

Safeguarding in International Schools – Best Practice

COBIS Safeguarding Committee



Introduction and COBIS Services

Dr Steffen Sommer, Doha College



Safeguarding Children – our mantra

1. COBIS Board Safeguarding Committee
2. COBIS Safeguarding Statement
3. Safeguarding Training for our member schools
4. Meeting Safeguarding Standards for Compliance and Patron's Accreditation
5. Safeguarding in COBIS member schools – Best Practice
6. DBS and Prohibition Checks Statistics
7. COBIS – Committed to Safeguarding

#COBIS18

@COBISorg



COBIS BOARD Safeguarding Committee

Dr Steffen Sommer (Vice Chair) Doha College

Janet Brock International School of Kuala Lumpur

Dawn Akyurek King's College Madrid

Dr Fiona Rogers Director of Professional Development and Research COBIS

Colin Bell CEO COBIS



COBIS Safeguarding Statement

COBIS schools are committed to safeguarding and promoting the welfare of children, young people and adults. All applicants to COBIS schools must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks. COBIS requires all prospecting and member schools to complete mandatory regular training in both Safer Recruitment and Child Protection.



Safeguarding Training for Member Schools

1. Educare online training at a reduced rate (including Safer Recruitment in International Schools; Child Protection in International Schools – suitable for teaching and non-teaching staff)
2. Advanced Child Protection Courses for Designated Safeguarding Leads (face to face) provided by leaders in the field
3. Safeguarding training and seminars run by experts at the COBIS Annual Conference
4. DSL training in Madrid, Abu Dhabi, London and Hong Kong in 2017/18
5. Next year, DSL courses in Bucharest, Muscat, Dubai and Kuala Lumpur
6. Let us know if you would like to host such courses at your schools

#COBIS18

@COBISorg



Meeting Safeguarding Standards for Compliance and Patron's Accreditation

1. COBIS Safeguarding Committee monitors the scrutiny of safeguarding in COBIS Patron's Accreditation and Compliance
2. Relevant standards - 1A, 1B
 - 1A – The school recruitment process is fair and transparent and ensures that appropriate staff and volunteers are appointed. This applies to all staff, teaching and nonteaching.
 - 1B – All staff within the school, including volunteers and supply staff, meet high standards of child protection and the safeguarding of students.
3. 5% of the workforce will be checked on the SCR during the Compliance or P'Acc visit
4. There are clear guidelines for LIPs in case a safeguarding issue is reported during visit

#COBIS18

@COBISorg



Safeguarding in COBIS Member Schools – Best Practice

1. Single Central Register: what it means and the information it has to contain
2. Standing safeguarding committee led by a designated safeguarding lead
3. Safer recruitment
4. Safeguarding induction for new staff
5. On-going safeguarding training for all staff at the levels required



DBS and Prohibition Checks Statistics

1. 850 Prohibition checks have been processed by COBIS thus far this academic year
2. DBS from September 2017 till March 2018: 1026 checks were administered; a total of 117 COBIS member schools are registered for the service (42% of our membership)
3. DBS team at COBIS work closely with uCheck (Louise Bell, Hannah Porritt, Andrea Berta, Margaret Garrard)
4. Future of DBS checks for teachers from outside the UK



COBIS – Committed to Safeguarding

1. COBIS is committed to reducing risk in all member schools and the wider international school sector
2. Published complaints policy
3. Active and founding member of the International Task Force on Child Protection (ITFCP)
4. Draws on experts within ITFCP (Interpol, Europol, law enforcement, other agencies)
5. Through Accreditation/Compliance: raises awareness with host country Ministries of Education
6. Safeguarding guidance in LIP/PA guidelines
7. Safeguarding training including in Seminar for New International School Teachers

#COBIS18

@COBISorg



Safer Recruitment

Janet Brock, British International School of Kuala Lumpur





Safe Recruitment
A Priority

Safeguarding and Recruitment

The (school name) is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required.

This recruitment process has been developed based on the safeguarding statement, Educare training, relevant guidelines and COBIS accreditation guidelines.



Preparation

- Have a Recruitment Timeline working document which supports effective management of the recruitment process.
- Agree recruitment dates at Whole School Leadership meeting
 - Dates for Secondary, Primary and AT recruitment agreed during first half term
- Agree staff training requirements and timeline for completion
 - All staff involved in recruitment must complete Educare Safer Recruitment Training.
- Review advertisements and related documentation
 - All documentation to have safeguarding statement



Advertising

- All advertisements must include the Safeguarding statement
- All advertisements must be accompanied by the Child Protection Policy; Safe Recruitment Policy; Equality and Diversity Policy and appropriate job description
- All advertisements should include a link to the job advert live on the school website to ensure applications are submitted via an online application form
- Online application form ensures you can spot gaps in history...(still need to add here)



Stages of Recruitment

- Stage 1 – Long Listing
 - Appropriate HOD/Senior staff review applications and identify potential long list candidates
- Stage 2 – Short Listing
 - Skype interview scheduled with appropriate HOD/SLT – standardised email template (have these ready)
- Stage 3 – Final Interview
 - Face to face interview (where possible) scheduled with appropriate SLT members.
 - References requested prior to interview (min 2 teachers, 1 AT). One reference must be from the current/most recent employer. References must cover a minimum of the last 4 years

#COBIS18

@COBISorg



Documents Required

- Final Interview
 - Candidates should be asked to provide the original and a copy of the following documents:
 - Passport
 - Degree Certificate
 - Teaching Qualifications
 - Most recent DBS check/Police Clearance Check
 - For Skype interviews these should be sent electronically and originals checked during induction for those appointed.



Interview Protocol

- Any gaps in employment must be fully discussed and comments recorded as part of the interview notes
- Safeguarding questions should form part of the interview
- Interview notes should be taken
- Documents checked, signed and dated by interviewer
- All notes/documents and relevant information should be returned to HR following interview (incl rejected candidates)



Next Steps

- Rejected candidates are emailed and records filed with HR
- Offer letters and contract sent to relevant candidates by HR. Offer letter should notify candidates that Prohibition Order Check will be carried out (UK only) and request DBS application reference number with confirmation of acceptance.
- For non UK/candidates who have worked overseas relevant police checks are requested NB Police clearance is required for the previous 10 years.
- References should be checked by Head of School and signed off. Any queries should be dealt with by contacting referee/liasing with Head Teacher.
- HR should follow up on all outstanding references/police checks/risk assessments where necessary.



Non Teaching Staff

- Employed admin staff should follow the same procedures as teaching staff.
- Outsourced services, e.g buses, cleaning, catering require current police clearance checks and ID – should be recorded on the SCR.
- Visitors and parent helpers should have appropriate risk assessments in place with details of the relevant supervision.



Single Central Register

- The Single Central Register (SCR) or Record of Appointments is a compulsory requirement for all schools as part of the safeguarding procedures
- Records of staff appointments and appropriate checks including medical, academic, reference and police clearance checks should be recorded for ALL employees, external providers and volunteers in the school
- It contains sensitive data and as such should be shared with only selected appropriate staff
- Maintenance and monitoring is essential to ensure compliance with safeguarding requirements.



What Next

Safeguarding guidelines are constantly changing. COBIS have recently released recent further guidance. For schools who are registered with COBIS the updates are a valuable resource for keeping on track with changes.

Embedding safeguarding and recruitment best practice in an international environment.



Safeguarding in Schools

Dawn Akuyrek, King's Group



- Training
- Creating a safeguarding culture
- Paperwork
- Dealing with issues



What is Safeguarding?

Safeguarding is:

- Protecting children from maltreatment
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best possible outcomes

Child Protection is:

- A part of safeguarding and promoting welfare
- The activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm



Statutory guidance & documentation

- Working Together 2015
- Internal
 - Safeguarding Policy
 - Whistleblowing Policy
 - Staff Code of Conduct
 - Health & Safety policy/documentation
- Keeping Children Safe in Education 2016
- Early Years Foundation Stage
- Ofsted – Inspecting safeguarding



Keeping Children Safe in Education (2016)

- **Part one:** Safeguarding information for all staff
- **Part two:** The management of safeguarding
The responsibilities of governing bodies and proprietors
- **Part three:** Safer Recruitment
- **Part four:** Allegations of abuse made against teachers and other staff



Features of schools that demonstrate excellence in Safeguarding

Key features of excellent schools include:

- high quality leadership and management where safeguarding was seen as a priority
- stringent vetting procedures
- rigorous safeguarding procedures and policies



Features of schools that demonstrate excellence in Safeguarding

- easily accessible child protection arrangements
- a high priority given to training that goes beyond the basic
- robust arrangements for site security
- a flexible, relevant and engaging curriculum that is used to promote safeguarding



KCSIE 2016

Main changes:

- Stress safeguarding is everyone's responsibility
School to help staff to understand Part 1
- Highlighting importance of early help
- Clarifying difference between a concern and a child in immediate danger and the required action. Early Help. (Team Around Child)



KCSIE 2016

Emphasis on:

- Honour based Violence
- Female Genital Mutilation
- Forced Marriage
- Understand needs of Special Educational Needs in relation to Safeguarding
- New requirement for staff to be regularly updated



KCSIE 2016

Main changes:

- Peer on peer abuse emphasised
- Info on whistleblowing and NSPCC helpline;
- Clarifying the role of the DSL and need for cover inc. job description



KCSIE 2016

- New section on online safety
- Prohibition checks on all staff that teach (inc. non qualified)
- Greater emphasis that governors should ensure “that children are being taught about safeguarding” as part of providing a broad and balanced curriculum



Prevent Duty

Counter-Terrorism and Security Act 2015 requires schools to “have due regard” – hence schools should:

- Assess the risk of children being drawn into terrorism
- Work with other agencies Local Safeguarding Boards /others as appropriate
- DSL to undertake Prevent awareness training
- Train all staff to identify vulnerable individuals



What's covered in a Safeguarding Policy

- Policy statement, principles and aims
- Terminology
- Legal Framework/Legislation
- Context
- Key personnel in the school
- Roles and responsibilities
- Good practice guidelines



What's covered in a Safeguarding Policy

- Staff training
- Safer recruitment and Single Central Register
- Extended school and off-site arrangements
- Photography and images
- e-safety
- Prevent



What's covered in a Safeguarding Policy

- Types of abuse (Female Genital Mutilation, radicalisation)
- Recognising abuse/Indicators of abuse
- Taking action/If you suspect a child is at risk
- Complaints procedure
- If you have concerns about a colleague
- Allegations against staff



What's covered in a Safeguarding Policy

- Abuse of trust
- Children who may be particularly vulnerable
- Support for those involved in a child protection issue
- Confidentiality and information-sharing
- Reporting directly to child protection agencies



The SCR and BSO standards

- The requirement to keep a SCR is set out in paragraph 21 of the BSO standards
- There is no set format
- There is a requirement to keep on the SCR staff, governors and volunteers
- No express requirement to keep employees of companies with whom the school contracts
- Any self employed contractors with whom the school deals with regularly should be included



Q & A

Any
questions ?

