



Bombolulu Secondary School

Safeguarding Policy

January 2023

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The NSPCC - Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

SECTION 1		INTRODUCTION
1.1	Definitions	
	Child	A <i>child</i> is anyone under the age of 18, in line with the UN Convention on the Rights of the Child and the Children Act 2001.
	Child Abuse	The NSPCC (National Society for the Prevention of Cruelty to Children, a UK organisation) cites <i>child abuse</i> or cruelty to children as ‘behaviour’ that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.
		According to the World Health Organisation, <i>child abuse</i> or <i>maltreatment</i> includes ‘all forms of physical and emotional ill-treatment, sexual abuse, neglect and exploitation that results in actual or potential harm to the child’s health, development or dignity’.
		Together, these organisations highlight five types of cruelty: <ul style="list-style-type: none"> ○ Physical abuse: including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering. ○ Sexual abuse: including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities. ○ Emotional abuse: repeatedly rejecting children, humiliating them or denying their worth and rights as human beings. ○ Neglect and negligent treatment: the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention. ○ Exploitation: this can occur in many forms, including sexual exploitation, economic exploitation (using children for labour e.g. working in the fields or selling drugs) or using children to fight (child soldiers).
		A child who is being abused may experience more than one type of cruelty.
		Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.
	Child protection	A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of BSS and its Charity Owner - and individuals associated with both - towards children in their care.
	Direct contact with children	Being in the physical presence of a child or children in the context of BSS or its Charity Owner’s work, whether contact is occasional or regular, short or long term. A non-exhaustive list includes delivering talks to schools, churches and youth groups, project / site visits or attending conferences at which children are also present.
	Indirect contact with children	Having access to information on children in the context of BSS or its Charity Owner’s work, such as children’s names, locations (addresses of individuals or projects), photographs and case studies.
		Providing funding for organisations/individuals that work ‘directly’ with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility for child protection issues.

1.2	What is a Safeguarding Policy?	
	A Safeguarding Policy provides a framework of principles, standards and guidelines on which to base individual and organisational practice in relation to areas such as:	
		Creating a 'child safe' and 'child friendly' organisation (in relation to environmental safety as well as protection against physical, psychological and sexual abuse)
		Prevention of abuse
		Guidelines for appropriate and inappropriate behaviour/attitude
		Personnel recruitment and training
		Recognising, reporting and reacting to allegations of abuse
		Guidelines for communications regarding children
	This policy is not solely directed towards sexual abuse, but rather encompasses all aspects of child protection including, but not limited to: disciplinary measures, health and safety measures, physical harm, working with information about children, proper recruitment and managerial procedures, and the consequences of misconduct.	
1.3	Why do we need a Safeguarding Policy?	
	Any NGO which works with children (directly or indirectly) should have a Safeguarding Policy.	
	Organisations working with vulnerable children have been, are and will continue to be vulnerable to harbouring abuse until the issues are brought into the open.	
	Organisations without Safeguarding Policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.	
	Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising (thus undermining the Charity Owner's entire work, even beyond the scope of the particular project concerned)	
1.4	Safeguarding Policy overview	
	BSS's and the Managing Charity's commitment to promoting awareness and standards of child protection extends to all staff, together with all volunteers, contractors and trustees.	
	This document is required to be reviewed and updated one year after entering into force and thereafter a minimum of once every two years or whenever there is a major change in BSS or its Charity Owner or in relevant legislation, to guarantee the best available policies for safeguarding. This policy is accompanied by a series of appended documents to assist employees, volunteers, contractors, trustees, funders and other stakeholders in the understanding and implementation of the standards contained in this policy.	
1.5	Our core safeguarding principles and values	
	The legal basis: our Safeguarding Policy is firmly based on the principles of the UN Convention on the Rights of the Child ('CRC') and the Children Act 2001. The CRC provides a comprehensive framework for the protection, provision and participation of all children without discrimination to ensure their survival and development to the maximum extent possible. The CRC must be read as a whole but some of the key articles which form the specific basis of child protection are attached at 3.5. Kenya has incorporated some of the ideas of the CRC into national legislation through the Children Act 2001.	
	The moral basis – a non-negotiable duty: We believe that NGOs working with poor and/or vulnerable children have an absolute duty to protect this already vulnerable group from abuse, mistreatment and exploitation from within organisations intended for their benefit. <i>This duty is imperative and non-negotiable. Without adequate standards and mechanisms of protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.</i>	

	<p>An end to silence: Silence breeds abuse and exploitation of children. Paedophiles (a person who is sexually interested in children) will seek out organisations with weak communication structures and thrive where secrecy and shame prevail. Furthermore, without proper policies and specific procedures in place, NGOs are extremely vulnerable to false allegations of child abuse. BSS and its Charity Owner therefore believe in:</p> <ul style="list-style-type: none"> ○ creating an environment where issues of safeguarding are discussed openly and are understood between children and adults; ○ promoting open lines of communication both internally and externally within and between organisations to improve awareness and implementation of safeguarding policies and practices; ○ creating a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse.
	<p>Children’s participation – a space and a voice: “In any matters of procedure affecting a child, the child shall be accorded an opportunity to express his/her opinion, and that opinion shall be taken into account”. Creating a space where children feel able and willing to speak out about abuse, free from abusers, empowers them to become actors in their own protection without further discrimination or shame. BSS and its Charity Owner believes that helping children to find a voice is an essential step to helping them to claim their individual rights. <i>Children will only benefit from this policy if they are aware of their rights and are given the proper environment in which to exercise them.</i></p>
	<p>Taking it further: Safeguarding is not just about reading and signing a piece of paper: the policy sets out guidelines and standards that must be put into practice. <i>‘Above all, it must be remembered that it is the children, not the standards, that are sacrosanct; and although abuse must never be tolerated, the standards are no more than a tool in the service of promoting the welfare of children.’</i></p>
	<p>Capacity building: We understand the need for capacity building on issues of safeguarding and appreciates the constraints and conditions under which organisations operate. We are committed to undertake such capacity building in partnership with others, as appropriate.</p>
	<p>Challenging complacency: Resistance to addressing safeguarding issues may come from lack of understanding of the nature of child abuse, lack of commitment to the organisation / programme, and a sense that child abuse happens elsewhere. We should ask ourself: “If safety and well-being of children are not at the centre of our programmes / activities, then why not?” We will challenge complacency as a matter of course.</p>
	<p>These principles underlie all of the following standards set out in this document.</p>
1.6	Who is bound by this policy?
	Each individual and organisation associated with our school or our charity in any way is held accountable for good practice while working either ‘directly’ or ‘indirectly’ with children (see ‘definitions’, Section 1.1). Each will be informed of the policy and asked to sign a ‘Statement of Commitment’ to the principles contained herein.
	Volunteers, contractors and visitors shall receive a specific briefing - in relation to the exact circumstances of the visit/contract work - from the organisation’s designated Safeguarding Officer; this briefing should include training on our Code of Behaviour and our guidelines on communications about children (including use of images); in the case of journalists.
SECTION 2	OUR SAFEGUARDING POLICY
2.1	Our school motto – creating great people
2.2	Our Mission – to provide a safe, secure and happy first-class learning environment for children who could not otherwise afford to attend secondary school.

2.3	Our vision – <i>is to provide children from severely deprived backgrounds with a chance to break the cycle of poverty through education - regardless of religion, tribe, culture or ability/disability.</i>
2.4	<p>Personnel recruitment procedure:</p> <p>There will be a thorough and standardised process in BSS in Kenya that applies to the recruitment of all employees, contractors, (hereafter, “employee”), whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children. The process shall include:</p> <ul style="list-style-type: none"> • Advertisements for vacancies will clearly state that a child protection policy, including screening procedures, is in place. • Attentiveness to anything suspicious in employment history (including gaps), and the use of references to clarify any areas of concern. • One member of the recruitment panel will have undergone recruitment training specifically on child protection. • The requirement for the potential employee to read, understand and agree to comply with our Safeguarding Policy and guidelines as part of the terms and conditions of employment. The employee shall be required to sign the Statement of Commitment as a condition of employment. • The requirement for the potential employee to sign a personal declaration stating any criminal convictions, including those considered ‘spent’, that relate to child protection issues. • In the case of trustee recruitment, applicants should be required to sign a general ‘Declaration of Qualification for Trusteeship’ which should include specific mention of compulsory compliance with our Safeguarding Policy. • A minimum of two character references shall be required (excluding family members and those who have known the applicant personally for less than 2 years). The existence of the referees shall be confirmed and the references taken up. Former workplace references will also be followed up.
2.4.1	Kenyan Nationals
	Each employee shall be required to obtain a Certificate of Good Conduct from the Kenyan Police, which shall be valid for one year.
2.5	Education and Training
	<p>There will be opportunities within BSS and its Charity Owner to develop and maintain the necessary skills and understanding to safeguard children. The opportunities shall include:</p> <ul style="list-style-type: none"> • An induction process for all employees, contractors, trustees, interns and volunteers which includes: familiarisation with the Safeguarding Policy and procedures; opportunities to learn about the nature of abuse, the effects of abuse and how to recognise and respond to concerns about child abuse. • Employees, contractors, trustees and volunteers who will have direct contact with children must be fully trained on BSS and its Charity Owner’s behaviour protocols and guidelines and must be clear on who to contact in the event of any concerns. • Employees, contractors, trustees and volunteers who have access to information about children such as personal contact information, including their address, specific cases or incidents, or any other details of a child’s personal life must be trained to fully understand what constitutes acceptable and unacceptable sharing of information regarding children.

	<ul style="list-style-type: none"> • The organisational atmosphere should encourage opportunities to question and learn about child protection issues. • New employees, contractors, trustees and volunteers should receive safeguarding training as soon as possible (and at least within 3 months) of taking up their position. • Existing employees, contractors, trustees and volunteers should receive safeguarding training within a designated time period (and at least within 3 months) of the Safeguarding Policy coming into force. • A constant re-evaluation of circumstances regarding training and policy procedures will be administered, assuring a constant, up-to-date awareness of safeguarding issues.
2.6	Management Structure
	<p>There will be a specific management process adopted in order to facilitate implementation of the Safeguarding Policy and procedures. The structure shall include:</p> <ul style="list-style-type: none"> • A designated Safeguarding Officer who is responsible for the implementation of the Safeguarding Policy. This role should reflect the nature and structure of the organisation and the person should have sufficient seniority and support to carry out the role. • Ongoing supervision, monitoring and support of individuals working directly with children, or with direct access to information on children which is integrated into the regular schedule of the supervisor / line manager. • Regular, formal staff evaluations. • The disclosure of personal information about children, including legal cases, should be limited to those employees, contractors, trustees and volunteers who need to know. • Trustees must take responsibility to assure themselves that their Safeguarding Policy is being implemented. • Open lines of communication where understanding abuse, listening and responding to concerns are the main priorities and a positive environment is promoted for giving and receiving feedback. • The management should reflect the organisation’s core principles and values, upholding a professional approach toward safeguarding issues and demonstrating awareness of matters of abuse. • Regular internal and external project inspections are recommended to ensure objectivity and transparency. External monitoring and feedback is not only beneficial as a safeguarding measure, but also as a way to constantly reevaluate the structures and efficiency of an organisation’s programmes and projects as a whole. • The responsibilities of the designated Safeguarding Officer in an organisation may include: <ul style="list-style-type: none"> a) The development of a Safeguarding Training Seminar and other training resources as required. b) Promoting awareness and implementation of the policy throughout BSS and its Charity Owner. c) Monitoring implementation of the policy and report annually to the Trustees and Directors. d) Maintaining knowledge of best practice and legislative requirements.

2.7	Behaviour protocols
	<ul style="list-style-type: none"> • A Code of Conduct setting out the behaviour protocols to protect any child from abuse is set out in 3.1. • The central principle of the Code of Conduct will be to always act in the best interests of the child. • Under no circumstance can an employee, volunteer or trustee misuse or exploit their position of power in relation to any project beneficiary (child or adult). • The Code of Conduct shall be prominently displayed/easily accessible for all organisation representatives. • The Code of Conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration. • The Rights of the Child and the Staff Code of Conduct must be explained to the children. • Children must be heard and taken seriously at all times. • Representatives of the organisation shall disseminate and promote copies of the Code of Conduct in all situations where the organisation is responsible for bringing children into contact with adults¹.
2.8	Communications about children
	<p>There will be a set of Communication Guidelines to control confidential information regarding children and to prevent the presentation of degrading images of children through the organisation's publications and website. The Communication Guidelines shall include:</p> <ul style="list-style-type: none"> • Every child has a right to be accurately represented through both words and images. The organisation's portrayal of each child must not be manipulated or sensationalized in any way. Children must be presented as human beings with their own identity and dignity preserved. • Avoid: <ul style="list-style-type: none"> i. Language and images that could possibly degrade, victimise or shame children; ii. Making generalisations which do not accurately reflect the nature of the situation; iii. Discrimination of any kind; iv. Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible). • In images, children should be appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative. • Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk should not be used on the organisation's website or in any other form of communication for general or public purposes. • Always ask permission from the child / children themselves before taking photographs except under exceptional circumstances, based on the child / children's best interests, where this might not be possible or desirable.

	<ul style="list-style-type: none"> • It is important that text and images included in any print, broadcast or electronic materials such as brochures, publications, reports, videos or websites depict an accurate and balanced depiction of children and their circumstances. Sufficient information should be provided where possible as to their social, cultural and economic environment. • Where children are indeed victims, the preservation of the child’s dignity must nevertheless be preserved at all times. In these circumstances, ‘before’ and ‘after’ pictures are useful to depict a balance between victimisation and empowerment. • To the greatest extent possible, the organisation should acquire informed consent / the permission of the child, child’s guardian and/or NGO responsible for the child in order to use the image for publicity, fundraising, awareness-raising or other purpose (which should be made clear to the consent-giver). • As far as possible, people (including children) should be able to give their own accounts rather than have people speak on their behalf, and people’s (including children’s) ability to take responsibility and action for themselves should be highlighted. • Individuals or organisations requesting the use of your organisation’s resources such as photographs should be required to sign an agreement with your organisation as to the proper use of such materials. The agreement could include a statement that any use of such materials for purposes other than what is agreed upon could subject the borrowing individual or organisation to legal action. Furthermore, failure to adhere to the agreed use of the material will result in the immediate termination of your organisation’s permission to use the subject materials and/or require immediate return of all materials (including any copies made) provided by your organisation.
2.9	Reporting and reaction protocol
	<p>There will be a process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the Safeguarding Policy, which is made available to, and understood by, all employees, contractors, trustees and volunteers. The process will include:</p> <ul style="list-style-type: none"> • The guiding principle that the best interest of the child and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns. • A standardised system for reporting incidents, concerns and referrals and storing these securely. Records of such reports should be signed and dated. They must be kept securely in a locked place to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information, either verbally, through the mail, electronically, or by any other means, should be done in such a way that confidentiality is maintained. • The obligation on all employees, contractors, trustees and volunteers to act immediately and report suspicions, however uncertain, to the designated person (or alternate designated person) in accordance with reporting procedure (3.3 contains the management flowchart of reporting suspected abuse, and 3.4 has the report form). The designated person may in turn seek guidance on further action. • Relevant contact details for safeguarding and child protection services, the department of the local District Children’s Officer, police, emergency medical help and help lines (e.g. Childline)

	<p>Kenya’s telephone number is 116) shall be readily available and easily accessible to employees, interns, volunteers, trustees and contractors.</p> <ul style="list-style-type: none"> • The obligation on the organisation to take appropriate steps within its power to protect the child / children in question from further harm. • Guidance on confidentiality and information sharing which clarifies that the protection of the child is the most important consideration. • Guidance on dealing with allegations from a child that ensure that the child is treated with respect (see the reporting flowchart at 3.3). • Arrangements for providing supervision and support to employees, contractors, trustees, interns and/or volunteers during and following an incident or allegation.
2.10	Consequences of misconduct
	<ul style="list-style-type: none"> • If an allegation of a violation of the policies, guidelines, principles or practice of safeguarding is made concerning a named individual from a verifiable source against any employee, contractor, trustee, intern or volunteer, they may be suspended from all activity / association with BSS or its Charity Owner pending the outcome of an independent investigation, on the authority of the Director based either on the advice of the Safeguarding Officer or reported to him/her. Employees will continue to receive full pay during this time. • Depending on the outcome of the independent investigation, if it comes to light that anyone associated with BSS or its Charity owner commits acts in relation to children – whether within or outside the context of its work – which are criminal, grossly infringe children’s rights, or contravene the principles and standards contained in this policy, <i>we will take immediate disciplinary action and any other action which may be appropriate to the circumstances.</i> This may mean, for example, for: <ul style="list-style-type: none"> • Employees – disciplinary action / dismissal • Volunteers and trustees, – ending the relationship with the organisation • Contractors – termination of contract • Depending on the nature, circumstances and location of the case, BSS’s Charity Owner will also consider involving authorities such as the police to ensure the safeguarding/protection of children and criminal prosecution where this is appropriate. • The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process. The Chairman of the Trustees in UK and the School Manager in Kenya will form the appeals panel.
SECTION 3	APPENDICES
3.1	Code of Conduct
	<p>As we have staff and volunteers, we have a clear code of conduct which sets out:</p> <ul style="list-style-type: none"> • our charity’s culture and values • how people in our charity should behave
	<i>Always act in the best interests of the child</i>
	Behaviour protocols

	Sexual behaviour
	<p>DO NOT:</p> <ul style="list-style-type: none"> ● engage in or allow sexually provocative games with children to take place; ● kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way; ● do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming; ● encourage any crushes by a child; ● develop a sexual relationship with anyone under the age of 18 years ● develop a sexual relationship with any beneficiary of our work.
	Physical behaviour
	<p>DO NOT: Ever hit or otherwise physically assault a child.</p>
	<p>DO: Wait for appropriate physical contact, such as holding hands, to be initiated by the child.</p>
	Psychological behaviour
	<p>DO NOT:</p> <ul style="list-style-type: none"> ● use language that will mentally or emotionally harm any child; ● suggest inappropriate behaviour or relations of any kind; ● act in any way that intends to degrade a child; ● encourage any inappropriate attention-seeking behaviour, such as tantrums, by a child; ● show discrimination of origin, language, race, tribe, culture, age, gender, disability, HIV status, religion, sexuality, or political persuasion; ● do not show favouritism or spend excessive amounts of time with one child.
	<p>DO: Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.</p>
	Peer Abuse
	<p>DO NOT: Allow children to engage in sexually provocative games with each other.</p>
	<p>DO:</p> <ul style="list-style-type: none"> ● be aware of the potential for peer abuse; ● develop special measures / supervision to protect younger and especially vulnerable children; ● avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).
	Physical environment
	<p>DO: Develop clear rules to address specific physical safety issues relative to the local area. Dress in a modest style.</p>
	Minimising risk situations
	<ul style="list-style-type: none"> ● Try to avoid placing yourself in a compromising or vulnerable position. ● You should only be in a one-to-one situation with a child if there a justifiable professional reason. Try to, where or when appropriate, be accompanied by a second adult; meet with a child in a designated or central, public location whenever possible.

	<ul style="list-style-type: none"> • Try not to be alone with a single child, including in the following situations: in a car (no matter how short the journey); overnight (no matter where the accommodation); in your home or the home of a child. • If you are concerned about a situation regarding a child, speak to your Head teacher immediately so that the issue can be addressed.
3.2	Recognising signs of abuse
	<ul style="list-style-type: none"> • This checklist is indicative only – indications of potential abuse are complex • Do not automatically assume that abuse is occurring; there may be an innocent explanation. However, do listen to the child and do not dismiss significant changes in behaviour, fears, worries, and physical indicators a child is exhibiting. • Report any concerns to the appropriate person (see the reporting flowchart in 3.4); it is not your responsibility to try and resolve the situation.
	<p>Possible signs of physical abuse:</p> <ul style="list-style-type: none"> • Bruises, burns, sprains, dislocations, bites, cuts • Improbable excuses given to explain injuries • Refusal to discuss injuries • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Being aggressive towards others • Being very passive and compliant • Chronic running away
	<p>Possible signs of neglect:</p> <ul style="list-style-type: none"> • Frequent hunger • Poor personal hygiene • Constant tiredness • Frequent lateness or non-attendance at school • Untreated medical problems • Low self-esteem • Poor social relationships • Compulsive stealing • Drug or alcohol abuse
	<p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> • Physical, mental and emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to painful situations • Extremes of passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing
	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> • Age inappropriate sexualised behaviour • Physical indicators (general and in genital and anal areas)

	<ul style="list-style-type: none"> • Behavioural indicators (general and sexual) which must be interpreted with regard to the individual child’s level of functioning and development stage
	<p>Possible signs of concern regarding adult behaviour:</p> <ul style="list-style-type: none"> • A child or children becomes unusually distressed or agitated in the presence of a particular person. • A child is asked to lie about anything (especially if it is about meeting that child) by an employee, contractor, trustee, volunteer or parent. • You are asked to lie about a situation involving a child – particularly if that child looks distressed – by any an employee, contractor, trustee, volunteer, intern, or parent. • Any person who persistently fails to follow our Code of Conduct / behavioural protocols is a cause for concern, particularly if reasons are evasive. • Private (i.e. outside of work) meetings between a child and an employee, contractor, trustee or volunteer are a cause for concern.

3.3 – Types of Risks and Harm

Harm and risks we, as a charity and a school, are alert to:

- sexual harassment, abuse and exploitation
- criminal exploitation
- a charity’s culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

3.4 - Child Abuse: Reporting and Reaction Protocol Flowchart

Guiding principle: always act in the best interests of the child

Do you suspect or have you witnessed child abuse and/or a breach of our Safeguarding Policy by:

- a member or members of staff
- volunteers, contractors or visitors to Bombolulu Secondary School

YES

You must complete a Report Form for Suspected Abuse IMMEDIATELY, which has to be completed by you **alone**.

It is **YOUR** responsibility to report these suspicions/what you witnessed to your Head teacher as soon as you have completed the form (and no later than the same working day) and to no one else.

If your report involves your Head teacher, speak to the School Manager instead.

BSS and its Charity Owner are obliged to take all appropriate steps within its power to protect the child/children in question from further harm. The information reported will be held in a safe and secure place and treated in the strictest confidence.

Your Head teacher will investigate your report, guided by the principles in the Safeguarding Policy and may involve external organisations such as the police or the District Children's Officer (as appropriate).

If you would like support following the incident/allegation, please inform your Head teacher.

3.5 - Report Form for Suspected Abuse

If you have knowledge that a child's safety might be in danger, please complete this form to the best of your knowledge. Please note that safeguarding concerns must be reported directly to the designated contact person immediately (preferably within the same working day). You should complete this form **before** contacting the designated person. This report is to be used as a tool to develop the most un-biased information-based report possible. For confidentiality reasons, the report should be written and signed solely by you. It should only be sent **only** to the designated contact person. It will be held in a safe and secure place and treated in the strictest confidence.

1. About You

Your name: _____

Your job title: _____

Workplace: _____

Your relationship to the child: _____

Contact details: _____

2. About the Child

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's guardians: _____

3. About your Concern

Was the abuse observed or suspected? _____

Is this concern based on first-hand information or information divulged to you by someone else?

(If so, whom?) _____

Did the child disclose abuse to you? _____

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of the person who allegedly abused the child: _____

Job title: _____

Nature of the allegation: _____

Exactly what the child or other source said to you. How did you respond to him or her: [Do not lead the child. Record actual details]

Your personal observations (*visible injuries, child's emotional state, etc.*) [N.B. Only record what is fact, not opinion or rumour]

Any other information not previously covered:

Were there any other children/people involved in the alleged incident? If so, who

What actions have you taken so far?

Signed: _____

Date: _____

3.6 - Selected Articles from the UN Convention on the Rights of the Child

Taken holistically, the CRC provides a comprehensive framework for the protection, provision, and participation of all children without discrimination to ensure their survival and development to the maximum extent possible. On the understanding that CRC must be read as a whole, the following articles nevertheless form the specific basis of child protection issues.

Article 1

For the purposes of the present Convention, a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Article 2

1. States Parties shall respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. States Parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Article 3

1. In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.
2. States Parties undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and, to this end, shall take all appropriate legislative and administrative measures.
3. States Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.

Article 6

1. States Parties recognize that every child has the inherent right to life.
2. States Parties shall ensure to the maximum extent possible the survival and development of the child.

Article 12

1. States Parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.
2. For this purpose, the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body, in a manner consistent with the procedural rules of national law.

Article 13

1. The child shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.

Article 19

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 25

States Parties recognize the right of a child who has been placed by the competent authorities for the purposes of care, protection or treatment of his or her physical or mental health, to a periodic review of the treatment provided to the child and all other circumstances relevant to his or her placement.

Article 32

States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Article 33

States Parties shall take all appropriate measures, including legislative, administrative, social and educational measures, to protect children from the illicit use of narcotic drugs and psychotropic substances as defined in the relevant international treaties, and to prevent the use of children in the illicit production and trafficking of such substances.

Article 34

States Parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, States Parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- (a) The inducement or coercion of a child to engage in any unlawful sexual activity;
- (b) The exploitative use of children in prostitution or other unlawful sexual practices;
- (c) The exploitative use of children in pornographic performances and materials.

Article 36

States Parties shall protect the child against all other forms of exploitation prejudicial to any aspects of the child's welfare.

Article 37

States Parties shall ensure that: (a) No child shall be subjected to torture or other cruel, inhuman or degrading treatment or punishment. Neither capital punishment nor life imprisonment without possibility of release shall be imposed for offences committed by persons below eighteen years of age.

Article 39

States Parties shall take all appropriate measures to promote physical and psychological recovery and social reintegration of a child victim of: any form of neglect, exploitation, or abuse; torture or any other form of cruel, inhuman or degrading treatment or punishment; or armed conflicts. Such recovery and reintegration shall take place in an environment which fosters the health, self-respect and dignity of the child.

STATEMENT OF COMMITMENT

To Action our Safeguarding Policy

“I, _____, have read and understood the standards and guidelines outlined in this Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while working with Bombolulu Secondary School or its Controlling Charity.

(Print name)

(Job title / role)

(Signature)

(Date)