

**Policy: 7600**

## **Child Protection and Safeguarding Policy**

The Berlin Brandenburg International School intends to create an environment in which children and young people are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this, we will:

### **Screen All Employees And Volunteers**

All applicants for regular work within the school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least three references. *All such references will be followed up.* A police clearance (*Polizeiliches Führungszeugnis*) will be required of all applicants. Updated, police clearances will be required of all staff and volunteers at regular intervals.

In case applicants have unexplained gaps in their employment history, or have moved frequently from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the school administration is confident that the applicant can be safely entrusted with children and young people.

### **Seek And Supply Information And Training**

BBIS will seek out training opportunities for all adults involved in the school to ensure that they are aware all symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

### **Prevent Abuse By Means Of Good Practice**

A BBIS “Child Protection Handbook” and “Students First Guideline” handout will be given to all staff.

An adult will not be left alone for extended periods with individual children or with small groups. An adult who needs to work with a child individually will leave the door ajar if confidentiality permits this; if not, then they will inform a member of the school administration.

Students will be encouraged to develop a sense of autonomy and independence with adult support, through the PSHE & SRE Curriculum and in particular, through the Sexual Awareness and Safety Program, in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable students to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of classrooms will permit constant supervision of all children.

## **Respond Appropriately To Suspicions Of Abuse**

The responsible teacher will monitor and record changes in children's behavior/ appearance such as incontinence, bruises, sudden aggression or withdrawal in writing and report to the school counsellor and the principal/director for investigation.

After informing an administrator and/or school counsellor, in so far as the child's safety can be ensured, parents will be contacted to express the school's concerns.

All such suspicions and investigations will be kept strictly confidential, shared only with those who need to know. The people involved will be the child's homeroom teacher, school counsellor, principal and the school director.

## **Keep Records**

Whenever notable changes are observed in children's behavior, physical condition or appearance, a specific and confidential record will be set up by the school counsellor, separate from the usual on-going records of progress and development. The record will include the following information: child's name, address and age, timed and dated observations objectively describing the child's behavior/appearance and the exact words spoken by the child, the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to staff in the school other than the school counsellor, the principals and the director.

## **Contact With Other Organizations**

BBIS operates in accordance with German law and best practice both locally and within the international school community. Confidential records kept on children about whom the school has well documented concerns will be shared with the appropriate authorities, such as the district children's and young people's welfare office (*Jugendamt*), if the school feels that adequate explanations for changes in the child's condition have not been provide.

If a report on a child is to be made to the authorities, the child's parents will only be informed, at the same time the report is made, if the authorities recommend this step.

The school will maintain ongoing contact with the welfare office, including names, addresses and telephone numbers of individual social worker to ensure that it would be easy in an emergency for the school and the local authorities to work well together.

Records will be kept of local children's support agencies or other contacts as appropriate.

## **Support For Families**

BBIS will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the school.

Confidential records kept on a child will be shared with the child's parents.

With the proviso that the care and safety of the child must always be paramount, BBIS will do all in its power to support and work with the child's family and continue to welcome the child and family while investigations proceed.

Cross-reference:

**Adopted:** 2014

**Reviewed:**

**Revised:**