



Empowering Children
With Disabilities

“Children with Dreams, Parents with Hope.”

Safeguarding and Child Protection Policy at Empowering Children with Disabilities (EmCD) and Nyabihu School for the Deaf.

Table of contents

1. Aims
 2. Definitions
 3. Roles and Responsibilities
 4. Confidentiality
 5. Recognizing abuse and taking action
 6. Notifying parents
 7. Mobile phones and cameras
 8. Record keeping
 9. Training
 10. Identifying staff
- Appendix 1: Safer recruitment
- Appendix 2: Designated Safeguarding leads
- Appendix 3: The referral route
- Appendix 4: The Safeguarding reporting form
- Appendix 5: Support Plan form Appendix
- 6: Photography consent form



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1. Aims

We aim:

To make sure that all staff are aware of their responsibility for the safety and well-being of the children in our care.

To make sure that at the beginning of each term, all pupils are reminded that they have a duty of care to themselves and each other and must report any concerns they have to a member of staff.

To make sure that appropriate action is taken quickly when safeguarding problems arise.

To make sure that all staff are trained to recognize and how to report safeguarding issues.

2. Definitions

Abuse – This is a violation of an individual’s human and civil rights by any other person or persons. Abuse can be deliberate or unintentional.

a. Physical

This can involve hitting, shaking, and inappropriate restraint.

b. Psychological

This includes emotional abuse, threats of harm, isolation, humiliation, controlling, harassment, verbal (signed) abuse, bullying.

c. Financial

This includes theft, misuse of property and exploitation of vocational profits from students who are working in the vocational program.



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“Children with Dreams, Parents with Hope.”

d. Sexual

This includes forcing or enticing a young person to take part in a sexual act or to observe sexual behavior even if the person is aware of what they are doing.

e. Neglect

The persistent failure to provide the basic physical and psychological needs of an individual. Failure to provide sufficient food, clothing and shelter. Failure to protect from physical harm or to provide adequate supervision.

3. Roles and Responsibilities

Safeguarding and child protection is **everyone’s responsibility, and applies to all staff, volunteers, governors and trustees.** Appendix 5 gives the referral route at Nyabihu.

All staff will be aware of:

- The Safeguarding Policy at Nyabihu
- The definitions of abuse
- The referral processes

Designated Safeguarding Leader (DSL)

There will be at least two named DSL’s, one of whom **must** be present during non-school times, at the evenings, nights and weekends. If both DSL’s are absent, then the Head Teacher or Manager will be responsible.



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Governing Board

The Chair of Governors will be responsible on the board for ensuring that the Safeguarding Policy is followed correctly. They will be the DSL in cases where the allegations are made against the Managers or Head Teacher at the school.

Head Teacher

The Head Teacher is responsible for:

- Ensuring that all ‘staff’ are informed of the Safeguarding Policy.
- Ensuring all ‘staff’ are reminded annually of the Safeguarding policy.
- Communicating the policy and any issues to Parents (family)
- Acting as the DSL where the named DSL’s are accused of abuse

4. Confidentiality

Information will only be shared when it is essential to safeguard the child or other children.

Staff will never promise a child not to tell anyone about the allegation, as this may not be in the best interests of the child.

All records will be kept securely and only designated staff will have access to it.

5. Recognizing abuse and taking action.

If a child makes a disclosure to you.

Listen to them and believe them. Allow them time to ‘talk’ and do not ask leading questions.

Stay calm, and do not show if you are shocked or upset.



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Explain to the child that you need to tell someone because it is serious.

Write down the conversation as soon as you can – trying to use the child’s own words.

Keep to facts!

Sign and date the record and pass to one of the DSL’s immediately

The DSL is then responsible for taking further action. This may involve calling a staff meeting to update all staff of potential dangers.

If a child makes a complaint about one of the DSL

Do as above, but pass the information to the Head Teacher or Chair of Governors as appropriate.

If a member of staff is concerned about another member of staff’s behavior.

Record your observations or accounts of what you have overheard, signed and dated.

Pass the information to one of the DSL’s.

If the allegation is against another child

Record the information as above.

Pass the information to the DSL

The DSL will then:

- Investigate the allegation
- Put in place a support plan to ensure the safety of the child and the accused.
- Review the Support Plan at regular intervals (weekly at least initially)
- Discuss the issue with parents of both children as necessary (to ensure that they will be safe when returning home)



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With Disabilities

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- Inform school staff if general monitoring of the pupil/pupils is required for their continued safety.

6. Mobile Phones, Cameras and Computers

Staff are allowed to bring their mobile phones to school for their own use.

Staff will not take pictures of the pupils unless this is for acceptable reasons agreed with the Head Teacher. (marketing, informing donors of child progress)

Computers will have safeguarding programs installed limiting pupils' access to internet sites.

7. Record Keeping

All safeguarding discussions will be recorded in writing, signed and dated.

Non-confidential records will be available to interested parties on request.

Confidential records will be kept securely and accessible only to those directly affected or those Responsible for Safeguarding at Nyabihu.

8. Training

All new staff will have Safeguarding training as part of their induction.

All staff will have annual Safeguarding training to remind them of their responsibilities.

Safeguarding should be on the Agenda at every Management or Team meeting.

All Governors will receive the Safeguarding Training in order to make sure that they understand their responsibilities to the pupils at Nyabihu.

9. Identifying Staff



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With Disabilities

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All visitors to the School site will be required to sign in at the Reception Office and will be issued with a Visitors Badge. That way, pupils will be able to identify people who should not be on the school premises.

Appendix 1: Safer recruitment

Before new staff are appointed or volunteers accepted to work at the School, we will:

- Verify their identity
- Check that their work history is complete
- Obtain a Police check
- Verify their professional qualifications
- Ask for written references before interview



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Appendix 2: Designated Safeguarding leads

School DSL - the teacher: **Hakizimana Emmanuel**

Matron DSL: **Mukankusi Odette**



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Appendix 3: The referral route

All allegations will be dealt with immediately.

The referral route for all allegations will be:

1. Written report from the member of staff receiving the allegation.
2. This report to be passed to one of the DSL
3. DSL to securely file the report and decide on further action if necessary.
4. Support Plan form to be completed and filed securely.
5. Information to be shared with other staff as necessary
6. Information to be shared with pupil’s family if necessary.
7. Information to be shared with Management and Governors if necessary.

In the event of an accusation being made against one of the DSL, at number 3 above the report will be passed to the Head Teacher.

In the event of the accusation being made against the Head Teacher, at number 3 above the report will be passed to the Chair of Governors.



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Appendix 4: The Safeguarding reporting form

Cause for Concern Form	
Name of child	Date of birth
Date and place of Cause for Concern	
Description of Concern. Continue on the back of this form if necessary	
Concern reported by:	Action taken
Signature	



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With Disabilities

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Appendix 5: Support Plan form

Cause for Concern Support Plan Form	
Name of student	Date of recording
Details of support plan	



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Appendix 6: Photography consent form – also to be produced in Kinyarwanda for parents and pupils

Photography consent form	
Name of child	Date
<p>I give permission for staff at Nyabihu School for the Deaf to take photographs of for the sole purpose of advertising the school and fundraising.</p> <p>These photographs are to be available for me to see at any time.</p>	
Name – printed. Signature	Relationship to child