Wisdom Bridge International School (WBIS)

Safeguarding & Child Protection Policy

Effective Date: [1/4/2025] | Review Date: Annual

1. Policy Statement

Wisdom Bridge International School (WBIS) is committed to safeguarding and promoting the welfare of all students and staff. We ensure a safe, inclusive, and supportive learning environment by adhering to international safeguarding standards, legal requirements, and best practices in education.

Core Principles:

The welfare of the child is paramount.

All students, regardless of age, gender, ability, or background, have the right to protection.

Staff, volunteers, and visitors must uphold the highest standards of conduct.

2. Roles & Responsibilities

2.1 Safeguarding Committee

A dedicated Safeguarding Committee oversees all safeguarding matters, ensuring prompt and effective responses.

Role, Responsibilities

Principal	Overall accountability for safeguarding; liaises with external agencies.
Academic Coordinator	Ensures safeguarding integration into teaching practices.
Head of Student Welfare	Leads pastoral care and student well-being interventions.
Head of HR	Manages staff conduct, training, and background checks.

Reporting Protocol:

- Immediate Concerns: Report via the designated Safeguarding Viber Channel (24/7 access for urgent matters).
- Non-Urgent Issues: Submit a written incident report via the school's safeguarding portal.
- Confidentiality: All reports are handled discreetly; only necessary parties are informed.

2.2 Staff Obligations

- Mandatory Training: All staff must complete annual Child Protection Training and CPD sessions.
- Duty to Report: Failure to report concerns may result in disciplinary action.
- Code of Conduct: Staff must adhere to WBIS's Staff Behavior Policy

3. Safeguarding Framework

3.1 Teaching & Learning Process

Objective: Ensure a safe, respectful, and effective learning environment.

Teacher Responsibilities:

Must:

- Deliver well-planned, inclusive lessons.
- Attend all safeguarding trainings (e.g., Prevent Duty, online safety).
- Model positive behavior and respect.

Prohibited:

- Physical punishment (hitting, pinching), shouting, or humiliation.
- Discrimination, sexual harassment, or neglect (e.g., leaving students unsupervised).
- Ignoring safeguarding concerns or failing to report incidents.

Consequences for Violations:

- *1st offense: formal warning + mandatory retraining.*
- *Repeated breaches: suspension or termination.*

3.2 Health & Safety

Medical Policy:

Only the school nurse may administer medication (with parental consent).

Emergency Protocol:

- Provide first aid (if trained).
- Contact the nurse/safeguarding team immediately.
- Document the incident.

Physical Safety:

- Report hazards (e.g., broken equipment, unsafe premises) via the Viber Channel.
- Regular fire drills and lockdown practices.

3.3 Behavior & Attitudes

Early Intervention:

- Minor Issues: Addressed by teachers (e.g., restorative conversations).
- Persistent Concerns (e.g., bullying, refusal to engage in learning 3+ times in 10 days): Escalate to the Safeguarding Committee.

Intervention Steps:

- Monitoring Phase (1 week): Teachers document behavior.
- Parent Meeting: Discuss support strategies (e.g., home-school contracts).
- Specialist Referral: If needed, involve educational psychologists or counselors.

Appendix A: **Staff Code of Conduct**

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Effective Date: 1/4/2025 | Review Cycle: Annually

1. Purpose

This code outlines the expected standards of behavior for all staff (teaching and non-teaching) to ensure a safe, respectful, and professional environment for students, colleagues, and the wider school community.

2. Core Principles

- Child-Centered Practice: priorities students' welfare, safety, and development.
- Professional Integrity: Act with honesty, fairness, and transparency.
- Respect & Inclusion: Embrace diversity and uphold dignity for all.
- Zero Tolerance: for abuse, discrimination, or misconduct.

3. Professional Conduct

A. Interactions with Students

Expected Behaviors:

- Treat all students with patience, respect, and fairness.

- Maintain appropriate boundaries (physical, emotional, and digital).
- Use positive reinforcement and constructive feedback.
- Report safeguarding concerns immediately (via the Safeguarding Viber Channel).

Prohibited Behaviors:

- Physical contact (except for safeguarding-approved first aid/comfort).
- Humiliation, shouting, or derogatory language.
- Discrimination (based on race, gender, disability, religion, etc.).
- Sexual misconduct (including inappropriate jokes or communication).
- Private social media contact with students (unless for approved school activities).
- Unneeded student gatherings and phone contact sharing are prohibited.

B. Interactions with Colleagues & Parents

Expected Behaviors:

- Collaborate respectfully and professionally.
- Communicate with students/colleagues transparently and constructively.
- Resolve conflicts through school mediation protocols.

Prohibited Behaviors:

- Bullying, gossip, or harassment.
- Public criticism of colleagues, students, or parents.
- Unauthorized sharing of confidential information.

C. Professional Responsibilities

Expected Behaviors:

- Arrive punctually and fulfill duties diligently.
- Attend mandatory trainings (CPD, safeguarding, first aid).
- Follow school policies (safeguarding, health & safety, ICT usage).

Prohibited Behaviors:

- Negligence (e.g., inadequate lesson planning, ignoring safety protocols).
- Misuse of school resources (e.g., funds, equipment, time).
- Falsifying records (attendance, grades, incident reports).

4. Safeguarding & Confidentiality

- Mandatory Reporting: Staff must report concerns about a student's welfare (even if uncertain).
- Confidentiality: Student/staff information is shared only with authorized personnel.
- Whistleblowing: Report misconduct anonymously via the school's Ethics Hotline

5. ICT & Social Media Policy

- School Devices: Used only for educational purposes (no personal browsing/gaming).
- Social Media:
- Avoid friending/following students on personal accounts.
- Never discuss school matters publicly.
- Email/Communication: Use official school channels for parent/student contact.

6. Dress Code & Appearance

- Professional attire (as per school guidelines).
- Cultural/religious attire is respected, provided it meets safety standards (e.g., lab classes).

7. Disciplinary Actions

- Violations will be investigated by the Safeguarding Committee and may result in:
- Verbal/Written Warning (minor breaches, e.g., tardiness).
- Suspension (serious misconduct, pending investigation).
- Termination + Legal Action (e.g., abuse, fraud, grooming).

Role-Specific Guidelines

A. Sports Coaches

Additional Safeguarding Measures:

<u>Physical Contact:</u>

- Only use approved techniques (e.g., spotting in gymnastics) with explicit student consent.
- Avoid one-on-one sessions; ensure two adults are present for locker room supervision.

Safety Protocols:

- Conduct equipment checks before practices/games.
- Follow concussion protocols (remove injured students immediately).

Behavioral Standards:

- Promote teamwork and fair play—zero tolerance for aggressive coaching.
- Report hazing, bullying, or inappropriate initiations.

Prohibited:

- Forcing students to play through injuries.
- Isolating students as punishment (e.g., excessive laps).

B. Music Teachers

Additional Safeguarding Measures:

Private Lessons:

- Doors must remain open or use glass-walled rooms.
- Record lessons if one-on-one (with parental consent).

Instrument Hygiene:

- Sanitize shared instruments (e.g., mouthpieces, drumsticks) after each use.

Performance Boundaries:

- Avoid culturally insensitive repertoire or costumes.
- Ensure lyrics/themes are age-appropriate.

Prohibited:

- Physical adjustments (e.g., hand positioning) without verbal instruction first.
- Pressuring students to perform beyond their comfort level.

C. Art Teachers

Additional Safeguarding Measures:

Material Safety:

- Store hazardous materials (e.g., solvents, sharp tools) in locked cabinets.
- Use non-toxic, washable supplies for younger students.

Content Boundaries:

- Redirect graphic/violent themes to counselors (may indicate distress).
- Never display student work without permission.

Supervision:

- Monitor kilns/printmaking equipment at all times.

Prohibited:

- Using nude models (even for older students) without parental consent.
- Critiquing art in a way that shames students.

D. IT Staff

Additional Safeguarding Measures:

Data Protection:

- Never share student/staff passwords or browsing history.
- Report cyberbullying or unsafe online activity to the Safeguarding Committee.

Device Management:

- Install content filters on school devices (blocking explicit/radicalization material).
- Ensure location tracking is disabled on student tablets.

Ethical Hacking:

- Only access private accounts/files with written authorization (e.g., investigations).

Prohibited:

- Using admin privileges to monitor staff/students without cause.
- Downloading unlicensed software or personal files to school servers.

4. Librarians

A. Safeguarding & Student Welfare

Expected Behaviors:

- Monitor Safe Spaces: Ensure the library remains a bully-free zone for study and reading.
- Content Oversight:
- Curate age-appropriate materials (e.g., flag mature themes in YA books for parental review).
- Remove/restrict access to materials with explicit violence, hate speech, or inappropriate content.
- Digital Safety:
- Supervise student computer use to prevent access to harmful websites.
- Teach digital literacy (e.g., spotting misinformation, citing sources ethically).

Prohibited Behaviors:

- Allowing unsupervised access to unfiltered internet or restricted sections.
- Sharing personal opinions on religious/political books in a way that influences students.

B. Professional Responsibilities

Expected Behaviors:

Resource Management:

- Maintain an inclusive, diverse collection (representing cultures, abilities, and backgrounds).
- Track borrowed materials to prevent loss/theft.
- Collaboration:
- Work with teachers to support curriculum-aligned resources.
- Host reading programs (e.g., author visits, book clubs) with Safeguarding Committee approval.

Prohibited Behaviors:

- Censoring books without committee review (e.g., removing LGBTQ+ titles).

- Late fines or punishments that shame students (use positive reinforcement instead).

C. Health & Safety

Emergency Preparedness:

- Know fire evacuation routes and conduct regular drills for library visitors.

Hygiene:

- Sanitize high-touch surfaces (e.g., computers, desks) daily.

D. Interactions with Students

Privacy:

- Protect student borrowing records (never disclose reading habits to others).