



Child protection policy

All children have the right to live safe from harm in an environment where they are protected from abuse and neglect. iCAN is committed to creating and maintaining an environment in which children are safe and protected from abuse and in which any suspicion of abuse is responded to promptly and appropriately. Child protection is the responsibility of everyone in the school. It is the responsibility of all staff and volunteers here to adopt good practice throughout their work.

In implementing this child protection procedure we will ensure that:

- All employees, volunteers and consultants, whether paid or unpaid, at iCAN understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- All staff members understand their duty to report concerns that arise about a child or young person, or a staff members conduct towards a child or young person, to the Principal (iCAN's designated person for child protection);
- Procedures relating to the conduct of staff members are implemented in a consistent and equitable manner;
- Children and young people are enabled to express their ideas and views on a wide range of issues;
- Parents/carers are encouraged to be involved in iCAN's work and when requested, have access to all guidelines and procedures
- We take into account guidance from the UK government and keep up-to-date with developments relating to the welfare and protection of children and young people, whilst at all times adhering to and/or exceeding the minimum standards of care outlined by the government of Cambodia;
- iCAN is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

The school has the responsibility to ensure:

- Staff are aware of their responsibility to the protection of all our children. This is carried out at recruitment where all staff are required to have an up to date police clearance certificate/s and checks provided by home countries before final offer of employment is issued. (see list at end of policy.)
- All staff are required to sign the child protection procedure and agreement for staff document.
- Children are aware of the importance of their safety and equipping them with the tools they need to keep themselves safe.
- We develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse and/or neglect.
- We provide adequate and appropriate support to those children who have been abused or witnessed abuse.
- We establish a safe environment in which the children grow and develop.
- We recognise the importance of immediate reporting and acknowledge that school staff, are well-placed to observe the outward signs of abuse. As such, the school will therefore:
 1. Establish and maintain, as a priority, a safe environment where children feel secure and are encouraged to talk, and are listened to.
 2. Ensure children know there are adults in the school that they are able to talk to if they are worried.
 3. Include opportunities in the PSHCE & PDRE curriculum for children to develop the skills needed to recognise and stay safe from abuse.

The designated person

The Principal is the 'designated person', responsible for matters relating to child protection and welfare. The main responsibilities of the designated person are to:

- Be the first point of contact for parents/carers, children, teaching and non-teaching staff and external agencies in all matters of child protection.
- Coordinate the child protection procedures in the school as referred to in the child protection procedure and agreement for staff document
- Advise and act upon all suspicion, belief and evidence of abuse reported.
- Monitor the keeping, confidentiality and storage of records in relation to child protection.
- Maintain a training programme for all school employees.
- Keep the relevant people informed at appropriate times of cases of abuse and/or neglect.

Staff responsibilities

Aside from the responsibilities specific to the designated person, every employee of iCAN British International School has a duty to:

- Protect the children at iCAN from abuse.
- Be aware of the school's child protection procedures and follow them.
- Report any matters of concern to the designated person.

Procedures

A member of staff, suspecting or hearing a complaint of abuse MUST:

- Listen carefully to the young person and keep an open mind. (Staff should not take a decision as to whether or not the abuse has taken place.)
- NOT ask leading questions, that is, a question which suggests its own answer.
- Reassure the young person but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the designated person who will ensure that the correct action is taken.
- Keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. This record must be kept securely and handed to the designated person.

Managing allegations made against a staff member

iCAN will ensure that any allegations made against any staff member or members will be dealt with quickly and according to these procedures:

- The individual(s) who first received/witnessed the concern must ensure the immediate safety of the child and that the child is away from the person against whom the allegation is made.
- The Principal or a Vice Principal (leadership team) should be informed immediately. In the case of an allegation involving a member of the leadership team, alternative arrangements should be sought to ensure that an independent person deals with the matter. (Note: this could be anyone at iCAN that is in a senior position and believed to be independent of the allegations made)
- The person dealing with the allegation may contact a local authority, organisation, or consultant for advice on how to proceed with the immediate situation.
- The individual(s) who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The person dealing with the allegation (if appropriate) can support the individual(s) during this process but must not complete the report for the individual(s).

- iCAN will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. If a staff member is found in violation of iCAN's child protection policy:
 1. The staff member will be immediately dismissed,
 2. iCAN will report the staff member to the appropriate authorities, including the staff members embassy or consulate, and
 3. iCAN will provide any information in respect of the violation(s) to the appropriate authorities and encourage such authorities to take action, including prosecution and investigation of the violations to the fullest extent.
- Unreported knowledge or suspicion of violations is considered a violation and will be dealt with in accordance with the same procedures as listed in this document.

Confidentiality and information sharing

The school will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard the children.

Recognising the signs and symptoms of abuse

We will ensure that all staff members undertake training to gain a basic awareness of the signs and symptoms of child abuse.

How concerns about a child or young person's safety can come to light:

- A child or young person alleges that abuse has taken place or that they feel unsafe.
- A third party or anonymous allegation is received.
- A child or young person's appearance, behaviour, play, drawing, or statements cause suspicions of abuse and/or neglect.
- A child or young person reports an incident(s) of alleged abuse, which occurred some time ago.
- A report is made regarding the serious misconduct of a staff member towards a child or young person.

Following are definitions of some common circumstances related to child abuse or neglect:

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/carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse:

Can be difficult to measure and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents/carers. Children who live in households where there is domestic violence can often suffer emotional abuse. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress
- Changes in behaviour which can also indicate emotional abuse include: neurotic behaviour, sulking, hair twisting, rocking, being unable to play
- Fear of making mistakes
- Self-harm

Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-

penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexual inappropriate ways.

Neglect:

Is the persistent failure to meet the child’s basic physical and/or physiological needs, likely to result in the serious impairment of the child’s health or development. Neglect may involve a parent/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 caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to a child’s basic emotional needs.

Certificates/clearance required by iCAN from nationals of the following countries.

Australia	National criminal history check & national police certificate and working with children check
Cambodia	‘Good character’ letter provided by the Sangkat and/or a certificate issued by the Ministry of Justice
Dutch	Police report
India	Police clearance certificate
Ireland	Certificate from the Garda Central Vetting Unit (GCVU)
France	Certificate from Ministry of Justice
Malaysia	Certificate of good conduct issued by MFA
Philippines	Police clearance certificate
Spain	Ministry of Justice police check
Sri Lanka	Police clearance certificate
UK	DBS & ICPC.
USA	Criminal History Record Information from Criminal Justice Information Services (CJIS)