



Safeguarding and Child protection policy

Updated and reviewed in September 2025

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1. Introduction

Objectives of the Child Protection Policy

The Berlin British School is very aware of its responsibility for the protection and safety of children. At BBS, we believe that everyone has the right to be protected from violence and neglect, and that the welfare of the young people in our care is our top priority. All of us at the BBS have a duty to ensure that any concerns about the welfare or safety of a young person are dealt with in accordance with the procedures outlined in this policy.

Definition of protective measures:

The protection and promotion of the welfare of children and young people is defined for the purposes of this policy as follows:

- Protecting children and young people from violence
- Preventing harm to children's health and/or development
- Ensuring that children grow up in conditions that are compatible with safe and effective care, taking measures to ensure that every child receives optimal care and the best possible protection.
- Raising awareness among teaching staff at the school of situations that put children and young people at risk and encouraging them to adopt a clear, attentive and caring attitude
- Encouraging teaching staff to reflect on their own actions with regard to possible boundary violations.
- Confidence in taking action

As our school is located in Germany (Berlin), we must also comply with German case law and school laws on child protection. The child protection guidelines, which are available to everyone on our internal server, must be observed.

2. Code of Conduct Policy (see policy in Whole School documents)

3. Mission Statement

A community of vibrant and global thinkers. Our mission is to serve the educational needs of diverse communities in Berlin within a caring culture that is committed to the wellbeing of all. We support students in their individual growth, aiming for them to acquire the knowledge, skills and dispositions they need to become lifelong learners and to thrive in a fast changing world. In addition to their intellectual development, we aim for students to become global citizens, to take responsibility for their choices to make our environment and our world a better place.

4. Participation

Children and young people have a right to protection from violence. Forms of violence are listed in paragraph 6. Schools and all educational institutions attended by children and young people are obliged to ensure the physical and psychological well-being of young people. Article 12 of the UN Convention on the Rights of the Child formulates the right of children and young people to participate in decision-making and decision-shaping processes that affect them. In order to combat all forms of violence against children and young people, the idea of participation by children and young people in all educational institutions is a necessary consequence of the protection concept.

In addition, the involvement of parents and guardians in child protection issues in kindergartens and all educational institutions must be taken into account. Parents should be allowed to ask questions about the school concept. Parents have the right to be heard and informed about school life. In this context, it is important to consider the cultures and languages that parents bring with them and the extent to which dialogue and the exchange of ideas between school staff and guardians can be successful.

Participation in school life aims to ensure

- that structural conditions are created to support the school management, all teachers, the administration and further personnel,
- that the learning and development process of the younger generation is optimally promoted,
- that pupils are enabled to participate and help shape the school,
- that pupils, school staff/administration and parents/guardians demand and promote communication and a cooperative exchange in school life.

The aim of participation is to create a positive school culture and atmosphere that enables respectful coexistence. The aim is also to create clear structural conditions in order to optimally shape everyday school life. Participation also involves recognising mistakes in school life in order to learn from them. Participation in school life is a process.

5. The safeguarding committee/crisis team and its tasks

The persons responsible for child protection form a crisis team consisting of employees from the Early Years, Primary School and Secondary School. There is a chairperson and contact persons at all three sites. The steering group meets at regular intervals throughout the year. The designated safeguarding leads (DSLs) at the various locations meet regularly. The chairperson of the committee is accountable to the Principal of the school.

Contact person between school and Jugendamt- Katharina Chave		
Chair of the Safeguarding Committee/DSL	Primary School	Fiona Lagodzinska
DSL	Primary School	Mark Stephenson
DSL	Early Years	Nicki Cheesewright
DSL	Secondary School	Emily Thomas
DSL	Secondary School	Marita Lintfert

The Designated Safeguarding Lead (DSL) has the following responsibilities:

- They conduct regular training on child protection and ensure that all staff and volunteers are informed about how to recognise and report concerns or indications that a child is being or has been neglected or abused.
- They are the point of contact for staff who have concerns or information about a young person being or having been abused, or who have serious concerns that this may be the case.
- They provide information to the relevant school management.

- They report concerns to the relevant authorities in consultation with the other members of the committee, the school management and all relevant external support services, following the legal framework and procedures established by the Berlin authorities. The exact procedure is attached as a flow chart (Appendix A).
- The chair of the committee contacts Katharina Chave (ESS / Senate Coordinator) as necessary, who acts as our liaison with the Berlin authorities.
- They ensure that the school is up to date with child protection tasks/approaches and developments. They are represented by associations such as ITFCP, SACPA, the Safeguarding Alliance and local laws and guidelines.

6. Different categories of violence

Through daily contact with pupils and working with families, all staff members play a crucial role. If signs of possible violence or neglect are detected, the responsible local authorities (youth welfare office/police) are informed.

Signs of violence can include:

- physical violence
- neglect
- sexual violence
- emotional violence or neglect
- radicalisation
- sexual violence on the internet
- violence on the internet in general
- language and violence

Signs include the following indicators:

- obvious signs of injury
- injuries that are unusual or unexplained
- injuries that have an explanation but are frequent
- wearing clothing that is not appropriate for the weather in order to hide injuries
- no reaction or little emotional response to injuries or threats
- unusually frequent requests to use the toilet
- sudden refusal to change for physical education or participate in physical activities
- reports of nightmares or bedwetting

Signs of abusive behaviour by an adult caregiver towards pupils:

- appears indifferent towards the child
- appears apathetic or depressed
- behaves irrationally or strangely
- abuse of alcohol or other drugs
- shows little interest in the child
- denies the existence of problems the child is having at school or at home, or blames the child for them
- asks teachers or other carers to physically punish the child severely for misbehaviour
- sees the child as completely bad, worthless or annoying
- demands physical or academic performance that the child cannot achieve
- primarily seeks affection, attention and satisfaction of emotional needs from the child
- dirty, unkempt appearance
- developmental delays
- low self-esteem
- hunger
- physical problems such as bedwetting or soiling
- extreme behavioural fluctuations
- sexualised language, behaviour or play
- indirect disclosure through play, drawings or written statements
- difficulties walking or sitting
- sudden refusal to change for physical education or participate in physical activities
- persistent and age-inappropriate sexual activities
- fear of home, certain places or adults
- poor self-care or personal hygiene
- complaints of headaches, stomach aches or nausea without physiological cause
- sleep problems
- regressive behaviour (e.g. bedwetting or loss of speech)
- sudden deterioration in school performance, memory problems or poor concentration
- wearing layers of clothing to hide injuries and bruises
- unusually frequent requests to use the toilet
- low self-esteem, sadness, anxiety, grief or despair
- attention-seeking behaviour
- delayed emotional development
- pupils develop sympathies for extremist ideologies or movements, which are aroused by access to online sources or the influence of adults and peers.

- references to terms and ‘concepts’ associated with extremist movements, especially those that are normally unknown or unfamiliar to children
 - the use of badges associated with extremist movements
 - Specifically, this refers to sending messages that explicitly refer to sex or sexuality or contain suggestive images of pupils (‘sexting’ or ‘upskirting’).
 - examples of offensive images circulating on the internet
 - conflicts between pupils
 - domestic complaints and fears
 - all other areas that do not have a sexual dimension but pose a threat to the well-being of pupils, such as verbal abuse, racism, threats of violence or the spreading of rumours and lies.
- (The relevant guidelines can be found on the BBS website.)*

Staff are trained to recognise the above categories and possible signs of violence and to respond appropriately. In addition, staff should be made aware of the issue of abuse of pupils by their peers.

7. Complaint management and contact points

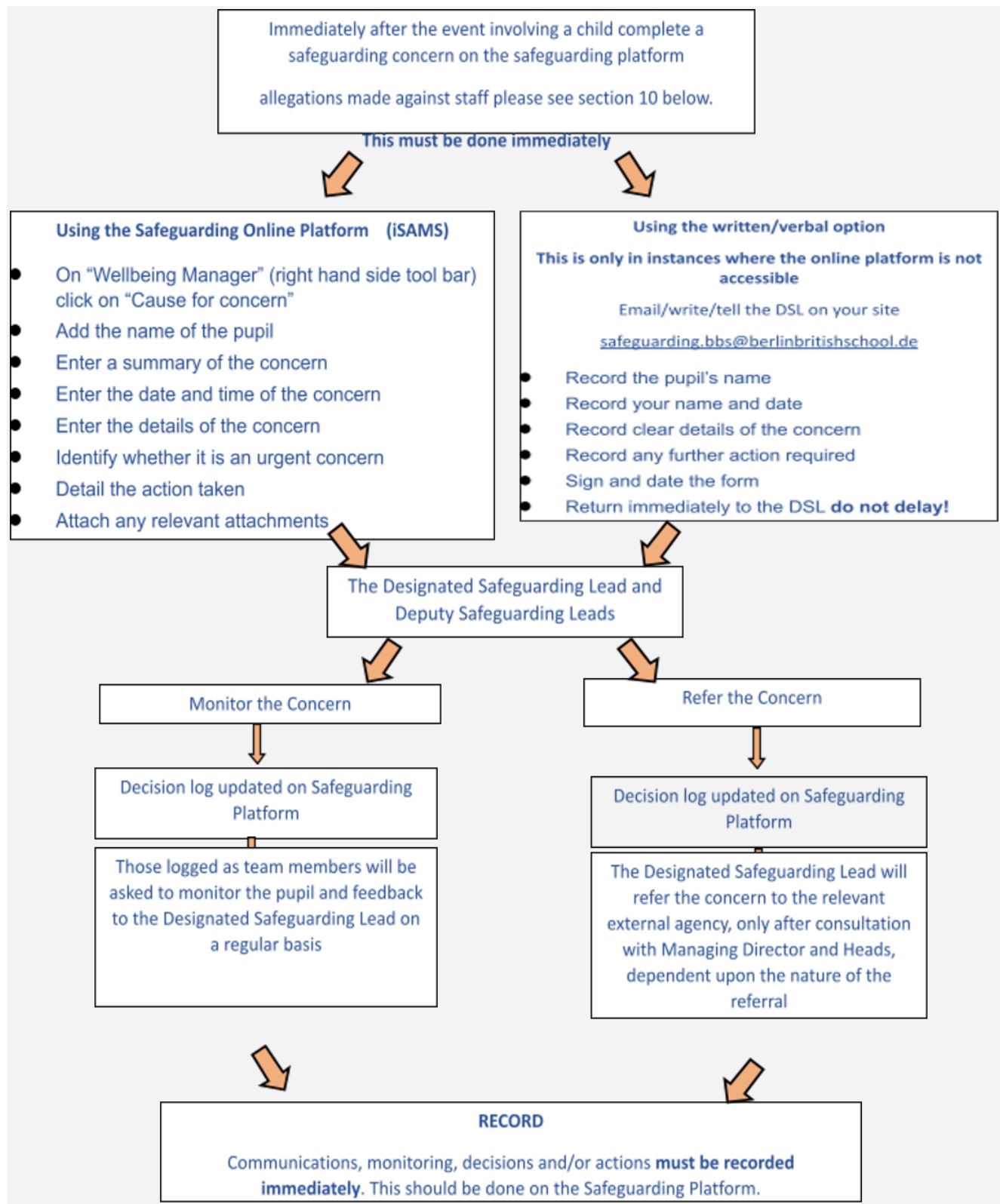
All employees have a duty to be alert to indicators of violence and to report any concerns to the DSLs at their respective locations. All concerns should be logged or recorded via the iSAMS *Well-being Manager* under the heading *Cause for Concern* in the drop-down menu. Employees who do not have access to iSAMS can send their concerns to the following email address:

safeguarding.bbs@berlinbritishschool.de

The report should be made promptly after the observation or discovery. It should contain information about what was observed and reported by the adult or young person. The report should also contain precise details of the persons involved and the nature, time and place of the incident. The Safeguarding Committee will then provide support and, if necessary, involve the relevant authorities. Please refer to the attached flow chart (Appendix A).

Note: These reports serve as evidence and may be used in referrals to child protection services and in subsequent investigations or court proceedings. They are therefore exempt from the regulations on access to files and do not have to be made available to parents or guardians who request access to the student’s file. Only the chair of the Safeguarding Committee and the relevant school management have access to this information.

8. Measures taken by the school



**DSL on site receives information about the incident on iSams.
The decision log on the security platform is updated.
All registered members are
requested to observe the pupil and provide regular,
detailed feedback to the Chair of the Safeguarding Committee.**

OR:

**Refer the case to the appropriate authority!
The decision log on the security platform is updated.
The Chair of the Safeguarding Committee immediately forwards the
matter to the school management. It is then forwarded to the external
agency.**

LOGGING:

**Communications, observations, decisions and measures must be recorded
immediately. This should be done via Isams.**

9. Visitors to our school

All visitors to the premises must register at reception and will be issued with a visitor's pass.

10. Concerns on the part of parents

Parents who wish to express concerns about their child's safety should contact the school management at the respective location as soon as possible.

11. Absence of pupils

See school absence policies (Primary and Secondary)

12. Training

All teaching staff at the school receive training on child protection from the Child Protection Centre every two years. Administrative staff receive updates from the school management and DSLs. DSLs are expected to attend in-depth training every two years. Any updates to Berlin laws or guidelines in the area of child protection and child safety are communicated to all staff in a timely manner.

13. Data protection, confidentiality

Confidential and personal information about children, families or other persons within the school will be treated confidentially in order to respect privacy. However, if there is concern that a child is suffering or could suffer significant harm, the information must first be passed on to those responsible for child protection at the location and then, if deemed necessary, to the relevant authorities (see procedure flow chart).

If staff members or other adults at the school have seen or heard something in connection with an incident and therefore have concerns, this information must be passed on and may no longer be treated as confidential. In the interests of protecting the pupil, this information must be reported to the Safeguarding Committee.

Under certain circumstances, other staff members may need to be involved in order to follow up on the incident or gather further evidence. After the information has been passed on, the child or young person must be given appropriate support. Information should only be passed on on a “need to know” basis.

14. Allegations against staff members

Berlin British School takes the view that all members of the school community have a right to care and protection from harm. Inappropriate behaviour towards pupils or staff members is unacceptable. All concerns or allegations of misconduct will be dealt with promptly, fairly and sensitively.

If an allegation of abuse is made against a member of staff or another adult at the school, the school management will seek advice from the local authorities and agree on the procedure to be followed. If an allegation is made against the school management (Headteacher, Deputy Headteacher or Head of Early Years), the management must be informed immediately. All employees who pass on information

about inappropriate behaviour by colleagues will be heard and supported. The parents of a child who is suspected of having been abused by an employee or another adult at the school will be informed about the course and outcome of the investigation.

15. Special circumstances

15.1. Staff recruitment / Responsibility for personnel

It must be ensured that the importance of protecting pupils is taken into account during interviews with new employees. As a school, we are committed to conducting reference checks in a responsible and thorough manner. A further requirement of the Berlin British School is that employees provide an extended police clearance certificate in accordance with German law. The police clearance certificate must be renewed at regular intervals (every 5 years).

15.2. Briefing for the entire workforce

All employees, external teachers and representatives (music, working groups and learning support) and volunteers will receive a briefing on these guidelines. They are advised to use **safeguarding.bbs@berlinbritishschool.de** or to report any concerns they may have directly to the DSL on site.

15.3. Excursions and study or school trips

- the following guidelines must be taken into account:
- health and safety measures
- completion of the relevant risk assessment forms
- ensuring that pupils behave appropriately
- written consent and, if necessary, a parents' meeting to provide information about the trip
- ensuring suitable accommodation
- accompaniment by an adult with first aid knowledge
- carrying a first aid kit

16. Guidelines for the safety and protection of children at BBS 2025/26 Safeguarding Committee

Duties and responsibilities of DSLs, Chairperson of Safeguarding Committee, Katharina Chave, Heads of School and Managing Director

The DSL meets once per half- term at the site to discuss any current concerns.

- discussion of all current issues and decisions on relevant incidents
- completion of the necessary documents for the child protection procedure and the guidelines on child protection and safety
- updating of guidelines
- carrying out reliability checks for new pupils and staff (sending forms to previous schools or calling the school management in the case of new staff)
- own training at national and international level
- organisation of internal training courses for staff and pupils
- the chair of the Safeguarding Committee convenes a meeting for the entire team when necessary
- DSLs must participate in additional training courses.

Initial procedure when safety concerns are raised

- An employee reports an incident via the **Wellbeing Manager on iSAMS** or by **email** directly to:
safeguarding.bbs@berlinbritishschool.de or submit it **in paper form to the DSL** at the location. All DSLs and the school management have access to the reported incidents.
- The DSL's at the location concerned discuss the measures to be taken.
- External advice can be obtained from IseF counsellors from SIBUZ or the Berlin Child Protection Centre (KSZB)

The Chair of the Safeguarding Committee takes over at this point and, together with the responsible DSL on site

arranges a meeting with the parents, depending on the situation. An agreement must be reached with the parents on how to proceed. If the parents are unwilling to cooperate, the JA is consulted.

- At this point, the Chair of the Safeguarding Committee informs the Head of School about the incident.
- Once an agreement has been reached, the DSLs/class teachers must continue to observe the child for a certain period of time.
- If the Jugendamt is to be informed, this must be done in consultation with the managing director beforehand by the Chair of the Safeguarding Committee.
- The responsible DSL then sits down with Katharina Chave and takes care of the necessary paperwork for the Jugendamt.
- The Jugendamt contacts the school.
- The Chair of the Safeguarding Committee must inform the parents that the case has been forwarded to the JA.
- All documents to be uploaded to iSAMS.

Until the case is reported to the youth welfare office, correspondence about the child remains anonymous.

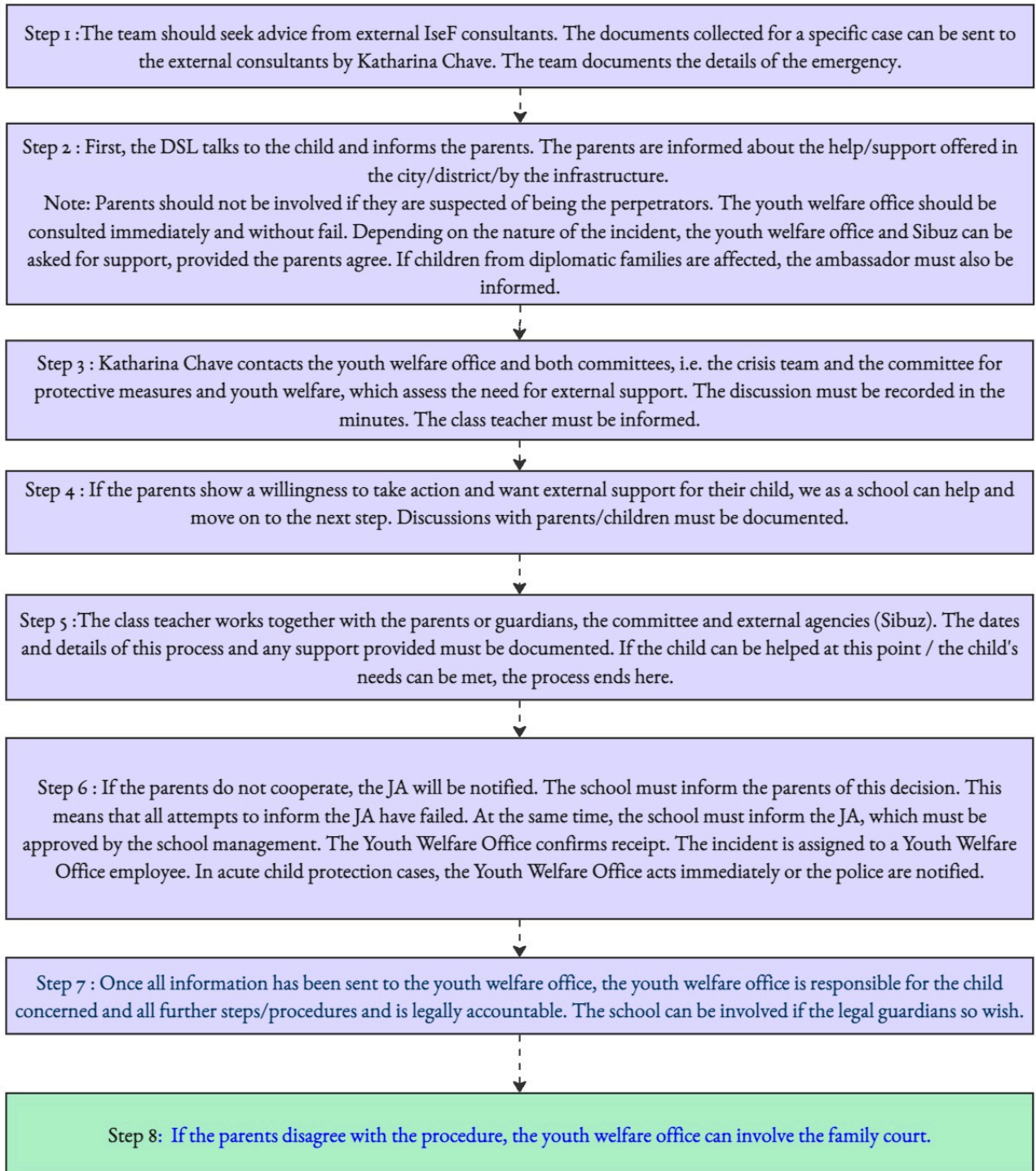
If it is decided that the child is at risk or that there is a child protection issue/problem, the following steps are taken:

Appendices to Child Protection and Safeguarding Policy

Appendix A Overview - Procedure

Appendix B Staff Consent Form

Overview - Procedure



Appendix B:

Below, you are asked to confirm that you have read the Berlin British School's Child Protection and Safeguarding Policy and Appendix B. Furthermore, you agree to follow the guidelines.

Name in block letters

Signature:

Date:

This policy and procedure was reviewed September 2025 by the Safeguarding Committee and SLT.