

# THE NEW SCHOOL ROME

## Safeguarding Policy including Child Protection 2025

*The Designated Safeguarding Team Lead (DSL) in this school is: **Kate Downes in Primary School and Chris Reid in Senior School***

*The Deputy Safeguarding Team members in this school are: **Charlotte George***

The nominated Executive Council Safeguarding Team member is: **VACANT until a member of the new EC had completed the training.**

The New School Rome **fully recognises its responsibilities for Safeguarding Children.**

We believe that all children and young people have the right to protection, safety and to feel happy. The New School Rome is a place where learning and personal development takes place and where we value everyone's unique contribution to our community. Everyone at the school has a responsibility for safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. All staff, volunteers and temporary contractors working in the school have a duty to ensure that children are safe and protected and we all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child the procedures are followed. We will always try to work in partnership with families but in any conflict between the needs of the child or young person and those of parents/carers or professionals, **the needs of the young person must come first.**

### **Key Elements**

There are six main elements to our policy:

- Ensuring we practise **safe recruitment** in checking the suitability of all staff and volunteers who work with children. ([see Safe Recruitment Policy](#))
- Raising awareness of Safeguarding Children issues with staff.
- Equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused or are in need of support.
- Establishing a safe environment in which children can learn and develop.
- *Online Security*

### **Key Undertakings**

We recognise that because of the day to day contact with children, school staff should be well placed to observe the possible outward signs of abuse. The school will therefore:

- *Ensure Designated Safeguarding Leads have regular updates at Level 3*
- Provide adequate training to all members of staff on a regular cycle. (Basic/top up training in September for new/existing staff. Termly reminders for all staff of their

responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for Safeguarding Children).

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse/danger/keep themselves safe.

### **Key procedures**

- Ensure we have a designated teacher for Safeguarding Children who has received appropriate training and support for this role and a deputy. (See Appendix 3 for courses attended)
- Ensure we have a nominated member of EC responsible for Safeguarding Children.
- Ensure every member of staff, volunteer and governor knows the name of the designated teacher responsible for Safeguarding Children and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for Safeguarding Children.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for Safeguarding Children by making the policy available to parents on request.
- Develop effective links with relevant agencies and Safeguarding leads from other schools, and co-operate as required.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. (See appendix 1 - Cause for concern)
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Ensure safe recruitment practices are always followed.

### **Support for the child**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school, their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and aims to give all pupils and adults a sense of being valued.
- The consistent implementation of the school's behaviour policies by all staff so that, whilst poor behaviour is effectively challenged, the pupil's sense of self-worth is not damaged.
- The commitment to develop supportive and constructive relationships with parents.
- The development and support of a knowledgeable and experienced group of key staff trained to respond appropriately to child protection situations.

## Monitoring and Evaluation

The Policy and procedures will be reviewed annually by the Designated Safeguarding Team Lead and amended as necessary. The Policy will be referred to EC for approval.

## Designated Member of Staff

All schools are required to have a senior member of staff with responsibility, who is named in the policy, for implementing the **Safeguarding Policy including Child Protection**. In our school the designated member of staff with Safeguarding Children responsibility is currently **Kate Downes (Primary School) and Chris Reid (Senior School)**.

As the designated member of staff for Safeguarding Children, this person will have regular Safeguarding Children training (see Appendix 3) and will cascade the information so that all staff know how to recognise and report any concerns or indication that a child is or has been neglected or abused. (see Appendix 4 for record of staff training)

## Categories of abuse

**Physical Abuse:** non accidental injuries, bruising, wounding burns, fractures

### Indicators include

- Obvious signs of injury
- Injuries which are unusual or unexplained
- Injuries, which while explained are frequent

**Neglect:** the chronic inattention to basic needs

### Indicators include

- Dirty, unkempt appearance
- Developmental delay
- Low self esteem
- Hunger

**Sexual abuse:** the involvement of children or young people in sexual activity. This includes the abuse of a position of trust by an adult with professional responsibility to a child

### Indicators include

- Physical difficulties such as wetting or soiling
- Extreme variations in behaviour
- Sexualised language, behaviour or play
- Indirect disclosure through play, drawing or written work.

**Emotional Abuse or neglect:** persistent emotional ill treatment such as the extreme denial of love, affection or approval

### Indicators include

- Low self esteem, unhappiness, fear, distress or anxiety
- Attention seeking behaviours
- Emotional developmental delay

## Action to be taken if abuse is suspected

### General

Sometimes concerns that a child or young person is suffering or is likely to be suffering some form of abuse will build up slowly over time. In other cases, concerns will be as a response to a child presenting an injury or mark.

**All** concerns should be logged and recorded in a safeguarding file which will be kept in a locked cupboard in the Whole School Coordinator's office.

### **Responding to disclosure**

Sometimes children and young people who are suffering abuse choose a trusted adult to tell. If a child discloses abuse in school, the person hearing the disclosure should:

Make it clear to the child that you will need to pass the information on, and that there are people who can help.

How to respond if a child confides abuse to you (regardless of the child's age)

- Be welcoming
- Find a quiet place to talk
- Be calm and listen carefully
- Allow the child to go at their own pace
- Only question to clarify an ambiguity
- Communicate in a way appropriate to their age.
- Reassure the child that they are believed
- Don't delay
- Make detailed notes
- Contact safeguarding lead immediately

What to avoid

- Don't show shock etc
- Don't comment on the abuser or try to guess who it is
- Don't investigate
- Don't ask leading questions (you can ask questions to clear up an ambiguity)
- Don't promise to keep the conversation a secret - you need to share it with the safeguarding lead.

### **Remember**

It is not your role to decide whether a child/young person is being harmed or at risk.

It is your role to **report concerns** - child's welfare comes first.

### **Protect yourself**

- Do not engage in personal / over familiar conversations with pupils
- Do not 'over speculate' – this could be damaging in legal proceeding
- Do not remain with individual pupils in secluded areas
- Do not show favouritism / or the reverse
- Do not make a suspicion a 'personal crusade'
- Wherever possible do not make physical contact with children

### **Record Keeping**

Record keeping is an important aspect of school life. Staff keep records on all areas of pupil welfare, development and attainment. Where concerns arise about the safety or wellbeing of a pupil, or there are indications that the child may be suffering or at risk of suffering significant harm, staff will email their concerns immediately to the DSL. The DSL

will use the '**Cause for Concern**' form (appendix 1) and copy and paste the email into the form. When emailing a concern to the DSL the notes should include:

- The reason for the concern
- What was said or witnessed and details of any other person present
- Dates and times of incidents and when the notes were made
- Date, time and outcome of any discussion with the parent or carer.
- Date, time and outcome of any discussion with the Head teacher, Social Services staff or other relevant professionals consulted.

All correspondence via email should include the Safeguarding Lead.

Safeguarding concerns are stored by the DSL in the Drive. The DSL will only share files with relevant members of staff.

All staff need to be aware of any children on this register but the details will not be disclosed. Names on the register will be communicated verbally at staff meetings and staff will be asked to be particularly vigilant and report any concerns regarding a child on the register immediately to the designated safeguarding lead and the class/form tutor.

These records form evidence and may be used in the Safeguarding Children referral and any subsequent investigation or legal proceedings. They are exempt from the open file regulations and do not have to be made available to parents or carers requesting access to the pupil's file.

### **Confidentiality**

All members of our school are entitled to privacy. In general confidential information about children, families or others within the school should be kept confidential and privacy respected.

Where there are concerns that a child is suffering or likely to suffer significant harm, information must be shared with the designated member of staff in the first instance and may subsequently be shared with relevant authorities.

Where staff or other adults in school have concerns, either due to what they have seen or heard or in relation to a direct disclosure by a child, they cannot keep that information confidential. It must be shared with the designated person in the interests of safeguarding that child.

Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person after a referral has been made.

Information should only be shared on a strict need to know basis.

All referrals should be made with the knowledge that during any subsequent investigation the source (i.e. the school/college or service) will usually be made known to the family.

If a child with concerns leaves and goes to another school we will contact the Safeguarding Lead/Child Protection Officer of the new school.

## **Allegations against staff**

The New School Rome believes that all members of the school community are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively.

If a student or group of students makes an allegation against a member of staff/ the matter should be referred IMMEDIATELY to the chairperson and the designated safeguarding lead.

The following procedure should then be observed:

- A written record needs to be made as soon as possible, ideally by the reporting student/s, identifying where the incident took place, when, and what happened. If the students are in a group, they should not be allowed to confer while the statements are written.  
PLEASE DO NOT ASK QUESTIONS.
- Collect the statements in and refer IMMEDIATELY to the designated Safeguarding Lead or to the Chairperson. The Safeguarding lead will refer to the Chairperson.
- In the event that an allegation of abuse is made against a member of staff or other adult in school, the Chairperson will seek advice.
- Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported.
- Parents of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation.
- Any member of staff facing investigation into an allegation of abuse will be offered support and advice.

## **Working with outside agencies**

Schools do not operate in isolation. Child protection is the responsibility of all adults. We will help to protect the children in our care by working consistently and appropriately with child protection agencies:

- Servizio Sociale della Municipio Roma XV
  - Assistente Sociale - Via Cassia 472 Tel:33151475
- Italian lawyer(s) if necessary:
  - Avvocato Daniela Piccioni Honorary Legal Advisor to Her Britannic Majesty's Ambassador to Rome Tel (+39) 0639736280 (+39) 0639736233

These agencies provide locally agreed inter-agency procedures which we are bound by law to follow. Given the differences in Italian Law with UK Law in such circumstances the school is able on a hypothetical or informal basis to seek advice from Italian social services and, if necessary, an Italian lawyer. The school should always seek the advice of a lawyer before contacting any outside agencies with a formal concern about child safety concerns.

## **SPECIAL CIRCUMSTANCES**

### **Recruitment**

The ChairPerson will ensure that our recruitment and selection policy is robust in following up references, Criminal Record Bureau (CRB) check (or equivalent) and career gaps.

At least one member of the selection panel will have undertaken appropriate training to ensure that interviews to appoint staff reflect the importance of safeguarding children.

### **Induction**

All staff, including supply staff, on-site contractors, support services and volunteers working in the school will be given induction information regarding this policy.

### **Particularly Vulnerable Children**

We recognise that for a number of reasons, children with special needs are more vulnerable to abuse, and may be less able to tell people about abuse happening to them. For these reasons, it is essential that rigorous Safeguarding Children procedures are in place, especially with regard to recruitment checks on volunteers and paid workers, confidential reporting policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities.

### **Trips away from home**

We believe that educational and field trips enhance the learning experience available to our pupils. In order to ensure the children are kept safe when taking trips away from home, we will ensure our policies and procedures take account of:

- Health and safety procedures
- Getting written consent from parents and, if necessary, holding a meeting for parents to give them a briefing on the outing
- Asking parents about any special needs or requirements for their children
- Ensuring the accommodation is suitable
- Having a person trained in first aid and suitable equipment
- We will also ensure that staff leading any off-site activity or residential trip are informed as to any specific vulnerabilities and / or welfare needs of individuals within the group in order to ensure appropriate care is given.

### **Capital programme**

We will ensure that during the progress of any building or other on site works, contractors will be issued with relevant Safeguarding Children information. This will include our expectation of their conduct whilst on site. Wherever possible building, gardening or other on site works and maintenance will be done outside of school hours.

### **DEFINITIONS:**

#### **Significant Harm**

The concept of Significant Harm introduced by the Children Act 1989 is the threshold by which compulsory intervention by Social Services may take place:

**Harm** means ill treatment or the impairment of health or development.

**Development** means physical, intellectual, emotional, social or behavioural development.

**Health** means physical or mental health; and

**III treatment** includes sexual abuse and forms of ill treatment which are not physical.

## Quick guide to Reporting concerns

If a child discloses something to you or says/does something out of the ordinary that causes you concern:

- Write it down. Make detailed notes. Try to use the student's words. Include all relevant times and dates.
- Email it to the Designated Safeguarding Lead for the section of the school ([kate@newschoolrome.com](mailto:kate@newschoolrome.com) or [chris@newschoolrome.com](mailto:chris@newschoolrome.com)) who will then copy and paste your comments on to appropriate form in the Drive.  
(See Safeguarding policy Appendix 1 'Record of Concern' form)
- Student's name added to Cause for Concern Register by Designated Safeguarding Lead.
- Further discussions/actions will be reported to and recorded by the Safeguarding Lead. These notes will be added to the original 'Record of Concern'.
- If emailing parents please remember to cc in the Designated Safeguarding Lead who will then add all relevant emails to the record of discussions.
- If the Safeguarding Lead is concerned that a child is in **immediate danger or is at risk of significant harm**, they will meet with the Safeguarding Team and then refer to Italian Children's Social Care and/or the police if appropriate.
- If the student is not deemed to be in immediate danger or at significant risk of harm, all relevant staff will be alerted and advised to be vigilant and the situation will be monitored closely .
- Parents of the child concerned will be contacted unless there is a significant risk that this would put the child at further risk of harm.
- Printed records will be kept in the Designated Safeguarding Lead's office in a locked cupboard.

**Appendix 1**

**THE NEW SCHOOL** ROME

**Individual Cause for Concern**

<b>Student's name</b>			
<b>Date of birth/age</b>		<b>Year group</b>	
<b>Nationality</b>		<b>M/F</b>	
<b>Contact email</b>			

<b>Date/time</b>	<b>Concern</b>	<b>Staff involved</b>
	<b>Concern:</b>  <b>Action:</b>	

**Appendix 2**

**Body Charts**

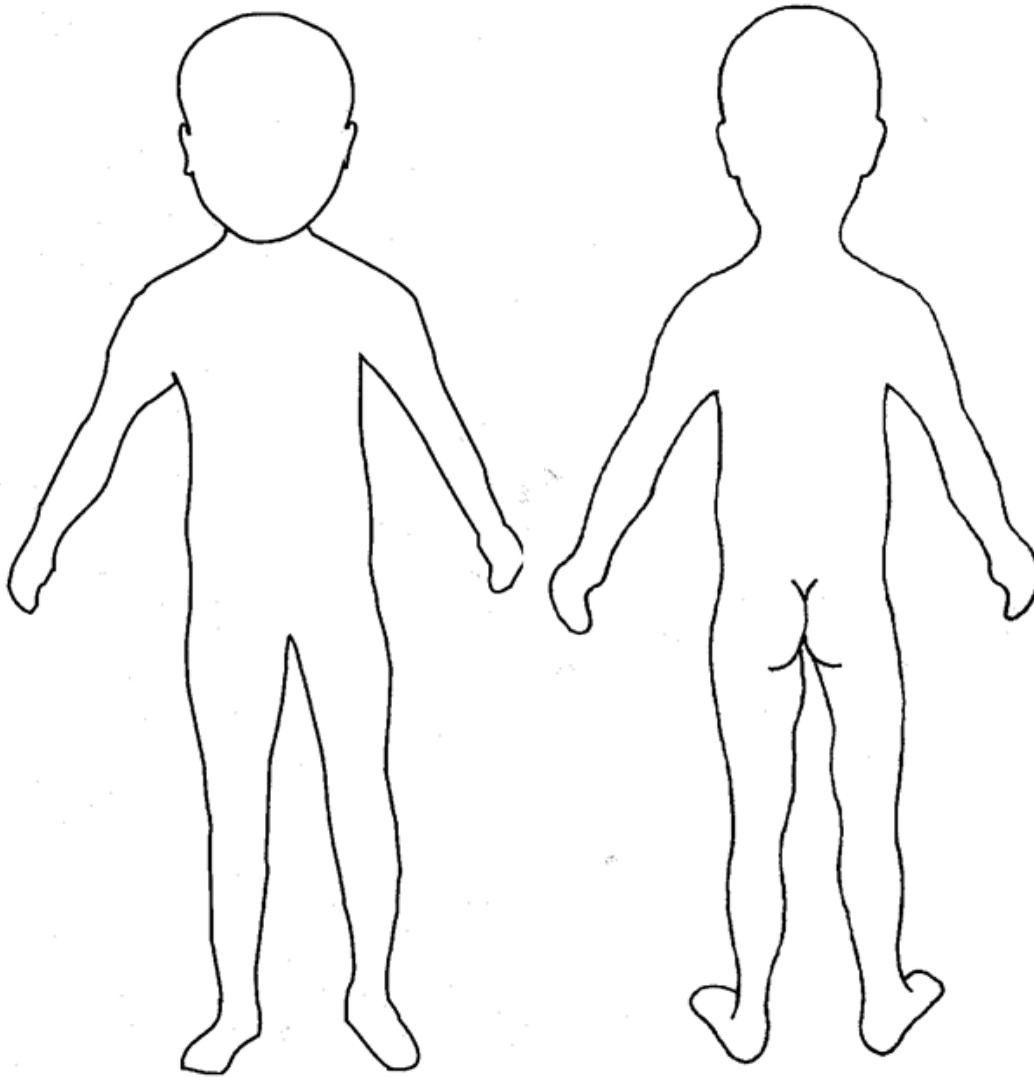
(This must be completed at time of observation)

**Body Chart 1**

Name of Student:

Date and Time of observation:

Signed:



**front**

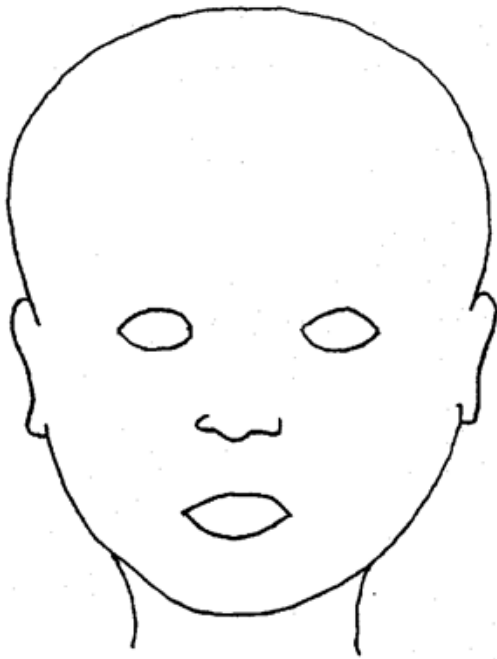
**back**

## Body Chart 2

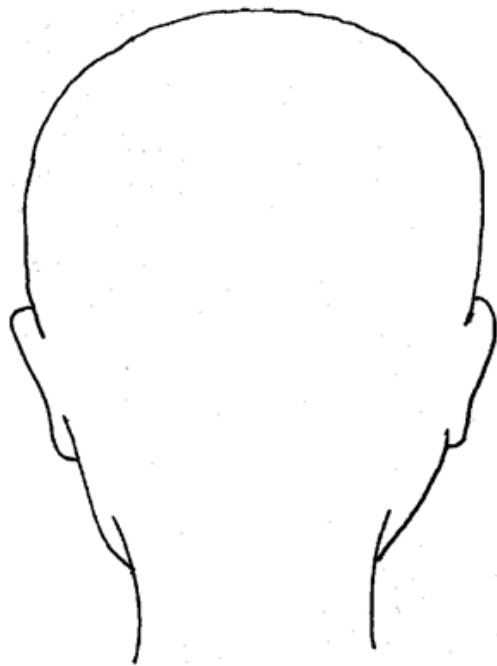
Name of Student:

Date and Time of observation:

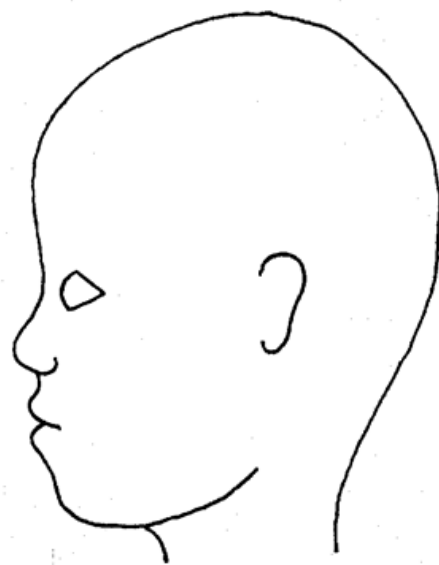
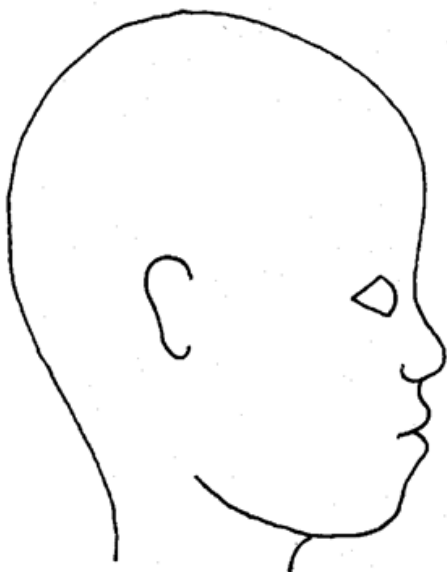
Signed:



front



back



**right**

**left**

### Body Chart 3

Name of Student:

Date and Time of observation:

Signed:



right



left

Back



right



left

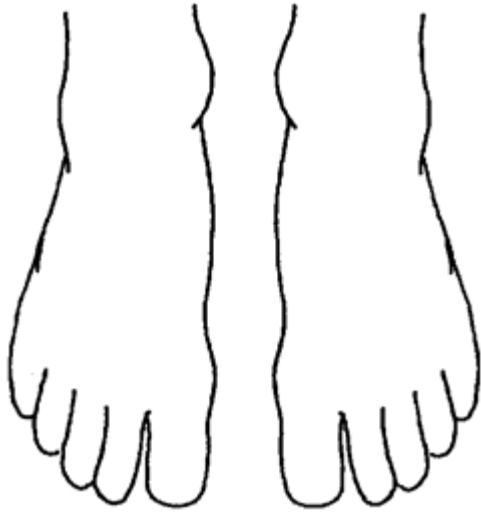
Palm

**Body Chart 4**

Name of Student:

Date and Time of observation:

Signed:



right                  Top                  left



right                  Bottom                  left



right



Inner                  left



right



Outer                  left

**Appendix 3**

**'Cause for Concern' Register**

The register looks like the table below.

It is kept and updated by the Safeguarding Lead.

<b>Student's name:</b>	<b>Year Group</b>	<b>Date</b>	<b>Staff involved</b>

Appendix 4

CONSULTANTS

NAME	ROLE/LANGUAGE	CONTACT
Giulia Schembri Hardy	Counsellor, Educational Profiling (evaluations) ENGLISH (Italian)	giulia@therapistnow.com
Lorraine Wickham (retired, in Australia)	Educational Psychologist ENGLISH	lorr.wickham@gmail.com
Evelyn Greer	Speech/Language Pathologist ENGLISH (US)	evgreer@gmail.com
Anne Revol	Logopedista (ITALIAN,FRENCH)	anne@meoevoli.it
Sylvia Bagnoli	Occupational Therapist ENGLISH/ITALIAN	sylvie.bagnoli17@gmail.com
Carolyn Rathjen (English only)	Therapist/ Play therapist ENGLISH	carolynvrathjen@gamil.com
Sonia Barratta * new (Italian only)	Psicoterapeuta (Barbara), ITALIAN	See Barbara
Amanda Mallia	Child and Family Coach - for Behavioural, Social and Emotional Difficulties (ENGLISH/ITALIAN)	See Fiona first <a href="mailto:amandacasale@libero.it">amandacasale@libero.it</a> tel: +39 06 9041999 (please call land-line first) cell: 333 3148261
Centro AIPPI * new	psicoanalisi/ psicoterapia etc ITALIAN	06 4404001 <a href="http://www.aippiweb.com">www.aippiweb.com</a> See Barbara
Laura Monti psychotherapist at Gemelli	Eating disorders	3392285204 or <a href="mailto:lau.monti67@gmail.com">lau.monti67@gmail.com</a>
Fabia Panella	Eating disorders	00393206318970
Anna Ruggeri	Child and family therapy	328 335 2410 <a href="mailto:rug.anna@hotmail.com">rug.anna@hotmail.com</a>
Daria Russo	therapist	<a href="mailto:dariarusso@gmail.com">dariarusso@gmail.com</a>
Lisa Gabbarelli	therapist	< <a href="mailto:lisagabbarelli@gmail.com">lisagabbarelli@gmail.com</a> >



## Appendix 5

### Guidelines on photographing/filming New School students

#### Teaching staff

There will be times when **teachers** want to take photographs/videos of children on field trips or to celebrate their achievements. It would be prudent for teaching staff to upload these photographs from their phones or cameras to an official site such as the New School website or the classroom computer as quickly as possible. Once uploaded the photographs/videos should be deleted from phones/cameras. This is to protect both students and teachers.

Teaching staff must also bear in mind that some parents have not signed the necessary disclaimer giving permission for their children to be photographed so it is advisable to check with the office first.

On **Twitter, Instagram** and **Facebook** photos should not be used if students can be identified. For security reasons items should only be uploaded after the event has actually taken place.

#### Other adults

Please remember that it is not permitted to photograph or video New School students unless you have permission from the class/form tutor or the parents.

If you have received permission from the class/form tutor or the parents to take a photograph/video it should be uploaded as soon as possible to an official site such as the New School website or a classroom/form computer and then immediately cancelled from your phone/camera.

These rules apply to anyone who has access to the school.

## Appendix 7

### Linee guida per fotografare/filmare gli studenti New School

#### Personale docente

Ci saranno momenti in cui **gli insegnanti** scatteranno fotografie / video di bambini durante le gite scolastiche o per festeggiare i loro successi. Sarebbe prudente per il personale docente trasferire queste fotografie immediatamente dai loro cellulari o macchine fotografiche sul sito ufficiale della scuola, come il sito web New School oppure sul computer di classe. Una volta caricate le fotografie / video devono essere immediatamente eliminati dai dispositivi personali (telefoni / telecamere). Questo è necessario per proteggere sia gli studenti che gli insegnanti.

Il personale docente deve anche sapere che alcuni genitori non hanno firmato la dichiarazione necessaria per dare il consenso affinché i loro figli siano fotografati, quindi è consigliabile controllare prima in ufficio se disponiamo di questa autorizzazione.

Su **Twitter, Instagram** e **Facebook** le foto non devono essere utilizzate se gli studenti sono identificabili. Per motivi di sicurezza le foto scattate ai ragazzi potranno essere caricate soltanto dopo che l'evento ha avuto luogo.

#### Altri adulti

Si ricorda che è consentito ad altri adulti fotografare o fare video agli studenti della New School soltanto ed unicamente se si è ricevuta autorizzazione/permesso da parte dell'insegnante oppure direttamente dal genitore.

Se avete ricevuto il permesso dovete caricare le foto nel più breve tempo possibile sul sito ufficiale della scuola, come il sito web New School oppure sul computer di classe e poi subito cancellare le foto dal proprio telefono / fotocamera.

Queste regole si applicano a chiunque abbia accesso alla scuola.

## Appendix 8

### Guidelines for live lessons

#### FOR STUDENTS

Students should:

- Be present for the morning registration
- Be online and ready at the start of the lesson
- Have everything with them that they need for that particular lesson.
- Be dressed in their normal school clothes and have no distractions/toys on the surface they are working on.
- Stay sat down, in front of their screen, (preferably a laptop or chrome book/tablet) until the live lesson is finished.
- Ask their teacher if they need to get up and move away from their screen for any reason.
- Put their hand up when they want to say something
- Keep their video on, stay muted when their teacher is talking and **not** change the background during lessons.
- **Not** eat during the lesson
- Be in a room that is quiet and where they will not have disruptions.

#### FOR PARENTS

- Children should not be wearing pyjamas and should be dressed appropriately.
- The students' computers should be located in an appropriate area and where possible with a neutral background.
- Students should use their cameras as far as possible. It is fine to turn off the camera during part of the lesson but we would like to say hello at the beginning! Some teachers may wish to see children during the entire lesson.
- Expectations of students' behaviour are the same as in school.

Please ask the students to respect the teachers' decision as they would do in an ordinary classroom

Some lessons may be recorded because teachers, to their immense credit, want to reflect on what went well and what could be done to improve. They will alert the students to this at the beginning of the lesson. If you do not wish your son/daughter's lesson to be recorded please email us on [info@newschoolrome.com](mailto:info@newschoolrome.com). These videos will be deleted within a reasonable time frame - months not years. All 1-1 lessons will be recorded for safeguarding reasons unless parents object by emailing [info@newschoolrome.com](mailto:info@newschoolrome.com).

#### FOR STAFF

Staff should be dressed appropriately and be aware of what is visible/audible in the background.  
Expectations of staff's behaviour is the same as in school.

#### **Group/class lessons:**

- Can be recorded for you to look at or for a colleague to watch.
- Must be stored safely and will be deleted once we return to school.
- Do not send/share recorded lessons to/with absent students. (Attendance might drop if we allow students to have access to recorded lessons.)
- Inform the students at the beginning of the lesson if you are going to record it.

#### **1:1 lessons:**

- Must be recorded for Safeguarding purposes. These files will be kept longer in line with our Safeguarding Policy.

- If a parent informs The AC Chairperson they do not want lessons recorded then the lesson should not take place.