

# Safeguarding Policy



**CAMBRIDGE**  
**ENGLISH SCHOOL**  
مدرسة كيمبردج الإنجليزية

Reviewed and Approved on June 2025

..... Heads of Section

..... DSL

..... Principal

Review Date: Sept 2026

# Safeguarding Policy

Cambridge English School recognises that all adults have a full and active part to play in protecting and safeguarding the children in their care, and that the children's welfare is of paramount concern. Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes

As a school, we must ensure staff and volunteers undergo appropriate training and checks via the Kuwaiti Police check service and Disclosure and Barring Service (DBS) relevant to their post, and this includes any prohibition checks necessary for their work in a school.

## Aims

- Provide a caring, positive, safe, and stimulating environment that encompasses the social, physical, and moral development of the individual student.
- Provide an environment in which children feel safe, secure, valued, and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- Ensure that all staff are trained and aware of their safeguarding responsibilities, including what to do if children disclose abuse and how to recognise different forms of abuse.
- Ensure policies related to the safeguarding of the students are implemented and evaluated regularly.
- Establish clear boundaries between staff and students.
- Implement clear reporting lines for both, staff and students.
- Ensure staff are aware of their duty to raise concerns about the attitude and actions of colleagues, if necessary.
- Be aware of local laws and liaise with the relevant local authorities.
- Ensure children are aware of the safeguarding policy and how it operates within the school.

## Policy Statement

The school will always act in the best interests of the child, by having conversations, building relationships and focusing on outcomes not outputs.

## Procedures (see Appendix A and B)

Any disclosure should be referred in writing to the Safeguarding Lead or Head Teacher who is responsible for safeguarding in their department.

All members of staff and volunteers must know how to respond to a child who discloses sensitive personal information, and they are familiar with procedures to be followed (see below).

If a child chooses to tell a member of staff about alleged incidents, the following procedures should be followed:

- **The child should be listened to without interruption;**
- **Promises must not be made e.g. to keep secrets;**
- **Remain calm and be available to listen;**
- **Listen with the utmost care to what the child is saying;**
- **Avoid questioning, but if necessary do not pressurise the child, and only use open questions;**
- **Do not put words in the child's mouth but note the main points carefully;**
- **Keep a record of the situation on the "initial record of concern" sheet;**
- **Reassure the child and let them know they were right to share;**
- **Inform the child that the information will now have to be passed on to a Safeguarding Lead;**

The school will ensure that parents/carers are made aware of the school safeguarding procedures through parents' evenings and messages home.

The School acknowledges the need for effective and appropriate communication between relevant members of staff and parents in relation to safeguarding children.

## **Supporting Students**

In order to support children the school will provide an explanation of the school safeguarding policy to equip them with the skills they need to stay safe from harm, and to ensure they know to whom they should turn for help. The school will promote an ethos that is positive and supportive, and a secure environment, which gives all children a sense of being respected and valued. Parents will be notified of school safeguarding measures and encouraged to work together with staff to ensure all children are protected. Through the PSHCE programme, the children will be taught how to recognise potential threats and become more aware and resilient. The school counselor is available if further support is necessary.

### **Pupils must:**

- **be made aware of basic safeguarding procedures in school.**
- **Be made aware how to keep themselves safe.**
- **Parents must: be made aware that we have a responsibility for the welfare of all our pupils;**

- **Be made aware that Higher School Management have a duty to involve SCAN team if we have serious concerns about a child.**

## **Supporting Staff**

The school recognises that the staff who have become involved with a child who has suffered harm, or who is likely to suffer harm, may find the situation stressful and upsetting.

Support will be given to such staff by the school providing the opportunity to talk through their anxieties, and to seek further support should it be required. In addition, staff will be supported if they are called upon to take a case to the authorities and will not be penalised for doing so.

## **Confidentiality**

The school recognises that all matters relating to child protection and safeguarding are confidential. Nothing will be recorded online. All documentation will be securely stored in the Safeguarding Lead's office. When transferring information to another school, this must again be done securely, in a sealed packet which is signed for by a Safeguarding officer in the new school on receipt.

## **Roles and responsibilities**

Safeguarding is a whole school responsibility. Checks are undertaken on all adults working at the school to establish the suitability of that person to work with children and all ancillary staff or volunteers must sign a form acknowledging their safeguarding responsibilities. Heads and the Designated Safeguarding Lead have overarching responsibility for child protection and safeguarding.

The Designated Safeguarding Lead should:

- Keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant meetings
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- Ensure staff have regular safeguarding training as part of the school CPD programme.

All school staff should take care not to place themselves in a vulnerable position with a student. It is always advisable, where possible, for interviews or work with individual children or parents to be conducted with, or in view of, other adults.

If a serious allegation is made and it is considered necessary to report this to the Kuwaiti authorities, it will be taken to the Designated Safeguarding Lead initially, and then to members of the Higher Management and owners of the School. Only the Higher Management will have the authority to inform the Police, SCAN team or the Ministry of Education (See Appendix D).

If an allegation is made against a member of staff, the member of staff receiving the allegation will immediately inform the Headteacher, or the most senior member of staff if the Headteacher is not present. The informed person will then consult with the relevant authority if deemed necessary.

## **Safeguarding guidelines**

**Staff:** All teaching staff will read and understand Part 1 of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually. An acknowledgement of receipt of KCSIE will be given to all school personnel & volunteers upon arrival at reception. Likewise, all ancillary staff will be asked to read and sign "Acknowledgement of Safeguarding responsibilities".

### **Visitors: All visitors to enter school through reception**

They are required to sign in. If they are expected, they are required to show identification which is checked for accuracy of name and picture. If they are not expected, they are asked to wait in reception while further checks with staff are made. Visitors are then issued with a pass and talked through the 'Keeping Safe' safeguarding poster. This ensures that visitors are aware of who to approach if they are concerned about the welfare of a child during their visit. No visitors are permitted to enter the main doors of the school without having signed in.

## **Student Health and Safety**

CES will ensure that Student Health and Safety is at the forefront of all that is done. Please see the relevant Policies below.

Acceptable Internet Use  
Behaviour Management  
Anti-Bullying

### **Appendices:**

- A** Flow chart of procedures
- B** Record of concern Form 1
- C** Record of concern Form 2
- D** Contact of Kuwaiti Support services

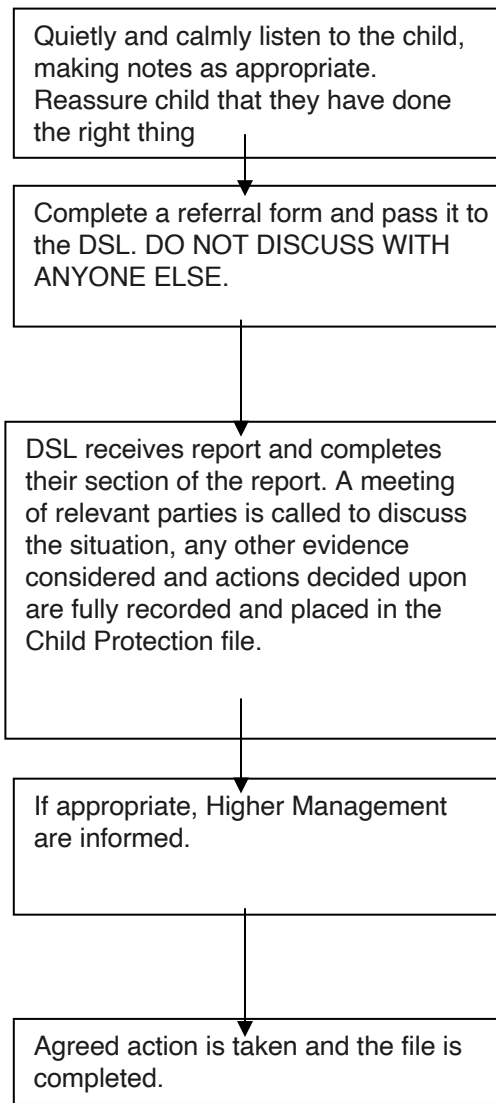
### **Bibliography:**

[Keeping Children Safe in Education DofE Part 1 \( 2019\)](#)  
[Kuwait Child Rights Law \( 2015\)](#)  
[Kuwait Child Neglect and Suspected Abuse Policy \(2014\)](#)

# **APPENDIX A**

## **Flow Chart of Procedures**

Flow Chart of Procedures for when a child discloses to a member of staff



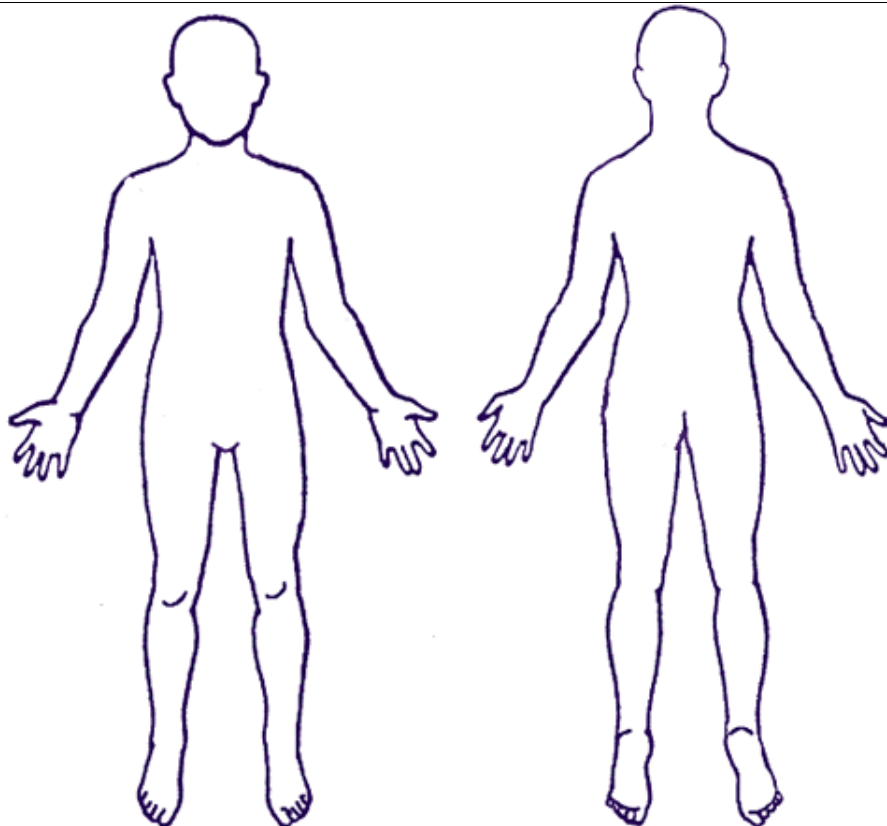
## **APPENDIX B**

### **INITIAL RECORD OF CONCERN – FORM 1**

(to be completed by the adult who was first point of contact by child)

<b>Child's name:</b>	<b>Date of Birth:</b>	<b>Year Group:</b>
<b>Date and time of concern:</b>		
<b>Your Account of the concern: (what was said, observed, reported and by whom)</b>		

<b>Additional information:</b> (context of concern/disclosure/details of any physical signs)
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**Your response:**  
(what did you do/say following the concern)

**Your name:**

**Your signature:**

**Your position in school :**

**To be completed by the Designated Safeguarding Lead**

**Date and time of receiving the form:** \_\_\_\_\_

**Date \_\_\_\_\_ and time \_\_\_\_\_ of meeting arranged to discuss the information with the author.**

**Name:**

**Date:**

## **APPENDIX C**

### **CHILD PROTECTION RECORD – FORM 2**



(to be completed by Designated Safeguarding Lead)

Date in which Form 1 was received and discussed: \_\_\_\_\_

<b>Child's name:</b>		<b>DOB:</b>	
<b>Year group:</b>		<b>Class teacher:</b>	
<b>Male/Female</b>	<b>Ethnic origin</b>	<b>Disability:</b>	<b>Religion:</b>

<b>Record of initial discussion</b>
<b>Date of Referral</b>
<b>Reported by:</b>
<b>Those present at time of disclosure:</b>
<b>Who the information has been shared with:</b>

<b>Initial action points</b>	<b>Action by:</b>
<b>Agreed timeline</b>	

<b>Report on action taken</b>	
<b>Date:</b>	

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Further action points:	Action by?

This document must be kept with the Initial Record of Concern

## Appendix D

## **Further action and Kuwaiti administrative services**

In the event that the Sponsor feels that further action must be taken the following service are available:

### **Suspected Child Abuse and Neglect Team Hotlines (SCAN)**

#### **Areas:**

<b>Al –Sabah.....</b>	<b>98010172</b>
<b>Hawalli.....</b>	<b>98010173 (school area)</b>
<b>Al-Ahmadi.....</b>	<b>98010174</b>
<b>Al-Asimah.....</b>	<b>98010175</b>
<b>Al-Farwaniya.....</b>	<b>98010176</b>
<b>Al-Jahra.....</b>	<b>98010177</b>

Further advice may be available by contacting the following:

<b>Public Administration Criminal Investigation.....</b>	<b>256 321 41</b>
<b>(but contact SCAN first)</b>	
<b>Kuwait National Child Protection Program.....</b>	<b>147</b>