



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 students. If this occurs, or you have any other concerns about student 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, TikTok or Snapchat details.
- Do not accept or respond to a student attempting to give you their personal information - for example their address, telephone or mobile phone numbers, email address, Facebook, Instagram, TikTok or Snapchat details.
- Accept physical or verbal abuse from a student. Do not respond yourself but report it immediately to their international teacher and their Head of House.

DO...

- Be aware that verbal interaction with students 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 student.
- 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 students 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 ISCA Programme:

1. Immediately inform the Programme 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 Programme 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 programme, 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, updated December 2020)
- *Keeping Children Safe in Education* (HM Government, September 2021)
- *Procedures Manual* (Surrey Safeguarding Children Partnership, July 2018)

Cranleigh Safeguarding Contacts

Any and all issues should be reported to the Designated Safeguarding Leads at Cranleigh School, Dr Andrea Saxel or Mr Simon Bird.

Dr Andrea Saxel – aps@cranleigh.org

Mr Simon Bird – sdb@cranleigh.org

In addition, international faculty should also follow their own school's safeguarding procedures and report any incidents when they return to their home country and school. International school policies and reporting procedures should be followed in conjunction with the ISCA Safeguarding Policy.