



Child Protection Policy

Aims

This policy is designed to:

- Establish a proactive and protective environment that clearly defines child protection measures.
- Equip staff with practical and consistent guidelines for responding to potential child welfare issues.
- Empower students with personal safety knowledge, resilience, and respect to seek help and assert boundaries.
- Foster a culture where students feel safe and confident to voice concerns.
- Establish a clear reporting mechanism that encourages timely and responsible action on all child welfare concerns.
- Ensure that staff and volunteers undergo rigorous background checks and adhere to high standards of ethical behavior.

Purpose

ICONS International School is dedicated to the safety and well-being of every student:

- This policy applies to all staff, reinforcing that child welfare is of paramount importance and should be reflected in all aspects of school life.
- Every student, regardless of background or identity, has an absolute right to protection from harm.
- We aim to minimize harm and, where necessary, provide tailored support and recovery pathways.
- Concerns about child welfare should be promptly reported to designated staff, with a standard 24-hour reporting window.
- The school will designate Child Protection Officers (CPOs) in each phase of the school to oversee policy adherence.
- All community members, including volunteers, understand the school's commitment to child protection and their roles in upholding it.





Guidelines

Personnel Roles and Responsibilities

The Principal and Heads of School are responsible for:

- Ensuring that the child protection and safeguarding policies are strictly implemented across the school.
- Allocating resources, including time, staff training, and support, to enable CPOs to manage their duties effectively.
- Promoting an environment in which all staff feel empowered to raise concerns without fear of reprisal.
- Embedding child safety and welfare principles throughout the curriculum to encourage awareness and vigilance.

Designated CPOs will be appointed from leadership teams within each school phase.

Child Protection Officers (CPOs)

CPOs play a critical role in child protection and have the following responsibilities:

- Serve as accessible points of contact for staff, students, and parents for any concerns regarding child welfare.
- Conduct mandatory staff training on child protection responsibilities during onboarding and provide ongoing guidance.
- Respond to referrals promptly, ensuring each case is handled with the student's best interest as the primary consideration.
- Maintain secure, confidential records of all child protection concerns and actions taken.
- Limit the sharing of information to those who need it, respecting confidentiality while ensuring safety.
- Foster a culture of trust where both students and adults feel safe reporting inappropriate or abusive behavior.
- Participate in regular professional training to stay current with best practices and legal requirements.

Support Team (Counselors, Learning Support, Language Support, and Nursing Staff)

- Report disclosures immediately to a CPO, with no delay.
- Participate in response teams as necessary, offering specialized support on a case-by-case basis.
- Maintain an up-to-date list of external resources and agencies for referrals and additional support.





All Staff Responsibilities

- Report any signs of abuse, neglect, or endangerment directly to a CPO within the prescribed time frame.
- Be familiar with designated CPOs and follow the reporting protocols outlined in this policy.
- Attend annual training sessions to stay informed about child protection policies and reporting mechanisms.

Additional Recommendations

1. **Training and Awareness:** All staff should receive annual refresher training on child protection, with a focus on recognizing, responding, and reporting any incidents or suspicions of abuse.
2. **Clear Reporting Mechanisms:** Provide staff, students, and parents with a clear, easy-to-understand guide that outlines the steps for reporting concerns, including contact details for CPOs and alternative reporting options.
3. **Digital Safety Guidelines:** Establish and enforce a digital safety policy to protect students from online risks, including cyberbullying, grooming, and exposure to harmful content.
4. **Physical Boundaries and Conduct:** Define appropriate physical interactions between staff and students, ensuring all staff understand what constitutes appropriate and inappropriate conduct.
5. **Student Empowerment:** Incorporate age-appropriate lessons into the curriculum to help students recognize inappropriate behavior, build confidence in reporting, and understand personal boundaries.
6. **External Audits and Review:** Conduct regular, independent audits of the child protection policies and procedures to ensure compliance and identify areas for improvement. An annual review of the policy should incorporate feedback from students, parents, and staff.
7. **Support Services:** Provide access to counseling and support for students affected by any child protection issues and a designated pathway for students to seek confidential help.

Policy Review and Updates

This Child Protection Policy will be reviewed annually or whenever there are significant changes in relevant laws or school practices. Feedback from the ICONS school community will be incorporated to enhance policy effectiveness.

