



Dulwich College International DCMC and DCMI Offices

Safeguarding Policy

This policy was written by the DCI Chief Education Officer and the DCI Safeguarding Consultant and is subject to annual review and final approval by the DCI Group Executive Board.

DCMC and DCMI amend the policy as required by local regulations or context.

The DCI Chief Education Officer will ensure compliance with this Policy across the DCMC and DCMI offices.

For Dehong Education (our sister schools and Dehong Education office staff), the safeguarding policies and procedures can be found on *WE* under the name of *Safe at School*.



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The links in this document will take members of staff at DCMC or DCMI the links to [My Safeguarding](#) on [Dulwich ConnectED](#) where further resources can be found. Everyone is an important part of the Dulwich College International safeguarding community.

1 WHAT IS SAFEGUARDING?

We define safeguarding as *the way in which we provide a safe and effective environment so that all our students can fully develop and learn.*



Our safeguarding approach applies to all adults working in DCMI or DCMC offices, visiting, accompanying visitors or working with students in DCI Colleges and High Schools, including staff, volunteers, interns, gap students, contractors, consultants, board members, guests and visitors.

1.1 Our commitment

We take every step in all areas of our practice to ensure that students in our care are protected from all forms of abuse and neglect.

“At Dulwich College International we believe that Safeguarding is everyone’s responsibility. Everyone in our Colleges and High School s who comes into contact with our Students and their families has an important role to play. To do this effectively, all our staff and volunteers must make sure that at all times they consider what is in the best interests of the child. Students come first.”

[Fraser White](#), Chairman, Dulwich College International

1.2 Our guiding principles

The following principles underpin our commitment to safeguarding:

- We listen to our students and put them first
- We ensure that safeguarding is central to all that we do
- We ensure that safeguarding is a standing item on all meeting agendas.
- We recruit safely
- We train every adult working or volunteering in our Colleges/High Schools and Offices
- We support the needs of individual students and recognise that some students are potentially more vulnerable than others.

1.3 Our core competencies

Through professional learning and dialogue, we ensure that every staff member and volunteer will meet the following competencies:

1. Place the student at the centre of all that you do
2. Understand possible signs and indicators of abuse and neglect
3. Know how to respond and communicate with students
4. Be persistent in your response to safeguarding needs
5. Understand what might make some students more vulnerable
6. Understand this DCMI/ DCMC Safeguarding Policy, related policies and Code of Conduct
7. Know how to share key information safely and who to share it with

1.4 Our context

We believe that every student has a right to feel safe and our child-centred approach is modelled on the [United Nations Convention on the Rights of the Child](#) and we draw upon best practice internationally.

“We have a shared approach and standards to the way we keep students safe across our Colleges and High School s. However, we respect that each College or High School must consider their cultural context and any local or national regulations.”

[Lesley Meyer](#), Chief Education Officer, Dulwich College International



We have offices in Singapore and Shanghai and Colleges and High Schools in China, Korea, Singapore and Myanmar.

We comply with local and national safeguarding legal requirements and meet [all standards](#) required by the Council of International High Schools (CIS).

We recognise that the Covid-19 pandemic has caused us to review our safeguarding procedures and will adapt this policy when needed.

2. WHAT IS CHILD ABUSE?

2.1 Indicators of abuse and neglect: Appendix A; [Dulwich ConnectED](#)

The indicators of abuse and neglect include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

You can find definitions and more information on [Dulwich ConnectED](#)

3 HOW DO WE KEEP OUR COMMUNITY SAFE?

3.1 Key responsibilities

The key roles and responsibilities across the DCI Group can be found below in 3.2. A photo of each key person is on [Dulwich ConnectED](#) and details are posted around each College, High School and office. Important reporting phone numbers of each College/High School are on the back of each lanyard.

DCI key roles and responsibilities

You can find out more about these roles and responsibilities on [Dulwich ConnectED](#).

Fraser White DCI Chairman and CEO has oversight of all aspects of this policy and intervention.

The DCI Safeguarding Team

Lesley Meyer: DCI CEo

Kate Beith: Lead Safeguarding Consultant for Training, Development and Case Support

Tim Gerrish: Safeguarding Consultant for Quality Assurance

Crispian Farrow: Digital Safety Lead

Liz Cleary: HR and Safer Recruitment Lead (interim)

Annabel Parker: Lead Trainer for DCMI (English and Mandarin speaker)

Viv Robinson: Lead Trainer for DCMC (English speaker)

Led by Lesley Meyer. 3 meetings per year (2 online, one face to face)

3.2 Disclosure, reporting and recording

If any DCMC/DCMI member of staff based in the office has concerns about a student they should report to Lesley Meyer CEo.

Across DCI, we take a systematic approach to managing concerns, considering:

- each student's developmental needs
- the duty of care of those looking after each student



- family and environmental factors

We define concerns as:

- **Child Protection concerns**, where the student is at significant or immediate risk of harm
- **Safeguarding concerns**, where the student is potentially vulnerable, but not at significant or immediate risk of harm

All DCMC or DCMI staff working in, volunteering or visiting DCI Colleges and High Schools must report concerns immediately; they must maintain confidentiality and report immediately to the identified CPO or Deputy CPO. They will be asked to record their concerns on the Confidential Record of Concern form (available from the CPO): Appendix C; [Dulwich ConnectED](#). These will be added to CPOMS, the DCI digital platform for child protection data.

DCMC/DCMI Staff will

- be supported if they report any concerns about a student
- be expected to ensure that any reports written about any safeguarding situation are child-centred, in the student's best interests, rooted in child development and informed by evidence.

More information about what happens after a case has been recorded can be found on ConnectED.

3.3 Confidentiality

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

- A DCMI or DCMC staff member reporting any safeguarding concerns will adhere to the lines of communication, ensuring confidentiality.
- Any member of DCMC/DCMI staff who has access to confidential information about a student and / or the student's family must take all reasonable steps to maintain confidentiality.

Regardless of the duty of confidentiality, any DCMC/DCMI member of staff who has reason to believe that a student is at immediate or significant risk of harm, has a duty to forward this information without delay to the CPO or the CEo

- DCMC/DCMI will ensure that all members of staff and employees are familiar with the procedures for writing a confidential written record of any incidents. Appendix C; [Dulwich ConnectED](#).
- DCMC/DCMI Members of staff and volunteers are **not** required and must not investigate; staff or volunteers who believe that a student may be at risk will immediately refer concerns to their CPO.
- DCI encourages a culture of safe reporting for all members community, including concerns adults and children, including peer on peer abuse, either online or in person.

3.4 Safer recruitment

As part of our commitment to ensure that students are protected while at any DCI College or High School, we will carefully select, screen, train and supervise our DCMC/DCMI staff.

Details of the safer recruitment policy followed can be found in the DCI Recruitment Policy on [Dulwich ConnectED](#).



3.5 Professional safeguarding learning

DCMC/DCMI Offices have a Safeguarding Training Team consisting of two lead Safeguarding Trainers.

The DCI Safeguarding Consultant will support the DCMC/DCMI Safeguarding Training Programme.

All DCMI Training supports staff in ensuring that they meet the required DCI Safeguarding Competencies.

Training requirements for every DCMIC/DCMI staff member can be found in the DCI Competency and Training Framework: Appendix E; [Dulwich ConnectED](#).

Find out more about the role of the Safeguarding trainer in Appendix B; [DulwichConnectED](#). The role of the Safeguarding Trainer that will be added to each job description so that this role forms part of the professional review process.

All training materials for the use of Trainers will be kept in a designated central location on TEAMS. Other resources can be found on [Dulwich ConnectED](#).

Our DCMC/DCMI offices are committed to face to face training but in 2020/21 online initial training will be available to support the current Covid19 situation where staff may spend some of induction time in quarantine.

Training schedules will be posted online via [Dulwich ConnectED](#).

Training is evaluated at the end of each academic year to inform future development.

Further information, training resources for staff and volunteers can be found on [Dulwich ConnectED](#).

3.6 Reflection, reviewing and evaluating for impact

Annual Safeguarding Reviews and Audits Compliance Review

Once a year, the CEo will meet with the DCI Safeguarding Team, using the DCI Safeguarding Compliance Review protocol. Any action arising from this will be incorporated into the DCMI/DCMC Safeguarding Action Plan.

Two-year audit cycle

The DCMC/DCMI offices will be alternately internally and externally audited on a two-year cycle.

The internal audit uses the DCI Internal Audit Protocol and is carried out by the CEo and the DCI Safeguarding Team. The findings of the audit will be discussed in an online meeting with the DCI Audit Consultant.

The external audit is conducted using an agreed protocol by an external consultant. The action plan resulting from the audit will be agreed and signed by the following:

- The DCI auditors
- The CEo
- The Chairman

The CEo will ensure that the DCI Safeguarding Group, will review the action plan at three meetings per year.

4 HOW SHOULD WE BEHAVE?



4.1 Codes of conduct

DCMC/DCMI have a duty to ensure that professional behaviour applies to relationships between staff and students and that all members of DCMC/DCMI staff are clear about what constitutes appropriate behaviour and professional boundaries.

Induction training will be based upon the Code of Conduct. Once completed, all staff will sign the **DCI Safeguarding Code of Conduct**: Appendix F: [Dulwich ConnectED](#). This will be reviewed annually.

4.2 Volunteers, visitors and contractors

We recognise that some people who may be unsuitable for working with children, may use volunteering as an opportunity to gain access to students. Sometimes these volunteers may be arranged by staff from the DCMC/DCMI Offices.

DCMC/DCMI staff must be mindful of any visitors that they take to a College/High School campus and it is their responsibility to accompany them and make sure they follow all safeguarding guidelines. All visitors who come on campus will be asked to read the Safeguarding statement before being issued a visitor's pass.

The DCMC/DCMI office will ensure that all service providers and contractors they work with must sign the DCI standard Supplier Agreement: Appendix N, in order to put the onus on the service providers to warrant that their personnel have no criminal or violent record, no inappropriate behaviour, and the service providers have known them for a period of time to know their personnel adequately and that any personnel from these companies will sign the Safeguarding Code of Conduct, that they are supervised on site and given appropriate training.

4.3 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 student or another adult, the DCI procedure for managing allegations will be followed as outlined in the [Management of Safeguarding Concerns and Allegations about the Conduct of Staff Policy](#)

4.4 Safeguarding whistleblowing guidance

A DCMC/DCMI 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 students 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 students.
- To prevent a problem from becoming more serious.
- To protect or reduce risks to other students in any College or High School.

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 Head of College of College / Director immediately if in a College or High School and, in her/his absence, the DCI Chief Education Officer, Lesley Meyer or the DCI Chairman, Fraser White. If the concern is about a DCMC/DCMI staff member the person reporting a concern should approach the DCI CEO, Lesley Meyer or the



DCI Chairman, Fraser White.

- If a concern is expressed about the Head of College / Director, it should be referred to the DCI Chief Education Officer, Lesley Meyer or the DCI Chairman, Fraser White.

The next steps:

- The DCMC/DCMI staff member specified in any whistle blowing procedure should be given information about the nature and progress of any enquiries.
- DCMI/DCMC have 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.

Further advice and support

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

4.5 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 students in the College or High School.

4.6 Safe Touch

In accordance the Code of Conduct, pphysical contact with a student is not appropriate for any DCMC/DCMI staff member.

5 HOW DO WE ENSURE DIGITAL SAFETY?

- 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 Colleges, High Schools and offices are safe digital learning communities through the curriculum, professional development, auditing of systems, working with parents and developing detailed e-policies. When visiting any DCI College or school DCMC/DCMI Staff and any visitors and volunteers who accompany them, are expected to follow the Code of Conduct concerning Safe and responsible use of:
 - internet and social media
 - images and videos of children, including their own.

Safeguarding Policy links

Relevant appendices and policy documents referred to in this document can all be accessed on [Dulwich ConnectED](#)