

Safeguarding at the International College – International College Appendix

The IC student population is solely comprised of international students and almost exclusively of boarders. In addition, the educational purpose of the IC is different from that of the Senior School, as it focuses on academic and cultural acclimatisation to the UK. This includes one-year GCSE courses for Year 11, two-year GCSE courses for Years 10 and 11, and a one-year general preparation course for Year 9. The majority of current IC students are on a one-year programme, which intensively prepares them for entry into the Senior School or any other secondary school. IC students have lower English levels than Senior School pupils, have little experience of living in the UK, and have different cultural expectations and attitudes. This makes them more vulnerable as a group. All College staff have extensive experience in working with international students and are very aware of how language needs to be adapted to make communication with IC students meaningful and efficient.

DSL: Jo Prior, Joint Principal, 07923382345 (school mobile)

DDSL: Mel Erol, Deputy Housemistress, 07923382344 (school mobile)

Level 3: Bill Prior, Joint Principal, 07546512714 (school mobile)

IC students can be distinguished from Senior School pupils through their uniform: they do not have wing collars and girls wear a dress or trousers, not a skirt.

Staff use missingstudent@international.kings-school.co.uk to alert the core house team of any unexpected absences.

Student training is delivered through the Health & Wellbeing curriculum, which also includes PSHE. The DDSL in charge will attend training to become a CEOP ambassador. In addition, training or information is delivered to students through regular College meetings.

A rota is in place to ensure that during the school day the house is covered by at least one Level 3-trained member of staff.

Addendum: COVID-19 school closure arrangements for Safeguarding and Child Protection

Context

The whole-school Safeguarding and Child Protection Policy's Annex 1 details information regarding the topics below during the Spring Term 2021 school closure. Where IC procedures differ, this is outlined below.

1. **Vulnerable children**
2. **Attendance monitoring**
3. **Designated Safeguarding Lead**
4. **Reporting a concern**
5. **Safeguarding Training and induction**
6. **Safer recruitment/volunteers and movement of staff**
7. **Children and online safety away from school**
8. **Supporting children not in school**
9. **Peer on Peer Abuse**

Key contacts

College DSL: Mrs Jo Prior: jap@international.kings-school.co.uk, 07923382345

College DDSL: Ms Mel Erol: mhe@international.kings-school.co.uk, 07923382344

1. **Vulnerable Children**

Please see the whole-school Safeguarding Policy annex 1.

2. **Attendance Monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. However, the IC will maintain contact with all students through the online learning system during published term time and will record attendance via this means, both through tutor time registration every morning, as well as the weekly mini reports cycles, which feedback on lessons.

3. **Designated Safeguarding Lead**

The IC DSL remains in onsite accommodation, alongside the DDSL. Both remain available to be contacted via phone or online video call throughout this period. The DSL continues to monitor all CPOMS entries. The DSL will continue to be available to engage with social workers, and attend all multi-agency meetings, which can be done remotely as required.

4. **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. This includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead via jap@international.kings-school.co.uk. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. Where staff are concerned about an adult working with children in the school, they should use the DSL's direct email address and mark the email confidential, unless the complaint is about the DSL in which case the Headmaster must be informed.

5. **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) even if they miss their refresher training. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All IC teachers were issued with

“Distance Learning from January 2021 – Teacher Guide” on 8 January as part of the inset, and the document was then presented and discussed in detail. This included specific points regarding lessons:

- When using live webcams for teaching lessons, staff and children must wear suitable clothing – if a pupil appears in your vision in pyjamas for example please ask them to go and get changed.
- Think about the background in your image – a plain wall or a bookshelf full of suitable books is preferable to pupils being able to see around your home. You can also use the ‘blur background’ function in Teams. Similarly, if a pupil is sitting on their bed, please ask them to move to a more suitable and appropriate broadcasting space.
- Language online should remain professional and appropriate just as it would be in your actual classroom.
- If at any point during any lesson you have any pastoral concerns about what a pupil has said or written, please report the matter via CPOMS as you would usually do. (Discipline infractions should be reported via IC sanctions on isams as usual, so we have a record, even if we cannot do much in terms of sanctions).

Where new staff are recruited, or new volunteers enter The King’s School, they will continue to be provided with a safeguarding induction through policy and online training. If we find that staff are deployed from another education or children’s workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children’s barred list check
- there are no known concerns about the individual’s suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

6. Safer recruitment / volunteers and movement of staff

Please see the whole-school Safeguarding Policy annex 1.

7. Children and online safety away from school

The Kings’ School will continue to provide a safe environment, including online. This includes the use of an online filtering system where students are using computers via the school network, and appropriate supervision will be in place via the school’s monitoring systems which link directly to the DSL. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children’s social care and as required, the police. Online teaching should follow the same principles as set out in the Teacher Guide mentioned above. The King’s School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff must only use platforms advised by the King’s School to communicate with pupils. Appointments and lessons should be scheduled through the calendar function, so there is a clear record of meetings, including tutor meetings.

8. Supporting children not in school

Please see the whole-school Safeguarding Policy annex 1.

In addition, College staff have carefully checked up on the movements of international students and are in close contact with all students and guardians. Some students have returned back to families abroad, some remain with guardians and home stays in the UK. In relevant situations, local authorities have been informed of foster care situations.

9. Peer on Peer Abuse

Please see the whole-school Safeguarding Policy annex 1.