

## ISCA Safeguarding Policy

*Guidance for adults working with children during ISCA*

### **Our Commitment to Safeguarding**

Adults working with ISCA play an important part in the ISCA experience. We can all play a part in keeping the ISCA students safe whilst working on ISCA.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. ISCA wants to promote safe working practices for everyone working with ISCA, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

### **DON'T...**

- Instigate physical contact with students unless it is appropriate and a part of an agreed reason in your job description (i.e. to administer emergency first aid).
- Respond to physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to their international teacher and their Head of House, who will then report to the designated safeguarding lead.
- Give personal information to any pupil – for example your address, telephone or mobile phone numbers, email address, Facebook, Instagram or Snapchat details.
- Do not accept or respond to a pupil attempting to give you their personal information - for example their address, telephone or mobile phone numbers, email address, Facebook, Instagram or Snapchat details.
- Accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to their international teacher and their Head of House.

### **DO...**

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Be aware that our student body comes from a diverse range of cultural backgrounds. Therefore, what may seem appropriate in one culture or language may not be in another.
- Report any unacceptable behaviour from a pupil.
- Be aware that contact made outside of ISCA with a student may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Keep the door open at all times when interacting with students in their study bedroom.

## **Child Protection**

Adults working around young people and children or working with them must be aware of the risk of abuse by adults or other young people. At ISCA we believe that all pupils have the right to be safeguarded from harm, radicalisation and exploitation regardless of:

- Race, religion, preferred language or ethnicity.
- Age, gender, sexuality or disability.

If you have any concerns about a young person's safety during the three weeks of ISCA:

1. Immediately inform the Program Director, who will inform the school's Designated Safeguarding Lead.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

It is not the job of ISCA staff to investigate safeguarding issues or make judgements about the kinds of concern which ought to matter or not. It is the job of ISCA staff to report concerns quickly to the right person.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern. Likewise, if you perceive that any young person is at risk, inform the Program Director immediately, who will inform the school's Designated Safeguarding Lead.

## **Further information**

This policy has been written to allow for interpretation by all adults on the ISCA program, regardless of their home country. Information contained in our policy is guided by the UK government's statutory guidance:

- *Working Together to Safeguard Children* (HM Government, July 2018)
- *Keeping Children Safe in Education* (HM Government, September 2018)
- *Procedures Manual* (Surrey Safeguarding Children Board, July 2018)

## **Cranleigh Safeguarding Contacts**

Any and all issues should be reported to the designated safeguard lead at Cranleigh school, Dr Andrea Saxel or Mr Simon Bird.

Dr Andrea Saxel - [aps@cranleigh.org](mailto:aps@cranleigh.org)

Mr Simon Bird - [sdb@cranleigh.org](mailto:sdb@cranleigh.org)