



# **SAFEGUARDING / CHILD PROTECTION POLICY**

**03/2025 – 03/2027**

<b>APPROVED/ENDORSED</b>	<b>23/03/2025</b>
<b>NEXT REVIEW</b>	<b>22/03/2027</b>

## BCA- A SUCCINCT SUMMARY/CP POLICY

This policy has been written by **BRITISH CAMPUS ALGERIA**, which fully recognizes its responsibilities and accountabilities regarding our students' safeguarding and child protection matters, hence; it reflects our responsibilities and our obligations- 'We Maslow Our Students Before We Bloom Them!'. BCA caters children from Reception to the Sixth Form, and we are fully committed to providing them the very best quality of social and emotional care and support, teaching and learning, curricula and assessment. By establishing a safe, healthy and inclusive learning environment that nurtures, supports and inspires; we are able to meet all our students' needs.

We are a team of highly committed educators and leaders, who are dedicated to ensuring that this policy is implemented and constantly monitored/reviewed by involving and engaging all stakeholders. With a collaborative and cooperative mindset, we assure that all students feel cared for, and learn in a safe environment. We also aim not only to empower our students to learn, but to celebrate their achievement, success and steady growth. At BCA, our students are always at the heart of every decision we make, feel protected, constantly raise their confidence and self-esteem levels to the utmost, embrace the 21<sup>st</sup> Century skills, keep safe & healthy; and maintain a positive mindset all the times.

### AT BCA, WE BELIEVE THAT

- Safeguarding is everyone's responsibility, and we are committed to promote all our student's welfare
- Our student should be learning and progressing, while being protected all the time in our school
- No matter what their backgrounds, ethnics, colour... they should never experience any kind of abuse
- It is our professional obligation and practice to promote all students' safety by integrating all safeguarding best practices

### OUR KEY OBJECTIVES AND PURPOSE

#### **Our key objectives are:**

- Our fundamental consideration is to ensure that no learner is at risk of abuse or is directly or indirectly harmed
- Create and constantly monitor a safe environment within all school's premises
- Involve and engage all students in all academic and non-academic matters, including their daily's safety
- Continuously monitor and ensure that all children are free from any kind of abuse from all peers or school's employees
- Implement and monitor this policy, and involve and engage all staff all the time; including visitors, guests, contractors...
- Ensure that all children's voices have been heard, and action/s are taken, when needed and necessary

### **To meet our objectives, we commit to:**

- Focus on teams' readiness and skills to deal with all safeguarding cases or issues; and whenever they arise
- Play a cooperative and collaborative role with all international frameworks, laws and regulations; either internationally or nationally
- Regulate values and principles to instil the safeguarding /child protection's culture in all BCA corners

## **OUR PRINCIPLES**

### **Safeguarding is a collective responsibility. Therefore,**

- All our decisions are centred around our students' interests
- We adapt international safeguarding standards, while we adopt the Algerian ones to supplement and promote 'zero' risk approach
- We hold ourselves fully responsible to ensure and promote all students' care to meet their safety needs in all aspects
- We promote a culture of involvement, engagement and ownership; therefore, our students' safeguarding is top priority; and all our staff are trained to identify, report, and act.
- We foster a child-centred approach institution, where all students' voices are heard and cared for
- We nurture a culture of transparency, honesty and more importantly; a pro-active approach when it comes to our children's protection
- We train, coach, mentor, guide and constantly support our staff to be professionally engaged to respond to all students' needs; and in all situations
- We review our policy quarterly/annually, make important changes, when needed/necessary; and share it with our stakeholder

## **WE EMBRACE AND APPLY SAFEGUARDING 5Rs**

At BCA, we use the 5 Rs' safeguarding principles to maintain both our students' and staff welfare and well-being; and more importantly, to protect and ensure the safety for those who are at risk.

- **Recognize:** Symptoms of abuse are not always visible, and no case or symptom should be left behind. We, as a team, treat every incident, concern, early sign... very seriously, and signs of abuse for instance are usually dealt with immediately and effectively. We, of course, take these cases' first steps to further levels, whenever needed and necessary.
- **Respond:** The most important stage in case of detecting a safeguarding issue is to take appropriate action/s, and should be dealt with utmost care, caution and confidentiality. We involve and engage those child/children in a very professional matter, and carry on an informal conversation; if they are not willing to talk, we use it as a strategy to make them comfortable and open up by ice-breaking and asking open questions. Once

we collect the basic information, then we officially acknowledge the case, and address it swiftly to avoid any further consequences.

- **Report:** While BCA has its designated safeguarding individuals (Teachers) and teams (Leadership), they are very aware of our reporting system. Individuals or teams identify the case, respond, then officially report it to the leadership for further action.
- **Record:** Recording cases has always been our best practice, and this way; we have kept accurately all the incidents; where sometimes, we had to refer to the records to understand better the pattern, frequency, accuracy, trustworthy, and therefore move forward. We usually note down everything and includes the concerned parties, date, location, sequences, reason/s, impact... or in other words all 'WH-Questions' (When, where, why, who, whom, what...) to validate the investigation, and triangulate later.
- **Refer:** Referring is the last and important step of our safeguarding principals, and we engage professionals, as well as specialists to investigate further and solve the issue once for good; and never partially. If any case is deemed to be very serious or requires immediate intervention, then we take the necessary action within our school's authority; and if it needs external assistance; then we refer it to the local authorities; and includes Police, Social Welfare...

While our safeguarding's principles rely on the above 5Rs, we at BCA, follow and implement the '4 P's' approach to ensure that the safeguarding area is fully effective and efficient. The foundation of complimenting and supplementing 5Rs by the 4Ps (Proper Planning and Preparation Prevents Poor Performance), is simply to:

- Focus on the importance of taking the time to plan, prevent for and prepare for any incident, investigation, task, finding/s, outcomes, as well as correct
- Assure success, collective responsibility and accountability, and the highest quality
- Decrease the frequency or common incidents to de-escalate to further stages, where sometimes we lack control
- Avoid common issues to arise, and decrease time-consumption to concentrate on the students' other academic and non-academic aspects.

## WE DEFINE SAFEGUARDING 4 MAIN CATEGORIES OF ABUSE

- **Physical:** Overall, it involves anything that causes any physical harm to a child, and Includes hitting, shaking, throwing...
- **Emotional:** Causing severe and adverse effects on the child's emotional development such as not giving a child opportunities to express their views, making fun of them, practicing ill-treatments, serious bullying and cyber, threats, insecurity, isolation....
- **Sexual:** Includes assault, physical contact, watching indecent videos....
- **Neglect:** Involves the failure to meet the basic needs of a child, either physical or psychological, and likely to result to serious handicap, impairment of any child's health or growth

## OUR STAFF- RESPONSIBILITY & ACCOUNTABILITY

All Staff/anyone who has contact with a child or a young person including management and support staff have a responsibility for the followings:

- Listening to and seeking out the views, wishes and feelings of children and young people and ensuring that the child's voice is heard
- Knowing who at the school should be contacted. At BCA, this will be the school safeguarding officer
- That any concerns staff might have about a teacher or teaching assistant should be reported to the relevant head
- To be aware of Whistle-Blowing procedures and where to obtain further information, advice and support
- Being aware of the 'Guidance for Safer Working Practices when working with Children and Young People in education settings
- We must prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required
- We must where relevant, check the identity of a person being considered for appointment and their right to work in Algeria
- We must undertake overseas checks if a staff member is employed or has returned from a period of employment abroad
- We will ensure staff who are coming from countries using Disclosure and Barring Service undergo appropriate checks. Staff already overseas and transferring from one country to another will also be required to obtain equivalent documentation.

This school will ensure that Safer Recruitment practices are always followed and that the requirements outlined in the local statutory guidance are followed in all cases. All interview panels will have at least one member who has undergone Safer Recruitment Training with the necessary skills and knowledge. Our HR procedures include, but not limited to: Screening potential candidates with the right experience, possess valid professional qualifications, 2 current and previous valid references, and more importantly; they must provide their very clean criminal records in their countries of origin, as well as overseas/if applicable.

## OUR PREVENTIVE/EARLY DETECTION MEASURES

All staff at BCA are trained to early detect those students, who are at high risk/potentials to provide them with the necessary support. Procedures to identify that category of students include, but not limited to:

- SEN students (Special Educational Needs)
- Students with previous records, either from the same school or other schools (Poor attendance, behaviour...)
- Students who are lacking social and emotional behaviours
- Students who are coming from broken families (divorce, single-parent, domestic violence, financial issues...)
- Students with extreme opinions or affiliated to odd groups...

## OUR SAFEGUARDING ACTIONS

- Analyze, triangulate and identify all risks
- Create and monitor constantly learning environments, either indoors or outdoors
- Coach, mentor, and educate staff, students, and all stakeholders
- Provide special and suitable support and guidance for students at risk

## OUR ESSENTIALS

- Leadership Team, and includes SLT, MLT and Key Stage Leaders- Collective responsibility
- Clear and feasible policies that are actionable and reviewable
- Specialist safeguarding and designated staff
- Scheduled yearly training sessions, refreshers...
- External agencies either public or private

## OUR SAFEGUARDING SUCCESS CRITERIA

- Staff readiness
- At least yearly policy's review
- Preventive and corrective measures should be in place
- Stakeholders' involvement & engagement
- Integrated safeguarding themes in the curriculum
- Vigorous HR procedures and staffing's activities
- Effective reporting and accurate systems
- Continuous professional development in the area of child protection/safeguarding

## APPROVAL & REVIEW

BCA is professionally committed to continuously protect, plan and execute this policy, ensure compliance from all BCA parties, and make positive changes; whenever necessary, as well as involving and engaging all relevant laws, governmental regulations or legislation. This policy will be reviewed and evaluated every two years, and within the frameworks of BCA. At BCA, we support the practice of conducting quarterly audits to evaluate the level of compliance, strengths, and identify areas for improvement. Once completed, then a feasible plan of action with fixed targets can be designed, implemented and monitored continuously.

This policy has been approved and endorsed by BCA leadership, and endorsed by BCA Board of Governors. We highly expect all BCA stakeholders to adhere to its provisions, honor its terms, contribute to their utmost; work as a team; and make this policy a great success.