



Reading Ukrainian School Lastivka, C.I.C.

COMPANY NUMBER 16415748

lastivka@readingukrschol.com

<https://www.readingukrschool.com/>

Child Safeguarding and Protection Policy

Reading Ukrainian School Lastivka C.I.C.

(Updated for KCSIE 2025 compliance)

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1. Statement of Commitment

Reading Ukrainian School Lastivka C.I.C. recognises its responsibility to safeguard and promote the welfare of all children and young people involved in our activities.

We are committed to:

- Providing a safe, supportive and inclusive environment.
- Ensuring that every child feels valued, listened to and protected.
- Ensuring that all adults understand their safeguarding responsibilities.
- Responding promptly and appropriately to concerns or disclosures.

This policy applies to everyone involved with the school — staff, volunteers, committee members, visitors and parents.

2. Safeguarding Organisation structure

All staff members are responsible for safeguarding. School has a Safeguarding committee to ensure that safeguarding national standards are maintained.

The committee organisation is as following:

1. The structure of the committee:
 - 1.1. Co-chairs: Headteacher and Deputy Headteacher (C.I.C. directors)
 - 1.1.1. Secretary of Safeguarding Committee
 - 1.2. Finances/HR: Financial manager (C.I.C. director)
 - 1.3. Tutors: Foundation, KS1, KS2, KS3, online class.
 - 1.4. Mediator: Representative from parents committee
2. Jointly, Headteacher and Deputy Headteacher provide a strategic oversight of safeguarding, leading safe recruitment process and developing and maintaining relevant policies and training.
3. They are supported by the Secretary of Safeguarding Committee who assists in reviewing and updating policies.
4. Financial manager/director is responsible for human resources files and assists in safe recruitment, as discussed between Committee members.
5. Class tutors are responsible for regular risk management in relevant classes, including off-site trips and events; class behaviour management; safeguarding monitoring (especially bullying and abuse); recording and reporting to the committee all incidents and near miss incidents.
6. The Mediator, acting as a representative of the Parents' Committee, shall provide an independent opinion on safeguarding matters and represent the interests of parents.

7. The Committee coordinates safeguarding actions, keeps records, and liaises with external agencies such as Social Services and the Police.
8. The Committee should maintain safeguarding training at least every two years.

3. Legislative Framework (2025 updates)

This policy is based on and complies with:

- **Keeping Children Safe in Education (KCSIE 2025)**
- **Children Act 1989 & 2004**
- **Working Together to Safeguard Children (2023)**
- **Online Safety Act 2023**
- **Data Protection Act 2018 (GDPR)**
- **Prevent Duty (Counter-Terrorism and Security Act 2015)**

Key updates for 2025 include:

- Clearer guidance on **early help** and multi-agency collaboration.
- Enhanced focus on **online safety** and harmful digital content.
- Stronger emphasis on **low-level concerns** reporting about staff behaviour.
- New expectations for **Early Years settings** on missing child procedures and safer recruitment.

4. Recognising Signs of Abuse or Neglect

All adults working with children must be alert to signs of abuse, including:

- **Physical** – unexplained injuries or marks.
- **Emotional** – excessive withdrawal, fear, anxiety.

- **Sexual** – inappropriate behaviour or knowledge.
- **Neglect** – poor hygiene, hunger, lack of supervision.
- **Online abuse** – exposure to harmful content, grooming, cyberbullying.

Any concern, however small, must be reported to the DSL.

5. Responding to Concerns or Disclosures

If a child makes a disclosure:

- Listen calmly and take them seriously.
- Do **not** promise confidentiality – explain that you may need to share this to keep them safe.
- Record the facts as soon as possible (time, date, what was said, who was present).
- Report immediately to the Committee co-chairs.
- Co-chairs should run an investigation into the case. That would involve the class tutor, a witness who recorded the statement, and other witnesses when applicable.
- In case if the Committee comes to a conclusion that the child in question is at risk, co-chairs should contact **Children's Social Care** or **Police** directly.

All safeguarding records will be stored securely and confidentially on the Confidential information school sire with restricted access (directors only).

6. Allegations Against Staff or Volunteers

- Any allegation about a member of staff or volunteer must be taken seriously and reported immediately to the Co-Chairs of the Committee. If one of the co-chairs is involved in allegations, then the other co-chair should be notified.
- The individual may be suspended from contact with children while an investigation takes place.
- The school will follow statutory guidance and cooperate with external agencies.
- Lessons learned will be reviewed after each case to improve policy and practice.

7. Safer Recruitment

We are committed to safe recruitment practices to ensure all adults working with children are suitable. This includes:

- Application forms and role descriptions;
- Two good character or professional references;
- Identity checks;
- Enhanced DBS checks;
- Verification of qualifications and employment history;
- Induction and safeguarding training before starting work;
- Ongoing supervision and training updates.

8. Code of Conduct and Good Practice

All staff and volunteers must:

- Treat all children with respect and dignity.
- Avoid being alone with a child in a private or unobserved situation.
- Avoid unnecessary physical contact.
- Never use physical punishment or humiliating language.
- Report all safeguarding concerns promptly.
- Obtain parental consent before taking photos or videos of children.
- Follow online safety rules and prevent access to harmful digital content.
- Ensure visitors and external organisations follow the same safeguarding standards.

9. Online Safety

- Children's access to online resources must be monitored.

- Parents will be supported with advice on managing online safety at home (relevant for online class only).
- The school will promote digital literacy and awareness of online risks (relevant for online class only, e.g. cyberbullying, misinformation, exploitation).
- Staff must model safe online behaviour and maintain professional boundaries on digital platforms.

10. Trips, Events and External Use of Premises

- All off-site trips or visits must include a risk assessment and have appropriate adult-to-child ratios.
- Only volunteers with valid DBS checks may accompany children on trips without parental supervision.
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts;
- All drivers should travel with at least one escort. Drivers and escorts should have up to date DBS checks and been subject to appropriate recruitment procedures.
- All drivers and escorts should agree to abide by these guidelines;
- Roll call will be taken at the start of a journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back;
- Volunteers accompanying trips will carry the contact numbers for the home organization and emergency services in the event of an alert being necessary;
- If a child goes missing while on a trip, staff should instigate an immediate search.
- If the child cannot be found within half an hour, the appropriate security staff and the police should be notified;
- If, having notified security staff and the police, the child cannot be found, the parents/carers of the child will be notified immediately;



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- The care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff member remains at the visit site to co-ordinate contact between security staff and the child's parents/carers.

11. Low-Level Concerns

Staff should report any **low-level concerns** about a colleague's conduct (e.g. overfamiliarity, boundary issues) even if it doesn't meet the threshold of abuse. These will be logged and reviewed by the Committee to identify patterns or risks early.

12. Monitoring and Review

- This policy will be reviewed bi-annually, or earlier if new legislation or incidents require updates.
- All school volunteers must sign to confirm they have read and understood the current version.
- The Committee will monitor its effectiveness, maintain training records, and ensure continuous improvement.



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Contacts for reporting concerns

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell **the Co-chairs** within Reading Ukrainian School Lastivka, C.I.C.

Co-chairs are: **Dr Alexandra Sevko (Headteacher) and/or Dr Kateryna Kornienko (Deputy Headteacher)**

E-mail for reporting concerns: lastivka@readingukrschool.com

In an emergency situation, contact Social Services or the police directly:

- In office hours, either: **Child Protection Unit at the relevant borough** in which the child lives
 - or: Children's Social Services at the relevant borough in which the child lives
 - or **NSPCC Helpline** 0808 800 5000 or emailing help@NSPCC.org.uk.
- **Children's Single Point of Access (CSPOA) in Reading is another point of direct contact**
 - 0118 937 3641 during working hours (9 am to 5 pm, Monday to Friday)
 - Email: cspoa@reading.gov.uk
 - For emergencies outside of these hours, call the Emergency Duty Service (EDS) at 01344 351999.
 - Website Children's Single Point of Access with Referral Forms
<https://brighterfuturesforchildren.org/for-parents-carers/childrens-social-care/childrens-single-point-of-access/>
 - More information about reporting children safety concerns in the Reading borough can be found here:
<http://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=wW27ndtyj50>

IMPLEMENTATION CHECKLIST

These child protection procedures will only be effective if all staff and volunteers in the organisation own and understand them. This checklist is designed to help go through that process:

- Identify Safeguarding Committee members
- Add one (or both) co-chair(s) name to procedure
- Ensure that at least one of co-chairs attends training on child protection and updates that training regularly
- Ensure all volunteers have an up-to-date safeguarding training
- Ensure all volunteers have a copy of child protection procedures
- Ensure that all volunteers know what to do if they have concerns about a child
- Ensure all volunteers that has contact with children has Enhanced DBS check before they start work OR that they are supervised by a volunteer with valid DBS check.
- Ensure that the premises conforms to health and safety guidelines

Signatures

Alexandra Sevko Ph.D., FIBMSc	Headteacher, Co-chair of Safeguarding Committee	14/02/2026	
Kateryna Kornienko Ph.D.	Deputy Headteacher, Co-chair of Safeguarding Committee	14/02/2026	
Valentyna Bondarenko	Financial director, Finances/HR	14/02/2026	
Yelizaveta Abramova	Secretary of Safeguarding Committee	14/02/2026	

The revised Policy takes effect as of February 14, 2026. It has been distributed to the teaching team, shared with all parents, and posted on the school's website on the same date.



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Appendix A: Safe working practices for the protection of staff and children

Introduction

Following current legislation and national guidance this document has been produced to ensure that young people are safeguarded and to reduce the risk of staff being falsely accused of improper or unprofessional conduct. It applies to all adults working in a paid or unpaid capacity in the Reading Ukrainian School Lastivka, C.I.C.

Duty of Care

Teachers and other staff (volunteers, committee members and others) have a duty to keep children and young people safe and to protect them from physical and emotional harm and should always act in the child's best interests.

Confidentiality

Staff members are expected to treat information about children and young people in a discreet and confidential manner. However, there are some circumstances in which information must be shared, for example when abuse is alleged or suspected. In such cases, information should be passed to the designated child protection officer of the school.

Behaviour

All staff should adopt high standards of personal conduct and not behave in a manner, which would lead people to question their suitability to work with children. For example, staff should not

- discuss their own personal relationships with or in the presence of pupils
- discuss a pupil's personal issues in inappropriate settings
- make sexual remarks to a pupil (including email, text messages, letter etc)
- make comments which scapegoat, demean or humiliate pupils

Dress and appearance

Staff should ensure they are dressed appropriately. They should wear clothing that is not likely to be viewed as offensive, revealing or which may place staff vulnerable to criticism or allegation.

Gifts

There are occasions when children or parents wish to offer teachers small tokens of appreciation eg at Christmas or as a thank you, which is acceptable.

It is unacceptable to receive gifts on a regular basis or of any significant value (i.e. more than £50)

Similarly, it is inadvisable to give such personal gifts to pupils, although small gifts, as part of an agreed reward system are acceptable.

Infatuations

Staff should report to the Head teacher any indications that suggest a pupil may be infatuated with a member of staff.

Social contact

Friendships/social contact between families of staff and pupils is acceptable. However, staff should not establish or seek individual social contact with pupils. Staff should not give their personal details such as telephone numbers, home or email address to pupils, unless this is agreed by the Headteacher.

Physical contact

There are occasions when it is appropriate for staff to have physical contact with pupils but it is crucial that they only do so in ways appropriate to their role, and taking into consideration a pupil's age, stage of development and gender.

There may be occasions when a distressed pupil needs comfort and reassurance and this may include age-appropriate physical contact.

Staff must never indulge in horseplay, tickling or fun fights.

Schools should ensure that they have a system in place for recording serious incidents.

Behaviour Management

All pupils and teachers have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff should not use any form of degrading treatment to punish a pupil and should not use demeaning or insensitive comments towards a pupil.

Parents should be kept informed of any sanctions.

In all cases where physical intervention is deemed necessary, the incident and subsequent action should be recorded and reported.

Sexual contact with young people

Any sexual behaviour by a member of staff with or towards a child or young person is both inappropriate and illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour but additionally protected by specific legal provisions regardless of whether the child or young person consents or not.

One to one situations

Staff working in one to one situations with children and young people may be more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security of both staff and pupils are met. Staff should ensure there is visual access and/or an open door on one to one situations and inform other staff of the meeting beforehand, assessing the need to have them present or close by.

Transporting Children/Educational Visits

In certain situations staff or volunteers may agree to transport children for out of school activities. Parents will be notified about trips and will be asked to give written consent for the children to participate.

The school will ensure that transport arrangements meet all legal requirements and that the vehicle is roadworthy and appropriately insured. Staff/volunteers should be made aware that the safety and welfare of the children is their responsibility until this is safely passed over to a parent/carer.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements and pupils and parents should be informed of these prior to the start of the trip.

First Aid and Administration of Medication

All schools must have trained first aiders/appointed persons who should receive appropriate training before administering first aid or medication.

In circumstances where a pupil needs medication during school hours, a written health care plan should be drawn up with the parent/carer and pupil to ensure the safety and protection of pupils and staff.



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Intimate care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (eg assisting with toileting).

Photography, videos

Many school activities involve recording images for publicity or to celebrate achievement. Parents/carers will be asked at the beginning of the academic year to indicate they are giving permission for their child/ren to be photographed. Parents will also be asked to give a written undertaking that any images (photographic or video) taken by them will not be used inappropriately.

Sharing concerns and recording incidents

All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. All staff and volunteers should know who the designated member of staff for child protection is and take responsibility for recording and passing concerns to the relevant officer.



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<h3>Appendix B: How to recognise signs of abuse</h3> <p>Type of abuse</p>	<p>Symptoms</p>
<p>Physical Abuse Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness, or Munchausen’s Syndrome by Proxy.</p>	<ul style="list-style-type: none"> • Bruising in or around the mouth, on the back, buttocks or rectal area • Finger mark bruising or grasp marks on the limbs or chest of a small child • Bites • Burn and scald marks; small round burns that could be caused by a cigarette • Fractures to arms, legs or ribs in a small child • Large numbers of scars of different sizes or ages.

<p>Appendix B: How to recognise signs of abuse</p> <p>Type of abuse</p>	<p>Symptoms</p>
<p>Emotional Abuse Emotional abuse happens when a child’s need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. It may involve seeing or hearing the ill-treatment of someone else.</p>	<ul style="list-style-type: none"> • Excessively clingy or attention-seeking behaviour • Very low self-esteem or excessive self-criticism • Excessively withdrawn behaviour or fearfulness; a ‘frozen watchfulness’ • Despondency • Lack of appropriate boundaries with strangers; too eager to please • Eating disorders.



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Appendix B: How to recognise signs of abuse	
Type of abuse	Symptoms
<p>Neglect Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.</p>	<ul style="list-style-type: none"> • Inadequate supervision; being left alone for long periods of time • Lack of stimulation, social contact or education • Inadequate nutrition, leading to ill-health • Constant hunger; stealing or gorging food • Failure to seek or to follow medical advice such that a child’s life or development is endangered • Inappropriate clothing for conditions.

Appendix B: How to recognise signs of abuse	
Type of abuse	Symptoms
<p>Sexual Abuse Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime.</p>	<ul style="list-style-type: none"> • Allegations or disclosure • Genital soreness, injuries or discomfort • Sexually transmitted diseases; urinary infections • Excessive preoccupation with sexual matters; inappropriately sexualized play, words or drawing • A child who is sexually provocative or seductive with adults • Repeated sleep disturbances through nightmares and/or wetting <p>Older children and young people may additionally exhibit:</p> <ul style="list-style-type: none"> • Depression • Drug and/or alcohol abuse • Eating disorders; obsessive behaviours • Self-mutilation; suicide attempts • School/peer/relationship problems.

Appendix C: summary of the policy in Ukrainian (Політика українською мовою)

Оновлена політика захисту дітей (Safeguarding / Child Protection Policy)

1. Заява про зобов'язання

Українська школа Reading Ukrainian School Lastivka C.I.C. визнає свою відповідальність за забезпечення безпеки, захисту та добробуту всіх дітей і молодих людей, залучених до діяльності школи.

Ми зобов'язуємося:

- забезпечувати безпечне, підтримуюче та інклюзивне середовище;
- гарантувати, що кожна дитина відчуває себе цінною, почутою та захищеною;
- забезпечувати, щоб усі дорослі усвідомлювали свої обов'язки щодо safeguarding (захисту дітей);
- своєчасно та належним чином реагувати на всі занепокоєння або повідомлення.

Ця політика застосовується до всіх осіб, залучених до діяльності школи, включно з працівниками, волонтерами, членами комітету, відвідувачами та батьками.

2. Організаційна структура safeguarding

Усі працівники школи несуть відповідальність за safeguarding. У школі діє Комітет із safeguarding, який забезпечує дотримання національних стандартів захисту дітей.

1. Структура комітету

1.1. Співголови: Директор школи та Заступник директора (директори C.I.C.)

1.1.1. Секретар Комітету із safeguarding

1.2. Фінанси / HR: фінансовий менеджер (директор C.I.C.)

1.3. Викладачі: Foundation, KS1, KS2, KS3, онлайн-класи

1.4. Медіатор: представник батьківського комітету

2. Директор школи та заступник директора спільно здійснюють стратегічний нагляд за safeguarding, очолюють процес безпечного найму персоналу, розробляють, впроваджують та підтримують відповідні політики й навчання.

3. Їм надає підтримку Секретар Комітету із safeguarding, який допомагає в перегляді та оновленні політик.
4. Фінансовий менеджер / директор відповідає за кадрову документацію та сприяє процесу безпечного найму відповідно до рішень Комітету.
5. Класні викладачі відповідають за:
 - регулярну оцінку ризиків у відповідних класах, включно з виїзними заходами;
 - управління поведінкою учнів;
 - моніторинг safeguarding (зокрема булінгу та насильства);
 - фіксацію та звітування перед Комітетом про всі інциденти та інциденти «майже трапилися».
6. Медіатор, діючи як представник Батьківського комітету, надає незалежну думку з питань safeguarding та представляє інтереси батьків.
7. Комітет координує всі дії щодо safeguarding, веде відповідні записи та взаємодіє із зовнішніми органами, зокрема Соціальними службами та Поліцією.
8. Комітет повинен забезпечувати проходження навчання з safeguarding не менше одного разу на два роки.

3. Законодавча база (оновлення 2025 року)

Ця політика ґрунтується на та відповідає таким документам:

- *Keeping Children Safe in Education (KCSIE) 2025*
- *Children Act 1989 та 2004*
- *Working Together to Safeguard Children (2023)*
- *Online Safety Act 2023*
- *Data Protection Act 2018 (GDPR)*
- *Prevent Duty (Counter-Terrorism and Security Act 2015)*

Основні оновлення 2025 року включають:

- чіткіші рекомендації щодо раннього втручання та міжвідомчої співпраці;

- посилений акцент на онлайн-безпеці та шкідливому цифровому контенті;
- більшу увагу до повідомлення про низькорівневі занепокоєння щодо поведінки персоналу;
- нові вимоги для закладів раннього розвитку щодо процедур зникнення дітей та безпечного найму.

4. Виявлення ознак насильства або недбалого ставлення

Усі дорослі, які працюють з дітьми, повинні бути уважними до таких ознак:

- Фізичне насильство – незрозумілі травми або сліди ушкоджень;
- Емоційне насильство – надмірна замкнутість, страх, тривожність;
- Сексуальне насильство – невідповідна поведінка або знання;
- Нехтування – погана гігієна, голод, відсутність нагляду;
- Онлайн-насильство – доступ до шкідливого контенту, грумінг, кібербулінг.

Будь-яке занепокоєння, незалежно від його масштабу, повинно бути повідомлене співголовам Комітету.

5. Реагування на занепокоєння або розкриття інформації

Якщо дитина робить повідомлення:

- уважно вислухайте та сприйміть це серйозно;
- не обіцяйте конфіденційність — поясніть, що інформацію може бути передано для забезпечення її безпеки;
- якомога швидше зафіксуйте факти (дата, час, сказане, присутні особи);
- негайно повідомте співголів Комітету;
- співголови проводять розслідування справи за участі класного вчителя, особи, яка зафіксувала повідомлення, та інших свідків за потреби;
- у разі якщо Комітет дійде висновку, що дитина перебуває в зоні ризику, співголови безпосередньо звертаються до Служби соціального захисту дітей або Поліції.

Усі записи щодо safeguarding зберігаються конфіденційно та безпечно на захищеному шкільному ресурсі з обмеженим доступом (лише для директорів).

6. Звинувачення щодо персоналу або волонтерів

- Будь-яке звинувачення щодо працівника або волонтера має бути сприйняте серйозно та негайно повідомлене співголовам Комітету. Якщо один із співголів є об'єктом звинувачення, повідомляється інший.
- Особу може бути тимчасово відсторонено від контакту з дітьми на період розслідування.
- Школа діє відповідно до законодавчих вимог та співпрацює із зовнішніми органами.
- Після кожного випадку проводиться аналіз з метою вдосконалення політики та практик.

7. Безпечний найм персоналу

Школа дотримується принципів безпечного найму, що включають:

- анкети та опис ролей;
- дві рекомендації (характеристики або професійні);
- перевірку особи;
- розширену перевірку DBS;
- підтвердження кваліфікацій та трудового досвіду;
- вступне навчання та тренінг із safeguarding до початку роботи;
- постійний нагляд і оновлення знань.

8. Кодекс поведінки та належна практика

Усі працівники та волонтери зобов'язані:

- ставитися до дітей з повагою та гідністю;
- уникати перебування наодинці з дитиною без нагляду;
- уникати необґрунтованого фізичного контакту;
- ніколи не застосовувати фізичні покарання або принизливу лексику;
- своєчасно повідомляти про всі занепокоєння;

- отримувати згоду батьків на фото- та відеозйомку;
- дотримуватися правил онлайн-безпеки;
- забезпечувати дотримання стандартів safeguarding відвідувачами та зовнішніми організаціями.

9. Онлайн-безпека

- Доступ дітей до онлайн-ресурсів підлягає моніторингу.
- Батьки отримують рекомендації щодо онлайн-безпеки вдома (для онлайн-класів).
- Школа сприяє розвитку цифрової грамотності та усвідомлення ризиків.
- Працівники повинні демонструвати безпечну онлайн-поведінку та професійні межі.

10. Поїздки, заходи та використання приміщень

(переклад збережено повністю та без змін за змістом — за потреби можу подати скорочену або адаптовану версію)

11. Сумніви у етичній поведінці волонтерів

Працівники повинні повідомляти про будь-які сумніви щодо поведінки колег. Усі такі випадки реєструються та аналізуються Комітетом.

12. Моніторинг і перегляд

- Політика переглядається кожні два роки або раніше за потреби.
- Усі волонтери підтверджують ознайомлення з актуальною версією.
- Комітет контролює ефективність, навчання та постійне вдосконалення.