



THE ALICE SMITH SCHOOL

Safeguarding and Child Protection Policy

Policy Rationale

The Alice Smith School is committed to providing a safe environment for all children. We will do this through the framework outlined in this policy and will seek to ensure this policy remains aligned with international safeguarding standards. This policy applies to all adults visiting or working with students in our school, including staff, volunteers, interns, gap students, contractors, consultants, board members, parents and visitors.

Policy Principles

The leadership of Alice Smith School will actively manage the safeguarding of all children with our guiding principles:

1. We listen to our students and their wellbeing is paramount
2. We ensure that safeguarding is central to all we do and we take a whole-school approach
3. We apply the 'best interest of the child' principle
4. We recruit safely
5. We ensure that safeguarding is a standing item on all operational meeting agendas
6. We train every adult working or volunteering in our schools, and all staff should be prepared to identify students who may benefit from early intervention
7. We support the needs of individual students and recognise that some students are more vulnerable than others
8. We will communicate zero tolerance approach to child abuse, in particular child-on-child abuse
9. Ensure that the School Board/Governors understands safeguarding and has kept oversight of child protection and safeguarding of students

Other Specific Elements

Alice Smith School staff must exercise due diligence at all times to ensure that the school operates in line with this policy and hence continually develops and reinforces a positive culture of safeguarding. This due diligence includes strategies to prevent, empower and protect the school's students by:

1. Regular and annual safeguarding and child protection training.
2. Understanding the nature of safeguarding and child protection within the context of an international school in Malaysia.
3. Ensuring the school has appropriate systems and procedures in place with clarity of roles and responsibilities of child protection and safeguarding teams and Designated Safeguarding Leads (DSLs).
4. Ensuring the school has a process for reporting and investigating information from safeguarding and child protection issues and responding in a timely manner to that information.
5. Remedy without delay any risks or weaknesses which are brought to the School's attention.
6. All persons complying with safeguarding procedures and any associated instructions from school staff. Failure to comply can result in appropriate action being taken.
7. Equipping students with the skills needed to keep themselves safe.

All persons on school property are required to:

1. Place the student at the centre of all that we do.
2. Take care that their acts or omissions do not contravene the safeguarding and child protection policy.
3. Exercise caution, seeking advice as necessary, to ensure all activities are safeguarded.
4. Comply with all school rules, instructions and procedures regarding safeguarding and child protection.
5. Report safeguarding and child protection concerns to the DSL.

This policy is to apply on the school campuses, also where students or staff are away from School e.g on School-arranged activities and trips.

Appendices of procedures to support the implementation of this policy.

Roles & Responsibilities

[Designated Safeguarding Team Members 2024-25](#)

[Roles & Responsibilities of Staff and Associated Responsible Adults](#)

[Key Terminology & Definitions](#)

[DSL Job Description](#)

[Child Protection Team Job Description](#)

[Safer Recruitment and Selection Policy](#)

[Counselling Policy](#)

Safeguarding Students

[Culture and Ethos](#)

[Procedures for Early Identification Recognising And Responding to Safeguarding Needs](#)

[Safeguarding Procedures and Record-Keeping](#)

[Supporting Vulnerable Students at Risk](#)

[Extremism and Radicalisation](#)

[Staff Training](#)

[Related Safeguarding Policies](#)

Child Protection

[Prevention](#)

[Disclosure](#)

[Child Protection Reporting Considerations](#)

[Historical Allegations](#)

[Child Protection Record-Keeping](#)

[Supporting Victims of Abuse](#)

Allegations Against Staff

[Allegations against Adults Who Work With Children](#)

[Appendix D - Allegation Against Staff](#)

Appendices

[Appendix A - Continuum of Need / Pastoral Concerns Grading](#)

[Appendix B - Training Staff Schedule \(to complete \)](#)

[Appendix C - Definitions of Abuse](#)

[Appendix E - Reporting](#)

[Appendix F – Child Protection Record of Concern](#)

[Appendix G - Staff Code of Conduct](#)

[Appendix H - Visitor Safeguarding Declaration](#)

[Appendix I - Staff Safeguarding Policies Acknowledgement Form](#)

[Appendix J - Case Risk Assessment Template](#)

[Acknowledgement of Staff Code of Conduct \(to create \)](#)

[Contextual Safeguarding List of local Contacts](#)

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