

**BRAEBURN
INTERNATIONAL SCHOOL
ARUSHA**



SAFEGUARDING AT BISA

**QUICK REFERENCE FOR NEW SCHOOL
STAFF OR VOLUNTEERS**

WHAT IS SAFEGUARDING?

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of health or development; ensuring children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Braeburn Schools are committed to the safeguarding of children and fully recognise their responsibilities for child protection and that all children, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your Designated Senior Lead (DSL) for Child Protection if you are unclear about anything in this leaflet.



WHEN AND WHAT MIGHT I BE CONCERNED ABOUT?

At any time you might be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer

What should I do if a child discloses that s/he is being harmed?

Listen carefully to what is being said to you, do not interrupt.

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions e.g. (who, what, when, why and how) to clarify if necessary.

Then follow the steps in the flowchart.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL to make a decision about risk of harm to the child.

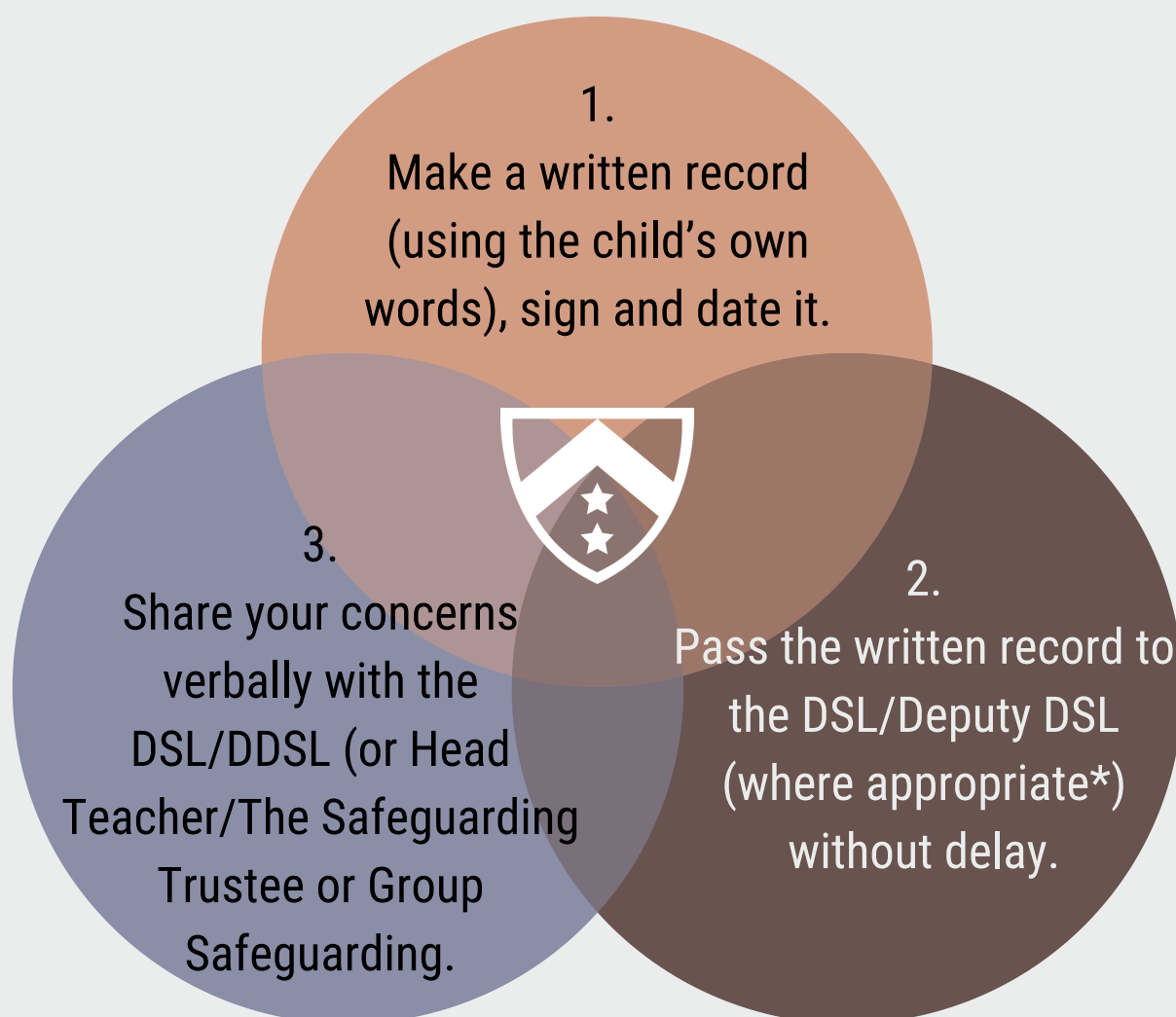
What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Head Teacher or the Designated Safeguarding Lead.

If, however your concern is about the Head Teacher; you should report this to the Safeguarding Trustee or the Group Designated Safeguarding Lead; Contact details can be found on the back of this leaflet.



WHAT TO DO



HOW DO I ENSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?

AVOID ALONE TIME

Staff will ideally never place themselves with a child on their own. On occasions where this is necessary and appropriate, staff must use a location that has good visibility at a time when other adults are present and in the vicinity.

This may include the occasional use of a personal car to ensure that a child is returned to school or home safely, or in an emergency to receive treatment.



PHYSICAL CONTACT

Staff will ensure that physical contact is necessary, professional, culturally sensitive and appropriate at all times, (staff will have had relevant training on this). The school acknowledges that in some occasions there will be reasons where professional physical contact is appropriate such as when modelling actions in music or when coaching, offering appropriate comfort or restraint (when they are perceived to be at risk of harm to themselves or others). All staff must ensure that on these occasions contact is necessary and should make a professional judgement as to whether the child has sufficient trust and confidence in them. If there is any doubt the member of staff should always ask.



ONE-TO-ONE INTERACTIONS (INCLUDING BUT NOT EXCLUSIVELY, PERIPATETIC COACHES, MUSIC AND LEARNING SUPPORT).

It is a routine and necessary part of education for adults to work 1:1 with children in Braeburn Schools. This is particularly relevant to the delivery of individual music tuition, learning support and counselling support but is not limited to these situations.

Working 1:1 with a child has increased Safeguarding risks for both adult and child and therefore additional guidance is provided.

Anyone working 1:1 with a child in Braeburn Schools will adhere to the following:

- Adults working 1:1 with children will have been through full safeguarding checks (eg police clearance, reference checks and completion of all school paperwork).
- Adults will be fully aware of emergency procedures including any specifics related to the location
- Managers and other staff will be made aware that 1:1 working with a child is occurring and where it is happening.
- Physical contact will be avoided at all times when in 1:1 situation. If physical comfort is sought by a child (it must never be initiated by an adult), the adult will not refuse but will be particularly mindful of maintaining appropriate body position and continued verbal communication with the child.
- Where possible (maintaining confidentiality) 1:1 work will be conducted in a public location with clear visibility and/or with doors open, windows uncovered.
- Any incident of concern including an incident that could be misinterpreted will be reported immediately to a senior member of staff and/or DSL. Any reports of this nature will be recorded, with a clear date and time, and signed.
- If a child becomes physically violent and does not respond to requests to calm and/or leave the room, the adult will remove themselves from the room, call for help and remain nearby to ensure the child's (and other's) safety
- Children who are given time alone (perhaps as a result of emotional needs) will be continuously monitored by an adult nearby.

CONTACTS

The school has a Child Protection Policy and a copy is available at

<http://arusha.braeburn.com/life-braeburn/>

In line with this, regardless of the source of harm, you **MUST** report your concern.

Head Teacher: Alison Rogers/Claire Baker

Your Designated Safeguarding Lead (DSL) is:

Mike Magambo

Your Deputy DSL is: Fiona Kombe

Contact your DSL or DDSL at/on:

Email: safe.guarding@braeburn.sc.tz

Number: +255758844606



Braeburn International School Arusha

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