



LAIS

LITTLE ANGELS
INTERNATIONAL SCHOOL

FREEDOM TO THINK, DREAM, EXPLORE AND ENRICH

Our Mission

The Mission of Little Angels' International School is to provide quality education to one and all whilst striving to excel.

Our Core Values

SOCIAL RESPONSIBILITY
CONFIDENCE & RESPONSIBILITY
RESPECT & EMPATHY
CELEBRATION & PRIDE
ACTIVITY & INNOVATION
KNOWLEDGE

POLICY: LAIS CHILD SAFEGUARDING POLICY & PROCEDURE

August 2023

To be reviewed on August 2024

Purpose

The purpose of the LAIS Child Safeguarding Policy and Procedures is to ensure that LAIS recognise and respects the dignity of each individual regardless of age, culture, religion, colour, ethnicity, national origin, gender, language, disability, economic status, or any other factor.

Our child safeguarding aims at structured procedures and a well-informed community that can respond to any given child safeguarding concern.

Scope

The LAIS Child Safeguarding Policy and Procedures applies to all LAIS Community members and school visitors. It covers in and outside school activities covering school excursions, sports, events etc.

Procedures

LAIS will ensure that

- School handbook, Websites & policies include LAIS Safeguarding commitment.
- All official staff email signatures include LAIS Safeguarding commitment.
- Parents are to be updated on Parent Orientation Day annually.
- Staff to be updated on the policy and procedure during the first Staff Orientation Day annually.
- Trained Child Safeguarding Officers are appointed at each LAIS campus
- The child Safeguarding Response Team is maintained
- Professional development opportunities will be provided for all staff in relation to child safeguarding
- Specific recruitment practices including submission of Police Criminal Certificate etc. will be implemented to protect students.
- All the staff to sign the below forms:
 - ✓ LAIS Health Declaration Form
 - ✓ LAIS Child Safeguarding Form

We ensure:

- The protection and support to the alleged victim & perpetrator throughout the investigation
- The reputation of the school will be protected
- If necessary, Law enforcement is to be notified.

Review

The LAIS Child Safeguarding Policy and Procedures are reviewed annually in line with best practices.

STUDENTS' RIGHTS AND RESPONSIBILITIES

VALUES	RIGHTS	DUTIES
SOCIAL RESPONSIBILITY	To be safe	<ul style="list-style-type: none"> ➤ To obey the school rules. ➤ Not to threaten the safety or well-being of others. ➤ Not to indulge in violent activities.
CONFIDENCE & RESPONSIBILITY	To enjoy a pleasant, clean and well-maintained school.	<ul style="list-style-type: none"> ➤ Care for the school environment, its building, rooms and grounds. ➤ Report the acts of vandalism. ➤ Be responsible for the school's property
RESPECT & EMPATHY	To be understood, and treated fairly, kindly and with respect.	<ul style="list-style-type: none"> ➤ To treat the staff and the students with respect and consideration. ➤ Not to hurt others' feelings.
CREATIVITY & INNOVATION	To be able to express one's opinions and beliefs.	<ul style="list-style-type: none"> ➤ Present your opinions politely and sensibly so as not to offend others. ➤ Give others the right to be heard.
CELEBRATION & PRIDE	To be able to celebrate, recognise and feel pride in the achievements, be it big or small.	<ul style="list-style-type: none"> ➤ Be honest and fair to yourself and others in the classroom and the playground. ➤ Always give your best effort even if you are not successful the first time. Not giving up.
KNOWLEDGE	To receive a good education and support.	<ul style="list-style-type: none"> ➤ To cooperate with the staff and the students. ➤ Be punctual in the school assignment ➤ Develop one's skills and abilities to the best of the knowledge.

I have discussed the Student Code of Conduct with my child, and I believe my child will do his/her best to follow the School's Code of Conduct.

Child's Name : _____ Grade: _____

Child's Signature : _____ Date: _____

Parent Signature : _____ Date: _____

LAIS CHILD SAFEGUARDING: ALLIGATIONS PROTOCOL

Allegation received via online bully form or LAIS complaint form.



CHILD SAFEGUARDING RESPONSE TEAM
Assess the allegation and report to the School Director.

HEAD OF THE SCHOOL

No disciplinary case

Investigation begins by Safeguarding Team

Inform the Child Protection Agency

Report to the Police

Communicate with the Family

Reinstate and manage reintegration.

No Conviction

Prosecution

Case closed

Convicted

Safeguarding Policy review

Termination from the service or school

OBLIGATIONS:

- Students are a priority and LAIS commits to their safety and best interest.
- To follow and cooperate with external agencies.
- LAIS must protect other students and the victims throughout the investigation proceedings.
- The duty to uphold the alleged perpetrator's rights by providing notice and appropriate opportunity to respond.
- The duty to protect the reputation of the school

PRACTICES

- Child Safeguarding commitment in the "Careers" page on the LAIS website
- Child Safeguarding commitment in the staff official email signatures.
- Childsafeguarding Policy is available on the website
- Child safeguarding commitment to be signed by the employees.
- Criminal history background check
- Direct Child safeguarding questions during the interview process
- 'Safe Touch and Unsafe Touch' Teaching and Reinforcement
- Child Safeguarding "Recognize, Refuse, Report" banners in bathrooms, stairwells and playgrounds
- Code of conduct form signed by the students
- Safe practices signed by the parents and students
- Producing ID cards to pick up a student

LAIS building is secured with CCTV cameras in and outside the classrooms.

STUDENTS COLLECTION AFTER SCHOOL HOURS

- At the end of the school day, children are handed over only to a parent or designated adult who holds the family's security card.
- Should a person arrive to collect a student without a security card, the School Secretary contacts the parent, and a permission note is handed out to release the child. The parent should confirm via SMS/email/Whatsapp the name of the person authorised to collect the child.
- Prior Permission slips must be completed by the school office for students
 - ✓ going home with anyone other than the parent.
 - ✓ leaving school early or during the school day for whatever reason.
- By enrolling their children at LAIS, parents agree to work with the school and abide by the LAIS policies. LAIS has endorsed child safeguarding policies that define the standards by which all LAIS students should always be treated with respect and dignity.

CHILD SAFEGUARDING TEAM (CST)

- Child Safeguarding Officer
- Representative from the Board
- Head of School
- Primary, Secondary Head
- HR representative with an understanding of the local context
- Counselor(s)

CST will meet twice annually, first at the beginning of the academic year, secondly at the beginning of the second term,

ROLES AND RESPONSIBILITIES OF THE CHILD SAFEGUARDING TEAM

- To annually update the Child Safeguarding Policy
- Ensuring that all LAIS community is aware of the practice.
- Report to the Heads of the School on any allegation of abuse and the outcomes thereof. Exception: If the allegation is against the Head then the report will be forwarded to the Chairperson of the Board. and follow up on the procedure.

SOURCE OF ALLEGATION

- LAIS complaint form
- Online Bullying Form
- A verbal or non-verbal
- Social media
- Public authority personal

Any person wishing to report should complete LAIS CHILD PROTECTION FORM.

Below are areas to be taken care of:

- Assess the risk factors
- Take urgent action
- Preserve the evidence and keep up-to-date records
- External reporting, if necessary
- Follow safeguard procedures
- Protection of privacy
- Disclosure from the victim and ensure cultural and linguistic diversity is considered.
- It may be appropriate to suspend the alleged perpetrator if their continued presence in the school is:
 - necessary to protect children,
 - potentially putting children at risk,
 - likely to influence an investigation or inquiry,
 - necessary to maintain confidence in the school.
- Communication with the school community

VENDORS / SUPPLIERS/VISITORS ON CAMPUS

All vendors/suppliers will need to adhere to basic minimum standards of child safeguarding as outlined in the policy and should be accompanied by an LAIS staff member at all times.

LAIS CLASSIFIES ABUSE INTO SIX MAIN CATEGORIES:

CATEGORY	CHARACTERISTICS	POSSIBLE SIGNS OF PHYSICAL ABUSE	INDICATORS OF A PHYSICAL ABUSER:
PHYSICAL ABUSE	<p>Physical Abuse may involve hitting, punching, shaking, throwing, poisoning, biting, scalding, drowning, suffocating, or otherwise causing intentional physical harm to a child. (These symptoms could also indicate harm to self, such as cutting and suicide ideation). Using physical contact to correct or punish a student (corporal punishment), or deliberately hurting or injuring a student physically. Giving students alcohol, substances containing alcohol, inappropriate drugs, illegal drugs or other harmful substances.</p>	<ul style="list-style-type: none"> ● Bruises, burns, sprains, dislocations, bites, cuts ● Improbable excuses given to explain injuries ● Injuries which have not received medical attention ● Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc ● Repeated urinary infections or unexplained stomach pains ● Has fading bruises or other marks noticeable after an absence from school ● Shows reddening or blistering of the tissues through the application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc. ● Has an injury to bone, muscle, cartilage, ligaments, fractures, dislocations, sprains, displacements, hematomas ● 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 complaisant ● Chronic running away 	<ul style="list-style-type: none"> ● Offers conflicting, unconvincing or no explanation for the child’s injury ● Describes the child as “bad” or in some other very negative way ● Use of harsh physical discipline with the child

CATEGORY	CHARACTERISTICS	POSSIBLE SIGNS OF PHYSICAL ABUSE	INDICATORS OF A PHYSICAL ABUSER
Emotional Abuse	<p>Emotional Abuse is the result of persistent cruel acts or statements made, or allowed to be made, by the person responsible for the child and that has a direct effect on the child. It may involve: conveying to children that they are worthless or unloved; that they are inadequate or valued only insofar as they meet the needs of another person; age or developmentally inappropriate expectations being imposed on children; causing children frequently to feel frightened; or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may also occur alone.</p> <p>Withholding of approval, affection or respect, abusing power (intimidation, threats, silencing), Frequently shouting at or taunting students, using bullying or stereotyping comments publicly or privately against a student or group of students.</p>	<p>Possible Signs of Emotional Abuse in a Victim</p> <ul style="list-style-type: none"> ● Shows extremes in behaviour, such as overly compliant or demanding behaviour, extreme passivity, or aggression ● Highly anxious ● Showing delayed speech or sudden speech disorder (e.g. stuttering, stammering) ● Is excessively withdrawn, fearful, or anxious about doing something wrong ● Has headaches or stomach aches with no medical cause ● Fear of new situations ● Low self-esteem ● Is unusually socially withdrawn ● Inappropriate emotional responses to painful situations ● Drug or alcohol abuse ● Chronic running away ● Compulsive stealing ● Obsessions or phobias ● Sudden under-achievement or lack of concentration ● Attention-seeking behaviour ● Persistent tiredness ● Lying ● Chronically hungry 	<p>Indicators of an Emotional Abuser:</p> <ul style="list-style-type: none"> ● Constantly blames, belittles, calls names, or humiliates the child ● Displays repeated negative acts, yelling, threatening, or bullying directed at the child ● Uses cruel or unusual actions in an attempt to gain submission, enforce maximum control, or modify the child's behaviour ● Overtly rejects the child by withdrawing attention, affection, physical contact, and other signs of nurturing

CATEGORY	CHARACTERISTICS	POSSIBLE SIGNS OF PHYSICAL ABUSE	INDICATORS OF A PHYSICAL ABUSER
Sexual Abuse	<p>Sexual Abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape) or non-penetrative acts.</p> <p>They may include non-contact activities, such as involving children in the production or viewing of pornographic materials or encouraging children to behave in sexually inappropriate ways. Disclosure by the child is the single most important disclosure. However, due to the nature of sexual abuse, the guilt and shame of the child victim make it difficult for children to report sexual abuse.</p>	<p>Possible signs of Sexual Abuse</p> <ul style="list-style-type: none"> ● Stays away from certain people ● Shows fear or distrust of a particular adult ● Avoids being alone with certain people, such as family members or friends ● Seems frightened of a person or reluctant to socialize with them ● Runs away from home without a specific reason ● Suddenly refuses to change for gym or to participate in normal physical activities ● Shows sexual behaviour that is inappropriate for their age ● Becomes sexually active at a young age ● Shows inappropriate sexualized behaviours or promiscuity ● Excessive masturbation ● Uses sexual language or has sexual knowledge not appropriate to their age level ● Inappropriate sexual behaviour with animals or toys ● Has physical symptoms <ul style="list-style-type: none"> ○ Frequent genital or anal infections, pain and itching ○ Evidence of physical trauma or bleeding to private parts ○ Difficulty with urination ○ Has discomfort walking or sitting ○ Sexually transmitted diseases ○ Pregnancy ○ Being unusually quiet and withdrawn or unusually aggressive ○ Reports nightmares or bed-wetting 	<p>Some Indicators of a Sexual Abuser:</p> <ul style="list-style-type: none"> ● Is unduly and extremely controlling or protective ● Shows inappropriate attention to the child ● There is an age gap (inequality of power) however this gap may not be significant, especially when it involves an older child. ● Behaviours are intrusive upon the child ● Severely limits the child's contact with other children ● Buys the child expensive gifts or gives them money for no apparent reason ● Promotes or allows children or teens to consistently get away with sexually explicit or inappropriate behaviours ● Encourages silence and secrets with a child

CATEGORY	CHARACTERISTICS	POSSIBLE SIGNS OF PHYSICAL ABUSE	INDICATORS OF A PHYSICAL ABUSER
Domestic Abuse	<p>Domestic Abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. Domestic abuse includes physical violence and any emotional, physical, sexual, financial or psychological abuse. It includes controlling behaviours designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capabilities for personal gain, depriving them of the means needed for their independence, resistance and escape and regulating their everyday behaviour. It also includes coercive behaviours like threats, humiliation and intimidation to punish or frighten someone. Domestic abuse can happen in any relationship, and even after the relationship has ended. Teenagers can suffer domestic abuse in their relationships.</p>	<p>Possible Signs of Domestic Abuse:</p> <ul style="list-style-type: none"> ● Withholding money or preventing someone from earning money ● Withholding a passport ● Not letting someone leave the house or locking someone out of the house ● Reading emails, text messages or letters ● Threatening to kill or harm them, another family member or a pet ● Children can experience domestic abuse or violence in lots of different ways as they might: <ul style="list-style-type: none"> ○ See the abuse ○ Hear it from another room ○ See a parent’s injuries or distress afterwards ○ Be hurt by being nearby or trying to stop the abuse 	<p>Possible Indicators of a Domestic Abuser:</p> <ul style="list-style-type: none"> ● Displays verbal abuse ● Is overtly controlling ● Shifts blame ● Is insensitive to other's needs
Neglect	<p>Neglect</p> <p>Neglect is the persistent failure (intentional or not) to meet a child’s basic physical or physiological needs, likely to result in serious impairment of the child’s health or development. Neglect includes:</p> <ul style="list-style-type: none"> ● Physical neglect, medical neglect, 	<p>Possible Signs of Neglect:</p> <ul style="list-style-type: none"> ● Medical needs unattended ● Consistent lack of supervision ● Consistent physical signs of hunger and inadequate nutrition ● Insufficient clothing or dress ● Dirty clothing ● Poor personal hygiene 	<p>Possible Indicators of a Perpetrator of Neglect:</p> <ul style="list-style-type: none"> ● Appears to be indifferent to the child ● Is abusing alcohol or other drugs ● Seems apathetic or depressed ● Does not respond to repeated communications from the school

	<p>emotional or moral neglect and educational neglect,</p> <ul style="list-style-type: none"> ● Failing to notice, pay attention and respond to students' basic emotional and/or physical needs, ● Leaving students alone for long periods and/or inadequately supervised (age appropriate), ● Failing to ensure students safety, ● Failing to respond to allegations of abuse (as defined in this policy and national laws). 	<ul style="list-style-type: none"> ● Consistent fatigue or listlessness ● Self-destructive ● Extreme loneliness ● Extreme need for affection ● Failure to grow ● Frequent lateness or non-attendance at school ● Low self-esteem ● Poor social relationships ● Compulsive stealing ● Drug or alcohol abuse 	<ul style="list-style-type: none"> ● Holds the child responsible for the care of siblings or others beyond the child's ability ● Fails to provide, whether intentional or otherwise, supervision or a reliable person(s) to provide child care ● Permits inappropriate use and viewing of internet websites, movies and TV programs ● Allows a child to be continuously absent or tardy from school through intent or neglect ● Is inattentive to special education needs or fails to cooperate with remedial instruction for the child when recommended and provided by the school and the child is not exceeding in current class placement
Peer to Peer Abuse	<p>Peer to Peer Abuse</p> <p>Peer abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others and all OIS staff should recognise that children are also capable of abusing their peers through such behaviours as:</p> <p><u><i>See LAIS Policy on bullying</i></u></p>	<p>bullying (including cyberbullying)</p> <ul style="list-style-type: none"> ● Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm ● sexual violence, sexual harassment and sexual misbehaviour ● sexting (also known as Youth Produced Sexual Imagery); and ● initiation/hazing type violence and rituals. 	<p>Children or young people who harm others may have additional or complex needs e.g.:</p> <ul style="list-style-type: none"> ● Significant disruption in their own lives ● Exposure to domestic abuse or witnessing or suffering abuse ● Educational under-achievement ● Involved in crime

CHILD SAFEGUARDING: CONCERN FORM – STUDENT

If you suspect the STUDENT may be suffering abuse or neglect, or you have received a disclosure of abuse from a student, or you have heard about an allegation, you must complete this Child Safeguarding Concerns form and hand it to the Child Safeguarding Officer today.

STUDENT'S NAME	
GRADE	
YOUR CONCERN	
ANY EVIDENCE	
What did you see?	
What did hear?	
What did you observe?	
Is this the first time you have noticed or been concerned about this student?	
Have you spoken to anyone else about your concerns? IF YES, NAME THE PEOPLE	
ARE parents/guardians aware of this concern?	
YOUR NAME	
SIGN	
Date and time you handed this to the Child Safeguarding Officer:	
	Action: <ul style="list-style-type: none"> ● Investigation Complete – No further action ● Investigation Complete – Concern identified ● Substantiated Case – Case Manager ● Child Safeguarding Officer placed this form in the confidential school file.

CHILD SAFEGUARDING: CONCERN FORM – COMPLAINT AGAINST THE ADULT

Use this form to record any concerns about an ADULT'S inappropriate behaviour concerning a student's welfare and give it to the Child Safeguarding Officer.

ADULT'S NAME	
JOB DESCRIPTION	
Why are you concerned about this adult?	
ANY EVIDENCE	
What did you see?	
What did hear?	
What did you observe?	
<i>Is this the first time you have been concerned about this adult?</i>	
Have you spoken to anyone else about your concerns?	
Have you spoken to the adult? What did they say? Use the adult's own words. (Attach to this form)	
YOUR NAME	
SIGN	
Date and time you handed this to the Child Safeguarding Officer:	
	Action:

- | | |
|--|---|
| | <ul style="list-style-type: none">● Investigation Complete – No further action● Investigation Complete – Concern identified● Substantiated Case – Case Manager● Child Safeguarding Officer placed this form in the confidential school file. |
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