



Brookes Moscow School Policy

Child Protection

1.0 PURPOSE

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection from harm, harassment or abuse, regardless of their age, gender, ability, race or social background. They have a right to be safe at all times, both in school and in their lives outside school.

Our aims, in relation to child protection are:

- to provide a safe environment in which children can learn;
- to respect our children and to encourage them all to have high self-esteem so that they can achieve to the best of their ability;
- to strive to ensure that all our children are enabled to make good educational progress;
- to provide opportunities which enable our children to take and make decisions for themselves;
- through our teaching of personal, social and health education (PSHE) and citizenship, as part of the International Baccalaureate, to help children develop appropriate attitudes towards others and to come to understand normal, appropriate expectations of social behaviour; we also aim to teach them how to recognise different types of risks in a range of situations, and how to behave in response to them;
- to establish what actions the school can take to ensure that children remain safe, at home as well as at school;
- to raise the awareness of all staff to child protection issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- to ensure that parents and carers are aware of the school's policy on Child Protection and related matters.

2.0 SCOPE

All children enrolled at Brookes Moscow; any children visiting the school for any definitive or indefinite period of time.

3.0 POLICY STATEMENT

Child abuse takes a variety of forms:

- **PHYSICAL** abuse involves the hitting, shaking or other physical treatment of a child that may cause actual bodily harm or be psychologically distressing;
- **SEXUAL** abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening; this includes non-contact situations, such as showing children pornography or encouraging inappropriate sexual behaviour;
- **EMOTIONAL** abuse is the persistent psychological ill-treatment of children, such as persistent bullying, frightening, threatening or otherwise intimidating them; emotional



abuse can also consist in degrading children or making them feel worthless, uncared for or unloved;

- Children are also abused if they are NEGLECTED; this might involve failure to provide proper food, warmth and daily care, but it might also be failure to support the emotional well-being of the child.

Children have a basic right to live their lives free from abuse. Furthermore, children suffering any kind of abuse will be unable to learn effectively and will not achieve their full potential.

Children can develop a special and close relationship with school staff and come to view them as significant and trustworthy adults. Children may therefore, if they have been abused, confide or disclose to a teacher or other member of staff. Sometimes school staff are also in a unique position to notice any significant change in behaviour or circumstances. There are opportunities in school to notice injuries, marks or bruises, for example, when children are doing PE, games or swimming, which might indicate a child has been abused.

4.0 RESPONSIBILITIES & REPORTING

4.1 Compliance, monitoring and review

Policy Approved: by the Head of School, 2nd September 2018
Policy Review: by the Head of School, DCPO & Robin Watts, Official for RAW training.

There is a named person who is the senior Designated Child Protection Officer lead (DCPO)
This is **Mr. John Downey, Head of Upper School** (email – jdowney@moscow.brookes.org)
Phone number **+74991107001**.

There is a Deputy Designated Child Protection Officer (DDCPO)
This is **Mrs. Sandy Venter, PYP Co-ordinator** (email – sventer@moscow.brookes.org)

It is the responsibility of the Head of School/DCPO/DDCPO to ensure all of the following:

- that the School adopts appropriate policies and procedures to safeguard children in the school;
- that all staff are sufficiently trained in child protection to enable them to be fully aware of all relevant issues and actions which they should take if they suspect abuse;
- that this policy and related practices are implemented by all staff;
- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable or may be suffering abuse, or that there are any particular school practices which may put children at risk.

The Head of School will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with child protection issues, and a named link governor. The Head of School and the DCPO will regularly monitor and review the implementation of this policy.

This policy is reviewed annually by the Head of School, the Senior DCPO and the appropriate Brookes board member.



4.2 Reporting

The DCPO's are guided by two principles:

- in accordance with current International practice within the context of being in Russia, the welfare of the child is always paramount;
- confidentiality should be respected whenever possible.

A key role of the DCPO's is to be fully conversant with the procedures as determined by the Head of School, and to ensure that the school acts to support any child who may be at risk. The coordinator must also make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection. The DCPO's will work closely with the Head of School as well as local Russian agencies who are involved, when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, always remembering that the interests of the child are of paramount importance.

All staff have a responsibility to report to the DCPO's any concern they have about the safety of any child in their care.

The DCPO will keep all written concerns in a locked cabinet, with the Deputy CPO being the only other person with access to this.

Employment and recruitment

We will do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinising applicants, verifying their identity and qualifications, and obtaining references and police checks. All our procedures are detailed in our Safer Recruitment Policy.

Procedure to be followed if an adult has concerns about a child

Any action taken by the DCPO's when dealing with an issue of child protection must be in accordance with the procedures outlined by the Head of School in compliance with applicable Russian Regulations and Legislation.

All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. All staff will be reminded regularly about the importance of the school's policy and procedures, to ensure that everyone is aware of their responsibilities. As part of their induction, the Head of School is responsible for ensuring that all new academic staff have this policy and procedures explained to them. For administration staff this is the responsibility of the HR team.

If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the DCPO about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse which a child gives them; they are required by law to pass this information on.

For child disclosures the following guidelines should be adhered to: (the 'Brookes Moscow Child Protection Disclosure Pro-forma' can be found as an addendum to this policy)

If a child chooses to disclose, you SHOULD:

- Be available and amenable;
- Listen carefully and at the child's pace;
- Take what is said seriously;



- Reassure the child that they are right to tell;
- Tell the child that you have to pass this information on;
- Make a careful, handwritten record of what was said **verbatim**;
- Avoid too many questions

You should NEVER:

- Take photographs or examine a child;
- Investigate a disclosure or allegation;
- Make promises to a child;
- Speculate or accuse anybody;
- Forget to record what you have been told;
- Fail to pass the information on to the correct person;

If a child alleges abuse, the school will usually contact the Head of School who will decide whether or not to take the matter further according to Russian regulations. This may be done without first informing parents and carers. However, in some circumstances, following Russian regulations, parents and carers may be informed first.

If a referral is made, a case conference will be held. Case conferences offer the opportunity to share information and formulate a plan of action. Relevant staff are expected to attend and participate in all case conferences and meetings held.

Allegations against staff

If an allegation of abuse is made against a member of the school staff (or a volunteer helper), it will always be investigated by the Head of School, or, in the case of the allegation being against the DCPO's or Head of School, by the appropriate Brookes Education Group Board Member, David Rose (drose@brookes.org). If it is felt, after these initial investigations, that a further enquiry is needed, then this could lead to the suspension of the member of staff. Suspension is a neutral act, and in no way implies that the person is guilty of any wrong-doing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek legal advice and comply with national and locally agreed guidance.

Staff training

All adults in the school receive regular training annually to raise their awareness of child protection and abuse, and to improve their knowledge of the child protection procedures that have been agreed locally. The maximum period of time before refresher training must take place is two years. The DCPO's will receive a training workshop at an advanced Level 3 in respect of Child Protection; this is delivered by Robin Watts and RAW.

Confidentiality

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

We comply with the requirements of Russian Regulations and Legislation. The Head of School ensures that the DCPO's are fully cognizant with these requirements particularly, with regard to confidentiality. Information from third parties will not be disclosed without their prior consent. Working notes are not subject to disclosure but will be summarised and then kept on file.



5.0 DEFINITIONS

Child Protection - the protection of children from violence, exploitation, abuse and neglect.

Safeguarding - action that is taken to promote the welfare of children and protect them from harm.

DCPO – Designated Child Protection Officer

DDCPO – Deputy Designated Child Protection Officer

6.0 RELATED LEGISLATION AND DOCUMENTS

This policy is based on the original DCSF Circular 10/95 – *Protecting Children from Abuse: The Role of the Education Service and the Children Act 2004*. It also takes into account current international practices like ([Keeping Children Safe in Education, 2018](#)) and ([Council of International Schools & COBIS](#)) as well as recognising that all its provisions are subject to Russian Regulations, practice and legislation. This policy contains a statement of school policy in relation to allegations of abuse against staff.

7.0 APPROVAL AND REVIEW DETAILS

Approval Authority: Brookes Education Group

Administrator: Mr. Charley King

Policy Review Date: by November 6th, 2018

8.0 APPENDICES

Please see following pages



Appendix 1

Brookes Moscow Child Protection Disclosure Pro-forma

CONFIDENTIAL

Child Protection at Brookes Moscow

**What should you do if you are worried about a child's welfare? Or
What to do if a child tells you something that concerns you? (Makes a disclosure of abuse)**

DO NOT KEEP YOUR CONCERNS TO YOURSELF

Abuse can be:

Neglect (for example: dirty, no lunch, inappropriately dressed for weather)

Physical (for example: bruising, burns, sores, bites)

Emotional (for example: withdrawn or disturbing behaviour)

Sexual (for example: inappropriate sexualised behaviour or comments).

There are many other physical and behaviour indicators of abuse.

Any concerns should be reported to **John Downey** who is the Designated Named Person for child protection or **Sandy Venter** in their absence.

What should you do?

Remain calm, do not panic or express shock

- Listen carefully – do not prompt responses
- Reassure the child – tell them they are doing the right thing and that you are pleased they are confiding in an adult. Praise them for having the courage to talk about it with someone
- Do not project or assume anything, let the child tell their story; leave your own assumptions out
- Use age specific language. Ask for clarification for any meaning or words you don't understand.
- Let the child know they are believed
- Let the child know that you will do your best to protect and support them.
- Do not promise secrecy to the child. Explain that it is necessary that in order to help them, you will have to tell certain other parties but it will be as confidential as possible. Assure them however that this will not be general knowledge within the school community.
- Check that you have a full understanding of what the child has told you before the end of the discussion.
- Make the child comfortable. Ensure that the child is not left in a situation where he/she may be pressured to change their story
- Report to the appropriate Designated Person at the earliest possible opportunity. You will be asked to record what the child has said or what you have observed, include dates and times. It is important that this is recorded in as much detail as possible, using accurate language, so that the child does not have to repeat the details of abuse unnecessarily.
- Maintain confidentiality. Do not discuss this with any other members of staff, children or people outside of school. It will be considered a breach of school protocol if you do this.

IT IS YOUR RESPONSIBILITY AND DUTY AS A MEMBER OF STAFF AT TO PASS ON ANY CHILD PROTECTION CONCERNS ABOUT A CHILD



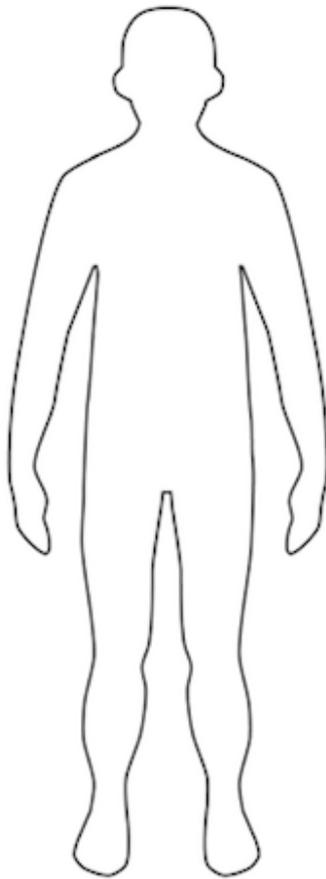
Appendix 2

INITIAL RECORD OF CONCERN – FORM 1
(to be completed by adult who has first point of contact by child)

Child's Name and Class:
Date and Time of Concern:
Your Account of the Concern: (what was said, observed, reported and by who)
Additional Information: (context of concern/disclosure/details of any physical signs)



Please indicate any markings on body outline:





Your Response:
(what did you do/say following the concern)

Your Name:

Your Signature:

Your Position in School:

Date and Time of this Recording:
Form passed to DCPO: Yes / No

Date and time of meeting arranged to discuss with HOS/DCPO:

Name: Date:.....