

UWCSEA CHILD SAFEGUARDING POLICY CONTENTS PAGE

Policy Statement	2
Policy Rationale	2
Definitions and Clarifications	2
Categories of Abuse	3
UWCSEA Safeguarding Principles	4
Safeguarding Roles and Responsibilities	5
Child Protection Procedures	6
- Reporting a Safeguarding Concern	6
- Reporting a Safeguarding Concern involving a UWCSEA Employee	6
Responding to Safeguarding Concerns	5
- Peer on Peer abuse	4
Related Procedures and Practices	6
- Record Keeping	6
- Professional And Personal Conduct Of Staff	6
- Safe Behaviours Education	6
- Staff Safeguarding Training	6
- Safer Recruitment	7
- Volunteers	7
- Digital Safety/Personal Data Protection	7
Related Policies and Procedures	8
Review of Policy	8
Appendix 1: Safeguarding roles and responsibilities	9

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Policy Statement

United World College South East Asia (UWCSEA) is committed to safeguarding and protecting students from harm. We believe that every child and young person, regardless of age, has at all times and in all situations a right to feel safe and protected.

It is UWCSEA's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at risk of any kind of child abuse. UWCSEA strives through awareness, good practice, and training, to minimize the risks to children and to take positive steps to help protect children who are the subject of any concerns.

Policy Rationale

The United World College of South East Asia's Child Safeguarding Policy is aligned with the United Nations Convention on the Rights of the Child, Singapore's Children and Young Person's Act (2011), and the recommendations of the International Task Force on Child Protection that has set the standards for safeguarding in schools worldwide. UWCSEA recognises that the welfare of the child is paramount and all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.

UWCSEA expects all individuals and groups affiliated with the school community to act with integrity and to take responsibility for keeping students safe. This policy is binding for all who have contact with the school community including staff, service and activity partners, volunteers, associated agencies, interns, contractors, parents, and visitors.

Definitions and Clarifications

Child or Young Person: The Singapore Government defines a child as persons under the age of 14yrs, and a young person as anyone aged over 14yrs but under 16yrs. The United Nations Convention on the Rights of the Child defines a child as "persons under the age of 18 years". At UWCSEA, we use the term 'child' to refer to any student aged under 16yrs and the term 'young person' to define any student over the age of 16yrs but below the age of 18yrs. We acknowledge our duty of care to all UWCSEA students regardless of age and inclusive of UWCSEA students aged over 18yrs of age.

Safeguarding: Safeguarding applies to all students at UWCSEA. It is the proactive measures that we take to protect our students from maltreatment; to prevent impairment to their health and development; ensuring they are able to grow up with the provision of safe and effective care; and taking action to enable all children to have the best outcomes (Keeping Children Safe in Education, 2019).

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Child Protection: Child Protection describes the policies and procedures specifically for those young people who are at risk of serious harm or have been seriously harmed. Child protection refers to the reactive measures we take to keep a student safe from serious abuse or neglect.

Designated Safeguarding Lead (DSL): A senior staff member trained in child protection and responsible for receiving, investigating, and responding to safeguarding concerns within UWCSEA. The responsibilities of the DSL are listed in the Roles and Responsibilities in Appendix 1.

College Safeguarding Lead (CSL): The College Safeguarding Lead is the person appointed to take lead responsibility for child protection and safeguarding issues at UWCSEA. The organisational, operational and strategic responsibilities of the CSL are listed in the *Job Description* for the College Safeguarding Lead.

Categories of Abuse

Child abuse is a serious and complex problem that may occur in the lives of children and young people. Child Abuse includes non-accidental physical injury, neglect, sexual abuse and emotional or psychological abuse. In its most serious forms, abuse can result in death or developmental harm to a child or young person. Categories of abuse include:

Physical Abuse - Generally refers to the non-accidental use of physical force against a child, by an adult or where there is a power differential, that results in harm to the child. Physically abusive behaviours include, but are not limited to, shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.

Emotional / Psychological Abuse - A parent or caregiver's pattern of failure to provide a child with non-physical nurture, emotional support or availability.

Sexual Abuse - Involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or that violates the laws or social taboos of society. It relates specifically where there is a power differential and the activity is intended to gratify or satisfy the needs of the older child or adult. (Report of the Consultation on Child Abuse Prevention, Geneva, 29-31 March 1999, World Health Organization, Social Change and Mental Health, Violence and Injury Prevention).

Neglect - Failure by a parent or caregiver to provide conditions that are essential for a child's physical or emotional development, as defined by the United Nations Convention on the Rights of the Child and Singapore's Children and Young Person's Act.

Peer on peer abuse: In addition to being harmed by adults, it is also recognised that children and young people can be exploited, bullied and / or harmed by their **peers** who are the same or similar age.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

UWCSEA Safeguarding Principles

The primary goal of any safeguarding procedure is to prevent and respond to children experiencing, or at risk of, abuse, neglect, violence, and exploitation. Safeguarding procedures focus on supporting the most vulnerable and high-risk children as well as other vulnerable children within the community, and are not intended to support all children with problems or to address systemic societal issues. The following principles underlie all safeguarding processes at UWCSEA.

Best Interests of the Child: The term “best interests of the child” refers to a student’s physical and emotional safety, as well as their right to positive development. At UWCSEA, the best interests of the child provide the basis for all decisions and actions taken with regard to safeguarding and pastoral care.

Creating a safe and caring environment for children to thrive: UWCSEA recognises that safeguarding children and young people is the responsibility of all members of our community including staff, parents, students, volunteers, visitors, and partner organisations. Through this shared commitment, UWCSEA aims to create an environment where everyone feels safe and is able to share concerns related to issues within or outside of the College.

The College proactively works to prevent child abuse and neglect through our wellbeing programs, pastoral care, and student education. Within the school, best practice is adopted with regards to the supervision of students and a restorative approach to social and behavioural incidents that occur within the student community.

UWCSEA is committed to ensuring, through our recruitment and selection of volunteers and paid employees that all people who work in our schools are suitable to work with children. In keeping with this expectation, applicants for positions at the College must be willing to undergo child protection screening including checks with past employers. The *UWCSEA Staff Safeguarding Code of Conduct* clearly details College’ expectations of how adults should behave in their interactions with children and young people.

Confidentiality: UWCSEA accepts its duty to manage sensitive information in a manner that is respectful, professional and that complies with the applicable law. Staff must keep all information about any suspected or reported safeguarding incidents strictly confidential. Only those staff who are directly involved in managing the identified risk to a child, young person or the UWCSEA community, shall be privy to this information. It is important to recognise that UWCSEA works within a context of local and international child protection laws and we will share relevant safeguarding concerns with others who need to know.

Regardless of the duty of confidentiality, any member of staff who has reason to believe that a child may be suffering harm, or be at risk of harm, has a duty to forward this information without delay, to a Designated Safeguarding Lead.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Safeguarding Roles and Responsibilities throughout the College

Child Safeguarding is integrated into all facets of College operations in order to create a culture of awareness and vigilance. Child protection measures are included in processes such as strategic planning, budgeting, recruitment, trip management, curriculum development, staff performance management, procurement, partner agreements, risk management, and communications. As such, there are key roles with specific safeguarding responsibilities throughout the organisation. Details of these key roles and their safeguarding responsibilities can be found in *Appendix 1*.

Reporting and Responding to Safeguarding Concerns

UWCSEA is committed to equipping all staff, volunteers and parents with the knowledge to report safeguarding concerns such that we may take appropriate action to keep a child or young person safe. The *Staff Safeguarding Code of Conduct* contains expectations of staff with regards to timely and appropriate reporting of any concern about the safety of a student.

The primary goal of any safeguarding response is to prevent and respond to children experiencing or at risk of, abuse, neglect, violence, and/or exploitation. Safeguarding procedures do not pertain to all concerns about student wellbeing but are designed to focus on supporting the most vulnerable and high-risk children. Less serious cases in which there is no risk of significant psychological or physical harm, are managed through the UWCSEA student welfare system.

UWCSEA recognises that working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The Standard Operating Procedure (SOP) for *Responding to Safeguarding Concerns* details the procedures for reporting, investigating and responding to safeguarding concerns regarding a UWCSEA student whilst the *SOP for Responding to Safeguarding Concerns Against UWCSEA Employees* details the procedures for investigating and responding to safeguarding concerns related to UWCSEA employees or volunteers.

Responding to Allegations or Concerns regarding Peer on Peer Abuse

Any report of possible peer on peer abuse will be investigated and managed through the safeguarding system not the student wellbeing process. This is to ensure an immediate response in order to minimise potential harm to a child or young person. In cases in which a student aged under 16yrs is suspected of being subject to serious risk of harm by a peer, UWCSEA will immediately report the incident to the Singapore Child Protection Service and/or Singapore Police. With regards to students aged over 16yrs, the College will provide the student with information and support if they wish to proceed with a police report. In addition, the College will give due consideration to notifying Singapore Police depending upon the circumstances of the individual case, legal advice, and consultation with the College Police Liaison officer.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Related Procedures and Practices

Safeguarding Risk Assessments

Staff undertake safeguarding risk assessment in relation to all UWCSEA events and activities involving children. A risk assessment takes into consideration the student group profile; the hazards/risks identified; the likelihood of the risk occurring; and the consequences of the risk. This information is used to determine the level of safeguarding measures that are necessary to make the event safe.

Record Keeping

All student safeguarding files should be entered and stored on the secure, digital record-keeping system (CPOMS) provided by the College. Safeguarding Leads are responsible for ensuring all case documents are complete and factual. When entering case notes, staff should be careful to distinguish between facts and professional judgment, and to ensure that a clear rationale is provided for all professional judgments.

Case files pertaining to safeguarding allegations against UWCSEA staff, volunteers, or partner organisations will be kept as paper files and stored securely by the College Safeguarding Lead. The College Safeguarding Lead will keep a central record of all such cases.

Professional And Personal Conduct Of Staff

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. The *UWCSEA Safeguarding Code of Conduct* details College expectations of adult behaviour around children and young people.

Safe Behaviours Education

UWCSEA has a comprehensive Personal and Social Education (PSE) program from K1-12 that includes formal teaching and learning opportunities related to child protection such as bullying, personal safety, physical abuse, manipulation, grooming, online safety, healthy sexual behaviour, neglect and negligent behaviour, self-harm, and disclosing abuse. Teachers receive regular training and in-services to support the delivery of these lessons.

Staff Safeguarding Training

The College will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. The school has a scheduled programme of regular, systematic professional safeguarding training for safeguarding leads, school leadership, teaching and non-teaching staff, and volunteers.

All new members of staff will receive an induction to Safeguarding, which will give an overview of child abuse as well as explaining the systems for reporting concerns. During induction staff will receive a copy of the *Safeguarding Policy* and *Safeguarding Code of Conduct*. In addition, all new staff at the school (including casual, part time and full time teaching and administrative staff) will be

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

expected to complete online Child Protection training. Advanced child protection training will be provided for DSLs and counsellors.

Safer Recruitment

The school applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. All prospective staff are required to undergo appropriate background screening checks before commencing employment. The school's approach to human resources practices that ensure child safety can be found in the *UWCSEA Recruitment and Selection Policy*.

Volunteers

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. All volunteers must complete the UWCSEA VOLUNTEER TRAINING e-learning module before having contact with students.

Digital Safety/Personal Data Protection

The College is committed to creating a safe digital learning community through the curriculum, professional development, auditing of systems, working with parents, and developing detailed policies. The IT Department is responsible for monitoring IT usage by both students and staff, and reporting any safeguarding concerns immediately to College Leadership or the College Safeguarding Lead.

UWCSEA has a *Data Protection Policy* that complies with the Personal Data Protection Act 2012 (PDPA), Singapore which governs the collection, use and disclosure of personal data, in a way that recognizes both the needs of individuals and organizations. Staff and children are expected to engage in safe and responsible use of digital communications and social media as per the *UWCSEA Email Protocol*; *the UWCSEA Instant Messaging Protocol*; and *the UWCSEA Taking, Storing and Sharing Digital Media Policy*.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Related Policies

This policy statement should be read alongside our organisational policies and procedures, including:

1. [Standard Operating Procedure \(SOP\): Managing Safeguarding Allegations Against UWCSEA Employees](#)
2. [Standard Operating Procedure \(SOP\): Responding To Safeguarding Concerns involving a UWCSEA student](#)
3. Recruitment And Selection Policy (under review)
4. [UWCSEA Staff Safeguarding Code of Conduct.](#)
5. [Anti-bullying Policy](#)
6. [Communications Policy](#)
7. [Social Media Protocols For Staff](#)
8. [Email Protocol For Staff](#)
9. [Protocols For Taking, Sharing And Storing Digital Media](#)
10. [Data Protection Policy](#)
11. [Whistleblowing Policy](#)
12. [Managing A Disclosure Of Abuse](#)
13. [Job Description College Safeguarding Lead](#)

Policy Review

It is the responsibility of the College Safeguarding Lead, the College President, and both Heads of Campus, to ensure this policy is fully implemented. This policy, and all of the related procedures and practices, will be reviewed and updated every two years. The College President will sign a copy of the revised policy and will share it with the Governing Board. For related procedures and practices, please refer to our child safeguarding website.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:**15th November 2019**.....




Signed:

Signed:.....

Carma Elliot
College President

Anna Lord
Chair of the Board
Safeguarding Governor

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

Appendix 1: Safeguarding Roles and Responsibilities in the College

Roles and Responsibilities
<p>SAFEGUARDING</p> <ul style="list-style-type: none"> i. Receives regular report - number and types of cases ii. Support the College Safeguarding Lead and Head of College with implementation of the Safeguarding Policy iii. Budget for any Child Safeguarding needs or requirements needs eg: training iv. Oversee and hold the school accountable for carrying out Child Safeguarding Policy
<p>COLLEGE SAFEGUARDING LEAD (CSL) See Job Description College Safeguarding Lead</p>
<p>DESIGNATED SAFEGUARDING LEAD (DSL)</p> <ul style="list-style-type: none"> i. Provides advice and support for staff on child welfare and safeguarding ii. Coordinates 'support team' following allegations or disclosures of abuse iii. Responds to disclosures of abuse iv. Maintains records ensuring confidential storage and transfer of information as required v. Manages the referral and support process vi. Keeps their line manager informed of all significant safeguarding matters vii. Raises matters of safeguarding matters generally viii. Supports the implementation of Singapore policies and procedures and liaising with Singapore Child Protection Services ix. Supports the implementation of the PSE curriculum around safeguarding and Child protection
<p>COUNSELLORS</p> <ul style="list-style-type: none"> i. Member of multidisciplinary support team ii. Provide counselling support and guidance following referral from the Designated Lead iii. Offer advice and psycho-education where needed or anticipated iv. Lead or advise on mental health initiatives across the College
<p>HEAD OF FACILITIES AND OPERATIONS</p> <ul style="list-style-type: none"> i. Ensure due regard is given to building and facility design, layout, designation and use to ensure best practice in child safety and protection. ii. Develop and adhere to a CCTV policy that includes the appropriate use of CCTV in the investigation of alleged safeguarding incidents. iii. Implement and maintain a registration system for visitors that ensures visitors to the Campus are authorised and supervised by UWCSEA staff. iv. Report any safeguarding concerns immediately to the Director of Facilities and Operations who will follow the procedures listed in the SOP for Responding to Safeguarding concerns. v. Oversee risk management in the areas of safeguarding and student safety for overseas trips. vi. Ensure the College Clinics are suitably resourced and operated to ensure a high level of child safeguarding practice according to our policies and procedures.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019

DIRECTOR OF HUMAN RESOURCES

- i. Ensures the College adheres to best practice with regards to safer recruitment and selection processes.
- ii. Supports School Leadership to investigate safeguarding allegations against staff.
- iii. Supports leadership to take disciplinary action if appropriate.
- iv. Ensure all adults who have direct or indirect contact with UWCSEA students, are
 - suitable to work with or around children
 - agree to abide by the UWCSEA Safeguarding Code of Conduct
 - have basic safeguarding awareness

DIRECTOR OF ENGAGEMENT AND EXTERNAL RELATIONS

- i. Promote the visibility of safeguarding through inclusion in regular College communications, signage, websites, brochures, etc;
- ii. Overseeing the College Communications Policy and accompanying protocols, including guidelines for taking, sharing and storing digital images; and
- iii. Working with the Parents Associations and other parent volunteers to ensure they are fully aware of safeguarding requirements in the College.

DIRECTOR OF INFORMATION AND TECHNOLOGY

- i. Providing IT Systems that support the operation of the College, including the provision of a safe and appropriate online environment for students to learn.
- ii. Supporting the provision of an appropriate e-safety curriculum to students and helping to monitor its effectiveness.
- iii. Ensuring that appropriate monitoring tools are in place for the College IT Systems so that inappropriate use of systems can be prevented and/or effectively investigated.
- iv. Developing and maintaining appropriate data security policies and practices to ensure only authorised and appropriate access to sensitive data.
- v. The Director of IT is also the College Data Protection Officer.

Child Safeguarding Policy

Policy Owner|Contributor/s: College Safeguarding Lead

Approval Authority: Board of Governors (Engagement Committee) and College Leadership Team

Effective from: 29th September 2017

Last Revision: November 2019