



---

Embassy International School, ul. Edmunda Biernackiego 8-10, 30-043 Kraków, Poland  
tel. +48 786 947 320, +48 786 947 321, email: office@embassyschool.com.pl, www.embassyschool.com.pl

Embassy, 02.01.2017

### **Child Protection Policy**

The Embassy International School takes the issue of child protection very seriously. The Safeguarding Officer is Lindsay Davidson.

Matters of concern, known as 'disclosures', should be reported immediately to the Safeguarding Officer.

All staff members at The Embassy International School are required to be vigilant and aware and report concerns they have to the Safeguarding Officer.

Child abuse takes many forms: physical, sexual, emotional (including online issues), neglect. Abuse can be recognised through both behavioural and physical indicators.

- If a child confides in a staff member that there is abuse happening, the following steps will be taken:
- A discussion will take place in a quiet and private place where there will be no interruption, if possible
- The child will say what they have to say at their own pace, with the listener only asking questions in order to clarify
- Under no circumstances will the listener promise not to tell anyone
- The listener will assure the child that they will do everything they can to help and explain the next steps in a way the child can understand
- If any emergency services need to be called they will be called immediately
- The listener will make a written report, dated and signed, confirming the discussion that took place and submit it to the Safeguarding Officer
- The Safeguarding Officer will be informed immediately and they will take further steps as necessary. If for some reason the Safeguarding Officer cannot be informed, the Director of Administration will be informed immediately

### **Safeguarding Officer's role**

Upon disclosure being received the Safeguarding Officer will call a committee including the school psychologist, Head of Section and the Head of School to discuss the evidence presented. The meeting will be minuted and signed by all present.

It may be that following this discussion the Safeguarding Officer will decide to contact the parents, although if there is any reason to suspect this might put the child at risk then the parents will not be contacted and alternative action may be taken.

Other possible outcomes of the Safeguarding Committee's meeting are a decision for no further action, for further observation, or referral to the local competent authority for further action. This referral will be made by the Safeguarding Officer.

The Safeguarding Officer will keep the informer advised on a need to know basis so that the child can continue to be supported.

All staff who have regular contact with children are required to complete a child protection course.

The Embassy International School has several other policies in place to help support a safe environment for children to develop.

Dr Lindsay Davidson, Head of School

Embassy International School

A handwritten signature in blue ink, appearing to be 'LD', is positioned to the right of the text identifying Dr Lindsay Davidson.

**Reviewed January 2017**

**(Next review July 2017)**