

NORFOLK INTERNATIONAL LANGUAGES SCHOOL CIC

Professional Safeguarding and Child Protection Policy

This policy applies to all directors, staff, volunteers, parents, contractors and individuals working on behalf of Norfolk International Languages School CIC.

The organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults involved in educational, cultural and community activities.

1. Safeguarding Statement

- The organisation believes that every child has the right to feel safe, protected and respected.
- Safeguarding responsibilities apply to all adults involved in the organisation.
- The welfare of the child is the organisation's highest priority.

2. Legal Framework

- Children Act 1989 and 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Equality Act 2010
- UK GDPR
- Norfolk Safeguarding Children Partnership guidance

3. Designated Safeguarding Lead (DSL)

- The organisation will appoint a Designated Safeguarding Lead responsible for safeguarding oversight.
- The DSL is responsible for receiving safeguarding concerns, maintaining records, making referrals and supporting staff and volunteers.
- Deputy safeguarding arrangements may be implemented where necessary.
- Designated Safeguarding Lead (DSL)

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Safeguarding completed date - 2025 August

4. Types of Abuse and Harm

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

- Bullying and cyberbullying
- Online exploitation
- Discrimination and hate-related abuse
- Radicalisation and extremism risks

5. Recognising Safeguarding Concerns

- Changes in behaviour or emotional wellbeing
- Signs of injury or neglect
- Fearful or withdrawn behaviour
- Inappropriate online activity
- Disclosures made by children or vulnerable adults

6. Responding to Disclosures

- Remain calm and listen carefully.
- Do not promise confidentiality.
- Reassure the child they have done the right thing.
- Record the information accurately.
- Report concerns immediately to the DSL.

7. Reporting Procedures

- All safeguarding concerns must be reported immediately.
- Where necessary, referrals may be made to Norfolk safeguarding authorities, social care, police or emergency services.
- Safeguarding records will be stored securely and confidentially.

8. Allegations Against Staff or Volunteers

- Any allegation involving staff or volunteers will be treated seriously.
- The organisation may suspend activities pending investigation.
- Relevant safeguarding authorities may be contacted.

9. Safer Recruitment and DBS

- DBS checks may be required for staff and volunteers working with children.
- References may be requested.
- Safeguarding responsibilities are explained during induction.

10. Online Safety

- The organisation promotes safe and responsible use of technology.
- Cyberbullying, inappropriate content and online harassment are not tolerated.
- Children should not share personal information online.
- Photography and online publication must follow GDPR and consent procedures.

11. Photography and Media

- Photographs and videos may only be used with parental consent.

- The organisation will avoid identifying children by full name publicly.
- Images must be stored securely.

12. Confidentiality and Record Keeping

- Safeguarding records are confidential.
- Information will only be shared where necessary to protect a child or vulnerable person.
- Records will be securely retained.

13. Educational Visits and Activities

- Appropriate supervision must be maintained during trips and activities.
- Risk assessments should be completed where necessary.
- Emergency contact information must be available.

14. Behaviour Expectations

- All adults must behave professionally and respectfully.
- Physical punishment or humiliating behaviour is prohibited.
- Appropriate boundaries must be maintained.

15. Equality, Diversity and Inclusion

- The organisation promotes equality and inclusion.
- Discrimination and harassment are not tolerated.

16. Complaints and Whistleblowing

- Concerns regarding safeguarding practice may be raised confidentially.
- Whistleblowing concerns will be treated seriously.

17. Policy Review

- This policy will be reviewed annually.
- Safeguarding procedures may be updated in line with legal or local safeguarding guidance.

17. Protection of personal data during the implementation of security procedures

- Class diaries, attendance lists and other documentation containing students' personal data are protected in accordance with the applicable regulations on the protection of personal data. The documentation remains under the constant supervision of the teacher or other authorized person and cannot be made available to unauthorized persons. Once evacuation or other safety-related activities are completed, the documentation should be returned to a safe storage location without delay. Detailed rules for the processing of personal data are specified in the School's Privacy Policy.

18. Confidentiality of information regarding student health

- Information about the health status of students, including information about allergies, medications taken and other special medical needs, is special category data and is processed only to the extent necessary to ensure the safety of the student. Only authorized persons have access to this information. Detailed rules for the processing of medical data are specified in the School's Privacy Policy.

19. Data Protecting in Safeguarding

- Safeguarding records containing personal data are stored in a manner that ensures its confidentiality, integrity and security. Only persons authorised to perform child protection duties have access to the documentation. Personal data are made available only to entities authorized under the provisions of law and only to the extent

Safeguarding Reporting Template

Child / Young Person Details

Name: _____

Date of Birth: _____

Parent/Guardian: _____

Contact Number: _____

Concern Reported By

Name: _____

Role: _____

Date and Time: _____

Details of Concern

Action Taken

Approved by: Norfolk International Languages School CIC

Date: 2026