



**English International School**  
Moscow  
an Orbital Education School

## **Safeguarding and Child Protection Policy** **EIS**

**Written by: Gareth Barnaby, Sharon Cole, Ryan Hannah and Jared Belworthy**

**Reviewed by: Mel Hitchcocks and Geoff Ward June 2021**

**Date Approved: 30<sup>th</sup> May 2019 MW Clack RHoS/ Board rep**

**To be reviewed: June 2022**

**VISION** To provide an excellent British education in an international setting ensuring all students are happy, safe, and challenged in their learning

**MISSION** The English International School offers the best of British education by providing high quality, innovative teaching to an intercultural community. EIS students experience a wide range of opportunities and make excellent progress, whatever their starting points. EIS ensures that every child feels **Safe, Challenged and Happy** during their learning, preparing them to be confident resilient global citizens.

Designated Safeguarding Lead (DSL) Moscow SW : Mel Hitchcocks, Head of School  
[Principalsouthwest@englishedmoscow.com](mailto:Principalsouthwest@englishedmoscow.com). +7 915 005 5126

Designated Safeguarding Lead (DSL) Moscow West: Deirdre Waldron, Teacher;  
[Deirdre.waldron@englishedmoscow.com](mailto:Deirdre.waldron@englishedmoscow.com)

The DSL at each site will operate as deputy DSL at sister campus, they will also cover for one another when not in school.

### **The definition of safeguarding – children and young people**

The school is committed to the values inherent in the UN Convention on the Rights of the Child (UNCRC)\* (1990). At English International School Moscow, we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

Our children have the right to protection from harm, harassment or abuse, regardless of their age, gender, ability, race or social background. They have a right to be safe at all times, both in school and in their lives outside school.

In relation to children and young people, EIS Moscow adopts the definition used in the Children Act 2004<sup>1</sup> and the UK Department for Education (DfE) guidance document: *Working Together to Safeguard Children* 2018, which define safeguarding and promoting children and young people's welfare as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- The above UK statutory guidance defines child protection as part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Safeguarding children and child protection [guidance and legislation](#) applies to all children up to the age of 18.

[Reference to Keeping Children Safe in Education 2020 – This guidance remains in force throughout the response to Covid-19.](#)

### **The school's responsibility for Child Protection**

All adults working at EIS Moscow should be aware of their responsibility to safeguard and promote the welfare of every student, both physical and emotional, inside and outside school. This involves ensuring that students are protected from significant physical, sexual and/or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at EIS Moscow should be fully committed to every aspect of the school's Safeguarding Policy. All employees are required to report to the Designated Safeguarding Lead (DSL) in the event that they suspect child abuse or neglect. All staff must know how to recognise possible abuse and should be familiar with the process of recording information in school and referral through the correct channels.

All staff at EIS Moscow are required to complete an approved online training course and regular refresher training in Child Protection. Upon successful completion of the course, a copy of the certificate must be placed in the staff member's HR file. In accordance with the Safer Recruitment Policy version 6, all staff are required to provide a relevant Police Certificate/ enhanced DBS/ ICPC certificate when seeking employment or contract extension with the School.

### **This policy aims to:**

- Provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection and Safeguarding issues.
- Provide clear direction to staff and others about how to respond if concerned about a child or the behavior of an adult.
- Ensure that Child Protection concerns, and referrals are handled sensitively, professionally and in ways that support the needs of the child
- Make clear our commitment to the development of good practice and sound procedure

Please refer back to the resources available as part of your Online Child Protection course for more information and advice on signs of child abuse.

### **Recognising child abuse?**

Child abuse is 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. There are four main types of child abuse. Child abuse can be physical, sexual or emotional. It can also take the form of neglectful behaviour towards a child.

#### **Physical abuse**

This can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across the room. It can lead directly to neurological damage, physical injuries, disability or – at the extreme – death. Harm may be caused by the abuse itself and by abuse taking place in a wider family or institutional context of conflict and aggression. It also includes a parent/carer fabricating symptoms of or inducing illness in a child. Some physical abuse is reactive and some may be clearly premeditated with an intent to cause harm.

#### **Sexual abuse**

Is the involvement of a child or adolescent in sexual activities that s/he does not understand, cannot give consent to and which are not acceptable by our society. This includes inappropriate touching, taking of obscene photographs, producing/trading in child pornography (including via the Internet) as well as attempted or actual sexual intercourse. Its adverse effects may endure into adulthood.

#### **Emotional abuse**

This ranges from rejecting a child, refusing to show a child love or affection, or making a child unhappy by continually belittling her/him or verbally abusing her/him. It has an important impact on a developing child's mental health, behaviour and self-esteem. It may also include developmentally inappropriate expectations including overly high expectations which the child cannot fulfil. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse. Emotional abuse may occur by omission or commission and it is important the problems for a child's parents do not obscure professionals' view of their child's emotional development.

Bullying – serious bullying causing a child to feel frightened or in danger may now be regarded as emotional abuse.

#### **Neglect**

This can range from ignoring a child's developmental needs to not feeding or clothing her/him adequately and not properly supervising her/him. Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationships and educational progress. Neglect may occur by omission or commission – it is important that problems for a child's parent do not obscure neglect of a child in the family.

#### **Child Protection at EIS Moscow**

The school must promote satisfactory development and growth by providing intellectual and physical challenge through the development of a sound curriculum policy that will promote the welfare and safeguarding of children. The school aims to create an environment within which children feel comfortable and know how to discuss such matters within a culture of strong pastoral support.

The school is also bound to take reasonable measures to safeguard the emotional welfare of its students from bullying or abuse within the school. Please see Staff Handbook – Staff Behaviour Policy/ Code of Conduct for further information.

There should be no unauthorised use of mobile phones or cameras anywhere in the school .

### **Responsibilities of the Head of School :**

The Head of School has overall responsibility for safeguarding and child protection. At West, the DSL is a member of the teaching staff and at SW the DSL is the Head of School. If either DSL is absent then the DSL at the other campus will provide cover. Both DSL's work closely together. Please see contact details at the front of the policy.

The Heads of School must do all that they can to ensure that all those working with children at EIS Moscow are suitable people (see safer recruitment policy version 6). This involves scrutinizing applicants, after school instructors, volunteers and other agencies connected with the school by verifying their identity, obtaining references and obtaining comprehensive background checks. This involves DBS/ ICPC checks for all UK staff appointments and Police checks for other nationality employees. All Board members are required to undergo suitable checks. Senior members of staff will also undertake safer recruitment training every two years.

Ensure that Designated Safeguarding Lead training is up to date and includes knowledge of local procedures. Training with Educare at L3 Advanced must be updated at least every two years and face to face updates every two years. All staff to receive annual training regarding the safeguarding and child protection policy and procedures. A record of attendance must be maintained and kept on file. The Regional Head of School (RHoS) will facilitate face to face safeguarding training for senior personnel.

The Heads of School are responsible for reviewing and amending the policy where necessary to be approved on an annual basis. The policy will be annually reviewed and approved by the Board.

### **Responsibilities of the Designated Safeguarding Lead (DSL)**

- The DSL is responsible for training all staff (academic, support, auxiliary) at induction and with regular updates.
- The DSL is responsible for reporting suspicions of child abuse directly to the RHoS
- The DSL must insure all volunteers and contract staff undergo suitable checks.
- The DSL must ensure that important parties such as the DDSL, tutors and teachers are informed of any suspicions or allegations of abuse that have been made regarding a student.
- The DSL is responsible for ensuring that School complies with all aspects of national Russian law relating to the protection of children. In these matters the DSL will consult both the Director and RHoS.

When abuse is detected, the Heads of School will consult the Director/ RHoS and then may proceed by contacting Social Services and/or Police. This does not require parental consent for referral. This will be done by contacting them and requesting that they come to the school. A record will be kept of that meeting by the Designated Safeguarding Lead.

Child Protection Services (Guardianship Authorities)

Open Mondays 15:00 – 18:00      Thursdays 10:00 – 12:00

+7 495 415 3959 +7 495 726 6158

Special Committee for Underage Children  
+7 495 413 3755 [kdn.kr@mail.ru](mailto:kdn.kr@mail.ru)

24 Hour Social Assistance to Minors  
8 926 2111 140

The DSL should keep a record with the documents that support the allegations of abuse, signed by the person who reported it. The Designated Safeguarding Lead should also keep records of the follow up actions taken with the students after the incident was addressed by the school authorities, in terms of external support and school counselling. These records will be maintained in a secure area/ cabinet. Only authorized personnel will have access to these records.

### **Responsibilities of the Human Resources Coordinator and Security-**

It is the responsibility of the Human Resources Coordinator or the equivalent to keep up to date and accurate records of Police and DBS/ ICPC checks for all employees, volunteers and external tutors. Timely audits of the Single Central Register (SCR) are undertaken by both the Heads of School and the RHoS and recorded on the Principals Monthly Report. All employees have completed the relevant online Child Protection course (information to be held on iSAMs).

At all times, reception staff and security personnel are required to be vigilant and adhere to the procedures governing the access, detailed record-keeping, provision of a Visitor's Pass to be worn for ease of identification and monitoring of visitors to the school.

### **Responsibilities of all EIS Moscow employees**

All EIS Moscow staff must complete and regularly review the Child Protection in Education online course or any other course considered appropriate by the Heads of School/ DSL. The certificate of completion of this course must be kept with the staff member's records by the Human Resources Department (or electronically on their HR file on iSAMs). Staff will receive safeguarding training on an annual basis. Staff who join after the start of the academic year must read and sign the Child Protection and Safeguarding Policy *before* undertaking their duties and also benefit from safeguarding training as soon as practicable.

All members of the school staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the students in the school. In doing so, they should seek advice and support as necessary from the DSL.

All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

All staff are required to adhere to the policies, protocols, Staff Behaviour Policy/ Code of Conduct and the standards in the Staff Handbook

All staff are expected to;

- be aware of symptoms of abuse.
- report concerns to DSL as appropriate
- keep clear, dated, factual and confidential records of child protection concerns.

All staff are expected to attend regular and relevant professional development sessions.

## Visitors to EIS Moscow

All visitors to the schools must sign in with security and wear a visitors badge which is clearly visible at all times. Whilst on site, visitors must be accompanied by a member of staff at all times. Visitors may only use toilets designated as 'staff toilets.' If any visitor wishes to report a safeguarding concern they must be directed by staff to report the concern immediately to the relevant DSL, (Mel Hitchcocks SW, Deirdre Waldron West).

## School Commitment-Recruitment, Training and Selection

The school safer recruitment procedures will be followed for all staff employed by the school. All staff (both teaching and non-teaching), including volunteers who apply to work at the school, will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children and eligibility to work in EIS Moscow.

At least, two references will be taken up and they will be required to give evidence of their qualifications. References will be followed up and checked by the Head of School or delegated member of staff. At least one person on an interviewing panel must have completed safer recruitment training (renewed every two years). Staff will have access to Child Protection and Safeguarding Policy and will be required to sign a document certifying that they have read it and agree to abide by its contents. All these policies are applicable when students go on trips away from school.

All employees are required to report to the DSL in the event that they suspect child abuse or neglect.

If a child or young person tells you that they are being abused, it is important that you know how to respond.

If a child chooses to disclose, you SHOULD:

- Be available and amenable;
- Listen carefully and at the child's pace;
- Take what is said seriously;
- Reassure the child that they are right to tell;
- Tell the child that you have to pass this information on;
- Make a careful, handwritten record of what was said **verbatim**;
- Avoid too many questions

You should NEVER:

- Take photographs or examine a child;
- Investigate a disclosure or allegation;
- Make promises to a child;
- Speculate or accuse anybody;
- Forget to record what you have been told;
- Fail to pass the information on to the correct person;

You must report orally to the DSL immediately and as soon as possible complete an Incident Report Form (this is attached as an appendix) that should be handed to the Designated Safeguarding Lead. The DSL may involve other members of staff as required in an investigation. In the absence of the DSL, incidents must be reported to the Deputy DSL.

Allegations against a member of staff or volunteer must be reported immediately to the DSL. An allegation of abuse by a teacher or volunteer will be taken very seriously and treated in accordance with child protection procedures. Pending a full investigation, the member of staff may be suspended from duty.

An allegation against the Heads of School or the DSL (West) must be reported to Mr Michael Clack, Regional Head of Schools, [michael@orbital.education](mailto:michael@orbital.education) or by calling +44 161 485 7091.

### **Policy Review**

This policy is to be reviewed annually, though any deficiencies or weaknesses in safeguarding and child protection arrangements will be remedied without delay. The Heads of School and Regional Head of Schools (on behalf of the Board) will undertake an annual review of the school's Child Protection/ safeguarding policies and procedures and of the efficiency with which the related duties have been discharged.

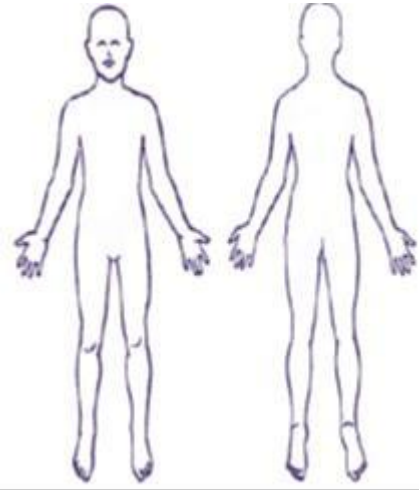
### **Relevant National laws:**

- The federal Law about Education in Russian Federation from 29.12.2012 № 273-ФЗ

### **Linked EIS Moscow School Policies:**

- Staff handbook –
- Staff Behaviour Policy/ Code of Conduct
- Safer Recruitment Policy
- Acceptable Use Policy (AUP)
- Lockdown Policy

**(Appendix A) EIS Child Protection Disclosure Pro-forma**  
**CONFIDENTIAL**

Date:		Name and role of person completing form:	
Name of Child:			
<p align="center">Details of disclosure by child / incident / child protection concerns</p> <div data-bbox="922 575 1338 1062"></div>			
<p align="center">Action taken by person(s) above:</p>			
Date of notification to DSL:	Name of DSL:		



Detail of decision / action by DSL:

Reason(s) for this decision or action by DSL:

Notes of feedback between DSL and the person who raised this child protection concern, including date of feedback:

Tick to confirm added to student's chronology and copy placed in student's C.P. file

Date for review:

Name of person(s) to review:

Notes of review (if necessary continue on a separate page and attach):

**(Appendix B) Flow Chart Report/ Referral of Suspected Abuse**

