



**BRITISH SCHOOL OF GENEVA**  
**CHILD PROTECTION POLICY**



## KEY CONTACTS

### DESIGNATED CHILD PROTECTION CO-ORDINATOR:

Mrs Raji Sundaram

0041 78 698 3954 / 0041 22 7957512

[principal@britishschoolgeneva.ch](mailto:principal@britishschoolgeneva.ch)

### DESIGNATED DEPUTY CHILD PROTECTION CO-ORDINATOR:

Ms. Susan Mesa

0041 76 400 8020 / 0041 22 7957510

[susan.mesa@britishschoolgeneva.ch](mailto:susan.mesa@britishschoolgeneva.ch)

### MEDICAL DOCTOR 'ON CALL'

Dr. Bénédicte PITTET-MAITRE

Centre Medical Casai

18 avenue Louis-Casai

1209 Geneva

004122 761 6120 / 0041799612219

[Benedicte.pittet@gmail.com](mailto:Benedicte.pittet@gmail.com)

### KEY CONTACT WITHIN THE LOCAL AUTHORITY

- 1) Service de Protection des Mineurs

[www.ge.ch/spmi](http://www.ge.ch/spmi)

0041 22 546 1000

- 2) Service de Santé de l'enfance et de la Jeunesse

[www.ge.ch/ssej/](http://www.ge.ch/ssej/)

0041 22 546 4100



## **PURPOSE**

The United Nations Conventions on the Rights of the Child states:

- In all actions concerning a child, the best interests of the child shall be the primary consideration (article 3).
- The child has the right to express his/her views in all matters concerning him/her and has the right to be heard (article 12).
- The child has the right to be protected from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation including sexual abuse (article 19).

The above underpins the framework of the British School of Geneva's Child Protection Policy. Its aim is to provide an effective whole-school policy with clear direction to staff about expected behavior when dealing with child protection issues. It also makes explicit the school's commitment to best practice and procedures. It ensures that child protection concerns and monitoring are handled with the utmost sensitivity and professionalism and in a manner in which the needs of the child are supported.

## **INTRODUCTION**

British School of Geneva takes seriously its responsibility towards the protection and safeguarding the welfare of the children under its care.

The following are the main features of the policy:

- To create a positive atmosphere within the school where the child feels respected and valued. This is done through the extensive pastoral care offered to students and through elements of the PHSE / Citizenship curriculum.
- To protect the child by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to any concerns.
- To provide on-going support to any child about whom concerns have been raised.
- This policy applies to all pupils, staff, volunteers and visitors to the British School of Geneva
- The school recognizes it is an agent of referral and not of investigation

## **SCHOOL POLICY**

In order to prevent abuse, a student needs self-esteem, confidence, supportive peers and clear lines of communication with a trusted adult. We will therefore,

- establish and maintain an environment where pupils feel secure and are encouraged to talk and where they feel confident that they will be listened to.
- ensure the pupils know that there are adults within the school community that they can approach in case of difficulty.
- include in the curriculum, activities which equip pupils with the necessary skills to stay safe from abuse including cyber-abuse.



- include in the curriculum materials which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.
- ensure that wherever possible every effort will be made to establish effective working relationships with parents and partner agencies.

## **ROLES AND RESPONSIBILITIES**

All adults working with the children have a responsibility to protect them.

The role of the Designated Child Protection Co-ordinator is to ensure that all of the child protection procedures are followed within the school. In addition, it is his/her responsibility to ensure all staff, including temporary staff, are aware of the internal procedures and to advise and offer support to the staff where there is a need.

If, for any reason, the Designated Child Protection Co-ordinator is unavailable, the Designated Deputy Child Protection Co-ordinator will act in their absence.

The Management is responsible for ensuring that the school follows safe recruitment procedures and that appropriate police checks are obtained.

## **PROCEDURES**

- Staff should be kept informed about child protection responsibilities and procedures during the induction process. It also forms part of the handbook given to staff and should be available on the school website.
- Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the Designated Child Protection Co-ordinator or the Designated Deputy Child Protection Co-ordinator. In the absence of both, it should be brought to the attention of the Head of Secondary or the Primary Co-ordinator. All of the reports should be in a written format which will be kept in secure storage.
- It is essential that the high standards of concern and professional responsibility adopted with regard to alleged abuse by parents are similarly displayed when members of staff are accused of abuse. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. In all cases the allegations must be reported.
- Staff should be encouraged to listen to the child when they want to talk about these issues in a calm manner without asking any leading questions.
- Confidentiality is an issue that needs to be fully understood by all those working with the pupils, especially in the context of child protection. A member of staff must never guarantee confidentiality to a pupil nor agree to keep secret where there is a child protection concern.
- In adherence to local laws, in case of repeated evidence or serious abuse, the on-call doctor and SSEJ should be contacted, who in turn will get in touch with the SPMi.
- Staff members should be informed of relevant information about individual cases on a 'need to know basis' only. Any shared information should be kept in confidence.



- When a child is monitored by the local authorities, it is the Designated Child Protection Co-ordinator's responsibility to ensure that the child is monitored with reference to school attendance, welfare and presentation.

### **TRAINING AND SUPPORT**

All staff are trained in awareness of child protection issues as part of the on-going staff development programme. This involves online training courses on Child Protection and dedicated training days. All staff will be given information on recognizing both physical and behavioural signs of physical, sexual and emotional abuse as well as neglect and FGM. Support will be available for staff from the Heads of the different sections, when there is a query about child protection issues. All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct.

### **RECORDS AND MONITORING**

Well-kept records are essential to child protection practice. Any member of staff receiving a disclosure of abuse or noticing signs of abuse must make an accurate record as soon as possible (template attached) noting what was said or seen with the date, time and location, putting the event in context. All records should be dated and signed and will include action taken. These records will be kept in a confidential file in the Principal's office.

### **SUPPORTING PUPILS AT RISK**

We recognize that children at risk of abuse may find it difficult to develop self-esteem. The school may be the only secure place in their lives; however, their behavior may still be challenging. The school will endeavor to help those pupils through

- elements of the curriculum to encourage self-esteem and motivation
- the school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued
- implementing a consistent behaviour policy
- a consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but they are valued
- developing mutually beneficial relationships with parents and care-givers

This policy should be considered alongside the school's PSHCE curriculum, behaviour and bullying policy and health and safety policy.

### **REVIEW**

Amended July 2015

Raji Sundaram

Principal

To be reviewed July 2016



<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>CONTEXT</b>		
<b>SUMMARY OF EVIDENCE</b>		
<b>SIGNATURE</b>	<b>DATE</b>	
<b>ACTION</b>		