



Dulwich College (Singapore)

Safeguarding Policy

This policy was written by the DCI Director of Safeguarding and the DCI Designated Safeguarding Leads and is subject to annual review and final approval by the DCI Executive Committee.

Individual Colleges or Schools may amend the policy as required by local regulations or context.

The DCI Director of Safeguarding will ensure compliance with this Policy across the DCI Group of Colleges and Schools.

Updated: June 2018



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Rationale

Dulwich College International (DCI) schools define safeguarding as *the way in which we provide a safe and effective environment so that all our children can fully develop and learn*. We take every step to ensure that children in our care are protected from all forms of abuse and neglect.

This policy describes how we fulfil this duty and sets out the responsibilities of DCI and every DCI school for safeguarding and promoting the welfare of all our children. It includes policy provisions as well as directives covering Safeguarding practice and procedures in all DCI schools.

The provisions of this document apply to all adults visiting or working with children in DCI schools, including volunteers, interns, gap students, contractors, consultants, board members, guests and visitors, and in this document, the term "child" refers to any student in our care, regardless of their age.

We aim to comply with local safeguarding legal requirements and to meet all standards required by the Council of International Schools (CIS) and the British Schools Overseas (BSO) standards.

Safeguarding is central to all that we do in our College and is a standing item on all meeting agendas.

The principles that underpin our commitment to Safeguarding are as follows:

- The safety and wellbeing of children comes first
- Everyone who works with children has a responsibility to keep them safe. DCI commits to ensuring all those who work with children receive appropriate safeguarding training.
- Every child has a right to feel safe and our child-centred approach is modelled on the United Nations Convention on the Rights of the Child
- We support the needs of the individual child and recognise that some children are potentially more vulnerable than others, e.g. children with SEN, disabilities, looked after and previously looked after children.

Indicators of Abuse and Neglect (also see Appendix A)

In our DCI colleges and schools, our indicators of abuse and neglect are adopted from the *Keeping Children Safe in Education 2018* DfE statutory guidance for Schools and Colleges and include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect



Our Commitment to Safeguarding

At Dulwich College (Singapore) we have a commitment to upholding the principles of safeguarding as outlined by this policy.

The key roles and responsibilities across the DCI Group and within the College are outlined at Appendix B.

The College has a Safeguarding Working Party made up of representatives from each area of the College, including the Safeguarding Lead, the Child Protection Officer(s) (CPOs) and the Lead Trainers. The chair of this working party will report directly to the Headmaster. The role of the group is to:

- Monitor safeguarding practices within the College.
- Develop an action plan encompassing operational practices and strategic development relating to the annual audit.
- Oversee professional learning with regards to safeguarding

The chair of this group will be a member of the DCI Safeguarding Working Party. This group will meet at least once a year to review DCI policy and recommend updates.

Within our College the following have specific safeguarding roles:

Role	Person
DCI Director of Safeguarding (Board of Management Representative)	John Todd (john.todd@indulwich.com)
Headmaster	Nick Magnus (Headmaster@dulwich-singapore.edu.sg)
Designated Safeguarding Lead – Director of Business Administration & Bursar	Paola Morris (Paola.Morris@dulwich-singapore.edu.sg)
Lead Child Protection Officer	Joanne Woodward (Joanne.Woodward@dulwich – singapore.edu.sg)
Child Protection Officer (CPO)	Joanne Woodward (Joanne.Woodward@dulwich – singapore.edu.sg) – Whole School CPO
DUCKS	
Junior School	



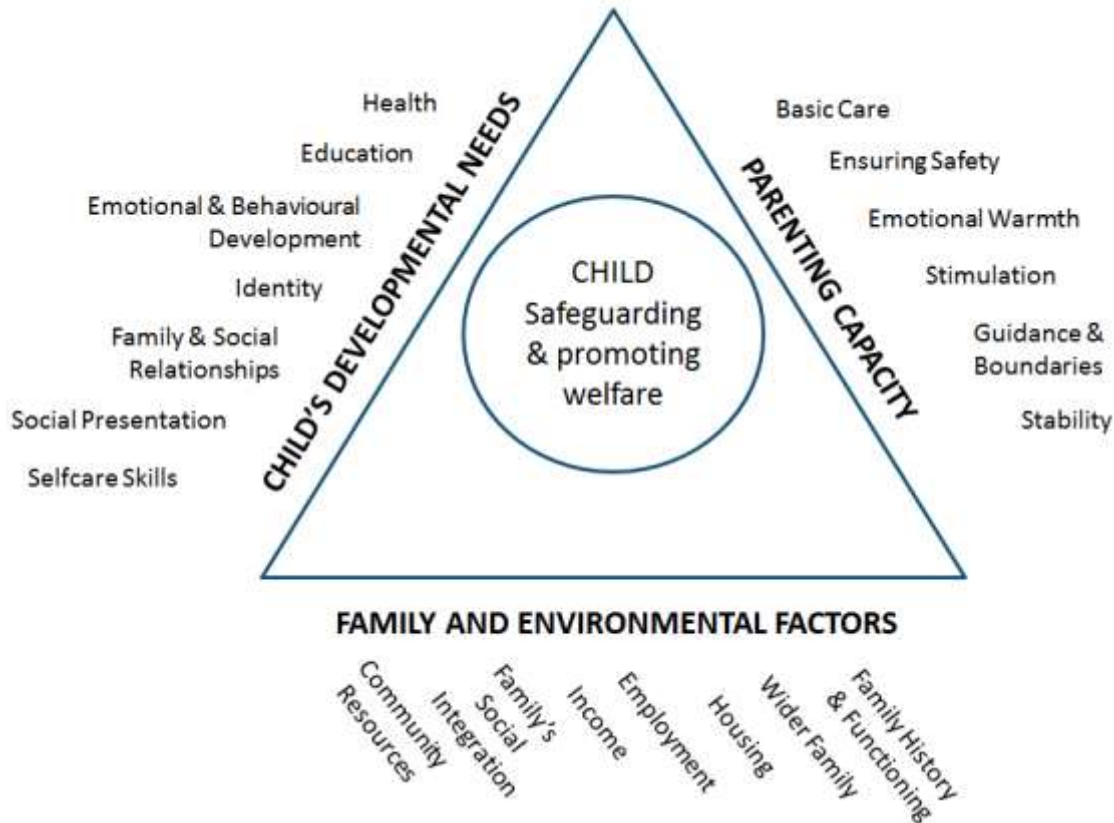
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Senior School	<p>Ciaran Harrington (Ciaran.Harrington@dulwich-singapore.edu.sg)</p> <p>Jeff Aitken (Jeff.Aitken@dulwich-singapore.edu.sg)</p>
<p>Deputy Child Protection Officers</p> <p>DUCKS</p> <p>Junior School</p> <p>Senior School</p> <p>Lower Senior School (Y7-8)</p> <p>Middle Senior School (Y9-12)</p>	<p>Sonia Magnus (Sonia.Magnus@dulwich-singapore.edu.sg)</p> <p>Rob Soffe (Rob.Soffe@dulwich-singapore.edu.sg)</p> <p>Mike Smith (Mike.Smith@dulwich-singapore.edu.sg)</p> <p>Charlotte Ruddy (Charlotte.Ruddy@dulwich-singapore.edu.sg)</p> <p>Richard Lee (Richard.Lee@dulwich-singapore.edu.sg)</p> <p>Mel Ellis (Mel.Ellis@dulwich-singapore.edu.sg)</p>
Local Staff Focal Point	NorAin Hassan (Norain.Hassan@dulwich-singapore.sg)
Safeguarding Lead Trainers	<p>Joanne Woodward (Joanne.Woodward@dulwich-singapore.edu.sg)</p> <p>Susan Worthington (Susan.Worthington@dulwich-singapore.edu.sg)</p>



Managing Concerns About Children

In our colleges and schools, we take a systematic approach to managing concerns, as set out in the following model:



From UK HM Government, "Working together to safeguard children (March 2015)"

Concerns are defined in two categories:

- Child Protection Concerns – where the child is at significant or immediate risk of harm
- Safeguarding Concerns – where the child is potentially vulnerable, but not at significant or immediate risk of harm

Upon receipt of a Child Protection Concern, the Child Protection Officer (CPO) informs the Headmaster. The Designated Safeguarding Lead is informed or consulted as appropriate.

When a Safeguarding Concern arises, the CPO consults with the Designated Safeguarding Lead to ensure that the appropriate strategy is agreed and implemented. The Headmaster will be informed.

In the absence of the Headmaster, or where the issue is related to the Headmaster, concerns will be taken directly to John Todd, the DCI Director of Safeguarding.



Early Help

The College will ensure that any internal, cross college, local, national or international sources of support are identified through the College mapping tool. Contacts may be used to support children and their families when early signs of any challenges to a child's safety or wellbeing are evident.

The College will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents. See Appendix C.

Members of staff and volunteers are **not** required and must not investigate suspicions; staff or volunteers who believe that a child may be at risk will immediately refer concerns to their CPO.

The College encourages a culture of safe reporting for all members of the school community. Including concerns about peer on peer abuse, relating to activities either online or in person.

All staff should be aware that safeguarding issues can manifest as peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation / hazing type violence and rituals.

Keeping Children Safe in Education 2018 p.15

Each College ensures that regular learning opportunities are created to minimise peer on peer abuse. They also ensure that children know how to recognise unacceptable behaviour from adults or peers and feel confident to report any concerns they may have. Education on this will be delivered annually through the *Speak Out and Stay Safe* programme. Individuals will be supported through the pastoral system.

Reporting or Recording Concerns About a Child

All adults, including staff, volunteers, interns, gap students, contractors, consultants, board members, guests and visitors must report concerns immediately, maintaining confidentiality and reporting immediately to their identified CPO or Deputy CPO in their absence. They will be asked to record their concerns on the Confidential Record of Concern form (available from the CPO). See Appendix C.

The CPO will also record and manage any such concerns about safeguarding and peer on peer abuse (see Appendix D). Such concerns will always be taken seriously and acted upon, under the appropriate policy e.g. safeguarding, bullying, not dismissed as 'banter' or 'part of growing up'.

It is the responsibility of the CPO to take the next steps in the process. All documentation will be stored in a safe place. Staff must feel confident that they will be supported if they report any concerns about a child. Staff will be expected to ensure that any reports written about any safeguarding situation are child-centred, in the child's best interests, rooted in child development and informed by evidence.

The Headmaster may instruct the CPO to gather a response team to assess a reported child protection concern. The make-up of the team will depend upon the nature of the situation. The team will take a holistic approach, addressing the child's needs within their family, the college or school, the wider community and the local or international context.



The College should have due regard to local laws and regulations concerning the reporting of suspected instances of domestic abuse. Should a circumstance arise that may lead to a reporting obligation, guidance should be immediately sought from the DCI Director of Safeguarding who may consult with a member of the DCI legal department.

Decisions made by the response team should be agreed with the child and family where possible. A clear process of evaluation with a clear timeframe will be recorded along with the impact of any change on the welfare of the child.

Confidentiality

The College and all members of its staff will ensure that all data relating to children is confidentially managed in accordance with the requirements of DCI and applicable national or local guidance, laws or regulations.

Those reporting any safeguarding concerns will adhere to the lines of communication, ensuring confidentiality. The CPO will support the process outlined in this document, and the College will give detailed information about lines of communication in the induction process and at the beginning of every academic year.

Any member of staff who has access to confidential information about a child and / or the child's family must take all reasonable steps to maintain confidentiality. The Headmaster and CPO will agree the appropriate next steps regarding this information.

Regardless of the duty of confidentiality, any member of staff who has reason to believe that a child is at immediate or significant risk of harm, has a duty to forward this information without delay to the CPO. Volunteers and visitors are not authorised to take any action; their roles are strictly limited to reporting if they are concerned or have witnessed any concerning behaviour while in the College.

Safeguarding Training Strategy

The College has a Safeguarding Training Team consisting of:

- Two lead Safeguarding Trainers and an appropriate number of Safeguarding Trainers.
- The Professional Learning Directors at the College shall support the Safeguarding Training Programme.

Please see Appendix B for the role of the Safeguarding Trainers that will be added to each job description so that this role forms part of the professional review process.

All training materials will be kept in a designated central location.

Training schedules will be posted online at the College or via ConnectED.

Staff and Volunteers

Safer recruitment

To ensure that children are protected while at the College, we will carefully select, screen, train and supervise our staff.

Details of the safer recruitment policy followed can be found in the DCI Recruitment Policy.



Volunteers and visitors

We recognise that some people who may be unsuitable for working with children may use volunteering as an opportunity to gain access to children. The Headmaster will ensure that a risk assessment is undertaken on regular volunteers (including gap students and interns) and will determine whether or not to proceed with criminal record and identity checks. All regular volunteers will also receive the relevant level of safeguarding training, sign the Safeguarding Code of Conduct at Appendix F; this will be recorded on the single central record (SCR).

Parents or other volunteers who help on an occasional basis must work under the direct supervision of a member of staff, and may at no time have unsupervised contact with children. They must also sign the Volunteer Safeguarding Statement.

The College shall maintain a Safeguarding Guide (Appendix H) for all visitors. All visitors who come on campus will be asked to read the Safeguarding statement before being issued a visitor's pass.

Contractors

The College will ensure that all the companies they work with provide evidence of safe recruitment and that any contractors are supervised on site and given appropriate training.

Professional and Personal Conduct of Staff and Volunteers

The College has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. All staff will sign the **DCI Safeguarding Code of Conduct** at Appendix F.

You must:

- maintain the highest levels of personal and professional conduct;
- be able to identify situations that may place a member of the school community at risk and know how to deal with such situations;
- know how to report any concerns, suspicions, or certainties about possible abuse or maltreatment;
- show caution before touching a child, and be aware of how physical touch may be perceived and/or misunderstood, and whether it is appropriate;
- organise work and the workplace to minimise any potential safeguarding risks; including always being as visible as possible to other adults when working with children;
- ensure that any actions or forms of behaviour that are inappropriate or may lead to abuse do not go unnoticed or tolerated;
- respect children's rights and treat them with fairness, honesty, dignity and respect;
- avoid language or behaviour that devalues the importance of safeguarding and the protection of children.

You must never:

- abuse or maltreat a child (physically, emotionally, sexually, or through neglect);
- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine anyone in the school community;
- behave or communicate with children or adults to build inappropriate relationships in order to abuse or put them at risk;
- give or receive gifts to/from children; give special rewards or privileges in an attempt to build inappropriate relationships with children;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, including the use of suggestive conversations, comments, texting, sharing of inappropriate images / videos, or emails;
- engage with children using online personal communication including but not limited to e-mail, chats, and social networks, except only professional online tools and environments that are sanctioned by the employer and used in the course of the child's education and welfare;
- possess or share indecent images of children;
- sleep in the same room or bed as a child with whom you are working;
- do things for children of a personal nature that they can do themselves;
- offer transport in your car to a student without express parental/management permission, except in the case of emergency;
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- encourage or assist others to break the law in any way; condone or participate in behaviour by children that is illegal, abusive or endangers their safety;
- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.



Use of Reasonable Force

On a rare occasion, a staff member may have to make a physical intervention to a child that is not expected. Members of staff should only do this:

- where action is necessary in self-defence or because there is an imminent risk of injury
- where there is a developing risk of injury, or significant damage to property

Examples of such situations are:

- *A child attacks a member of staff, or another child*
- *Children are fighting*
- *A child is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials, substances or objects*
- *A child is or appears to be under the influence of alcohol or illegal substances*
- *A child absconds from school (this will only apply if a child would be at serious risk if not kept in school)*

Physical intervention can take a number of forms. It might involve staff:

- Physically interposing between children
- Blocking a child's path
- Leading a child by the arm
- Shepherding a child away by placing a hand in the centre of the back or (in extreme circumstances) using more restrictive holds, including holding, pushing and pulling

Due regard should be given to the College's Safe Touch policy.

Specific adults will be trained to restrain any child who may require physical intervention as part of an individual care plan.

Allegations Against a Member of Staff, Volunteer or Board Member

When an allegation is made against a staff member or other adult, whether by a child or another adult, the DCI procedure for managing allegations will be followed as outlined in the *DCI Management of Safeguarding Concerns and Allegations about the Conduct of Staff Policy*.

Safeguarding Whistleblowing Guidance

A staff member may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation. We encourage all adults to ensure that children are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing'.



Reasons for whistleblowing:

- Every individual has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of our children.
- To prevent a problem from becoming more serious.
- To protect or reduce risks to other children in the College.

How to raise a concern;

- Concerns should be expressed as soon as possible. The earlier a concern is expressed the sooner action can be taken.
- The concern should express exactly what practice is causing concern and why.
- The person raising a concern should approach the Headmaster immediately and in his absence, the DCI Director of Safeguarding, John Todd or the Director of Schools, Marc Morris.
If a concern is expressed about the Headmaster, it should be referred to the DCI Director of Safeguarding, John Todd or the Director of Schools, Marc Morris.

The next steps:

- The staff member specified in any whistle blowing procedure should be given information about the nature and progress of any enquiries.
- The employer has a responsibility to protect the staff member from any harassment or victimisation including, where appropriate, keeping the whistle blowing staff member's identity confidential.
- No action will be taken against the whistle blower if the concern proves to be unfounded and was raised in good faith.

Self-reporting

Occasionally a member of staff may have a personal difficulty that they know is impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children in the College.

Further advice and support

It is recognised that whistleblowing can be difficult and stressful. Advice and support will be made available to the member of staff concerned.

Retention of Files

All file documentation relating to concerns about a child or adult will be kept indefinitely and stored separately in a fireproof safe.

Prevent

The Prevent Duty places a duty on education providers to identify children at risk of being drawn into radicalisation and terrorism. Each school shall have due regard to the social and cultural context in which it operates in determining to what extent the Prevent Duty should be implemented. Appropriate information about Prevent will be part of the DCI training content.



Digital Safety

E-safety is an integral part of the curriculum. The use of ICT equipment and systems are well monitored and appropriate actions are taken where issues are identified. We are committed to ensuring that our College is a safe digital learning community through the curriculum, professional development, auditing of systems, working with parents and developing detailed e-policies.

Staff, children, parents, visitors and volunteers are expected to engage in the safe and responsible use of social media. However, any member of staff who has or is alerted to any child protection concerns related to the use of the internet or social media should follow the lines of communication set out in this policy.

The College acknowledges that parents like to take photos and videos of their children in performances, sports events and other presentations. This is a normal part of family life, and we will not discourage parents from celebrating their children's successes.

If parents indicate to the College that they would not like their child's photograph or video to appear in the College's materials, brochures, websites, advertisements or press releases, we will ensure that the parents' wishes are fulfilled. The College cannot, however, be held accountable for any photos or videos taken by parents or members of the public at school functions and shared thereafter via social media or other means.

Staff are expected to take photos of children for educational purposes (such as Tapestry, Educa, Seesaw etc.) on College devices but in the unlikely event of taking photos on personal devices, these images must be deleted immediately.

The College has an E-Safety policy and due regard should be had to the practices contained within.

Homestays

The College does not offer homestays for students from other schools.

The Audit Process

The College will be alternately internally and externally audited on a two-year cycle. The action plan resulting from the audit will be agreed and signed by the following:

- The DCI auditors
- The Headmaster
- Designated Safeguarding Lead
- The DCI Director of Safeguarding

The Safeguarding Working Party, chaired by the Safeguarding Lead, will review the action plan at three meetings per year. The Safeguarding Lead will discuss the action plan with the Headmaster at their termly Safeguarding meetings, and Headmaster will report progress at each meeting of the Board of Management.

Safeguarding – Policy Links

The following essential and relevant policy documents can all be accessed on the school server.

- *Management of Safeguarding Concerns and Allegations about the Conduct of Staff Policy.*
- Safe Touch Policy
- Use of Reasonable Force Policy



- Recruitment Policy
- Anti-bullying Policy
- Health and Safety Policy
- Behaviour Management Policy
- Fire Safety Policy
- Lockdown Policy and other emergency procedures
- First Aid Policy (medical procedures)
- Educational Visits Policy (to include risk assessments)
- Supervision of Students Policy
- Procedures for maintaining admissions and attendance registers
- E-safety Policy
- CCTV Surveillance Policy

Appendices

- A. Indicators of abuse and neglect
- B. Key roles and responsibilities
- C. Confidential Record of Concern (RoC)
- D. Record of concern Tracking document
- E. DCI Safeguarding Training Framework
- F. Safeguarding Code of Conduct
- G. Volunteer Safeguarding statement
- H. Visitor Safeguarding statement
- I. Flow chart reporting a concern about a child
- J. Flow chart managing allegations reporting about an adult
- K. Head of College checklist



APPENDIX A

Indicators of Abuse and Neglect

We define abuse and neglect as outlined in *Keeping Children Safe in Education 2018 (DfE, p.14)*. All DCI College staff, visitors and volunteers should be aware that abuse, neglect and that Safeguarding issues are rarely standalone events that are covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, in an institution or community setting by those known to them or by others (e.g. via the internet). A child may be abused by an adult or adults or by another child or children.

Physical abuse: This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children such as interactions beyond a child's developmental capability; overprotection and limitation of exploration and learning, or preventing the child socially interacting; seeing or hearing the ill-treatment of another. It may involve persistent bullying/cyber bullying, or the exploitation or corruption of children. Emotional abuse can be isolated or related to all types of maltreatment of a child.

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not always involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women and children can commit acts of sexual abuse.

Neglect: Persistent failure to meet a child's basic physical and/or psychological needs. Can result in serious impairment of the child's health or development. May occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent/carer failing to: provide adequate food, clothing or



shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Key Roles and Responsibilities

Key Roles in Safeguarding across Dulwich College International (DCI)

The names of people leading safeguarding in each college and school, and their contact details, will be made available to DCI and all members of staff at each site during the induction process.

DULWICH COLLEGE INTERNATIONAL

DCI have responsibilities at three levels:

- **Strategic:** to plan, coordinate and quality assure the delivery of safeguarding services across schools
- **Support:** promote safeguarding issues and ensure that schools are aware of their responsibilities with regard to Safeguarding. Facilitate any links to external agencies
- **Operational:** to ensure that all schools are safe places and that safer recruitment is in place to prevent unsuitable adults working or volunteering with our children.

The Designated Safeguarding Lead for Dulwich College International (DCI DSL)

This person will be the first line of communication to DCI in any safeguarding issues regarding child protection, and will ensure a consistent approach across schools in training and support of Designated Safeguarding Persons across schools. He will keep the Director of Schools informed of any Safeguarding matter communicated to him by one of the DCI schools. The DCI Director of Schools will keep the Chief Executive of DCI, and members of Ex-com informed as appropriate.

He will:

- Ensure that Safeguarding is considered in the designing, setting up, staffing and management of all DCI colleges and schools
- Ensure that everyone working for DCMI/DCI has access to the appropriate level of professional learning in Safeguarding
- Ensure that Dulwich College International Safeguarding Policy is followed across all DCI colleges and schools
- Ensure schools are updated on policy
- Ensure each school has an agreed Dulwich College International Safeguarding Policy of communication for child protection
- Ensure that safer recruitment is further developed and continually reviewed, including guidance on criminal record checking in every country
- Keep in contact with external Safeguarding professionals who may be called on to consult
- Maintain a higher level of training



- Ensure each school carries out an annual audit and creates an action plan
- Ensure the Designated Safeguarding Persons in each school meet once a year and receive professional learning
- Ensure that each school has a training programme using approved Dulwich International materials and that safeguarding trainers receive professional learning
- Ensure that each school has two lead trainers, one native speaking and one English speaking, who lead the training and are part of the Dulwich College International Safeguarding professional learning Policy
- Ensure links are developed with safeguarding consultants to ensure ongoing support and professional learning
- Work with the school PL Leaders to ensure there is ongoing Safeguarding Professional Learning
- Continue to develop links with outside agencies such as medical providers and embassies
- Where appropriate, she will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly.
- Ensure that the Child Protection Officer (CPO) for Safeguarding in each school or college is given sufficient time to carry out his or her duties, including accessing training.
- Review child protection practices in all schools and colleges on a regular basis, and no less than annually
- Ensure that the school is carrying out its duties to safeguard the welfare of children.
- Ensure that members of staff and volunteers are aware of current practices in this matter and that staff receive training where appropriate.
- Ensure that child protection is integrated within safeguarding induction procedures for all new members of staff and volunteers.
- Ensure that each school and college follows the procedures agreed by DCI.
- Ensure that only people suitable to work with children shall be employed in the school or work in a voluntary capacity.

The Director of each DCMI Department – Schools, Finance, Operations, HR, Marketing, IT and Communications

They will ensure that Safeguarding is embedded into their practice and departments to include designing and setting up of new schools, recruitment, curriculum design and implementation admissions and marketing

Appointed DCI Lead Trainer:

The person appointed by DCMI to lead training development across Colleges will report to the DCMI Director of Safeguarding and will:

- Lead the **Empowering Trainer** course annually in an agreed location to ensure Colleges can train their own trainers and that training is reviewed.
- Develop the use of DCI-approved training materials as agreed.
- Meet virtually with the appointed DCMI Director for Safeguarding and the College Lead Trainers responsible for Safeguarding as required.
- Keep up to date with changes in College, local, context national and international policy.
- Assure the quality of training through developing observation and peer review.
- Ensure any local changes made to Safeguarding materials are approved and sent to the DCI Director of Safeguarding.



DCMI Safeguarding Trainers

Appointed Trainers for the DCI offices will:

- Follow the Dulwich International Safeguarding Policy
- Ensure PL is delivered at induction and beyond
- Ensure the use of DCI approved materials
- Attend PL annually as required
- Ensure they keep up to date with changing policy Assure the quality of training through observation and peer review
- Ensure any local changes made to Safeguarding materials are approved and sent to the DCI Lead Trainer

DCI COLLEGES AND SCHOOLS

Head of College / Director

Each Head of College / Director will implement the Dulwich College International Safeguarding Policy and agreed school action plan. They will ensure that the safeguarding policy with any adaptations to their context following will be in place in their College.

Each Head of College will also:

- Take part in any safeguarding professional learning for Head of Colleges
- Create a school safeguarding working party in his/her college
- Appoint a Designated Safeguarding Person(s) / Deputy Designated Senior Person(s) for Safeguarding for the school and ensure all staff are aware of their name(s) and role
- Implement a clear Policy of communication for reporting and information sharing for child protection. Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems
- Ensure assessments of any Safeguarding situation are child-centred, that information is shared and decisions are made in the child's best interests, rooted in child development and informed by evidence
- Ensure that Safeguarding is an ongoing part of the development and action planning of their schools
- Disseminate Safeguarding awareness amongst staff, parents, visitors and students of the school
- Ensure key Safeguarding staff are replaced and receive appropriate PL to ensure that they can carry out his/her role
- Ensure that every employee of their school has appropriate safety checks and references
- Ensure that the annual DCI Safeguarding audit is complied with and acted upon
- Be the first line of communication in any allegation against an adult in their College unless the allegation is against the Head of College.
- Use the Head of College's checklist as an ongoing way of tracking the status all College / Schools Safeguarding developments in a monthly meeting with the safeguarding Lead and using the tracking form as a record of meetings.



College/School Designated Safeguarding Lead

Each DSL is responsible for:

- Ensuring that the Lead Trainer is training everyone in the school, including new staff
- Ensuring that communications are clear on how the reporting is done (e.g. putting posters around the school)
- Chairing the SG committee and making sure that CPOs attend
- Appointing new CPOs and new trainers when there is a vacancy
- Reporting at least once per term to the College Leadership Team, Board of Trustees and Board of Management
- Liaising with trainers and overseeing any new developments in training requirements
- Overseeing all documentation related to safeguarding
- Ensuring that this policy is updated and reviewed annually
- Ensuring parents are aware of the Safeguarding Policy and Policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Ensuring that the Head of College knows the status of all Safeguarding developments in the College using the Head of College's checklist and tracking form as a record of monthly meetings.

College Designated Child Protection Officers (CPO) and Deputy Child Protection Officers (DCPO)

Each CPO will be a senior member of staff who has the capacity to develop the role to lead any child protection issues; audit child protection records on an annual basis and be a member of the College Safeguarding Working Party. They should have the authority and be accessible to teachers and other staff in their school and lead child protection concerns if called upon to do so, keeping the appropriate people informed. Each CPO will have a nominated Deputy CPO who will take on the role during any absence of the CPO. Allegations against an adult in the College will be referred to the Head of College, or Director of Schools if the allegation involves the Head of College. The number of CPO and Deputy CPOs will vary depending on the size of the school. This will be made clear in each individual school safeguarding policy.

The CPO will also act as the resource available for other staff, volunteers and members of the Board of Management and / or Board of Trustees to draw upon. The CPO is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. The number of CPO and Deputy CPOs will vary depending on the size of the school.

The school recognises that:

- the CPOs must be senior members of staff in the school
- all members of staff must be made aware who the CPOs are and what his/her roles are
- the CPOs will need to build effective working relationships with colleagues
- the CPOs should possess skills in recognising and dealing with child welfare concerns
- the CPOs will report to the Head of College/Director in referring cases of suspected abuse or allegations to the CPO at DCMI, if appropriate and according to the procedures established by DCI



- the CPOs are not responsible for dealing with allegations made against members of staff; these should only be reported to the Head of College / Director and dealt with by the Head of College. An allegation can be taken directly to the Director of Schools if the allegation involves the Head of College / Director.

To be effective, the CPOs will:

- Act as a source of expertise within the school and be responsible for leading action regarding referrals by liaising with relevant agencies over cases of abuse and allegations of abuse, involving both children and members of staff.
- Liaise with the Head of College/Director to support any issues and ongoing investigations and ensure there is always cover for the role.
- Keep detailed, accurate and secure written records of referrals/concerns.
- Where children leave the school roll, ensure information is transferred to the new school as soon as possible, in accordance with local guidance to schools.
- Ensure that, if a child leaves and the new school is not known, the relevant authorities should be alerted where appropriate.

The CPOs also have an important role in ensuring all staff and volunteers receive appropriate professional learning. All staff and volunteers should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case.
- Attend any relevant or refresher courses and then ensure that any new or key messages are passed to other staff, volunteers and Board members.
- Make themselves (and any deputies) known to all staff, volunteers and Board of Management members (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the CPOs immediately.

Each CPO should:

- Understand and have time to carry out his /her role
- Ensure that staff have the lines of communication and details of CPOs in the case of reporting child protection concerns
- Have detailed knowledge of the school's policy and procedures for managing child protection concerns
- Ensure that every staff member knows his/her role and line of communication
- Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems
- Ensure child protection documentation is kept appropriately and monitored regularly, ensuring the outcomes of safeguarding actions are reviewed and reported
- Support staff as needed
- Attend professional learning relating to Designated Persons once a year with other colleagues in the same role
- Be clear about the barriers inhibiting children from disclosing abuse and know how to respond effectively to children who do disclose
- Support staff reporting concerns



- Lead the Head of College/Director and other staff in making appropriate plans and decisions to address concerns about a child
- Ensure that issues are explained in connection with disclosure to parents if the situation arises and clarify the parent's responsibility to address those concerns
- Advise on matters of confidentiality and record keeping
- Ensure that school support services are accessed when appropriate for the child or family's well-being
- Identify ways to support staff who may be involved in a safeguarding issue
- Give support to ensure that assessments of any safeguarding situation are child-centred, that decisions are made in the child's best interests, are rooted in child development and informed by evidence
- Ensure that any weaknesses in child protection arrangements are remedied without delay

College Lead Safeguarding Trainers:

- Ensure Professional Learning is delivered by recognised Dulwich Safeguarding Trainers.
- Ensure the use of DCI-approved training materials.
- Meet virtually with the appointed DCI Director of Safeguarding as required.
- Attend Professional Learning annually with other Lead Safeguarding Trainers across the Colleges.
- Keep up to date with changes in policy.
- Assure the quality of training through observation and peer review.
- Ensure any local changes made to Safeguarding materials are approved and sent to the DCI Lead Trainer.

Safeguarding Trainers

Each SG Trainer will:

- Deliver approved Safeguarding Training as appropriate using approved DCI materials.
- Attend meetings and Professional Learning as required.
- Participate in peer reviews and observations of their training.



DCI CONFIDENTIAL RECORD OF CONCERN (RoC)

This form must be handwritten and any notes attached

Name of Child: DoB:	Class/Year Group:
Date: Day of the week:	
Nature of Concern: <i>What prompted this record? Please include dates, times, incidents, discussions, observations, behaviours. This concern should be recorded within 24 hours of the incident and updated as necessary on the RoC Tracking Record.</i>	
Notes: <i>Information that could explain child's behaviour/situation.</i>	



Further Action: (this can include reporting to Head of College/Director/DCI/involvement of parents, agencies, place of concern on file)

Consider the following:

1. *If the child is deemed at significant or immediate risk of harm the Head of College/Director must be consulted.*
2. *Has this information been passed to the DCI Designated Senior Person? Please give details. If not, please record reasons why. Ensure that the reporting process is confidential and follows the reporting requirements as outlined in the DCI Safeguarding Framework*

Further actions/ review will be noted on the RoC Tracking Record.

Signature of Adult reporting:

Signature of CPO/DCPO:

The College Child Protection Officer (CPO) or Deputy CPO (DCPO) or Deputy DSP will lead any child protection concerns if needed. When completed this form should be securely stored in the confidential Child Protection file



DCI Record of Concern Tracking Record

DCI RECORD OF CONCERN TRACKING RECORD

Student name:

D.o.B:

Year group:

Date file opened:

Name(s) of CPO/DCPO:

The purpose of this form is to record any type of activity around a Child Protection file opened. This could be phone calls, dialogue, observations, meetings etc. File checking by the DCI Director of Safeguarding is also recorded on this form.

Date Day of week	Persons involved	Discussion Notes	Action	Person Responsible



Appendix E DCI SG Training Framework 2018/19

Training title	Content	How long	Staff categories involved	When	Notes
For all College Leaders, DCI Directors, Teaching Staff, Medical Staff in Colleges and DCI Schools Team (direct contact with children)					
Head of College / Director's Presentation	Reminder: Key people Reporting Conduct Any updates	30 mins	College and School Leads Teachers Assistant Teachers Coaches Regulated Volunteers	Beginning of academic year	The SG Lead may support this Attendance must be recorded on the central training record
Induction	Awareness raising of Policy and Code of Conduct Reporting Receiving a disclosure Local context	2 hours	College and School Leads Teachers Assistant Teachers Coaches Regulated Volunteers	During TPW, all new staff together for new teaching staff. Within one week of taking up a post for all other staff / teaching staff who start mid-year	Attendance must be recorded on the central training record



Protecting our Children	Areas of abuse Child Protection Review of receiving Disclosure Scenarios	3 hours	Groupings as appropriate: EY, JS, SS,	Nov PD days, staff meetings	This can be delivered in short sessions Attendance must be recorded on the central training record
Knowledge Check Activities	Brief regular activities	Length depends on content and mode of delivery	Groupings as appropriate: EY, JS, SS	Staff meetings Emails Phone alerts Staff portal Department meetings Staff Notice Boards	Participation in 3 knowledge check activities must be recorded on training record
For all Business Support Staff in Colleges and DCI Offices					
DCI Directors (responsible for Safeguarding) Presentations	Reminder: Key people Reporting Conduct Any updates	30 mins	All DCI staff	Beginning of academic year	Attendance must be recorded on the central training record



Induction	<p>Awareness raising of Policy and Code of Conduct</p> <p>Reporting</p> <p>Receiving a disclosure</p> <p>Local context</p> <p>Areas of abuse</p>	2 hours	All DCI staff	<p>Part 1</p> <p>Within one week of taking up a post</p> <p>Part 2</p> <p>Groups who have started within the previous 2 months.</p>	<p>This is delivered in 2 sessions.</p> <p>Attendance must be recorded on the central training record</p>
Knowledge Check Activities	<p>Brief regular activities led by DCI Lead Trainers</p>	Length depends on content and mode of delivery	<p>All DCI staff</p> <p>Grouping as appropriate</p>	<p>Staff meetings</p> <p>Emails/Phone alerts</p> <p>Staff portal</p> <p>Department meetings</p> <p>Staff Notice Boards</p>	<p>Participation in 3 knowledge check activities must be recorded on training record</p>
Helpers / Ayis / Guards / Drivers / Grounds Staff / Contracted Staff (long term)					
Induction	<p>Awareness raising of Policy and Code of Conduct</p> <p>Reporting</p> <p>Receiving a disclosure</p>	2 hours	<p>Helpers</p> <p>Drivers</p> <p>Ayis</p> <p>Guards</p>	<p>Part 1</p> <p>On first day of taking up a post</p> <p>Part 2</p>	<p>Delivered in 2 sessions.</p> <p>Attendance must be recorded on the central training record</p>



	Local context Areas of abuse		Grounds Staff Drivers Contracted Staff (Long term)	Groups who have started within the previous 2 months.	
Knowledge Check Activities	Brief regular activities organised by Lead Trainers but can be delivered by Schools Leads/Department Leads	Length depends on content and mode of delivery	Helpers Ayis Guards Grounds Staff College Drivers Contracted Staff (Long term)	Staff meetings Emails/Phone alerts Staff portal Department meetings Staff Notice Boards	Participation in 3 knowledge check activities must be recorded on training record
Bus Monitors / Bus Drivers / ECA Staff / Parent Helpers					
Induction	Awareness raising of Policy and Code of Conduct Reporting Receiving a disclosure Local context Areas of abuse Specific issues	1 hour	Bus Monitors Bus Drivers ECA Staff Parent Helpers	Before working with children	Attendance must be recorded on the central training record



Knowledge Check Activities	Brief regular activities organised by Lead Trainers but can be delivered by Schools Leads/Department Leads	Length depends on content and mode of delivery	Bus Monitors Bus Drivers ECA Staff Parent Helpers	Staff meetings Emails/Phone alerts Staff portal Department meetings Staff Notice Boards	Participation in 3 knowledge check activities must be recorded on training record
Contracted Staff (Short Term)					
Induction	Awareness raising Conduct Reporting Areas of abuse	½ hour	Contracted Staff (Short Term)	Before starting work	Attendance must be recorded on the central training record
DCI Lead Trainers					
Empowering the Trainer	Training staff who are already experienced and qualified trainers to train trainers in their College/Office. Normally Lead Trainers	2 days	Lead Trainers / Experienced and qualified trainers		



Lead Trainers Update	Developing materials, monitoring quality of training	3 virtual meetings	Lead Trainers	Term 1, 2 and 3	With DCI Training Lead Will work across Colleges with other lead trainers
College / DCI Trainers					
Train the Trainer	How to deliver training Content Activities Scenarios	1 day	Any suitable staff who have received Induction, Protecting our Children and Knowledge Check Activities	2 external sessions in different locations held annually	Training can only be delivered by those trainers who have taken the 2 day DCI Empowering Trainers Course.
Designated Safeguarding Leads / Child Protection Officers / Heads of College / Directors					
Leading Safeguarding	Initial and updated training	2 days bi annually	Training for Child Protection Officers Safeguarding Leads Heads of Colleges/Directors	Every 12 months for DSP(s)	External support organised By DCI

Each school will have at least:

2 Lead Trainers (one English speaker and one local speaker)

English Language Trainers (Teaching Staff)



Local Language Trainers (Teaching Staff)

English Language Trainers (Business/Support staff)

Local Language Trainers (Business/Support staff)

Resources Management

All training materials will be stored on the college shared drive in the safeguarding area. Hard copies of training materials and training resources will be managed by the CPD Director. Any amendments can only be made after discussion with the DCI Trainer.

Training New Trainers

The identification of potential new trainers will happen once Lead Trainers have been identified each year. Any new trainers will be trained in term by the College DCI Trainer who has attended the 2 days course.

Recording Training

Each school must ensure that training is recorded centrally.



The DCI Safeguarding Code of Conduct

The Safeguarding Code of Conduct:

- makes clear what is required of all staff, workers and volunteers and supports them in their duty to protect the child and the whole school community
- reduces the risk of false allegations
- is reviewed annually by the DCI Director of Safeguarding and the DCI Safeguarding Leads

This code of conduct must be signed by staff, regulated volunteers, gap students or interns.

If you are a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. Anyone working at any DCI school, whether in a paid or unpaid role, is expected to adhere to this Code of Conduct and you will be asked to sign and return it as acceptance of your commitment to it.

You must:

- maintain the highest levels of personal and professional conduct;
- be able to identify situations that may place a member of the school community at risk and know how to deal with such situations;
- know how to report any knowledge, concerns or suspicions about possible abuse or maltreatment;
- understand the importance of safe touch as guided by the College and be aware of how physical touch may be perceived and/or misunderstood, and whether it is appropriate;
- organise work and the workplace to minimise any potential Safeguarding risks; including always being as visible as possible to other adults when working with children;
- ensure that any actions or forms of behaviour that are inappropriate or may lead to abuse do not go unnoticed or tolerated;
- respect children's rights and treat them with fairness, honesty, dignity and respect;
- avoid language or behaviour that devalues the importance of safeguarding and the protection of children.

You must never:

- abuse or maltreat a child (physically, emotionally, sexually, or through neglect);



- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine anyone in the school community;
- behave or communicate with children or adults to build inappropriate relationships in order to abuse or put them at risk;
- give or receive gifts to/from children; give special rewards or privileges in an attempt to build inappropriate relationships with children;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, including the use of suggestive conversations, comments, texting, sharing of inappropriate images/videos, or emails;
- engage with children using online personal communication including but not limited to e-mail, chats, and social networks, except only professional online tools and environments that are sanctioned by the employer and used in the course of the child's education and welfare;
- record, possess or share indecent images of children;
- sleep in the same room or bed as a child with whom you are working;
- do things for children of a personal nature that they can do themselves;
- offer transport in your car to a student without express parental/management permission, except in the case of emergency;
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- encourage or assist others to break the law in any way; condone or participate in behaviour by children that is illegal, abusive or endangers their safety;
- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.

This list is not exhaustive or exclusive. The basic principle is that staff and volunteers must avoid behaviours that may be inappropriate or potentially abusive towards children.



DECLARATION:

I acknowledge that I have read and understand DCI Safeguarding Policy, and promise to strictly follow the rules and guidelines in this DCI Safeguarding Code of Conduct as a condition of my providing services to the children and staff of DCI.

In addition, I will:

- comply with the mandatory reporting regulations of DCI to report suspected child abuse.
- co-operate fully in any investigation into the abuse of a child or children.

My signature confirms that I have read this DCI Safeguarding Code of Conduct and that, as a person working with children, I agree to follow these standards.

I understand that any action inconsistent with this DCI Safeguarding Code of Conduct or failure to take action mandated by this DCI Safeguarding Code of Conduct may result in disciplinary action up to and including removal from DCI.

Name: _____

Signature: _____

Date: _____



APPENDIX G

Volunteer Statement for Dulwich College (Singapore)

Safeguarding Children at Dulwich College (Singapore)

Every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any physical or emotional damage.

Thank you for volunteering your time to support the students and community at **Dulwich College (Singapore)**. We are very grateful that you commit significant time and effort to help in so many ways. You are an integral part of the Dulwich experience and for that we extend our warmest appreciation to you. To help provide a safe environment for our children, we ask that all volunteers familiarise themselves with the guidelines below and agree to them by signing and returning a copy of this statement. Please ask your host for clarification if needed.

Please do not:

- Use toilets other than the marked adults-only toilets
- Take photos or film the students unless you have already received the school's permission
- Initiate or respond to physical contact with children (report this immediately)
- Be alone with a child
- Exchange personal information with children.
- Physically or verbally abuse any child

Please do:

- Remain with your host at all times and on departure sign out and return your badge
- Report inappropriate or unacceptable behaviour immediately
- Be aware that verbal interactions with a child could be interpreted as being inappropriate
- Be aware that contact with a child from Dulwich College outside the campus may be inappropriate
- Read, sign and return this declaration to your host.

If you have any serious concerns during your time at **Dulwich College (Singapore)**



, the first person you should turn to is the Headmaster – Mr Nick Magnus

Please contact her on 6890 1080 or by email at Headmaster@dulwich-singapore.edu.sg

If she is not available, then please contact the Designated Safeguarding Lead - Ms Paola Morris

Please contact her on 6890 7085 or by email at Paola.Morris@dulwich-singapore.edu.sg

I have read and understood the statements above and I agree to the terms outlined in this document.

I confirm that I have no criminal or administrative penalty record and that I have not engaged in any behaviour that is considered inappropriate for a person to work in a school environment. If further clarification is needed, please contact the Headmaster.

Print Name:

Signature:

Date:



Appendix H

Visitor Statement for Dulwich College (Singapore)

Safeguarding Children at the College

Every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any physical or emotional damage.

We hope you have an enjoyable and rewarding time at Dulwich College (Singapore) and appreciate the time you are giving to visiting and / or supporting our students' learning. To help provide a safe environment for our children, we ask that all visitors familiarise themselves with the guidelines below.

Please do not:

- Use toilets other than the marked adults-only toilets
- Take photos or film the students unless you have already received the school's permission
- Initiate or respond to physical contact with children (report this immediately)
- Be alone with a child
- Exchange personal information with children.
- Physically or verbally abuse any child

Please do:

- Remain with your host at all times and on departure sign out and return your badge
- Report inappropriate or unacceptable behaviour immediately
- Be aware that verbal interactions with a child could be interpreted as being inappropriate
- Be aware that contact with a child from Dulwich College (Singapore) outside the campus may be inappropriate
- Read this declaration and ask your host for clarification if needed.

If you have any serious concerns during your time at Dulwich College (Singapore), The first person you should turn to is the Headmaster – Mr Nick Magnus

Please contact him on 6890 1080 or by email at Headmaster@dulwich-singapore.edu.sg

If he is not available, then please contact the Designated Safeguarding Lead Ms Paola Morris



Please contact her on 6890 1085 or by email at Paola.Morris@dulwich-singapore.edu.sg



What to do if you are concerned about an adult

You must immediately raise your concern with the Head of College / Director

The Head of College / Director will make one of the following decisions. They may consult with the Designated Safeguarding Lead (DSL) and / or the (Regional) Director of Schools

After discussion, a decision not to complete a Managing Allegations Record of Concern (RoC)

Concern is noted. Adult/child is reassured re reporting

After discussion, a decision to complete a Managing Allegation RoC

Adult records concern. Handwritten and wet signature. Adult is praised for reporting and asked to

When a RoC is completed A file is opened on the child. The RoC and a tracking record are placed inside. A decision is made as to the next steps by the CPO / HM / DSL who may have consulted with other adults connected with the child in order to make a decision.

No further investigation

The Record of Concern is filed. The CPO / DSL / HM regularly checks the welfare of the child and adds any comments and record of checks on the Tracking Sheet.

Working with child / teacher / parents

The CPO / DCPO or teacher supports / works with teacher or parents and regularly checks the welfare of the child and adds any comments / record of checks on the Tracking Sheet.

Signs of Safety meeting

A team around the child is created. This focus team is made up of a small group of adults considered able to support the issue.

At the end of a **Signs of Safety** meeting information will be gathered and recorded. Actions will be taken within one of the following traffic light categories:

Continued support to child and family

- Support from the teacher / CPO / DCPO to the child and family
- Support from the College / School Counsellor to the child and family
- Family meeting

External referral support

- Multi-agency support
- Outside referral for support / counselling
- Support and advice from specialist help in other DCI Colleges or schools

Urgent Action

- Further investigation with external support
- Report to local authorities as required / suitable
- Contact employer
- Contact consulate / embassy
- Contact Child Protection Service of home country of child

The Head of College / Director will keep the DCI Director of Schools responsible for Child Protection (Marc Morris) informed of the progress of any case led by a Signs of Safety meeting or any other case he / she deems serious. He will seek support from the DCI Director of Safeguarding (John Todd) and keep DCI ExCom and the Master of Dulwich London informed as appropriate.



What to do if you are concerned about a child

You must immediately raise your concern with the Child Protection Officer (CPO) or Deputy CPO (DCPO)

The CPO will decide if the concern is a welfare rather than a safeguarding issue. He / she may consult with the Designated Safeguarding Lead (DSL) and / or Director / Head of School / College in order to make the decision.

A welfare issue

After discussion a decision is made not to complete a Record of Concern (RoC.) Concern is noted. Adult is praised for

A Safeguarding issue

RoC is completed. Adult records concern. Handwritten and wet signature. Adult is praised for

If a RoC is completed and a file is opened on the child. The RoC and a tracking record are placed inside. A decision is made as to the next steps by the CPO / DSL who may have consulted with other adults connected with the child in order to make a decision.

No further investigation

The Record of Concern is filed.

The CPO / DSL regularly checks the welfare of the child and adds any comments and record of

Working with child / teacher / parents

The CPO / DCPO or teacher supports / works with teacher or parents and regularly checks the welfare of the child and adds any comments / record

Signs of Safety meeting

A team around the child is created. This focus team is made up of a small group of adults considered able to support the issue.

*At the end of a **Signs of Safety** meeting information will be gathered and recorded. Actions will be taken within one of the following traffic light categories:*

Continued support to child and family

- Support from the teacher / CPO / DCPO to the child and family
- Support from the College or School Counsellor to the child and family
- Family meeting

External referral support

- Multi-agency support
- Outside referral for support / counselling
- Support and advice from specialist help in other DCI Colleges or Schools

Urgent Action

*Taken if the child is **at immediate or significant risk of harm***

- Further investigation with external support
- Report to local authorities as required / suitable
- Contact employer
- Contact consulate/embassy

Serious physical or sexual abuse will be reported and managed at the highest level led by the DCI Director of Schools responsible for Child Protection (Marc Morris) who will be informed by the Head of College / Director of any case involving a Signs of Safety meeting or any other case he / she deem serious. The Director of Schools will seek support from the DCI Director of Safeguarding (John Todd) and keep DCI ExCom and the Master of Dulwich College London informed as appropriate.



APPENDIX K

DCI Safeguarding checklist for Heads of College / Directors of all DCI Colleges and Schools

It is the responsibility of the Head of College / Director of each school to make sure that their college or school is compliant in ensuring the safety of each child.

Our DCI colleges and schools will follow the **DCI (Dulwich College International) Safeguarding Policy** (including the DCI Safeguarding Code of Conduct) and may be inspected or accredited by the organisations below, all of whom have explicit Safeguarding standards.

- **ISI (Independent Schools Inspectorate) Framework and the BSO (British Schools Overseas) Standards**
- **CIS (Council for international Schools) Standards**
- **AI (Accreditation International)**

Each Head of College / Director will be expected to report on the items below on a termly basis at their Board Meetings and during the annual Safeguarding Audit. HR will conduct a more detailed audit of staff recruitment records during Term 1 to ensure compliance with DCI Safer recruitment policies. The Head of College / Director should check and ensure that safeguarding is being implemented in their school in a variety of ways:

- **Policies and procedures**
- **Visibility of policies / procedures / identified key people / lines of communication**
- **Observing training**
- **Talking to staff**
- **Meeting with Safeguarding Working Party**
- **Meeting termly with the Designated Safeguarding Lead in their college or school**
- **Ensuring all meetings are minuted**



Dulwich College (Singapore) Pte. Ltd.
71 Bukit Batok West Avenue 8, Singapore 658966
T (65) 6890 1000
CPE Registration Number: 201027137D
Period of Registration: 09 January 2016 to 08 January 2020

<https://singapore.dulwich.org/>

Revised June 2018



Safeguarding will be a standing item on each Board of Management meeting where the Head of College / Director will submit this completed & signed report to the DCI Director of Schools or the Regional Director of Schools / DCI Director of Safeguarding.

- Notes will be kept for each meeting.
- Terms 1 and 2 meetings are signed off by the Head of College / Director and SG Lead.
- Term 3 is also signed off by the DCI Director of Schools or Director of Schools for the China Region / DCI Director of Safeguarding

Item	BSO	CIS Standards	Purpose	Evidence	Lead	Checked <i>Date and Signature of Head of College / Director</i>
Policies and procedures	3.6 3.7 3.8 3.9 3.10 3.13 3.14	A4 B8 E2 E3 E5 E6 F2	That policies and procedures are embedded to ensure the welfare and safety of each child.	Visibility and evidence of ways the following policies are embedded in school practice: <ul style="list-style-type: none"> • Safeguarding Policy • Anti –bullying • Well being • Health and Safety policy • Behaviour Management policy • Fire Safety policy • First Aid policy • School Trips policy to include risk assessments • Supervision of students policy 	Head of College / Director	



	3.15 3.16(a) 3.16(b)	G1 G3 I1 I2		<ul style="list-style-type: none"> • Procedures for recording sanctions on students • Procedures for maintaining admissions and attendance registers • E-safety policy • DCI Staff Safeguarding Code of Conduct • Outsourcing procedures • DCI Recruitment Policy 		
Safer Recruitment	4.17 4.18 4.19 4.20 4.21	B8 E2 F2 G3	To take every step possible to ensure each member of staff employed at DCI is safe to work with children before they take up employment. To make sure that all visitors volunteers, DCI Directors and Board Members have appropriate screening.	<p>DCI Safer Recruitment Policy</p> <p>All recruitment collateral to display Safeguarding statement</p> <p>Recruitment completion checklist on each staff member file and a staff central record.</p> <p>Safer recruitment policy followed for all appointments</p> <p>All letters of offer and contracts subject to safeguarding checks</p> <p>Record of screening for visitors, volunteers and any outsourced work i.e. contractors</p> <p>Central register</p>	DBA	



Boarding Practices	Standards 1 - 20	A5 A6 B8 E2-E7 F2 I 11-18	The boarding services effectively support the school's guiding statements, and serve the wellbeing of all boarding students and staff.	<p>Policies that take account of the needs of boarder covering:</p> <ul style="list-style-type: none"> • bullying • child protection • complaints • security • safeguarding • behaviour • discipline • sanctions • rewards and restraint • health education & health records • Free time • Supervision <p>Crisis procedures</p>	Head of Boarding	
Safeguarding Framework and Safeguarding Code of Conduct sent to all new staff and embedded in the ethos of the College	8.34 3.6 3.7 3.16	A1-4 B8 C4 E2-E5 E7 F6	To ensure all staff read the framework before starting work at DCI and sign off (in ink) on framework on contract.	<p>Contract</p> <p>Reference to policy in Safeguarding training materials</p> <p>Visibility on website</p> <p>Safeguarding Code of Conduct</p>	DBA	
Safeguarding Induction	3.6	A4	To ensure all staff receive an initial safeguarding induction using the official	Training records and materials	Professional Learning	



	3.7	E2	DCI materials within first week of starting new position.	All new staff to sign safeguarding statement as part of induction	Leader/Lead SG Trainer	
Safeguarding Training	3.6	A4	To ensure that all designated staff receive appropriate training: <ul style="list-style-type: none"> • Annual information from Head of College / Director in induction week • Induction • First phase • Second phase • Managing allegations • Safer recruitment • Advanced training (CPOs) 	Central training register and materials	Head of College / Director / Professional Learning Leader / Lead SG Trainer	
	3.7	E2 E7				
Awareness throughout school of Designated Person(s) / Child Protection Officers (CPOs) and lines of communication	3.6	E2	To be made visible in staff areas and on lanyards and to all visitors and volunteers.	Notices around school Lanyards / Flash cards Talking to staff Visible and signed SG statement for volunteers Visible statement for all visitors	Heads of Schools	
	3.7	F6				
Management and recording of Child Protection (CP) issues	3.16(b)	B8 E3	To ensure that CP records are reviewed and updated termly and kept in a locked safe in CPO's office.	CP records	CPO / Deputy CPO	



			<p>Ensure ongoing recording.</p> <p>Ensure any allegations are kept separately in a locked safe in the Head's office.</p>			
Cross Schools SG Leaders meeting	3.6 3.7	F3	To develop shared practice across schools and review SG Framework annually.	Minutes from meeting	College Designated Safeguarding Lead	
Cross Schools SG Lead trainers meeting	3.6 3.7	F3	To ensure quality and consistence of training across schools.	Minutes from meeting	College Lead Trainers	
CPO / DSL / Heads / Director training	3.6 3.7	F3	To receive regular training and develop a support network across schools.	Notes from training	CPO(s)	
Site Security	4. 17 - 20	E3-E7	To ensure that the college/school site is safe and that all people entering the campus are screened.	<p>Meeting with operations</p> <p>Site walks</p> <p>Evidence of how visitors are screened and monitored</p> <p>Visibility of relevant procedures</p>	Head of Operations	



The community	3.6	H1	To ensure a productive home school partnership and a positive learning community. Providing safeguarding information and workshops.	Communication materials	Head of College / Director	
	3.7	H2		Workshop programmes		
	3.8(a)					
Voice of the student	34.1 (c)	A1	To ensure that the student voice is heard through, policies, procedures, practice and consultation. Speak out Stay Safe Framework is embedded in all child/student learning in the first six weeks of term 1.	Student Council	Heads of School	
		E1		Audit reports		
		A8		Posters Consultation Child friendly policy versions SOSS register SOSS resources		
Student Learning	1.2(a)	A1	To provide students with the knowledge and to increase their confidence in understanding how to protect themselves from a safeguarding perspective.	Student Learning Safeguarding Framework	Heads of School	
	1.2 (f)	E6		Schemes of work		
	5 (b) (i)	C4 C5 C7 D12		Planning and evaluation documentation Observations		



Action Plan/Audit cycle	8.34(1) 8.34(b) 8.34(c)	E3	To ensure that the Action plan is being implemented as agreed throughout the year.	Audit report Action Plan SG working party minutes	SG Leader / Head of College	
Annual Feedback to Board May / June	4.2	B1 B7	To ensure the Board is aware of all Safeguarding issues.	Audit report	Head Of College / Director SG Board Member	

Summary Notes *write a brief summary of termly meetings including any comments/actions*

Term 1 meeting: Date:

Head's / Director's signature:

SG Lead's signature:





Term 2 meeting: Date:

Head's/Director's signature:

SG Lead's signature:

Term 3 meeting: Date:

To include actions for 2019/20. To be signed off by Director of Schools or Regional Director of Schools

Head's/Director's signature:

SG Lead's signature:

DCI Director of Schools or Director of Schools signature:

