as part of their induction. This is overseen by the DSLs and includes online training via Educare. New members of staff are provided with:

- this policy
- Staff Code of Conduct
- Whistleblowing Code
- Supervision of Pupils Policy
- Taking, Storing and Using Images of Children Policy
- ICT Acceptable Use Policies and E-safety Policy
- Behaviour and Discipline Policies
- the identity and the role of the DSLs and Deputy DSLs
- a copy of Part One of KCSIE and Annex B

and are required to sign to confirm they have read, understood and agreed to comply with the requirements outlined in these documents.

All staff receive training in safeguarding and child protection training at appropriate levels, as and when required, and at least annually. Training may take the form of briefings, emails, staff training sessions, online courses, etc.

The DSLs, Deputy DSLs and Head are trained to an Advanced 'Level 3'. Other Advanced trained staff are the senior leadership team, the Head of Learning Support, the School Nurse and the School Counsellor.

The DSLs and Deputy DSLs receive regular training, at least every two years, to keep up with any relevant safeguarding and child protection developments, including training in working with outside agencies, where applicable and with regard to Swiss regulations, providing advice and support to staff on protecting children from radicalisation, participation in child protection case conferences, supporting children in need, record-keeping and promoting a culture of listening to children.

A register is taken by the DSLs at each training session and training dates (and dates for future refresher training) are logged by the Director of People & Culture.

In addition to the PSHCE programme followed by GES for pupils in all year groups, pupils in the Primary are trained annually on how to protect themselves from sexual abuse using the NSPCC 'PANTS' resources and are reminded of 'stranger danger'. Pupils throughout the School receive education in on-line safety. All pupils are reminded frequently of the importance of talking to adults when something is worrying them and are explicitly reminded of those staff with specific responsibilities for safeguarding (as per this policy).

Information sessions are offered annually to parents regarding safeguarding and internet safety.

EARLY HELP

Early help is not a recognized process in Switzerland. However, GES will take into consideration the aims of the process and act to identify and provide support to those in need, as possible, within the constraints of the local requirements.

Early help means providing support as soon as a problem emerges at any point in a child's life. All staff should be aware that providing early help is more effective in promoting the welfare of children than reacting later.

Early help includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

GES uses MyConcern to monitor all concerns and staff are encouraged to report all concerns, however minor, to enable the DSLs to take action as early as needed.

RECOGNISING ABUSE

To ensure that children are protected from harm, it is important to understand what types of behavior constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody (adult or child) may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a young or immature child home alone.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect, as defined in part one of [KCSIE](#) (September 2022) and reproduced in Appendix 2.

ABUSE OF TRUST AND INAPPROPRIATE RELATIONSHIPS

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care.

A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should note that it is an offense for a person aged 18 or over and in a position of trust to intentionally touch a child in a sexual way; have a sexual relationship with a child, even if the relationship is consensual; cause or incite a child to engage in sexual activity; intentionally engage in sexual activity in the presence of a child or for the purposes of sexual gratification cause a child to watch a third person engaging in a sexual activity or look at an image or any person engaging in a sexual activity. A position of trust could arise even if the member of staff does not teach the child. A child for these purposes is a person under the age of 18.

SPECIFIC SAFEGUARDING ISSUES

All staff should have an awareness of specific safeguarding issues, some of which are listed below. Staff should be aware that behaviors linked to drug taking, alcohol abuse, truanting and sexting put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include bullying (including cyber bullying), gender based violence/sexual assaults

and sexting. Members of staff must be familiar with the policies and procedures set out in the Anti-Bullying Policy.

Up to date guidance and practical support on specific safeguarding issues is available from expert and professional organisations. For example, the [NSPCC](#) offers information for schools. Guidance on the issues listed below can be found via [GOV.UK](#) and other UK government websites:

- bullying, including cyberbullying
- child sexual exploitation (CSE) – and Annex A of KCSIE
- child criminal exploitation and gangs
- child trafficking
- child-on-child abuse (sexual violence and sexual harassment)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – and Annex A
- forced marriage – and Annex A
- gangs and youth violence
- gender-based violence/violence against women and girls
- hate
- mental health
- online abuse - KCSIE Annex D – online safety
- physical health
- private fostering
- relationship abuse
- sexting
- radicalization
- upskirting

Advice is also available regarding other safeguarding issues, including:

- Eating disorders
- Self-harm

CHILDREN MISSING FROM EDUCATION

A child going missing from school or home is a potential indicator of abuse or neglect. All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from school. The procedure requires a record of any incident to be placed in the child's school records, including the action taken and the reasons given by the pupil for being missing.

Annex B of KCSIE and the School's Missing Child Policies contain further details. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns in relation to missing children, such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

'HONOUR-BASED' VIOLENCE

All forms of so-called honour-based violence are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the DSL.

FEMALE GENITAL MUTILATION

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Warning signs that FGM may be about to take place include knowing both that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school. The child may also talk about a special procedure/ceremony that is going to take place. Indicators that FGM may already have occurred

include prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems. Some teachers have described how children find it difficult to sit still and look uncomfortable, or may complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about.

Members of staff must report any suspicions or possible evidence of FGM to the DSLs immediately. It is a legal requirement in the UK that teachers report concerns but the process in Switzerland is slightly different and should be reported to the DSL (FGM is also illegal in Switzerland and concerns should be reported to the SSEJ).

PREVENTING RADICALISATION

The referral procedures set out in this policy also apply where there are concerns about children who may have been drawn into terrorism. GES recognises its duty to have due regard to the need to prevent pupils from being drawn into terrorism. The DSLs are responsible for coordinating action within GES and liaising with other agencies.

Although GES assesses the risk to be very low at present, GES will implement prevention measures such as ensuring an effective internet firewall and key word **monitoring** is in place, discussing these dangers with pupils when appropriate, and undertaking Prevent awareness staff training periodically to ensure that staff are able to identify pupils at risk and know how to intervene. Further information is available from the UK government, Channel guidance on radicalization, although GES recognises that the procedures referred to are not applicable in Switzerland.

CHILDREN WHO MAY BE PARTICULARLY VULNERABLE

Some children may be at increased risk of significant harm as a result of neglect and/or physical, sexual or emotional abuse. Many factors can contribute to an increase in risk, including culture, prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are particularly vulnerable. See Appendix 2 for a list of factors that may make a child particularly vulnerable to abuse.

Special consideration and attention includes monitoring through the pastoral and record-keeping systems of the School:

- Vigilance and care of class teachers and teaching assistants, with advice provided by the DSLs and Deputy DSL
- Pastoral notes on school systems: iSAMS and MyConcern
- Children raised at the weekly staff briefing, and at the minuted EYFS, KS1, KS2 and Secondary meetings and SLT meetings
- Bullying file maintained by the DSLs and Deputy DSLs (brief reference is made centrally on the database to cases of bullying)

Special consideration also extends to the provision of safeguarding information, resources and support services in other languages and in accessible formats, where necessary.

E-SAFETY

Most of our children will use mobile devices and computers at some time. They are important tools for communication and education as well as for recreation and socialising. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails (cyberbullying) to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings, radicalisation or sexual predation.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm

The School's [Staff Code of Conduct](#), [Taking, Storing and Using Images of Children Policy](#), [E-Safety Policy](#) and [ICT Acceptable Use Policies](#) explain the responsibilities of staff in relation to keeping children safe in school.

The School will do all it reasonably can to limit children's exposure to the above risks when using our own IT systems, by having in place appropriate filters and monitoring systems which are designed to protect children from online abuse. At the primary campus internet enabled devices are only available to students during organised classroom tasks. At the secondary campus students have access to school issued devices. For KS3 students these can only be used on site and for KS4 and KS5 students these can be used on site and at home. The school uses a cloud management service (JAMF) to track devices and currently has filter systems in place to block access to harmful content. In the school year 2023 / 2024 the school will be investing in a monitoring solution so that all school devices can be monitored for potential harmful access. This will comply with KCSIE 2023 requirements in that:

- It will build on the firewall and blocking solutions that the school already has in place and will flag as well as block harmful and inappropriate content.
- The solution will notify the DSL and Head of Data Systems if inappropriate material is searched for or looked at.
- It will be reviewed annually.

Over the summer of 2021 GES moved to a managed service provider, MSC, for all IT needs. As a modern and forward thinking school, all of our infrastructure is now in the cloud. All devices have sophos antivirus and the network is protected by a physical and software based firewall. Student and staff devices on and off site are locked down and at all points students cannot gain access to inappropriate material. MSC do a range of tests weekly and monthly and monitor the network 24 hours a day for issues. See also the [Taking, Storing and Using Images of Children Policy](#), [E-Safety Policy](#) and [ICT Acceptable Use Policies](#).

Pupils also learn about online safety (including anti-bullying) through their Computing and PSHCE lessons and in assemblies. Cyberbullying by children, via texts, direct messages, social media or email, will be treated as seriously as any other type of bullying and will be managed through our Anti-Bullying Policy and procedures.

Chat rooms and social networking sites are potential sources of risk of inappropriate and harmful behaviour. Some children will undoubtedly be 'chatting' on mobile or social networking sites at home. The School runs parent seminars to help parents understand the possible risks.

For more information on e-safety see: www.thinkuknow.co.uk; www.saferinternet.org.uk; www.pshe-association.org.uk; <https://www.childline.org.uk/kids>

HEALTH AND SAFETY, EXTENDED SCHOOL ACTIVITIES AND EDUCATIONAL VISITS

The [Health and Safety Policy](#) and [Educational Visits Policy](#) are set out in separate documents reflecting the consideration given to the protection of our children both physically within the school environment and off-site when undertaking school trips and visits.

When our children attend off-site activities, we check that effective child protection arrangements are in place. All staff are bound by the [Educational Visits Policy](#) when arranging and organising off-site trips.

PHOTOGRAPHY AND IMAGES

The great majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have appropriate safeguards in place. We ensure that children are appropriately dressed and we encourage children to tell us if they are worried about any photographs that are taken of them. It is the policy of GES that individual pupils are not named in conjunction with their image in any public forum.

Further guidance for staff on the taking and storing of photographs and images of pupils is contained in the [Staff Code of Conduct](#), [E-Safety Policy](#), [Taking, Storing and Using Images of Children Policy](#) and [ICT Acceptable Use Policies](#).

Photographs, digital images or videos of children may be taken by parents and family members, either on the school site or when pupils are involved in organised activities off-site. Parents and family members are welcome to take photographs or videos of school events, which may include images of other pupils.

To respect the privacy of others and in some cases for protection purposes, these images should not be made publicly available on social networking sites or on other public areas of the internet. When using social media (please also refer to our [Taking, Storing and Using Images of Children Policy](#)) staff will not name children, or disclose the location of children if off-site. (Locations may be referred to once the children are no longer at that location). We ask that parents support and adhere to this policy by not naming any children if commenting or sharing a post, or by disclosing their location.

If the behaviour of an adult who is capturing images seems unusual, or the pupil appears to be worried by someone taking photographs of them, staff will act to challenge the adult (where they feel safe and confident to do so) and report the matter to the DSL as soon as possible. The police will be informed in cases of serious concern.

Flash photography can cause distress or trigger seizures in those with medical conditions and therefore should not be used.

SECURE PREMISES

GES will take all practicable steps to ensure that the school premises are as secure as circumstances permit.

- GES operates CCTV at the main entrance to the primary school site and primary car park. A video monitored barrier at the entrance controls vehicular access to the site.
- External doors are operated using ID cards.
- Staff sign in and out each day using ID cards.
- All staff (and Secondary pupils) wear ID cards on a lanyard. Lanyards are colour coded to indicate safeguarding checked personnel. All those fully checked and trained by staff wear a blue lanyard, visitors and parents wear a red lanyard and Secondary pupils wear a grey lanyard.
- Visitors' management software: GES keeps an electronic register 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 is worn on a red lanyard at all times whilst on the school premises.
- GES also keeps a record of all visiting speakers, which includes a brief risk assessment to avoid radicalization of the pupils.

PASTORAL AND SAFEGUARDING EDUCATION

GES is a UNICEF Rights Respecting School and explicitly teaches pupils about the UN Convention on the Rights of the Child.

GES promotes the welfare of children through the assembly programme, PSHCE curriculum, Computing curriculum and parents' forums. Pupils are taught how to keep themselves safe and build resilience (including building resilience to radicalisation). Pupils are given the information to avoid situations and persons, including via the internet and mobile technology, which/who could lead them into harm.

MONITORING AND REVIEW

Any child protection incidents at the school will be followed by a review of the safeguarding procedures within the School and a prompt report to the Governors (if necessary)

In addition, the DSLs will ensure that this policy is reviewed annually and its procedures and implementation are updated and reviewed regularly, working with the Governors as necessary.

Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay and a report made to the Board of Governors.

The Governors undertake an annual review of this policy and its procedures including good cooperation with local agencies, where applicable, and of the efficiency with which the relevant duties have been discharged. The annual review and any changes to the policy is signed off by the Board of Governors at a full meeting, where the review is discussed and the discussion minuted.

All staff are regularly reviewed on their own safeguarding practices and given opportunities to discuss concerns they may have about welfare and safeguarding matters. One important mechanism for this is the annual professional review process.

CHILD PROTECTION PROCEDURES AT GES

It is important that a child at risk or in need receives the right help at the right time to address risks and prevent issues escalating. It is therefore important that all staff understand their responsibility to:

- identify, act on and refer the early signs of abuse and neglect;
- keep clear written records;
- listen to the views of the child;
- reassess concerns when situations do not improve;
- share information quickly and challenge inaction.

If a child discloses information to you

- Be aware that it takes courage for a child to disclose that they are being neglected or abused. They may feel ashamed, particularly if the abuse is sexual. Their abuser may have threatened consequences if they tell. They may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.
- If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on. You must not keep secrets or promise confidentiality, as this may ultimately not be in the best interests of the child. The point at which you make the child aware of this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen; if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.
- During your conversation with the child:
 - allow them to speak freely
 - remain calm and do not overreact – the child may stop talking if they feel they are upsetting you
 - give reassuring nods or words of comfort e.g. 'Don't worry, this isn't your fault', 'You are doing the right thing in talking to me'
 - don't be afraid of silences – remember how hard this must be for the child
 - do not ask investigative or leading questions – such as how many times this has happened, whether it happens to siblings too, or what the child's parent thinks about all this
 - at an appropriate time, tell the child that in order to help them you must pass the information on

- o tell the child what will happen next. The child may agree to go with you to see the relevant DSL; otherwise let them know that someone will come to see them before the end of the day.
- In an emergency, take the action necessary to help and protect the child, for example take them with you to see the DSL, keep them back at the end of the day
- Write up your conversation immediately, using the child's actual words wherever possible: this must be a record of fact not opinion. It should be written directly into MyConcern <https://www.myconcern.education/Account/Login>. If no Internet connection is available it should be written in pen, signed, dated by you only and submitted to the DSL. It should also be scanned and uploaded to MyConcern as soon as possible.
- If the concern is urgent, it should be marked as urgent on MyConcern and the DSL contacted immediately, or if they are not available, the Deputy DSL (or in their absence the Head or the most senior person in school on that day). The DSL, Deputy DSL or Head will decide what action to take next and whether the issue needs to be referred to outside agencies. It is important that you do not go home or leave site if there is an urgent child protection issue. you must speak to the DSL, Deputy DSL or most senior person in school.
- Do not start your own investigation
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- For your own protection, make a record in writing that you have submitted a child protection concern
- Seek support if you feel distressed - the school will provide support if needed.

Notifying parents

The School will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the relevant DSL will normally make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the School believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the SSEJ and/or the school doctor, or the Police if the matter has been referred to them. If the allegation involves a member of staff the parents should only be informed with the consent of the SSEJ or of the Police.

For the avoidance of doubt, referrals to outside agencies do not require parental consent. The School must act in the best interests of the child, even if this means making a referral against the parents' wishes.

CHILD ON CHILD ABUSE AND BULLYING

We are determined that no kind of bullying will be tolerated by pupils, parents or staff. The GES Anti-bullying policy can be found on the School's website. The school recognises that abuse is abuse, and should never be passed off as 'banter', 'just having a laugh', or 'part of growing up'.

The school takes a safeguarding approach to all individuals involved in concerns or allegations about child-on-child abuse, including those who are alleged to have been abused, and those who are alleged to have abused their peers, in addition to any sanctioning work that may also be required for the latter.

All staff, pupils and parents must be aware that engaging in bullying behaviour or condoning or failing to challenge or report bullying would lead to the appropriate application of child protection procedures and of the School's Behaviour and Discipline Policy. A member of staff being complicit, or otherwise involved in bullying behaviour, would lead to the application of the procedure in Appendix 3 of this policy.

There will be occasions when a child's or children's behaviour warrants a response under child protection rather than anti-bullying procedures. All such instances must be reported to the DSL and will be dealt with in accordance with the procedures above.

For safeguarding purposes, child-on-child abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children, and within children's relationships (both intimate and non- intimate), friendships and wider peer associations. child-on-child abuse can take various forms, including (but not limited to):

- serious bullying (including cyber-bullying),
- relationship abuse,
- domestic violence and abuse,
- child sexual exploitation,
- youth and serious youth violence,
- harmful sexual behaviour, and/or
- prejudice-based violence including, but not limited to, gender-based violence.

Examples of online child-on-child abuse would include sexting, online abuse, child-on-child grooming, the distribution of youth involved sexualised content, and harassment.

The management of children and young people with harmful behaviour, including sexually harmful behaviour, can be complex and the School will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator – i.e. all children involved will be treated as being “at risk”.

The school adopts a whole-school community approach to child-on-child abuse, which means:

- being aware of and seeking to understand the impact that wider social contexts may be having on the School's students,
- creating a safe culture in the School by, for example, implementing policies and procedures that address child-on-child abuse and harmful attitudes; promoting healthy relationships and attitudes to gender/sexuality; identifying risky areas in the School; training on potential bias and stereotyped assumptions,
- being alert to and monitoring changes in students' behaviour and/or attendance, and contributing to local child protection agendas by, for example, attending SSEJ meetings and referring concerns about contexts to relevant local agencies

A pupil or pupils against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from SSEJ 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. Support will be offered to the victims, perpetrators and any other child affected by appropriate staff, including the School Counselor and Nurse as appropriate.

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 SSEJ, 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, subject to separately satisfied risk assessments for the pupil and an identified guardian, the pupil's guardian will be requested to provide support to the pupil and to accommodate him/her if it is necessary to suspend the pupil during the investigation.

COMPLAINTS ABOUT THE BEHAVIOUR OF STAFF

Where parental, staff or pupil complaints raise safeguarding concerns about a member of staff the person to whom the complaint has been made must follow the procedure set out at Appendix 3 below.

The School's Complaints Procedure will be followed when a parent raises a concern about poor practice or wrongdoing by a member of staff. The Complaints Procedure is published on the School's website.

WHISTLEBLOWING

Staff should feel able to raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime. The Whistleblowing Code is in place for such concerns to be raised with the School's Leadership Team (SLT) and/or Board of Governors. Where a staff member feels unable to raise an issue with the SLT or Board of Governors or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them. These are outlined in the Whistleblowing Code. No member of staff will suffer a detriment or be disciplined for raising a genuine concern about unsafe practice.

CONFIDENTIALITY AND SHARING INFORMATION

All staff must understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence. Gossip and unnecessary talk about students should not happen, this is especially the case at secondary where students and staff share the Grand Cafe space and can be overheard.

Where allegations have been made against staff, the School will consult with the SSEJ and, where appropriate, the Police before deciding the information that should be disclosed and to whom. Reporting restrictions applicable to such matters will be observed.

Use is made of the concern tracking system in MyConcern, to keep a record of actions and track the investigation in relation to the School's responsibilities.

***Appendix 1**

REPUBLIC AND CANTON OF GENEVA documents for all Private Schools to adhere to.

Geneva English School will follow local policies when a concern needs to be reported externally.

- ENFANTS EN DANGER ET ÉCOLES PRIVÉES
- CAHIER DES CHARGES DU MÉDECIN RÉPONDANT POUR UNE ÉCOLE PRIVÉE
- SERVICE DE SANTÉ DE L'ENFANCE ET DE LA JEUNESSE : ÉVOLUTION DES EFFECTIFS, 2018-19
- INFORMATIONS DESTINÉES AUX DIRECTEURS DES ÉTABLISSEMENTS DU PRIVÉ – FORMATIONS CONTINUES DIP

An English translation of the latest guidance can be [found here](#)

Canton of Geneva can be accessed at: <https://www.ge.ch>

Appendix 2

Types and signs of abuse

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Comprehensive information on different types of abuse can be found on [the NSPCC website](#).

Factors which may make a child particularly vulnerable to abuse include:

- Being a young carer
- Being involved with or around antisocial or criminal behaviour
- Living with parents or relatives who misuse substances
- Living with parents suffering with mental health problems
- Living in chaotic, neglectful or unsupportive home situations
- Living away from home, in temporary accommodation or in care
- Being vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Being directly or indirectly involved in prostitution or child trafficking

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges, including bullying. Additional barriers can exist when recognising abuse and neglect in this group of children. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; communication barriers.

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the DSL or Deputy DSL. In exceptional circumstances, such as an emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to the SSEJ. Staff members working with children should maintain the attitude of 'it could happen here' where safeguarding is concerned.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Signs in the Child - Physical indicators:

Unexpected bruises/welts/lacerations/abrasions:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Clustering forming regular patterns
- Reflecting shape of article used, e.g. hand, belt, buckle, electrical flex
- On several different surface areas
- Regularly appear after absence, weekend, or holiday
- Bite marks or fingernail marks

Unexplained burns:

- Cigar or cigarette burns especially on soles, buttocks, palms or back
- 'Immersion' burns, where hands, feet or body have been forcibly immersed in very hot water
- Patterns like electrical burner, iron etc
- Rope burns on arms, legs, neck or torso

Unexplained fractures:

- To skull, nose, facial structure

- In various stages of healing
- Multiple of spiral fractures

Signs in the Child - Behavioural indicators:

- Flinching when approached or touched
- Reluctance to change clothes for PE lessons
- Wary of adult contacts
- Difficult to comfort
- Apprehension when other children cry
- Crying/ irritability
- Frightened of parents
- Afraid to go home
- Rebelliousness in adolescence
- Reported injury caused by parents
- Behavioural extremes- aggressiveness, withdrawal, impulsiveness
- Regression or child-like behaviour
- Apathy or Depression
- Poor peer relationships
- Panic in response to pain

Female Genital Mutilation

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

Signs a teacher or school may notice

- A family arranging a long break abroad during the summer holidays.
- Unexpected, repeated or prolonged absence from school.
- Academic work suffering.

A child may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, including cyberbullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs in the Child - Physical Indicators:

- Failure to thrive
- Delays in physical development or progress

Signs in the Child - Behavioural Indicators:

- Sucking, biting, rocking
- Anti-social, destructive
- Sleep disorders, inhibition of play
- Complaint, passive, aggressive, demanding
- Inappropriately adult or infant
- Impairment of intellectual, emotional, social or behavioural development

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs in the Child - Physical Indicators:

- Difficulty in walking, sitting down
- Stained or bloody underclothing
- Pain or itching in genital area
- Bruising, bleeding, injury to external genitalia, vaginal and/or anal areas
- Vaginal discharge
- Bed-wetting
- Excessive crying
- Sickness

Signs in the Child - Behavioural Indicators:

- Inappropriate sexual behaviour or knowledge for the child's age
- Promiscuity
- Sudden change in behaviour
- Running away from home
- Wary of adults
- Feeling different from other children
- Unusual avoidance of touch
- Reporting of assault
- Substance abuse (e.g. glue sniffing)
- Emotional withdrawal through lack of trust in adults
- Over-compliance with requests of others
- Frequent complaints of unexplained abdominal pains
- Eating problems
- Sleep disturbances
- Poor peer relationships
- Possessing money or 'gifts' that can not be adequately accounted for
- Inappropriately sexually explicit drawings or stories
- Enuresis or soiling, especially at the end of the school day
- Frequent non-attendance at school
- Avoidance of school medical

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs in the Child - Physical indicators:

- Consistent hunger
- Poor hygiene
- Inappropriate dress
- Consistent lack of supervision, especially in dangerous activities for long periods.
- Unattended physical problems or medical needs
- Abandonment

Behavioural indicators:

- Begging
- Stealing food
- Constant fatigue, listlessness
- Poor relationships with care-giver
- Frequent delays in picking a child up from playground or school

Child sexual exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim that increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional wellbeing;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or don't take part in education.

Radicalisation

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a bearing on someone becoming vulnerable may include: peer pressure, influence from other people or via the internet, bullying, crime against them or their involvement in crime, anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity and personal or political grievances.

GES CHILD PROTECTION INCIDENT PROTOCOL

This protocol must be read in conjunction with the Safeguarding and Child Protection Policy and, most importantly, with the 'Children at Risk and Private Schools Policy' published by the SSEJ. The Supervision of Pupils Policy and other policies mentioned within those documents must also be consulted.

INTRODUCTION

The following document is designed to guide all parties through the process of action and information sharing once an allegation has been made and is actioned after the procedures set out in the 'Safeguarding and Child Protection Policy' for reporting disclosures to the DSL. It should be followed as a guide but, as each case is very individual, there may be necessary deviations with regard to information sharing and time scales, especially where they involve an outside agency or service.

AIMS

In all matters relating to safeguarding and child protection the Leadership at GES will always be guided by best practice. This includes ensuring our duty of care to the children, anonymity for the individual and families involved where possible, our professional duty to employees and preservation of their rights.

The School Leadership Team and Board of Governors will act to protect the anonymity of all parties, unless legally instructed otherwise. Other individuals involved in the allegation will be similarly requested to maintain confidentiality in accordance with school policies.

PROCESS

At the earliest opportunity, the process within this protocol will be explained to the parties involved (excluding the person/s against whom the allegation has been made).

All interviews, conversations and sharing of information, by all parties involved, should take place in the presence of the DSL, who is responsible for maintaining accurate and confidential documentation. In the case of an allegation of sexual abuse the member of staff must not be informed of the allegation without first seeking advice from the SSEJ and/or agreement of the police.

It may be necessary for the DSL to speak to individual children to assess the severity and reality of the risk, whilst following policies and best practice regarding the questioning of children. Any such conversations will be led by a Safeguarding and Child Protection advanced-trained Designated Lead, in line with OFSTED Inspection Framework 2012. In the case of an allegation of sexual abuse the school will not instigate an interview with the child potentially at risk.

If necessary at this stage, the school will then follow the procedure as set out in the 'Children at Risk and Private Schools Policy' published by the SSEJ.

The Head will always be informed if any allegation is taken to an outside agency or the School Doctor.

**Procedure to be followed in the event of an allegation of abuse
against a member of staff or volunteer.
(See also Disciplinary Procedures for Staff)**

The School's procedures for dealing with allegations made against adults currently working at the School will be used where the adult is alleged to have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

regardless of where the abuse is alleged to have taken place.

Allegations against former members of staff or volunteers who are no longer working at the School will be referred to the police. Where the school has information to indicate that the former staff member is working with children in another location this will also be reported to the police (if applicable in Swiss law) and to the senior management of the school where that member of staff is currently working.

If an allegation is made against a member of staff or volunteer, the School's priority will be to achieve a quick resolution of that allegation in a fair and consistent way that provides effective protection for any child involved and at the same time supports the person who is the subject of the allegation. All such allegations will be handled as a priority, without delay.

The following definitions will be used when determining the outcome of allegation investigations:

1. Substantiated: there is sufficient evidence to prove the allegation;
2. False: there is sufficient evidence to disprove the allegation;
3. Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
4. Unsubstantiated: this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Reporting an allegation against staff or volunteers

All allegations, complaints, concerns or suspicions against staff or volunteers at GES, including any made against the DSL, or Deputy DSL, should be reported directly to the Head, or in his absence, to the Deputy Head, unless that person is the subject of the concern (in which case see below). If the allegation relates to Child Protection, the DSL will be informed immediately and the Child Protection incident protocol will be invoked.

All allegations, complaints, concerns or suspicions about the Head should be reported directly to the Chair of Governors.

All allegations, complaints, concerns or suspicions about the Chair of Governors should be reported directly to the SSEJ.

The Head or Chair of Governors (or Vice Chair), as appropriate, (the 'case manager') will immediately (and within one working day) discuss all allegations or suspicions of abuse with the SSEJ. Borderline cases will be discussed without identifying individuals in the first instance and following discussions the SSEJ will advise whether or not an allegation or concern indicates possible abuse. The SSEJ and the case manager will decide in the circumstances what further steps should be taken. This could involve informing parents. In the most serious cases, where it looks certain that a crime has been

committed, the police will be informed. The school, at this point, may also engage the services of legal advisors to ensure that the actions it is taking are in compliance with Swiss law.

All discussions with the SSEJ will be recorded in writing.

Within 24 hours of the allegation coming to the attention of the case manager, the Child Protection Governor will be informed that protocols are being implemented as a result of an allegation, without detail.

The SSEJ (and the Police where necessary) will then follow their procedures as set out by the Canton of Geneva*.

Within 48 hours of the allegation coming to the attention of the case manager, the Chairman of Governors will be informed that an allegation has been made and that the SSEJ have been notified. Any further dissemination of information to the community, including other governors and SLT, will occur only after advice from the SSEJ/Police.

In a strategy discussion or the initial evaluation of the case, the case manager should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim(s).

The initial sharing of information and evaluation by the appropriate agencies may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, in which case this decision and a justification for it should be recorded by both the case manager and the SSEJ, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager should then consider with the SSEJ what action should follow both in respect of the individual and those who made the initial allegation.

Disclosure of information

Where the SSEJ advises that a strategy discussion is needed, or police services need to be involved, the case manager will not speak to the accused person or the parents or carers until those agencies have consulted and have agreed what information can be disclosed.

Subject to the above, the case manager will inform the accused person as soon as possible after consulting the SSEJ and will provide as much information as possible and appropriate at that time.

The Parents or carers of the child(ren) involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case and the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence.

The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed and, where necessary, parents and carers will be made aware of the prohibition on reporting or publishing allegations about teachers. If parents or carers express a wish to apply to the court to have reporting restrictions removed, they will be told to seek legal advice.

The case manager should take advice from the SSEJ to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any information can be reasonably given to the wider community to reduce speculation;
- how to manage press interest if and when it should arise.

Where the police are involved, the case manager will ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the School's disciplinary process. This should be done as the investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

Action to be taken against the accused

The School has a duty of care towards its employees and must ensure that effective support is provided for anyone facing an allegation. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless external agencies object to this. The individual concerned will be advised to contact their lawyer, if they have one, or a colleague for support. The person accused will also be given access to welfare counselling and medical advice.

The case manager will appoint a named representative to keep the member of staff informed of the progress of the case and to consider what other support might be appropriate. If the member of staff is suspended he/she will also be kept up to date with current work-related issues.

Where an investigation by the police or SSEJ is unnecessary, the SSEJ will discuss the steps to be taken with the case manager. The appropriate action will depend on the nature and circumstances of the allegation and will range from taking no further action to dismissal or a decision not to use the person's services in the future.

It may be necessary to undertake further enquiries to determine the appropriate action. If so, the SSEJ will discuss with the case manager how and by whom the investigation will be undertaken. The appropriate person will usually be a senior member of staff, but in some instances it may be appropriate to appoint an independent investigator as advised by the SSEJ.

Suspension

Suspension will not be an automatic response to an allegation and will only be considered in a case where:

- there is cause to suspect a child or other children at the School is or are at risk of significant harm or
- the allegation is sufficiently serious that it might be grounds for dismissal.

All options to suspension will be considered before taking that step. Consideration will be given to whether the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment either within or outside of the School or providing an assistant when the individual has contact with children. The School will give due weight to the views of the SSEJ when making a decision about suspension.

A member of staff will only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification will be recorded and the member of staff notified of those reasons in writing within one working day. Appropriate support will be provided for the suspended individual and contact details provided. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Criminal proceedings

The School will consult with the Police and Lawyer following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the police investigation or trial and the standards of proof applicable.

Return to work

If it is decided that the person who has been suspended should return to work, the School will consider how best to facilitate this, for example, arranging a phased return and/or the provision of a mentor to

provide assistance and support in the short term. The School will also consider how to manage the contact with the child[ren] who made the allegation.

DBS and NCTL Referrals and ceasing to use staff

The School will refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult: where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Referrals will be made as soon as possible after the resignation or removal of the individual.

If the School ceases to use the services of a member of staff or volunteer because he/she is unsuitable to work with children, a settlement/compromise agreement will not be used and, if the above criteria are met, a referral to the DBS will be made as soon as possible.

If the accused person resigns or ceases to provide his/her services, this will not prevent child protection allegations being followed up in accordance with this policy and the statutory guidance. If the above criteria are met, a referral to the DBS will be made as soon as possible.

Staff should be aware that the DBS has statutory authority to bar a person from working in regulated activity with children and/or vulnerable adults in the UK.

Where a teacher is dismissed (or would have been dismissed had he/she not resigned) for misconduct, separate consideration will be given as to whether a referral to the National College for Teaching and Leadership (NCTL) should be made, as per the flow chart that appears in the [guidance published by the NCTL](#). The reasons for the NCTL to consider whether a prohibition order might be appropriate are 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or a 'conviction, at any time, for a relevant offence'.

Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

Timescales

All allegations must be handled without delay. Where it is clear immediately that the allegation is unsubstantiated or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month, with exceptional cases being completed within 12 months but this largely depends on the actions and investigations of outside bodies, including the Police. If the nature of the allegation does not require formal disciplinary action, the Head (as appropriate) should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, as far as possible it should be held within 15 working days.

Unsubstantiated, false or malicious allegations

Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.

Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the School reserves the right to contact the SSEJ and/or police to determine whether any action might be appropriate.

Record keeping and references

Details of all allegations found to be malicious will be removed from personnel records.

A clear and comprehensive summary of any allegations made against a member of staff, all details leading to and including a resolution, and a note of any actions taken and decisions reached will be kept on the confidential personnel file and will be retained until the accused has reached normal pension age or for a period of 10 years if that is longer. However, where an issue or concern relating to a member of staff and the safeguarding of children has been identified, records of any concerns, suspicions or investigations will be kept for 15 years. Such records will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and will help to prevent unnecessary reinvestigation if, as occasionally happens, an allegation resurfaces after a period of time.

The School will provide information regarding a substantiated allegation for the purposes of future references and DBS disclosures in accordance with the School's safer recruitment procedures. In cases where allegations are found to be false, malicious or unsubstantiated, reference will not be made in employer references.

Learning lessons

At the conclusion of a case in which an allegation is substantiated, the SSEJ should review the circumstances of the case with the case manager to determine whether there are any improvements to be made to the School's procedures or practice to help prevent similar events in the future.

This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified.

Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The SSEJ and case manager should consider how future investigations of a similar nature could be carried out without suspending the individual.

Appendix 4

DSL and Deputy DSL Role and Responsibilities

The responsibilities of the DSL are as follows (see Annex C of KCSIE):

Managing referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the SSEJ as required;
- Support any member of staff who makes a referral to the SSEJ;
- Refer cases to the SSEJ/Police where there is a radicalisation concern as required;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the DBS as required;
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the Head to inform them of safeguarding issues
- As required, liaise with the internal case manager and the designated officer(s) at the SSEJ for child protection concerns (all cases which concern a staff member);
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- Meet regularly (at least termly) with the Designated Governor with responsibility for Safeguarding and Child Protection.

Training

The DSLs and Deputy DSLs receive regular training, at appropriate intervals, as and when required, (at least biennially), to provide them with the skills and knowledge required to carry out the role and to keep up with any developments relevant to their role.

The DSLs and Deputy DSLs undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments (as appropriate in Switzerland);
- have a working knowledge of locally agreed procedures for child protection and inter-agency working;
- ensure each member of staff has access to and understands the School's [Safeguarding and Child Protection Policy](#) and procedures and the [Staff Code of Conduct](#) especially new and part time staff;
- ensure all children are taught about how to keep themselves safe online (e-safety);
- are alert to and support the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support GES with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them.

Raising Awareness

The DSL will:

- ensure GES's policies are known, understood and used appropriately;
- ensure GES's [Safeguarding and Child Protection Policy](#) and [Staff Code of Conduct](#) are reviewed annually and that procedures and implementation are updated and reviewed regularly in light of changes in local procedures and national statutory requirements and guidance, and work with the BoG regarding this.
- ensure the [Safeguarding and Child Protection Policy](#) and [Staff Code of Conduct](#) are available publicly (through the School web-site) and parents are aware of the fact that referrals about suspected abuse or neglect must be made and the role of the School in this.
- establish appropriate links with the SSEJ and make sure staff are aware of the [latest local policies on safeguarding](#).

In addition to the above responsibilities as set out in KCSIE, the DSL will:

- consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum, for example through Computing, PSHCE and/or Sex and Relationships Education (SRE).
- understand safer recruitment procedures and processes and be able to apply them as a member of an appointment panel.

Child Protection File (held electronically on MyConcern)

When children leave GES, the DSL will ensure their child protection files are copied for any new school or college upon request as soon as possible but transferred separately from the main pupil file, ensuring secure transit and that confirmation of receipt is obtained.

Where new pupils enter the school, a request for any Child Protection Files will be sent directly to their previous school, marked for the attention of the DSL.

Availability

During term time the DSL or deputy DSL will always be available during school hours for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the DSL or deputy DSL will be available in person, in exceptional circumstances availability via phone and/or zoom or other such media is acceptable. The DSL will ensure adequate and appropriate cover arrangements for any out of hours/out of term activities.

Deputy DSLs

The Deputy DSLs are trained to the same standard as the DSL. In the absence of the DSLs, the functions of the DSL will be carried out by the Deputy DSLs. In this policy, reference to the DSL includes the deputy DSLs where the DSL is unavailable.

Responsibilities of the Board of Governors in the management of safeguarding

The Board of Governors will ensure that both it and, as appropriate, the School's leadership team and all staff comply with all requirements outlined in [Part Two of Keeping Children Safe in Education](#), including that:

- There are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- There is an effective and statutorily compliant [Safeguarding and Child Protection policy](#) and procedures in place, together with a [Staff Code of Conduct](#) (which should include [Acceptable use of the Internet](#), and the [Taking, Storing and Using Images of Children Policy](#)) and that these are provided to all staff (including, as and where necessary, to temporary staff and volunteers, based on a proportional risk based approach) on induction.
- DSLs and deputy DSLs are appointed and that they have the appropriate authority and the time, funding, training, resources and support to fulfil the role and responsibilities as outlined in Appendix 4;
- The School contributes to inter-agency working (as far as is legal and possible in Switzerland) through effective implementation of the [Safeguarding and Child Protection policy](#) and procedures and good cooperation with local agencies;
- The School's safeguarding arrangements take into account local procedures and practice as part of the safeguarding procedures set up by the Republic and Canton of Geneva*;
- A member of the Board of Governors is nominated by the full Board as the nominated child protection governor for the School to:
 - o have oversight of child protection matters, including monitoring of the School's legal duty to refer to the Disclosure and Barring Service;
 - o meet termly with the DSL
 - o oversee the annual review of this policy and of safeguarding practices at the School

The Head's responsibilities in the management of safeguarding

Ensure that the [Safeguarding and Child Protection policy](#) and procedures adopted by the Board of Governors, particularly concerning referrals of cases of suspected abuse and neglect, are implemented and followed by all staff; allocate sufficient time and resources to enable the DSLs and Deputy DSLs to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings.

Ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively. Reporting wrongdoing by staff in the workplace will be dealt with in accordance with the School's [Whistleblowing Code](#), disciplinary procedures, and/or the procedures set out in this policy as appropriate.

Ensure that children's safety and welfare is addressed through the curriculum.

Receive child protection training at Level 3.

Complete Safer Recruitment Training in order to understand safer recruitment procedures and processes and be able to apply them as a member of an appointment panel.

Confirmation of receipt of Safeguarding Policies and Training, the Staff Code of Conduct, including the School's Whistleblowing Code, DSL details, Part One and Annex A of KCSIE

Name:

Employed as:

Date employed from: ____/____/____

- I confirm that I have received, read and understand the School's Safeguarding and Child Protection Policy, including the procedure for reporting concerns about a child.
- I confirm that I have been provided with, have read and understand Part One and Annex B of Keeping Children Safe in Education
- I confirm that I have completed Child Protection Awareness training either online or in person within the last 12 months
- I confirm that I have read and understand the Staff Code of Conduct and Whistleblowing Code
- I confirm that I know the identity and understand the role of the Designated Safeguarding Leads and Deputy DSLs and how to contact them
- I confirm that I have been made aware of my duty to safeguard and promote children's welfare (see below)

All school staff are valued members of the school community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for children. All school staff should:

- place the safety and welfare of children above all other considerations
- treat all members of the school community, including children, parents, colleagues and governors with consideration and respect
- adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in all school policies
- treat each child as an individual
- demonstrate a clear understanding of and commitment to non-discriminatory practice
- recognise the power imbalances between children and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- understand that school staff are in a position of trust and that sexual relationships with a school pupil constitutes an offence
- be alert to, and report appropriately, any behaviour that may indicate that a child is at risk of significant harm
- encourage all children to reach their full potential
- never condone inappropriate behaviour by children or staff
- refrain from any action that would bring the school into disrepute

Signature:

Date:

Please sign and return this form to the Designated Safeguarding Lead.

DSL Signature:

Date:

THIS FORM MUST BE RETURNED BY THE DSL TO THE DIRECTOR OF PEOPLE & CULTURE.