



SAFEGUARDING & CHILD PROTECTION POLICY

British Campus Algeria | Birkhadem, Algiers

Policy Reference	BCA-SG-01
Version	2.0
Date Approved	March 2025
Approved By	Board of Governors — Steve Phillips (Chair) + Safeguarding Governor
Signed Off	Darren Hugill, Executive Director of Education
Policy Period	March 2026 – March 2028
Next Review Date	March 2027 (or sooner if guidance changes)
Statutory Framework	Keeping Children Safe in Education (DfE, 2024); Working Together to Safeguard Children (2023); Algerian Law on Child Protection
DSL	Zineb Djelaila
Deputy DSL	Dr Roumaissa Amichi
HR Lead	Ms Sakina Bridji

MANDATORY — ALL STAFF MUST READ AND SIGN THIS POLICY

This policy applies to all staff, governors, volunteers, contractors, and any person who comes into contact with pupils on behalf of British Campus Algeria. Compliance is mandatory. Any breach of this policy will be treated as a serious disciplinary matter.

1. Introduction & Legislative Framework

British Campus Algeria (BCA) is an international school in Birkhadem, Algiers, serving pupils from Reception to Year 13. BCA is deeply committed to safeguarding and promoting the welfare of all children in its care. The safety and wellbeing of every pupil is our highest priority — above all other considerations.

This policy has been written in line with the statutory guidance Keeping Children Safe in Education (DfE, September 2024) and Working Together to Safeguard Children (HM Government, 2023), which BCA adopts as best practice for a British Schools Overseas setting. It is supplemented by Algerian national law on child protection and the COBIS Safeguarding Framework (2023).

As a school pursuing British Schools Overseas (BSO) accreditation via Penta International, BCA holds itself to the standards set out in KCSIE 2024 in full, including the additional guidance in Annex B for settings outside England.

Our guiding principle: "Safeguarding is everyone's responsibility." No single member of staff, however senior, is exempt from this responsibility.

1.1 Key Legislation and Guidance

- Keeping Children Safe in Education (DfE, September 2024) — primary statutory framework adopted as best practice
- Working Together to Safeguard Children (HM Government, 2023)
- Children Act 1989 and Children Act 2004 (England & Wales)
- Domestic Abuse Act 2021
- Female Genital Mutilation Act 2003 (and mandatory reporting duty)



- Counter-Terrorism and Security Act 2015 (Prevent duty)
- Algerian Law No. 15-12 on Child Protection (June 2015)
- COBIS Safeguarding and Child Protection Framework (2023)
- Guidance for Safer Working Practice (Safer Recruitment Consortium, 2019)
- Online Safety Act 2023 (UK) — adopted as best practice for online safety obligations

2. Scope

This policy applies to all individuals working at or on behalf of BCA, including:

- All teaching and non-teaching staff (permanent, fixed-term, supply)
- Senior leadership team and governors
- Volunteers, student teachers, and work experience placements
- Contractors, visitors, and external agencies working on site
- Any individual engaging with pupils remotely or online on behalf of BCA

It covers all pupils from Reception to Year 13, including on school premises, during off-site activities, residential trips, and in online school-facilitated environments.

3. Roles & Responsibilities

3.1 The Designated Safeguarding Lead (DSL)

The DSL at BCA is Zineb Djelaila. The Deputy DSL is Dr Roumaissa Amichi. At least one DSL or Deputy DSL will be available at all times during school hours. Cover arrangements are in place for absences.

The DSL holds the overall responsibility for safeguarding at BCA. Specific responsibilities include:

- Acting as the first point of contact for all safeguarding referrals from staff
- Making referrals to Algerian child protection authorities and, where relevant, the British Embassy Algiers
- Maintaining the school's confidential safeguarding records and case files
- Liaising with the Executive Director of Education on all safeguarding matters
- Ensuring all staff receive appropriate safeguarding training
- Keeping up to date with current KCSIE guidance and disseminating updates to staff
- Managing low-level concerns about staff conduct in line with Section 8 of this policy
- Ensuring the school's online safety arrangements are appropriate and monitored

3.2 The Executive Director of Education

The Executive Director of Education, holds strategic accountability for safeguarding at BCA. Responsibilities include:

- Ensuring this policy is implemented, reviewed, and available to all staff
- Receiving all allegations and concerns involving senior staff or the DSL
- Ensuring the school maintains a Single Central Record (SCR) of all pre-employment checks



- Reporting to the Board on safeguarding compliance, including at each BSO review point
- Ensuring at least one member of every interview panel has completed Safer Recruitment training

3.3 The Board of Governors

The Board, chaired by Steve Phillips, ensures that:

- BCA has an effective safeguarding policy that is reviewed at least every two years
- The board chair as the designated governor lead on safeguarding
- The school's culture, leadership, and practice embed the safeguarding of children
- Concerns about the Executive Director of Education are referred directly to the Board Chair
- Safeguarding compliance is reported at each Board meeting

3.4 All Staff

Every member of BCA staff has a duty to:

- Read, understand, and comply with this policy
- Know who the DSL and Deputy DSL are and how to contact them
- Report any concern — however minor it seems — without delay
- Complete safeguarding training at induction and annually thereafter
- Adhere to the BCA Staff Code of Conduct at all times
- Understand and follow the school's Online Safety and Acceptable Use policies

4. Recognising Abuse and Neglect

All staff must be able to recognise the signs of abuse and neglect. KCSIE 2024 identifies four main categories:

4.1 Physical Abuse

A form of abuse involving actions that cause physical harm to a child, including hitting, shaking, throwing, poisoning, burning, drowning, or suffocating. It may also occur when a parent or carer fabricates the symptoms of illness in a child.

4.2 Emotional Abuse

The persistent emotional maltreatment of a child causing severe and adverse effects on their emotional development. This includes making children feel worthless, unloved, or inadequate; frightening, humiliating, or exploiting them; and serious bullying — including cyberbullying. Emotional abuse may involve age-inappropriate expectations, overprotection, or witnessing domestic abuse.



4.3 Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes contact and non-contact activities such as involving children in watching sexual activities, producing or sharing sexual images, and grooming online or offline. Children can be abused by adults or by other children (see Section 4.6).

4.4 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs. This includes failure to provide adequate food, clothing, shelter, appropriate medical care, or supervision; or failure to ensure appropriate emotional or educational provision.

4.5 Additional Safeguarding Concerns (KCSIE 2024)

In addition to the four categories above, staff should be alert to the following specific safeguarding issues, all of which are addressed in KCSIE 2024:

- Child-on-child abuse (formerly 'peer-on-peer') — including sexual harassment, sexual violence, bullying, and coercive control between pupils
- Online abuse — including cyberbullying, grooming via social media, sharing of intimate images, and exposure to harmful content
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)
- Domestic abuse — children as victims in their own right under the Domestic Abuse Act 2021
- Female Genital Mutilation (FGM) — a mandatory reporting duty applies; any teacher with reason to believe a pupil has been subject to FGM must report to police
- Forced marriage
- Honour-based abuse (HBA)
- Radicalisation and extremism — staff should refer concerns via the Prevent Channel pathway
- Trafficking and modern slavery
- Harmful sexual behaviour (HSB) between children
- Mental health — persistent or significant deterioration in a child's mental health may indicate abuse or neglect
- Serious violence — where a child is at risk of or involved in gang activity or serious violence

4.6 Child-on-Child Abuse

Child-on-child abuse is real and harmful. It must never be dismissed as 'banter', 'just boys being boys', or part of growing up.

BCA recognises that children can abuse other children. This can occur in school, online, and outside school. All reported or suspected child-on-child abuse is treated with the same seriousness as abuse by an adult. This includes:

- Bullying — including cyberbullying and prejudice-based bullying
- Sexual harassment — unwanted conduct of a sexual nature, online or offline
- Sexual violence — rape, assault by penetration, sexual assault
- Sharing of intimate or sexual images — including pressuring others to share



- Upskirting
- Initiation or hazing rituals

5. Responding to Concerns — The BCA 5Rs

At BCA we apply the 5Rs safeguarding framework, aligned to KCSIE 2024 guidance:

5.1 Recognise

Abuse is not always visible. Staff must be alert to changes in behaviour, physical signs, verbal disclosures, and contextual indicators. No sign or concern should be dismissed. Early intervention is always better than late intervention.

5.2 Respond

If a child discloses abuse or a concern is identified:

- Listen calmly; do not express shock or disbelief
- Do not promise confidentiality — explain that you may need to share what you have been told
- Do not investigate or ask leading questions
- Use open questions only: 'Can you tell me more about that?'
- Reassure the child they have done the right thing
- Report to the DSL or Deputy DSL without delay

5.3 Record

All concerns must be recorded in writing as soon as possible after the event, using the child's own words where possible. Records must include:

- Date, time, and location of the concern or disclosure
- Names of all parties involved
- Factual description of what was seen, heard, or reported
- Name of the staff member recording and any action taken

Records are maintained by the DSL in a secure, confidential file separate from the pupil's general school record. Records may be passed to receiving schools on transfer.

5.4 Report

Concerns must be reported to the DSL (Zineb Djelaila) or Deputy DSL (Dr Roumaissa Amichi) immediately. Do not delay reporting pending further evidence.

- If the DSL is implicated in the concern, report to the Executive Director of Education directly
- If the Executive Director is implicated, report to the Board Chair (Steve Phillips) directly
- In an emergency where a child is in immediate danger, contact Algerian emergency services (17 – Police) before informing the DSL



BCA Safeguarding Key Contacts

DSL: Zineb Djelaila Deputy DSL: Dr Roumaissa Amichi , Executive Director of Education, Board Chair, British Embassy Algiers: +213 (0) 770 085 000

5.5 Refer

Where a concern meets the threshold for external referral, the DSL will refer to the appropriate authority. In Algeria, this includes:

- Algerian National Police (Sûreté Nationale) — 17
- Social welfare services (Direction de l'Action Sociale)
- British Embassy Algiers — for concerns involving British nationals or dual-national children
- Where a staff member's conduct is involved — the process described in Section 8 applies

6. Online Safety

KCSIE 2024 significantly strengthened schools' obligations around online safety, including filtering, monitoring, and the specific risks posed by AI-generated content. BCA treats online safety as a core safeguarding responsibility.

6.1 Filtering and Monitoring

- All school devices and the school network are subject to appropriate filtering to block harmful content
- BCA's network monitoring system is reviewed termly to ensure it remains effective
- Any attempt to bypass filtering tools (VPN, proxy sites) is treated as a conduct matter and may indicate safeguarding concerns
- Monitoring systems are proportionate and do not undermine staff trust

6.2 Artificial Intelligence (AI) — New in KCSIE 2024

The use of AI tools by pupils and staff introduces new safeguarding risks that BCA takes seriously:

- AI-generated deepfake images — including sexualised images of real children — constitute abuse and must be reported as such
- Staff must not use AI tools to generate images involving or resembling pupils
- Pupils must be taught about the risks of AI-generated content, including how it can be used for grooming or exploitation
- Any AI tool used in school for educational purposes must be approved by the Executive Director of Education

6.3 Pupil Online Safety Education

- Online safety is embedded within the BCA curriculum at all key stages
- Pupils are taught about safe use of social media, privacy settings, and reporting harmful content
- Staff are trained to understand the online landscape that pupils inhabit



6.4 Staff Online Conduct

- Staff must not contact pupils via personal social media, WhatsApp, or any unapproved platform
- All pupil communication must be via school-approved channels (Google Workspace, Seesaw, school email)
- All online lessons must be recorded; no private 1:1 video calls with pupils
- Staff who receive unsolicited contact from pupils via personal channels must report this to the DSL immediately

7. Safer Recruitment

BCA is committed to safe recruitment practices as set out in KCSIE 2024, Part Three. All appointments are conditional on the satisfactory completion of all required checks before an individual begins work.

All interviewers must be accompanied by an internally or externally trained person, in safer recruitment (See the BCA policy on Safer recruitment)

7.1 Pre-Employment Checks

BCA maintains a Single Central Record (SCR) of all checks completed. The following are mandatory for all appointments:

- Identity verification — original documents inspected in person
- Enhanced criminal record check (DBS equivalent for UK-based applicants)
- Algerian police clearance certificate for all locally appointed staff
- Overseas criminal record checks — for any individual who has lived outside their home country for 3 or more months in the last 5 years
- Prohibition from teaching check (Teaching Regulation Agency — UK)
- Section 128 check for management roles (prohibition from management)
- Barred list check (DBS) prior to appointment
- Right to work verification — relevant visa and residency documentation
- Minimum two professional references — at least one from most recent employer; obtained before interview
- Qualifications verification — original certificates inspected

7.2 Interview Panels

- All interview panels must include at least one member who has completed accredited Safer Recruitment training
- All panels must consist of a minimum of two members
- Safer recruitment questions — including a safeguarding scenario — are mandatory at every interview
- All interview notes are retained securely

7.3 Induction

- All new staff receive a safeguarding briefing on Day 1 of employment
- No new employee works unsupervised with pupils until all SCR checks are confirmed



- All staff must read this policy and sign the declaration (see Appendix A) within their first week

8. Allegations and Low-Level Concerns About Staff

8.1 Low-Level Concerns

KCSIE 2024 requires schools to have a clear process for recording and acting on low-level concerns about staff. A low-level concern is any concern — however minor it appears — that an adult working at BCA may have acted in a way that:

- Is inconsistent with the staff Code of Conduct
- Does not meet the threshold of an allegation but still causes concern
- Could indicate a pattern of behaviour when considered alongside other information

All low-level concerns must be reported to the Executive Director of Education (or the Board Chair if the concern relates to the Executive Director). They are recorded in a confidential file maintained by the Executive Director, separate from the staff personnel file.

8.2 Allegations Against Staff

Any allegation that a member of staff has: (a) behaved in a way that has harmed, or may have harmed, a child; (b) possibly committed a criminal offence against or related to a child; (c) behaved towards a child in a way that indicates they may pose a risk of harm to children — must be reported immediately.

The procedure on receipt of an allegation is:

- The subject is removed from unsupervised contact with pupils immediately — this is precautionary, not disciplinary
- The DSL reports to the Executive Director of Education on the same working day
- If the allegation is against the Executive Director, the DSL reports directly to the Board Chair
- The school does not investigate the allegation internally before referral
- Where a criminal offence may have been committed, the matter is referred to Algerian police
- For British nationals or dual-national pupils: the British Embassy Algiers is notified
- Formal investigation proceeds under BCA's Allegations Policy, with HR support (Sakina Bridji)
- If the subject leaves employment, the allegation is still recorded and the outcome documented
- If the threshold for referral to the Teaching Regulation Agency (TRA) or the DBS barred list is met, the referral is made regardless of the outcome of any internal process

8.3 Confidentiality

The identity of the person making an allegation is kept confidential to the greatest extent possible. Confidentiality cannot be guaranteed where withholding information would put a child at risk.



9. Whistleblowing

Every member of BCA staff has a professional and moral duty to raise concerns about the conduct of any colleague — regardless of their seniority. Staff will not be penalised for raising a genuine concern in good faith.

- Concerns should be reported to the DSL or Executive Director of Education in the first instance
- Concerns about the Executive Director should be reported to the Board Chair directly
- Staff may also contact the Teaching Regulation Agency (TRA) or, for welfare concerns involving British nationals, the British Embassy
- Malicious, vexatious, or knowingly false allegations constitute a conduct matter in their own right

10. Mental Health and Wellbeing

KCSIE 2024 strengthens the requirement for schools to take pupil and staff mental health seriously as a safeguarding issue. BCA recognises that:

- Poor mental health can be both a symptom and a cause of abuse or neglect
- All staff should be alert to persistent or significant changes in a pupil's behaviour, emotional state, or presentation
- Where a child's mental health is of concern, the DSL should be informed and an appropriate referral considered
- BCA will work with families, local agencies, and where available, the British Embassy's welfare support services to ensure children in crisis receive appropriate help

BCA is committed to appointing a senior mental health lead and embedding mental health education within the curriculum, in line with DfE guidance.

11. Prevent and Radicalisation

BCA adopts the Prevent duty as best practice for an international school. Radicalisation and extremist ideology are recognised as safeguarding risks. Staff are trained to identify early signs of radicalisation and to make appropriate referrals.

- Any concern about a pupil's potential radicalisation is referred to the DSL in the first instance
- The DSL will consider referral to the Channel programme or equivalent in-country authority
- Concerns about staff radicalisation are treated as an allegation under Section 8
- BCA's curriculum actively promotes British values: democracy, the rule of law, individual liberty, and mutual respect and tolerance

12. Training and Development

- All staff receive safeguarding induction training before or on their first day in post
- All staff complete annual safeguarding refresher training
- The DSL and Deputy DSL complete DSL-level training every two years
- All interview panel members complete accredited Safer Recruitment training
- Online safety training is included in the annual CPD programme



- Governors complete safeguarding training appropriate to their role

Training records are maintained by HR (Sakina Bridji) and reviewed by the Executive Director of Education termly.

13. Policy Review and Compliance

This policy is reviewed every two years, or immediately in the event of:

- Changes to KCSIE or Working Together statutory guidance
- A significant safeguarding incident at BCA
- Recommendations arising from an external inspection or audit
- Changes to key personnel (DSL, Executive Director, Board Chair)

The policy is shared with all staff at the start of each academic year. Quarterly safeguarding audits are conducted to assess compliance and identify areas for improvement. Audit outcomes are reported to the Board.

Approval & Endorsement

Policy Title	Safeguarding & Child Protection Policy
Version	2.0
Date Approved	March 2025
Review Date	March 2027
Executive Director	Darren Hugill — Executive Director of Education
DSL	Zineb Djelaila
Board Chair	Steve Phillips — Board of Governors
HR Director	Ms Sakina Bridji

Signed (Executive Director of Education):

Darren Hugill
Date: _____

Signed (Board Chair):

Steve Phillips
Date: _____

Appendix A — Staff Declaration

All staff must complete and return this declaration to HR within their first week of employment, and upon receipt of each annual update to this policy.

SAFEGUARDING & CHILD PROTECTION POLICY — STAFF DECLARATION



I confirm that I have read, understood, and agree to comply with BCA's Safeguarding & Child Protection Policy (Version 2.0, March 2025).

Full Name: _____ BCA Role:

Signature: _____ Date:

Please return to: Ms Sakina Bridji, HR Director, British Campus Algeria.