



**BEACONHOUSE
INTERNATIONAL
COLLEGE**

STUDENT PROTECTION POLICY

BIC POLICIES

Beaconhouse International College

789, Capital View Road, Bani Gala,
Islamabad Pakistan
051-111-232-266

B-2 STUDENT PROTECTION POLICY

B-2.1 INTRODUCTION

B-2.1.1 POLICY STATEMENT

The Beaconhouse International College System (BIC) is committed to providing a safe and secure environment for all students enrolled at BIC Colleges. As a responsible organisation we actively seek to promote the welfare of all students in our charge and ensure that they are protected from harm. The Beaconhouse International College System believes that every member of the organisation has a role to play and endeavours to provide an environment where all members of the College community i.e. students, parents, teachers, administrators and support staff are confident in sharing concerns either about their own safety or the safety and wellbeing of others.

B-2.1.2 GUIDING PRINCIPLES

The BIC recognises its responsibility to promote the wellbeing of students in its charge and to protect them from any harm that may come their way and to respond to any form of abuse.

We believe that all students irrespective of their age have a right to feel safe and secure from situations or practices that may cause physical or psychological damage. All BIC Colleges perform this role through teaching and learning, extracurricular activities and pastoral care. All members of staff including volunteers and support staff act proactively in matters of student welfare and adopt an open and accepting attitude towards students as part of their responsibility for pastoral care. Colleges foster an open and accepting environment in which students and parents feel free to raise and discuss any concerns they have.

We believe that the worries and fears students have are serious if they seek assistance from a member of staff. The staff, in order to protect and safeguard students, maybe unable to promise secrecy if concerns require further action.

On suspicion that a student's physical, sexual or emotional wellbeing is being compromised, or that a student is being neglected, Colleges will take action to safeguard the student's welfare.

B-2.1.3 AIMS

- a) To foster security and confidence in the College, the staff and in BIC policies and procedures.
- b) To raise the awareness of both teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
- c) To provide a systematic means of monitoring and supporting students known or thought to be at risk of harm e.g. through a counselling and PSHE programme.
- d) To emphasise the need for good levels of communication between all parents and members of College staff.
- e) To develop a structured procedure within the College to be followed by all members of the College community in cases of suspected abuse.
- f) To ensure that background checks are carried out on all adults who work with or intend to work with students.

B-2.1.4 COLLEGES ENSURE

- a) All members of staff play an active role in safeguarding students.
- b) Safeguarding students is recognised as an important task and completely harmonious with the College's academic responsibilities.
- c) All members of staff (including support staff) receive training to understand how students may be at risk of harm.
- d) All members of staff safeguard and protect the welfare of students while they are in College against all bullying and in particular where this is accentuated by sexual or racial factors, disability or special education needs, or cyber bullying.
- e) All members of staff are aware of the Student protection and safeguarding procedures. They know the procedures for reporting concerns and adhere to them.
- f) The selection and recruitment of staff includes a thorough background check to make sure that candidates are suitable to work with students in Colleges.
- g) Immediate action and appropriate steps are taken when an accusation is made that a member of staff has committed an offence against a student, harmed a student, or behaved in a manner that brings into question their suitability for working with students.
- h) All members of staff in the College (including support staff) develop their understanding of the signs and indicators of abuse.
- i) All members of staff (including support staff) know how to respond to a student who discloses abuse.
- j) All parents/carers are made aware of the responsibilities of staff members with regard to student protection and safeguarding procedures.
- k) All new members of staff are given a copy of the BIC Student Protection and Safeguarding Policy and Procedures as part of their induction into the College.

B-2.2 STUDENT PROTECTION COMMITTEES AND FUNCTIONS

The Student Protection Committees organised within the BIC (see appendix B) have been designed to safeguard and protect staff and students at the BIC.

B-2.2.1 COLLEGE BASED STUDENT PROTECTION COMMITTEE

Depending on the size of the College and the age groups it caters to this committee comprises of the Head of Institute and two senior members of staff. This committee is responsible for ensuring that:

- a) All necessary steps are taken to safeguard and protect students (whilst they are in the charge of College).
- b) This policy is implemented and the procedures followed.
- c) Head Office Student Protection Committee is consulted in accordance with this policy.
- d) Information to parents and students regarding the measures the College takes to protect and safeguard students is disseminated effectively and regularly.
- e) Records of all cases of abuse are maintained in the Student Protection Folder.

B-2.2.2 FUNCTIONS OF THE COLLEGE BASED STUDENT PROTECTION COMMITTEE

The College Based Student Protection Committee is responsible for:

Implementing the Student Protection and Safeguarding Policy and Procedures as set out in this document.

B-2.2.3 THE HEAD OF INSTITUTE'S RESPONSIBILITIES

Head of Institute is responsible for:

- a) Leading the implementation of the BIC Student Protection and Safeguarding policy and procedures at the College.
- b) Forming a College based Student protection and Safeguarding Committee (see appendix B), which consists of the Head of Institute and two senior members of staff.
- c) Communicating the role and responsibilities of the Student Protection Coordinators to all members of staff.
- d) Awarding the additional title of 'Student Protection Coordinator (SPC)' to the senior members of staff assigned the responsibility for coordinating the Colleges efforts to safeguard and protect students.
- e) Attending and ensuring that all Student Protection Coordinators undertake regular training on 'Safeguarding and Student Protection'.
- f) Ensuring that the Student Protection Coordinators are given sufficient time to carry out their responsibilities, including attending and cascading training.
- g) Holding termly monitoring meetings with the Student Protection Coordinators on an agreed focus.
- h) Ensuring that action is taken in line with this policy where safeguarding concerns are raised about a particular member of staff.
- i) Reviewing safeguarding practices in their Colleges on a regular basis and no less than once a term to ensure that it is meeting the expectations laid out by the BIC.
- j) Ensuring that only persons suitable (cleared stringent background check) to work in Colleges are employed, or engaged to work on a voluntary basis.
- k) Ensuring that at least one person in the College is trained to administer first aid should the need arise.
- l) Ensuring that Student protection and safeguarding is on the agenda at each annual staff meeting.
- m) Ensuring that the College's annual internal review includes the review of Student protection procedures and the implementation of this policy.
- n) Ensuring that areas for development identified through the internal review are included in the College improvement plan.

B-2.2.4 THE STUDENT PROTECTION COORDINATOR'S RESPONSIBILITIES

- a) Upholding the right of every member of the College community to feel safe and secure from all forms of abuse i.e. physical abuse, emotional abuse, sexual abuse and negligence.
- b) Supporting students, staff, and volunteers in keeping themselves and others safe and secure, and away from harm.
- c) Coordinating action within the College to safeguard and protect students from harm.
- d) Cascading training, advice and guidance provided by the Head Office.
- e) Adhering to the BIC procedures when and if there are concerns about possible abuse.
- f) Maintaining a written record of concerns raised even if no steps need to be taken.
- g) Maintaining a written record of all meetings, actions taken.
- h) Ensuring all records maintained are kept confidential and separate from all other student records.
- i) Ensuring that all teachers, support staff, administrative staff and volunteers are aware of this policy and have access to it.
- j) Ensuring that the Head of Institute is kept up-to-date with any issues and cases.
- k) Attending training on how to identify abuse, and know when and what action to take.

- l) Attending refresher courses and ensure that new or key messages are passed onto all teachers, support staff, administrative staff, College managers etc.
- m) Ensuring that all members of the College community know the role performed by them i.e. the Student Protection Coordinator.
- n) Ensuring that the use of mobile phones is appropriate and that all members of staff have read the mobile phone policy.
- o) Ensuring that all visitors sign in and out, clear the security check and are not left unsupervised with students.
- p) Ensuring a safe system for sending students home at the end of the day.
- q) Ensuring that the College premises are safe and secure in terms of the physical environment i.e.
 - 1) The closed circuit monitoring system is in working order and is being monitored.
 - 2) That all corridors, passages, corners are well lit during the day.
 - 3) Spaces such as staircases, stores, washrooms that are not in use are locked or cordoned off so that they cannot be accessed by students or by staff.
 - 4) Smoking is banned in classrooms as well as outside areas where students are present or will be present.
 - 5) Lockers are installed where they can be seen and monitored easily
 - 6) CCTV is installed to monitor blind spots
 - 7) Windows are kept clean and clear so as not to obscure view either into or out of the classroom.
 - 8) Keep buildings clean and maintained
 - 9) Locate playground equipment where it can be easily monitored and observed
 - 10) Trim trees, bushes etc. so that they cannot hide people or weapons. Keep playgrounds free of loose pebbles, gravel etc. to prevent tripping and falling accidents.
 - 11) Washrooms are supervised and kept clean.

B-2.2.5 HEAD OFFICE STUDENT PROTECTION COMMITTEE

Head Office Student Protection Committee comprises of the Country Head Operations, College Academic Manager and the representative of Human Resource. This committee is responsible for ensuring that:

- a) Colleges maintain appropriate records as required by this policy.
- b) This policy is implemented and the procedures laid out are followed.
- c) Colleges are supported and intervention is provided in an efficient manner where requested by the College.

B-2.2.6 HUMAN RESOURCE DEPARTMENT'S RESPONSIBILITIES

- a) Collaborating with the Head of Institute to ensure that all staff and volunteers are carefully selected, screened, trained and supervised.
- b) Ensuring that the following checks are satisfactorily completed before a person is offered employment:
 - 1) Identity checks to establish that applicants are who they claim to be e.g. through birth certificate, passport, ID card etc.
 - 2) Academic qualifications, to ensure that qualifications are genuine.
 - 3) Professional and character references prior to offering employment.

B-2.2.7 VOLUNTEERS

- a) Some persons otherwise not suitable for working with students or in Colleges may use volunteering to gain

access to student; for which reason all volunteers in whatever capacity will be recruited in line with the BIC recruitment and Selection policy.

B-2.3 INDUCTION AND TRAINING

- a) All newly hired members of staff receive induction training, which gives them an overview of the organization and ensure they know its purpose, values, services and structure, as well as the BIC Student Protection Policy.
- b) All new staff at BIC Colleges are given the Student protection policy before beginning work at College.
- c) All staff attend training on safeguarding students enabling them to fulfil their responsibilities in terms of Student protection effectively.
- d) All members of staff including the Head of Institute and Student Protection Coordinator attend Student Protection training every year.
- e) All Colleges conduct training sessions for parents separately on an annual basis.

B-2.4 CONFIDENTIALITY

- a) We (BIC) recognize that all matters relating to Student Protection are confidential.
- b) Head of Institutes, Student Protection Coordinators, Teachers, and Members of Student Protection Committees within the BIC will disclose information about a student or a student's family on a need to know basis only.
- c) All staff must be aware that they cannot promise a student to keep secrets.
- d) Irrespective of the duty towards confidentiality, if any member of staff has reason to believe that a student could be suffering harm, or be at risk of harm, their duty is to inform the Head of Institute or the Student Protection Coordinator.

B-2.5 CONDUCT OF STAFF

- a) All College based Student protection teams are responsible for ensuring that high standards of professional behaviour are maintained between staff and students, and that all members of staff have a clear understanding of what constitutes appropriate behaviour and professional limitations.
- b) Members of staff are at all times required to demonstrate professional behaviour and understanding of the dangers involved when:
 - 1) Are alone with a student.
 - 2) Interacting physically {through bodily contact}.
 - 3) Handling sensitive information.
 - 4) Contacting students through private telephones {including texting}, e-mail, MSN, or social networking websites.
 - 5) Disclosing personal details inappropriately.
 - 6) Meeting students outside College hours or duties.
- c) If a member of staff has reasonable suspicion that a student is suffering harm, and fails to act in accordance with this policy and with the BIC code of conduct the BIC will view this as misconduct and take appropriate action.
- d) The BIC code of conduct in relation to safeguarding has to be signed by all members of staff and a signed copy retained in the employee's personal file. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures as given in the BIC Code of Conduct.

B-2.6 SUPPORTING STAFF

B-2.6.1 SUPPORTING STAFF

- a) We recognize that staff working in the College that have become involved with a student who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- b) We will support such staff by providing an opportunity to talk through their anxieties with the Student Protection Coordinator and to seek further support as appropriate.

B-2.6.2 DISCLOSURES AGAINST STAFF

- a) We recognize that students cannot be expected to raise concerns in an environment where staff fail to do so.
- b) All staff should be aware of their duty to communicate any concerns they may have to the 'Student Protection Coordinator'.
- c) If a disclosure against any member of staff is made in terms of harming a student or putting a student in harm's way, or behaving in a manner that is inappropriate and raises questions about their suitability to work with students. The disclosure will be managed in line with BIC policy and procedures.
- d) The Head of Institute rather than the Student Protection Coordinator will manage all disclosures against staff unless the disclosure is against the Head of Institute, in which case the Head Office will manage the response.
- e) The Head of Institute will collect information about the disclosure, and share this with the Human Resource Department who will advise and guide on the steps that need to be taken.
- f) Where the disclosure is against the Head of Institute the CHO will collect information about the disclosure, and share this with Human Resource Department who will advise and guide on the steps that need to be taken.

B-2.7 BEFORE AND AFTER COLLEGE ACTIVITIES AND CONTRACTED SERVICES

B-2.7.1 EXTERNAL CONTRACTED SERVICES

Where the Head of Institute transfers control of College premises to external organizations such as a 'Football Association', the Head of Institute will ensure that these bodies have appropriate safeguarding and Student protection procedures in place.

B-2.8 PROVISION TO HELP STUDENTS STAY SAFE

B-2.8.1 PROVISIONS FOR STUDENT SAFETY

- a) We recognize that the College plays a significant part in the prevention of harm to students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- b) Ensure that all students know there is an adult in the College whom they can approach if they are worried or in difficulty.
- c) Personal, Social, Health and Emotional Education permeates the whole College curriculum. The College ensures that student safety and welfare are addressed and students are equipped with the skills needed to stay safe from harm.
- d) All Colleges develop and implement a behaviour policy which protects all students, irrespective of their gender, race and ethnicity, religious beliefs and affiliations or special education needs.

B-2.8.2 PHYSICAL INTERVENTION

Our policy on physical intervention by staff is set out in the BIC Code of Conduct and acknowledges that staff

may only ever use physical intervention (e.g. physical intervention may require that staff physically separate two parties by holding their hand and walking them to an office, it may require staff to hold a fist which is about to strike etc. physical intervention is not a license for physical abuse by staff). Physical intervention is used as a last resort, and at all times it must be the minimal force necessary to prevent injury to another person.

B-2.8.3 BULLYING

The BIC policy on bullying is set out separately in the College Operations Manual and acknowledges that to allow or condone bullying may lead to disciplinary action as outlined in the College Operations Manual.

B-2.8.4 HEALTH & SAFETY

The BIC Health & Safety guidelines, set out in the College Operations Manual, outlines the consideration we give to the protection of our students.

B-2.9 DEFINITION OF ABUSE

Abuse, in the context of this policy, includes all forms of physical, emotional, sexual abuse or neglect. It is important to understand that a person may be guilty of abuse by either inflicting harm on themselves or on others. The word 'harm' is used when referring to ill treatment or when the health or development of an individual is affected. The failure of a teacher to put a stop to abuse that they have observed is negligence.

Student Protection refers to the actions embarked upon to protect students who have been identified as suffering (or being at risk from suffering) significant harm. Safeguarding and promoting the well-being of students refers to the process of protecting students from abuse or neglect, preventing the impairment of health or development ensuring that they grow up in a safe and secure environment with optimum life chances.

All signs or symptoms of abuse should be approached with caution. It could be that the causes will be straightforward and may not be related to abuse. Irrespective, it is essential that teachers share their concerns with the 'Student Protection Coordinator' and that these are discussed in the light of what is known about the student and family.

2.9.1 PHYSICAL ABUSE

This is the deliberate infliction of physical harm or the failure to prevent physical harm to a student. Some examples of physical abuse are: hitting, shaking, throwing, poisoning (including inappropriate use of drugs or alcohol), biting, burning or scalding, drowning or suffocating. Please note force feeding or using excessive force when changing nappies is also considered as physical abuse.

2.9.2 EMOTIONAL ABUSE

- a) Emotional abuse is the unrelenting emotional ill treatment of a student that negatively affects the student's emotional development. Such abuse occurs when those around the student convey the message that the student is of little worth, unloved, inadequate, or only needed to meet the needs of another person. The intention may be to frighten, put in danger or expect developmentally inappropriate actions. Emotional abuse also includes:
- 1) Witnessing domestic violence
 - 2) Witnessing the ill treatment of another person
 - 3) Bullying or cyber-bullying
 - 4) Deliberately not allowing a student the opportunity to speak
 - 5) Ridiculing students

Where this form of abuse is suspected, guidance from an expert in Student or adolescent mental health should be sought.

2.9.3 SEXUAL ABUSE

- a) This is defined as the sexual exploitation of students (under 18 years old) and involves forcing students or misleading students into engaging in sexual activities. Students may be led to engage in such activities knowingly or unknowingly.
- b) It is to be noted that adult males do not only commit sexual abuse. Women and students can also commit sexual abuse.

2.9.4 NEGLECT

- c) Neglect is the failure to meet a Student or student's basic physical and/or psychological needs. Abuse through neglect results in the serious impairment of the student's health and development.
- d) Neglect includes the failure to provide appropriate and sufficient food, shelter, clothing, and protection from physical harm or danger, suitable medical care/treatment.
- e) Evidence of neglect is built up over time and can cover a range of parenting tasks. Neglect may include:
 - 1) Failure to provide food, shelter, clothing.
 - 2) Failure to protect from physical or emotional harm.
 - 3) Failing to provide appropriate and sufficient supervision
 - 4) Failing to ensure access to appropriate medical care.

When observing or reporting any kind of abuse which occurs outside of College, it is extremely important to deal with the matter in a sensitive and empathic manner, keeping our local context in mind. The committee should decide how the issue needs to be addressed in order to ensure the safety and security of the Student. Care should be taken to refrain from reaching conclusions and implicating the child's parents or guardians. Each step should be measured and thoughtful.

B-2.10 RESPONDING TO CONCERNS OR DISCLOSURES

B-2.10.1 CONCERNS REGARDING STUDENTS

Concerns regarding students are likely to emerge in one or more of the following ways:

- a) The student discloses abuse.
- b) A member of staff observes an injury that may be indicative of abuse.
- c) Sustained concerns about the presentation or behaviour of a student, which may be indicative of abuse.
- d) A parent, friend of the student or member of the public may express concern or make a disclosure of abuse.

Students often take time to seek out and test adults to whom they wish to disclose abuse. Disclosure is more often a process than an event.

- e) Whoever receives the information should:
 - 1) Listen carefully
 - 2) Let the student/person tell their story
 - 3) Reassure the student/person
 - 4) Explain that she/he will have to share the information with someone else (the Student protection Co-ordinator)
 - 5) Inform the Student protection co-ordinator immediately (or their deputy if they are not available).
- f) Whoever receives the information should not:
 - 1) Promise to keep secrets/ guarantee confidentiality

- 2) Express their own views on the matter
- 3) Interview the student or inquire into details – this is the responsibility of the Student protection coordinator

If clarification from the student is required this should be limited to what may be necessary to establish whether there is a reasonable cause for concern and to ascertain what the student wishes to happen.

B-2.10.2 ACTION TO BE TAKEN

- a) Whenever any member of staff has concerns about a student she/he should discuss these immediately with the Student Protection Co-ordinator or their Deputy. The Student Protection Co-ordinator will:
 - 1) Listen to and record concerns
 - 2) Seek further information from other staff if necessary.
 - 3) Review the chronology held on the student and those of any siblings (Annexure CPP001-C).
 - 4) If necessary seek advice from the Head of Institute or the HO Student protection committee.
- b) On the basis of the collected information arrive at a judgement as to whether there is reasonable cause to suspect or believe that a Student is at risk of harm and in need of protection.
- c) If she/he concludes that the student may be in need of protection, she/he will:
 - 1) Consider whether immediate action is necessary to protect the Student.
 - 2) Consider whether parents should be notified at this stage.
 - 3) In consultation with the Student protection committee, agree how – or if at this stage - parents are to be advised of the identified concerns.
 - 4) Ensure the student is informed by the most appropriate person of what is going to happen

B-2.11 COMMUNICATION WITH PARENTS/CARERS

B-2.11.1 COMMUNICATING WITH PARENTS

- a) The guiding principle to remember in relation to communication with parents or carers is that parents should always be informed when the College has concerns about their Student.
- b) The Student Protection Committee will agree the means and methods of communication with parents/carers and others. When there are concerns and action is required, the Student Protection Co-ordinator in discussion with parents should:
 - 1) Explain the College's responsibilities in simple language.
 - 2) Give details of organizations that can help parents, such as behavioural psychologists, advocacy or support groups etc.
 - 3) Explain the College's policy on recording action in response to concerns. Maintaining records

Each College maintains a record of all concerns of abuse raised at the College. These are confidential records and are kept under lock and key.

B-2.12 PROVEN DELIBERATE FALSEHOOD/MALIGNED INTENT

B-2.12.1 ACTION RESULTING FROM INQUIRY

- a) Inquiry into allegations against members of staff may result in one of the following possible outcomes:
 - 1) Substantiated - The event was found to have occurred.
 - 2) Unsubstantiated - The event could not be evidenced to have occurred.

-
- 3) Unfounded - Event proven or acknowledged to have occurred but was misunderstood or misinterpreted or the allegation is proven not to be true, but there is no malicious intent on the part of the student.
 - 4) Malicious - A proven deliberate falsehood or malign intent.
- b) Where it is found that a person did not commit the alleged act or that there are no grounds for concern and they were not guilty, the person should be notified in writing of the decision and no further action should be taken with a copy placed on the persons personnel file.
 - c) Where it is found that a person did not commit the alleged act although he/she was an accomplice, the person should be notified in writing of the decision and consideration given to the degree of involvement. Where it is felt that a person's actions were irresponsible or negligent, disciplinary action should be considered. In less serious situations an action plan should be devised to address the issues raised.
 - d) Where it is found that the allegations were of a malicious nature, the relevant Student protection committee should take disciplinary action as laid out or described in the section B-1 of this manual.
 - e) Appropriate counselling and support should be offered to the student or students who made the allegations and, where appropriate, their parents, by the time the member of staff returns to College. In particular, this should take into account the Student's particular needs.

GLOSSARY

Safeguarding	Safeguarding means proactively seeking to involve the whole community in keeping students safe and promoting their welfare, for example – road safety and anti-bullying work.	
Student protection	Student protection is a central part of safeguarding and promoting welfare. It is the process of protecting individual children identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect, for example physical abuse. Student protection is a central part of safeguarding and promoting welfare. It is the process of protecting individual children identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect, for example physical abuse.	
Student Protection and Safeguarding Coordinator	A senior member of the College Management Team or Senior Teacher	
Support staff	Accounts Officer, Peons and Janitorial staff	
College Management Team	Head of Institute, HR&A, Programme Leader	
Teachers	All teachers who are responsible for delivering the curriculum. This includes librarians, PE, Art and Music Teachers.	
Student	A person or Student enrolled to study at the BIC	
Staff	This refers to all adults employed at the College	
College Community	This refers to all persons in the College as well as those who interact with Colleges on a regular basis e.g. parents and families, regular volunteers etc.	
Disclosure	" <u>Disclosure</u> " occurs when a <u>Student or youth</u> tells you or lets you know in some other way that she or he has been, or is being abused. Disclosure can be <u>direct</u> , <u>indirect</u> , or a <u>third-party</u> disclosure. You need to <u>report</u> all disclosures of abuse, no matter where or when they happened.	http://www.safekidsbc.ca/disclosure.htm#top
Disclosure	A disclosure occurs when someone/member of staff is accused of misconduct	