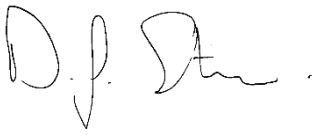
BANGKOK PREP POLICY DOCUMENT

Child Protection and Safeguarding Policy

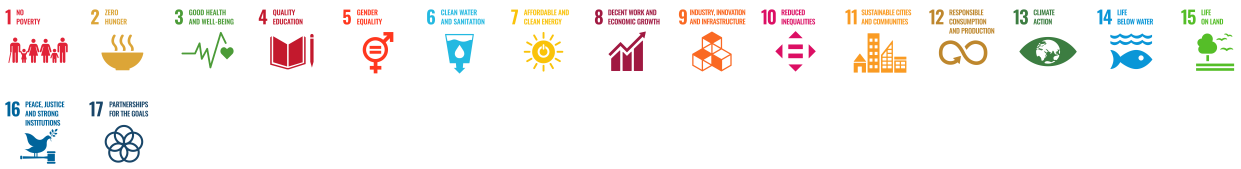
OUR VISION

Preparing our **COMMUNITY** for a **SUSTAINABLE GLOBAL FUTURE**.

Child Protection and Safeguarding Policy

Policy Reference	**WS0626/AHW01**
Extent of Policy	**Whole School**
Produced/Last Reviewed	**June 2025**
Produced by	**Assistant Heads Wellbeing**
Reviewed by	**ALT**
Next Review Date	**June 2026**
Cycle	**Biennially**
Approved by	**Duncan Stonehouse**
Signed	

Associated Sustainable Development Goals (SDGs)



The procedures outlined in this policy are in line with the CIS Code of Ethics and United Nations Convention on the Rights of the Child. All Bangkok Prep policies adhere to relevant child protection legislation - such as the Child Protection Act of 2003 (Thailand) - and draw on key safeguarding guidance from the United Kingdom and internationally, including: the International Task Force on Child Protection's Final Report and Recommendations, Working Together to Safeguard Children, and Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings

RATIONALE

At Bangkok International Preparatory & Secondary School (Bangkok Prep), we are committed to safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers and any contractors / consultants and partner agency staff in our schools to share this commitment. In line with this, we expect them to recognise where a student is at risk of, or is actually being harmed, and to do all they can to reduce further risk or harm.

Bangkok Prep is particularly focussed on protecting our students; our school colleagues are in the best position to identify concerns early and to provide or recommend support for students as well as helping to prevent these concerns from escalating.

The procedures outlined in this policy are in line with the Child Protection Act of Thailand and the United Nations Convention on the Rights of the Child. The policy also draws upon relevant guidance from the United Kingdom, including Keeping Children Safe in Education and Working Together to Safeguard Children.

At Bangkok Prep, we adhere to the following important child protection and safeguarding principles:

- A child's welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender, sexuality, socio-economic background or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work.
- We work in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the child or young person'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some in order to work with equitable practices and take into account a student's identity, background and circumstances. Economic and educational background, home life, trauma, special educational needs, disability, gender, religion, or sexual orientation are all examples of factors that may create needs that should be met.

POLICY AIMS AND OBJECTIVES

At Bangkok Prep, we will:

- Provide a safe and happy environment to enable students to thrive and learn
- Outline the systems and processes we all take to ensure that students remain safe at school
- Raise awareness to all employees of safeguarding/child protection issues and define their roles and responsibilities in reporting
- Identify students who are suffering, or likely to suffer harm
- Provide help and support to meet the needs of children as soon as problems emerge

- Protect children from maltreatment, whether that is within or outside the home, including online
- Prevent the impairment of children's mental and physical health or development
- Ensure that children grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes
- Ensure effective communication between all employees on child protection/safeguarding issues
- Set effective procedures for employees/volunteers or third-party individuals who encounter any issues in relation to child protection/safeguarding to follow
- Be clear with all parties, including students and their parents/carers, regarding our approach to safeguarding and child protection, through the provision of clear and well communicated policies

Appendix 4 outlines the key staff associated with this policy and their roles are outlined within this document.

DEFINITIONS

This policy makes the distinction between Safeguarding and Child Protection.

Safeguarding

Safeguarding and promoting the welfare of children refers to the processes of protecting students from harm, preventing the impairment of their health and development, ensuring that we seek to improve the general health and well-being of all students in our care and enabling every student to have the optimum life chances and enter adulthood successfully. Safeguarding is preventative, proactive and educational.

Child Protection

Child Protection is the core element of safeguarding and is defined as the responsibility to protect children who are suffering or likely to suffer from harm.

Note:

If the preventative work around safeguarding issues is not appropriate or extensive enough, students identified as being a concern may move to being identified as being at risk of significant harm. Although other factors outside of the school's control may also influence this, the purpose of the policy is to ensure that, at Bangkok Prep, we take whatever measures are possible to avoid this from happening.

ROLES AND RESPONSIBILITIES

Protecting the welfare of children is the role of every professional who comes into contact with children at Bangkok Prep. This includes all staff knowing how to respond to suspected cases of abuse and neglect and the process for reporting suspected cases to the relevant persons. All staff have a professional duty to report any concerns regarding suspected child abuse.

The welfare of the child is always paramount and confidentiality should be respected as far as is reasonably possible.

The Heads of School and Senior Leadership Teams will:

- Ensure that the policy is implemented across their school and followed by all employees and volunteers.
- Allocate sufficient time and resources to enable the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) to carry out their roles effectively.
- Ensure that the culture of the school facilitates concerns being raised and handled sensitively.
- Ensure that safeguarding is addressed through the curriculum ensuring that children throughout the school are taught about keeping themselves safe, including online safety.
- Ensure the school site is secure.
- Only deploy employees who will have unsupervised contact with children, where safe recruitment procedures have been followed.
- Ensure records are kept of the training undertaken by employees in relation to safeguarding and child protection.

HEAD OF SCHOOL

The Head of School has ultimate responsibility for Safeguarding within the organisation and the DSLs/DDSLs will act upon their instruction when involving external agencies.

Any safeguarding reports about a staff member must be reported directly to the Head of School. The Head of School liaises with ISP Regional Director as necessary.

Any safeguarding concern about the Head of School should be reported directly to the ISP Regional Director: David Jameson (djameson@ispschools.com)

ASSISTANT HEADS OF WELLBEING

The main responsibilities of the AHW are outlined below:

- The strategic direction and operational management of Safeguarding within the organisation.
- To ensure that the entire school community knows who the Safeguarding Team is at Bangkok Prep.
- To ensure that all staff know to see a member of the Safeguarding Team (and, in their absence, the Head of School) for Safeguarding issues.
- To advise the DSLs on matters relating to child protection (N.B the AHW may not have overview of each individual case - this responsibility lies with the DSLs)
- To be available to all staff for consultation on Child Protection issues
- To seek advice from relevant authorities and coordinate action where Child Abuse is suspected.
- To report to outside agencies where relevant
- To undertake training at least every two years in Child Protection, including attending ISP Designated Safeguarding Lead training and actively participating in the DSL Regional Networking meetings to ensure they stay up to date with current safeguarding issues.
- To facilitate regular training on Safeguarding for all other staff at the school which, at a minimum standard, meets UK statutory requirements of at least every two years.
- To review the school's safeguarding policies with the relevant leadership teams and the Safeguarding Committee in line with their review cycles.
- To monitor, update and maintain confidential records of students in relation to Child Protection issues.
- To maintain records of sensitive information in a secure and confidential file, and to disseminate information about children as policy dictates (primarily using CPOMS and potentially later in the academic year MyConcern).
- To raise staff awareness and confidence in Safeguarding procedures and to ensure new staff are aware of these procedures through induction training.
- To ensure temporary supply and other short term staff and volunteers and visitors are made aware of the school's Child Protection arrangements via training and documentation summarising the procedure and practice.
- To form part of the school's Safeguarding Committee and organise Safeguarding Committee meetings..
- To follow appropriate protocol regarding confidentiality in matters relating to Safeguarding and Child Protection.

DESIGNATED SAFEGUARDING LEADS (DSL) / DEPUTY DESIGNATED SAFEGUARDING LEADS (DDSL)

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL's) play a vital role in ensuring student safety by guiding staff on safeguarding responsibilities, coordinating actions where child protection issues arise, and consulting with relevant authorities. They ensure all staff, including temporary staff, are trained and aware of safeguarding procedures. The DSL/DDSL are responsible for maintaining and securely managing child protection records, staying up to date with safeguarding protocols through regular training, and being familiar with local regulations and

agencies. They are also part of the Safeguarding Committee, overseeing the school's online safety measures and Health and Safety and ensuring compliance with confidentiality protocols.
The DSL/DDSL will also ensure there is a process in place for the monitoring of students' visits to the School Nurse, absence and punctuality and liaise with appropriate parties, including pastoral staff and external agencies where necessary.

All employees have the responsibility to report to the DSL/DDSL any concern they have about the safety of any child in their care. The DSL/DDSL's responsibility is to make decisions about what to do next and then to take appropriate action, with support from the AHW and Head of School where necessary.

DESIGNATED SAFEGUARDING CONTACTS (THAI SPEAKING)

The Thai-speaking Safeguarding Lead acts as a key contact for safeguarding concerns, particularly for Thai-speaking staff. They work closely with DSLs and DDSLs to translate disclosures and concerns and ensure all staff know the appropriate safeguarding contacts. They provide consultation on child protection matters, especially for Thai speakers, and undertake regular child protection training. Our multilingual leads also meet students and their families following disclosures and to support planned actions and reviews. Additionally, they assist in delivering safeguarding training in Thai and ensure that temporary and short-term staff are aware of the school's child protection procedures, helping raise awareness and confidence in safeguarding processes across the campus.

SAFEGUARDING COMMITTEE

The main responsibilities of members of the Safeguarding Committee are outlined below:

- To meet termly to help inform school policy on issues relating to Safeguarding.
- To be a point of contact for general issues relating to Safeguarding in school (but not for disclosures).
- To help raise the awareness of Safeguarding at Bangkok Prep (including online safety and health and safety).

STAFF AND VOLUNTEERS

Staff Training

Bangkok Prep is committed to maintaining and increasing staff awareness of how to prevent, recognise and respond to Child Abuse. The school ensures that all staff are updated annually on relevant procedures. As part of their induction, all adults will familiarise themselves with the Bangkok Prep Child Protection and Safeguarding Policy and undergo Safeguarding Awareness training and ISP Safeguarding Essentials training.

The school is also committed to updating staff on policy and procedures on an annual basis at the beginning of each academic year so that all those working with children understand their responsibilities and are familiar with expected practice.

A further commitment is training senior leaders on a regular basis to ensure that they are up-to-date with UK policy and practice, and good practice in other leading international schools.

All staff should undergo annual Safeguarding Training including:

- teaching staff
- support staff
- peripatetic staff (eg Visiting Music Teachers)
- outsourced staff (bus drivers, security, cleaning and catering staff)
- extra-curricular activity providers
- volunteers
- supply staff

The colour of a staff member's lanyard defines the level of training they have undertaken.

Professional and personal conduct of staff

Staff must read and abide by the Safer Working Practice Code of Conduct. This Code of Conduct applies to all adults who come into contact with students at Bangkok Prep on behalf of the school, including:

- teaching staff
- support staff
- peripatetic staff (eg Visiting Music Teachers)
- outsourced staff (bus drivers, security, cleaning and catering staff)
- extra-curricular activity providers
- volunteers
- supply staff

All employees (including employees of partner organisations and contractors having unsupervised contact with children will:

- Ensure they are familiar with and follow the policy and all other safeguarding related documents e.g. Code of Conduct, Guidance for safe working practice.
- Be subject to safer recruitment processes and checks prior to starting Bangkok Prep. In exceptional cases an action plan/risk assessment can be put in place to ensure the employee is supervised until all checks are completed: This **must** be authorised by the ISP Group Director of Health and Safety before contact with children begins).
- Be alert to signs and indicators of possible abuse.
- Listen to and take seriously the views and concerns of children, knowing what to do if a child tells them he/she is being abused, exploited, or neglected.
- Know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the AHW, DSL and Head of School as appropriate.
- Never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.
- Be able to reassure victims that they are being taken seriously and that they will be supported. A victim should never be given the impression that they are creating a problem by reporting abuse. Nor should a victim ever be made to feel ashamed for making a report.
- Record any concerns and report these to the Safeguarding Team via CPOMS (or MyConcern) or in writing if CPOMS (or MyConcern) is not accessible.
- Be aware of who the Designated Safeguarding Lead is in the school they are working in and how they can be contacted. This information can be found at the end of this policy.
- Follow the procedures outlined in this document when/if concerned about any child.

- Support students, employees or other adults who have concerns, or who are the subject of concerns, to act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.
- Undertake appropriate child protection/safeguarding and safer recruitment training (and refresher training) as required by Bangkok Prep.
- Recognise that if their behaviour inside or outside the workplace breaches the School's code of conduct and/or the guidance for safe working practice, this may be considered a disciplinary or even criminal matter.

All employees who have occasional or supervised contact with children (including employees from partner and contracted organisations) must:

- Undergo a safeguarding briefing/induction in relation to their role, understand what is required of them if they have concerns and to whom they should report.
- Provide written confirmation to demonstrate that where appropriate, all partner agency staff/contractors have been safely recruited with appropriate checks undertaken and that a safeguarding briefing has been provided to these employees, (appropriate to the role and contact they will have with children), before they commence their role in Bangkok Prep. Where these employees or volunteers are constantly supervised, the recruitment checks may not need to be as rigorous, this decision lies with the Head of School, not individual employees or partner organisations themselves.
- Where partners/contractors do not have their own safeguarding or child protection policy, Bangkok Prep's policy will be used and partners/contractors asked to read and follow this. These requirements will be part of any contractual arrangement.
- Follow the guidance laid down in this document at all times.
- Be provided with guidance on appropriate safe working practice.

Bangkok Prep recognises our duty of care to our employees and where employees have been involved in reporting and responding to abuse, we recognise that this can be very difficult to deal with in isolation. Bangkok Prep will therefore be in a position to offer or broker appropriate external support or counselling for any employee affected by a safeguarding issue. Bangkok Prep will keep a list of organisations which can be made available to employees on request.

PREVENTATIVE MEASURES AND LINKED POLICIES FOR SAFEGUARDING CHILDREN

All up to date policies can be located on the Policy Portal here

ACCEPTABLE USE OF TECHNOLOGY

All up to date policies can be located on the Policy Portal here

Children with Special Educational Needs or Disabilities

All employees should recognise that children with Special Educational Needs and Disabilities can mean additional safeguarding challenges. Depending on the nature of a child's special need or disability, additional barriers can exist which make it more difficult to identify and recognise signs of abuse. For example, it is easy to assume that a child's mood, behaviour, or any injury relates to their disability rather than the fact they may be suffering abuse. It should also be recognised that children with disabilities may be disproportionately impacted on by behaviours such as bullying but they may not show any outward signs. Communication difficulties can make it very difficult for a child to indicate what's happening and, therefore, may make it very difficult to overcome any such barrier. Employees should be extra vigilant and report all concerns, avoiding making assumptions about the causes of any injury or behaviour. ISP has a separate Special Needs Policy Statement.

Physical Intervention/restraint

There may be times when adults in the course of their school duties, have to intervene physically in order to restrain students and prevent them from coming to harm. Such intervention should always be both reasonable and proportionate to the circumstances and be the minimum necessary to resolve the situation. UK government guidance has been issued in relation to the use of reasonable force and can be used as best practice advice.
https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools.

Any self reporting of physical contact beyond that outlined in our school policies which are informed by the UK government guidance should be reported to the safeguarding team and PLT/SLT. The employee is required to document the incident in full giving a description and full account of the incident (this could be on CPOMS (or MyConcern) in relation to the child or on a behaviour record). Witnesses to the incident should be identified where possible.

Where intervention has been required a senior employee should be asked to debrief the student and allow them to describe the incident from their point of view. Written notes of this conversation should be kept, and the student checked for any injuries.

Parents/carers should always be informed when an intervention has been necessary.

COMMUNICATION

Communication should be timely and prompt. Appendix 2 outlines the level of communication pathway in a Child Protection case.

MANAGING CONCERNS ABOUT CHILDREN

At Bangkok Prep, the DSLs will contact a new child's previous school or setting to verify whether there have been safeguarding concerns raised previously.

Reporting and recording concerns

If staff or volunteers suspect a child has been abused or neglected, the following procedures should be implemented:

- Bangkok Prep staff will report concerns immediately to the safeguarding team (using CPOMS (or MyConcern)). They will be required to record observations, communications and impressions which cause concern before the end of the school day. Concerns which may indicate an immediate threat must be passed to the relevant DSL immediately.
- In the event of suspected Sexual Abuse happening, it may be a requirement for the school to contact the appropriate Thai authorities, depending on the specifics of the case. For cases happening within the context of the family, the family should not be alerted to the allegations being made and the report can be made to relevant external agencies. For Sexual Abuse cases happening outside the context of the family, the family should be informed of the incident. The school should not conduct investigations, in terms of talking to the child at length on the incident.
- In the event of other forms of abuse, the DSL will be committed to taking action and arranging consultation with the Head of School. The case will be considered in the context of the wider assessment framework (see Appendix 1). In collaboration with ISP and the Director, when deemed appropriate after further investigation, the Head of School will liaise with relevant external agencies. The Head of School will keep the relevant DSL up-to-date with developments.
- If there are obvious signs of harm, the student will be taken to the School Nurse immediately. If the student is in need of urgent medical attention, they should be brought to Samitivej Hospital, the designated paediatric hospital.
- Where staff suspect the abuse has occurred or is about to occur and the child is unsafe and in imminent risk of further harm, staff are committed to reporting the matter to the relevant external authority.
- Where staff suspect that the abuse has been perpetrated by someone close to the family or within the family network, the Head of School will contact the family and discuss ways in which the student could be kept safe and their needs managed more appropriately. However, where there is concern that the child will be further harmed should the family be informed, alternative actions may be taken.
- If staff suspect that an employed or voluntary worker in the school has abused a student, the matter should be reported to the Head of School. Consideration will be given as to whether that member of staff should face suspension. In cases where the Head of School is suspected of abuse, this should be reported to ISP.
- Bangkok Prep believes that children, families, staff and others involved in an investigation of Child Abuse should receive support. The Counselling Team, in consultation with the Head of School, AHWs and DSLs, will coordinate appropriate specialised support with agencies as required. They will coordinate care arrangements if the child is deemed to be unsafe in their current environment. They will also provide general advice on individual abuse cases regarding appropriate responses.
- Above all, the school takes a victim-centred and child-centred approach to dealing with allegations of abuse. The next steps are considered in light of what is in the best interests of the child and within the cultural context of Thailand.
- For allegations of abuse where intervention is deemed necessary, the DSL/DDSL will inform the Head of Primary / Head of Secondary
- Members of the safeguarding team who are also parents will not have access to their own child's/children's CPOMs/My concern files.

Emergencies

First aid is to be given as in any emergency. Follow-up care and counselling will commence as soon as is practical.

DEALING WITH A DISCLOSURE

ADULT CONCERN ABOUT A STUDENT

If an employee suspects that any student in their care may be a victim of abuse or is at risk of abuse or other form of harm, they should not try to investigate, and instead should inform the Designated Safeguarding Lead (DSL) about their concerns as soon as possible.

Employees must disclose any concerns they have about the possibility of a student being abused or placing themselves at risk. It is better to share these concerns, which may later prove to be unfounded, than to hold onto information that may have helped protect a student from actual harm. In many cases a student will not make a direct disclosure, but employees will be concerned because of a physical or emotional indicator. In these circumstances employees should still use CPOMS (or MyConcern) and the body map (if appropriate), to make a report to the Safeguarding Team.

Where any student makes any form of direct disclosure, the following guidelines should be followed.

- Remain calm - do not panic or express shock.
- Listen carefully – do not prompt responses.
- Reassure the child – tell them they are doing the right thing and that you are pleased they are confiding in an adult. Praise them for having the courage to talk about it with someone.
- Do not project or assume anything, let the child tell his/her story; leave your own assumptions out.
- Possible questions to ask in a non-leading manner include TED questions (Tell, Explain, Describe).
    - What happened to you?
    - Who did this to you?
    - Where did it happen?
    - When did this happen?
- Use age-specific language. Ask for clarification for any meaning or words you do not understand.
- Let the child know they are believed.
- Let the child know that you will do your best to protect and support them.
- Do not promise secrecy to the child. Explain that, in order to help them, you will have to tell certain other parties but it will be as confidential as possible. Assure them that their issue will not be general knowledge within the school community.
- Check that you have a full understanding of what the child has told you before the end of the discussion.

- Make the child comfortable. Ensure that the child is not left in a situation where he/she may be pressured to change their story.
- Report the disclosure to the relevant DSL (or Head of School in their absence). You will be asked to record what the child has said or what you have observed, including dates and times. It is important that this is recorded in as much detail as possible so that the child does not have to repeat the details of abuse unnecessarily.
- In line with Safeguarding guidelines, the school does not take any photographs of a child's injuries but instead records them by use of diagrams.
- Maintain confidentiality. Do not discuss this with any other members of staff (other than the safeguarding team), children or people outside of school. It will be considered a breach of school protocol if you do this.

Record Keeping

All records of child protection concerns, disclosures or allegations should be treated as sensitive information and should be kept together securely and separately from the child's general school records. The information should be shared with all those who need to have it, whether to enable them to take appropriate steps to safeguard the child, or to enable them to carry out their own duties, but it should not be shared more widely than that. Disclosures since August 2020 are stored on CPOMS (or MyConcern) and staff receive training on how to make a disclosure. Legacy Child Protection case files are held in a double-locked secure place. Records may be kept until such time as the individual has reached 25 years of age.

Confidentiality

Students are actively encouraged to raise personal and general concerns with members of staff and seek advice in confidence.

It is important to note, however, that such discussions, whilst remaining confidential in nature, must take into account a full appreciation of duty of care. This will mean that information may have to be shared with senior members of staff or parents on a need-to-know basis.

Confidentiality cannot be guaranteed to the victim regarding Child Protection issues.

Appendix 2 outlines how confidentiality is handled between members of staff in the event of a disclosure. There may be a circle of confidentiality which extends between the relevant DSL, DDSL, ASHW, HoS, Head of Primary, Head of Secondary and, often, the Counsellor. The relevant DSL may inform the Year Leader and Head of Primary or Secondary. The Year Leader or Class Teacher will not be informed of the full details of the case but will be told there is a Safeguarding issue of which they should be aware, so that they can adjust their pastoral care appropriately. There may be instances where it is appropriate that fewer people are aware of the circumstances. It is strictly prohibited for staff to discuss Safeguarding issues openly.

MANAGING CONCERNS ABOUT STAFF

ALLEGATIONS AGAINST A MEMBER OF STAFF

Managing accusations of abuse against staff members, including volunteers, is the sole responsibility of the Head of School and not the DSL. If the allegation is against the Head of School, the matter must be taken directly to the ISP Regional Managing Director who will liaise with relevant external agencies. This must happen without informing the Head of School.

Records concerning members of staff will be kept separately and not with other Child Protection records.

Investigating allegations against a member of staff

If it is deemed necessary, a full investigation will take place. However, staff are not automatically suspended following an allegation. In instances where an allegation has been made, a judgement will be made by the Head of School as to the next steps.

The outcome of an investigation into a member of staff can take one of four outcomes:

- The allegation could be **upheld** - this means that there is identifiable evidence to prove the allegation on the balance of probability.
- The allegation could be **unsubstantiated** - this means that there is insufficient identifiable evidence to prove or disprove the allegation on the balance of probabilities. The term does not imply guilt or innocence.
- The allegation could be **unfounded** - this means that there is no evidence or proper basis that supports the allegation being made, or there is evidence to prove that the allegation is untrue.
- The allegation could be deemed to be **malicious** - this means that the allegation was made with deliberate intent to deceive or cause harm.

Volunteers and Visitors

Volunteers and visitors to the school are expected to abide by the school's Safeguarding procedures and are asked to sign the school's Code of Conduct.

Bangkok Prep recognises the diverse and complex local contexts the school operates in. Therefore, the following principles are taken into account when following the framework and procedure for disclosure, reporting and further action:

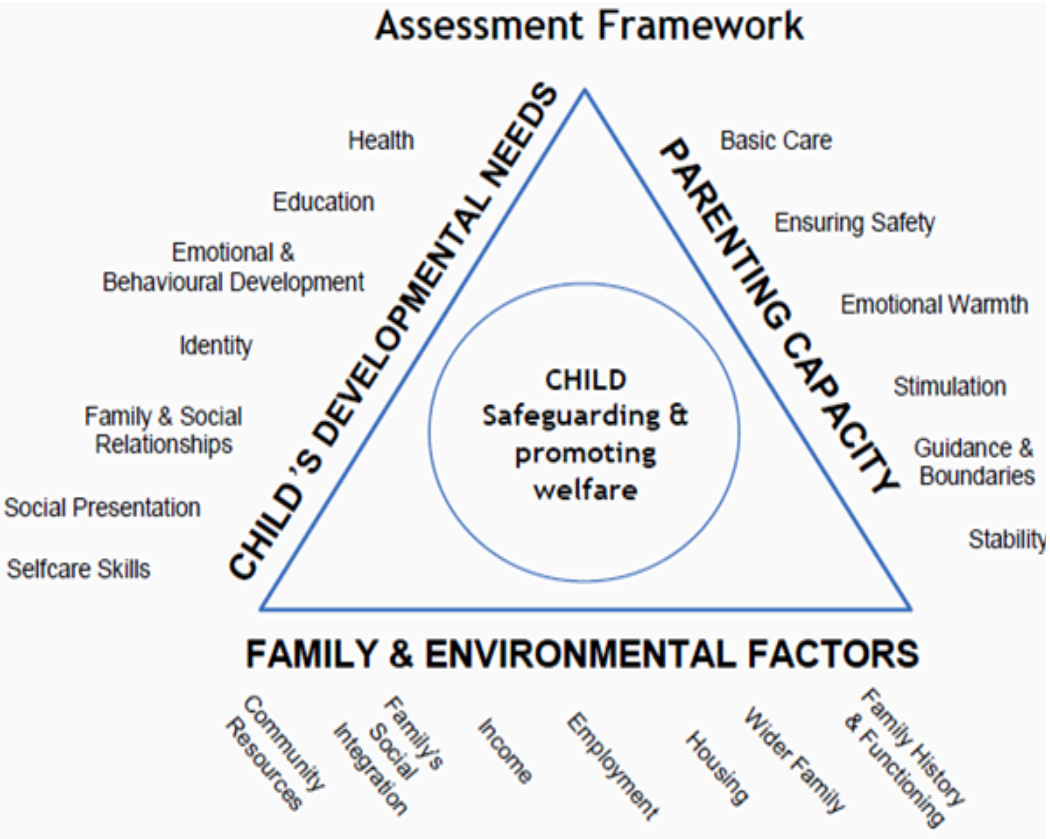
It is acknowledged that there may be little external support and that there are some limitations in the areas of child protection. The quality and skills of support staff in dealing with children who have suffered harm or self-harm will be assessed in order to determine the boundaries of their work. It is recognised that Bangkok Prep needs to act in accordance with local legislation as well as the principles and practices outlined in this policy.

Auditing, Reporting and Review

Elements of safeguarding practice at Bangkok Prep will be audited during ISP Group Safeguarding Teams visits: it will also be included in the annual safety audit and will also be reviewed when visited by Group Health and Safety.

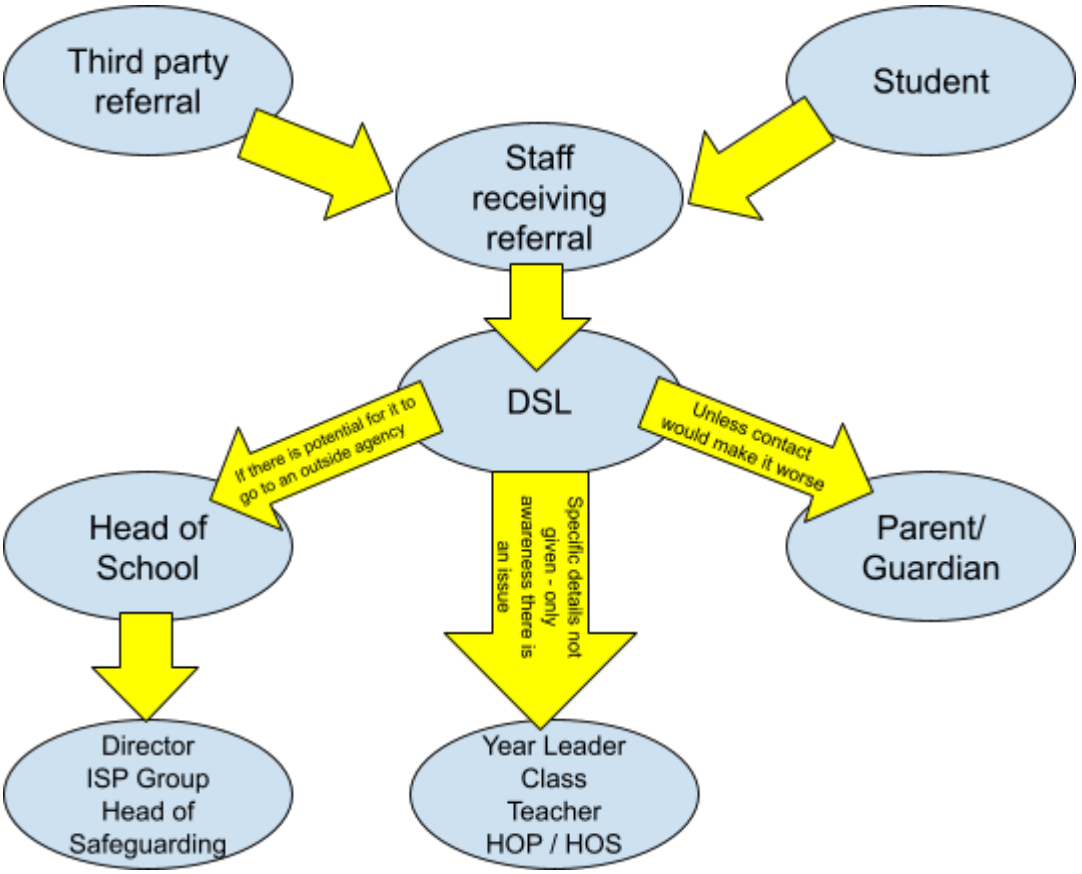
This policy will be reviewed on a regular basis and at least every 2 years by the ISP Group Head of Operational Risk, Group Director of Health and Safety, Group Head of People Operations and ExCo.

APPENDIX 1


Assessment Framework
CHILD'S DEVELOPMENTAL NEEDS
Health
Education
Emotional & Behavioural Development
Identity
Family & Social Relationships
Social Presentation
Selfcare Skills
PARENTING CAPACITY
Basic Care
Ensuring Safety
Emotional Warmth
Stimulation
Guidance & Boundaries
Stability
CHILD Safeguarding & promoting welfare
FAMILY & ENVIRONMENTAL FACTORS
Community Resources
Family's Social Integration
Income
Employment
Housing
Wider Family
Family History & Functioning

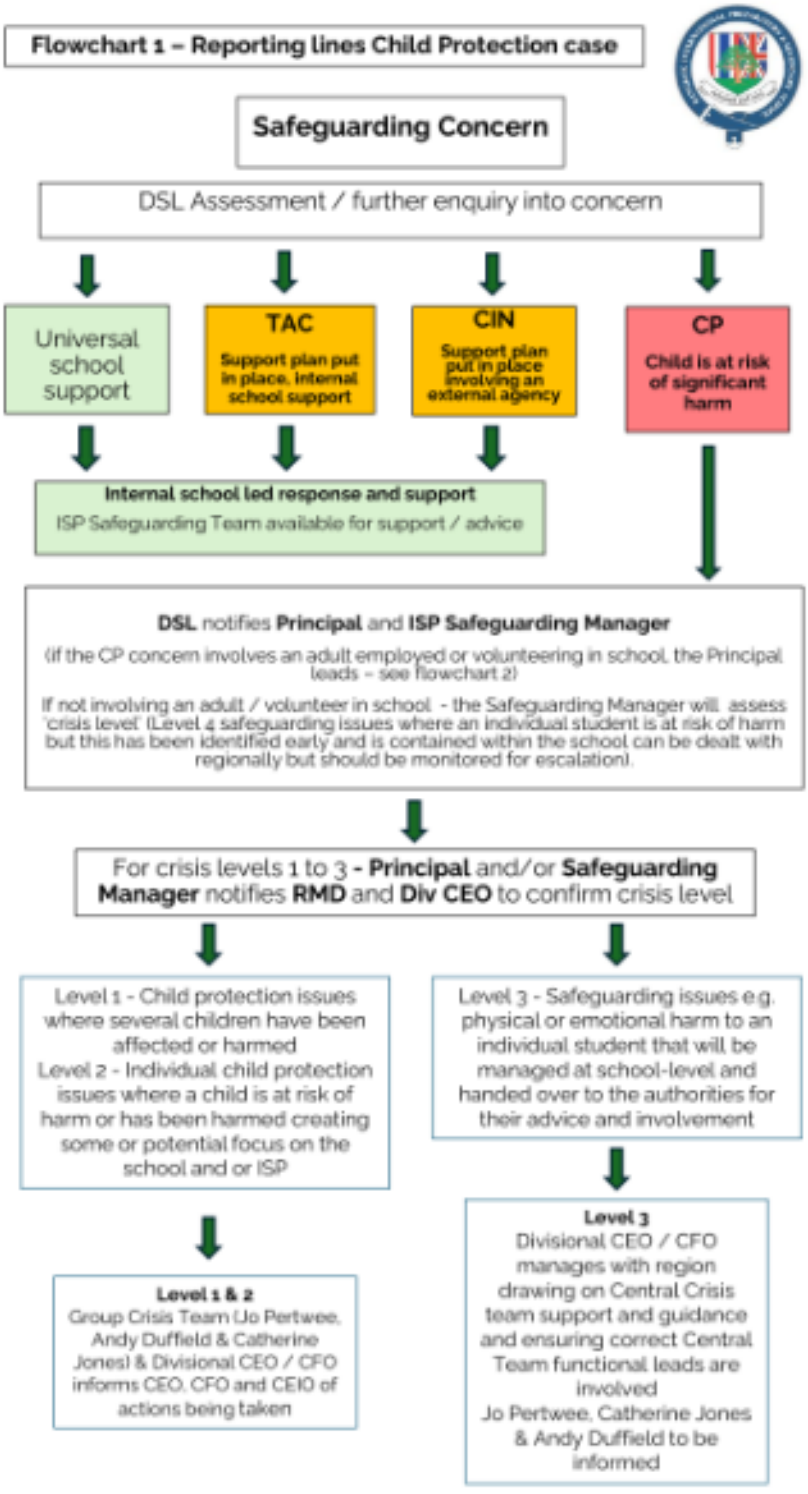
APPENDIX 2

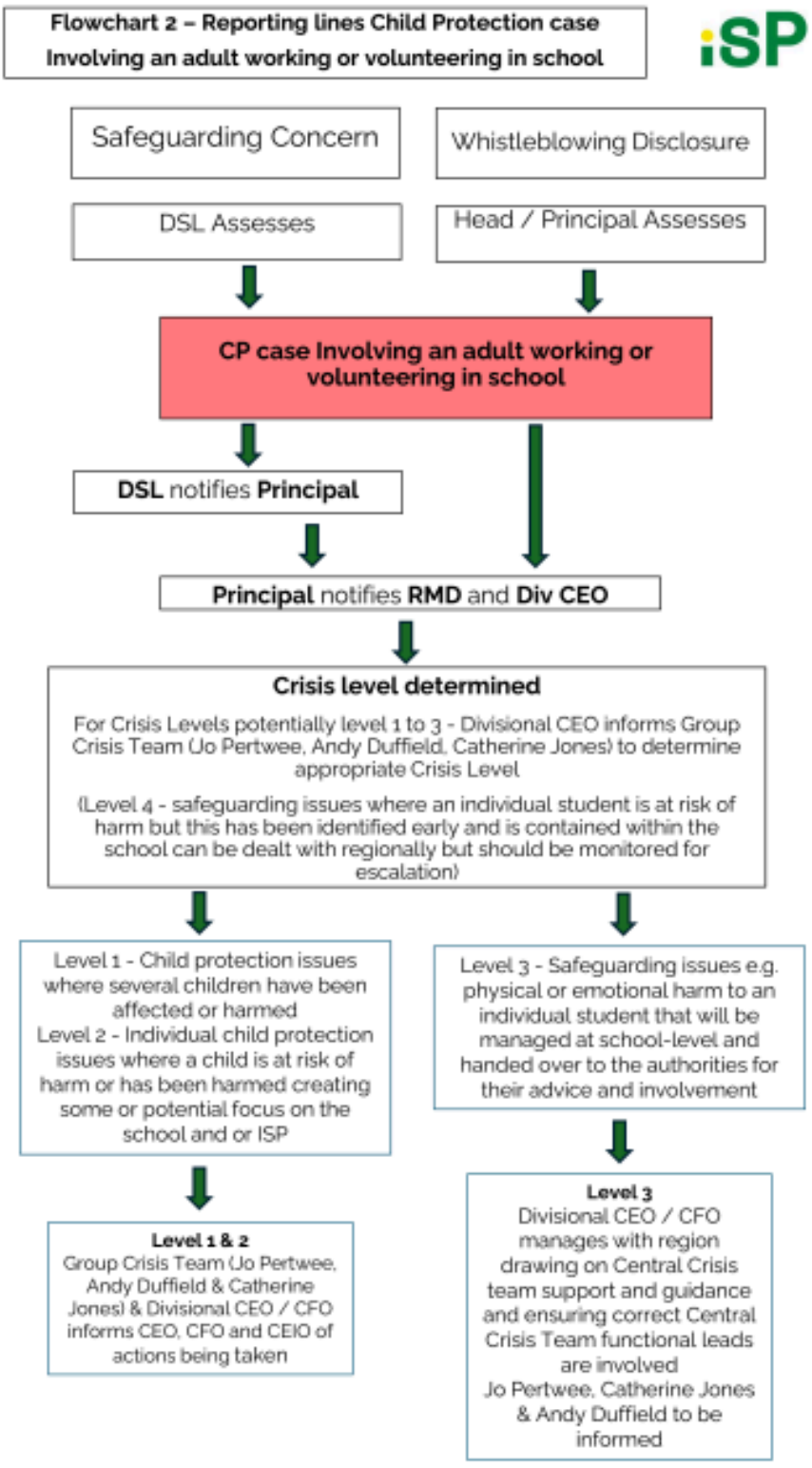
Who needs to know?



APPENDIX 3

COMMUNICATION FLOW CHART
Please note : For Principal, read Head of School.




Flowchart 2 – Reporting lines Child Protection case
Involving an adult working or volunteering in school
iSP
Safeguarding Concern
Whistleblowing Disclosure
DSL Assesses
Head / Principal Assesses
CP case Involving an adult working or volunteering in school
DSL notifies Principal
Principal notifies RMD and Div CEO
Crisis level determined
For Crisis Levels potentially level 1 to 3 - Divisional CEO informs Group Crisis Team (Jo Pertwee, Andy Duffield, Catherine Jones) to determine appropriate Crisis Level
(Level 4 - safeguarding issues where an individual student is at risk of harm but this has been identified early and is contained within the school can be dealt with regionally but should be monitored for escalation)
Level 1 - Child protection issues where several children have been affected or harmed
Level 2 - Individual child protection issues where a child is at risk of harm or has been harmed creating some or potential focus on the school and or ISP
Level 3 - Safeguarding issues e.g. physical or emotional harm to an individual student that will be managed at school-level and handed over to the authorities for their advice and involvement
Level 1 & 2
Group Crisis Team (Jo Pertwee, Andy Duffield & Catherine Jones) & Divisional CEO / CFO informs CEO, CFO and CEIO of actions being taken
Level 3
Divisional CEO / CFO manages with region drawing on Central Crisis team support and guidance and ensuring correct Central Crisis Team functional leads are involved
Jo Pertwee, Catherine Jones & Andy Duffield to be informed

APPENDIX 4

Key Personnel at Bangkok Prep can be found here

Local referrals and support
Local safeguarding contacts and advice: External Agency reporting