

THE BRITISH COLLEGE OF BRAZIL'S POLICY AND PROCEDURES FOR SAFEGUARDING, PROTECTING AND PROMOTING THE WELFARE OF OUR STUDENTS

This document is a summary of Nord Anglia's Policy and Procedures for Safeguarding, Protecting and Promoting the Welfare of our Students. You can find the full policy [here](#).

Safeguarding and promoting the welfare of children refers to the processes of protecting students from harm, preventing the impairment of their health and development, ensuring that we seek to improve the general health and well-being of all students in our care and enabling every student to have the optimum life chances and enter adulthood successfully.

BCB's Mission Statement

BCB is a caring and inclusive international community that empowers children to succeed and flourish through a world class education.

Designated Safeguarding Leads (DSLs)

Every school will identify at least one named person as the Designated Safeguarding Lead (DSL), to support the Principal/Head Teachers on each of the school's sites.

This person/people will: receive appropriate safeguarding training to equip them to undertake their role, be given sufficient time in the working day to undertake the role and be able to prioritise Safeguarding when necessary.

At The British College of Brazil, the Designated Safeguarding Leads (DSLs) are:

- Paul McDaniel (Primary): Paul.McDaniel@britishcollegebrazil.org
- Andy Mullan (Primary): Andrew.Mullan@britishcollegebrazil.org
- Michael Jones (Secondary): Michael.Jones@britishcollegebrazil.org
- Beatriz Sanchez (Deputy DSL): Beatriz.Sanchez@britishcollegebrazil.org
- Bruna Brunelli (Deputy DSL): Bruna.Brunelli@britishcollegebrazil.org

Student Expectations

All students are expected to understand what Safeguarding is and what school does to ensure they are kept safe. They should know who the DSLs are and how to report a concern if they have one. Photos of the DSLs are displayed around school for students to refer to. Reporting a concern means speaking to a trusted adult, whether this is a DSL or not. They must ensure that they report all concerns, even if this is about another student.

Staff Expectations

All staff are expected to always follow the Safeguarding policy. They should be aware and alert to signs of potential abuse and always take seriously the concerns of a child. Any concerns they have about a child should be reported to a DSL or Deputy DSL at the earliest opportunity. Staff should confidentially record their concern using iSAMS Wellbeing Manager, where it will be reviewed by a DSL. For any staff unable to access iSAMS, they should make a verbal report to a DSL. When recording a concern on iSAMS Wellbeing Manager, staff must:

- use the child's own words
- don't paraphrase or use own opinion
- make your record as soon as possible after the event
- keep it brief and to the point
- ask for help with writing it up, if you need it.

As well as reporting concerns about a child, staff should also report any concerns they have about another adult. These concerns should be directly reported to a DSL or the Principal.

To ensure everyone is prepared to respond to any Safeguarding concern, staff should fully engage with all training opportunities. Staff can be easily identified by their school lanyard, which must be worn at all times while on campus.

All staff need to recognise that if their behaviour inside or outside the workplace breaches the NAE code of conduct and/or the guidance for safe working practice, this may be considered a disciplinary or even criminal matter.

Handling a Disclosure

If staff suspect that a student in their care may be a victim of abuse or is at risk of abuse or other form of harm, they should not try to investigate and inform the Designated Safeguarding Lead (DSL) about their concerns as soon as possible.

Be aware that if a child asks to speak to someone in confidence about a problem, no one should ever promise confidentiality if what the child discloses, or is likely to disclose, relates to abuse being suffered by them or another child. Staff should always give this as a standard warning before meeting with the child.

The following guidance is based on five key practices for all staff:

- **Receive**
 - Where possible, always stop and listen to a child who wishes to speak in confidence. Where possible during any disclosure, listen, allow silences and try not to show shock or disbelief.
- **Reassure**
 - Try to stay calm, make no judgements and empathise with the child. Never make a promise you can't keep. Give as much reassurance as you can and tell the child what your actions are going to be. Reassure the child that they are doing the right thing by telling you.
- **React**
 - React to what the child is saying only in as far as you need to for further information. Don't ask leading questions, instead keep questions open, for example... "Is there anything else you need to tell me?".
- **Record**
 - Make brief notes about what the child says during the conversation, but if this is not possible, make notes as soon after as you can and certainly within 24 hours. Make sure to record exactly what the child said and not your interpretation of what was shared.
- **Report**
 - A full account of the concern should be passed to the Designated Safeguarding Lead as soon as possible using iSAMS Wellbeing Manager.

Visitor and 3rd Party Expectations

All visitors and 3rd party employees must understand the Safeguarding expectations whilst on site. If they have a concern about a student or adult in school, they should report it to a DSL or Deputy DSL using the contact information above. Alternatively, they can pass on their concern to the adult responsible for their visit.

All 3rd party employees must complete the Nord Anglia Introduction to Safeguarding course before they can work with BCB students. This is managed and recorded by HR.

BCB sets out guidelines for visitors and 3rd party employees to follow while on campus. Those guidelines can be found [here](#). Visitors wear yellow lanyards, maintenance workers wear red lanyards. Visitors and maintenance workers must wear the correct coloured lanyard while on campus.

Parent Expectations

At BCB, we pride ourselves on having a welcoming community, where staff and parents work in partnership. This also applies when considering Safeguarding. Parents must ensure they contact school with any concerns they have about a child, whether the child is their own or not. They should contact a DSL using the email addresses above to express their concerns. They should also contact a DSL with any other concerns they have regarding the safety and wellbeing of our students.

While on campus, parents must sign in at the front gate and wear their parent lanyard. Parents without their lanyard will be asked to wear a yellow visitor lanyard.

Mobile Phones

Staff personal phones must not be used in classrooms and learning areas when students are present, except where required as a last resort in response to an emergency. It is our policy that staff or visitors must not use personal mobile phones to take images or videos of children. Permission for this should be sought from the school's Senior Leadership Team. For parents, images of children taken at school events must not be shared on social media.

Brazilian Law

The Brazilian Law created to protect the Children (under 18 years old) is the Law nº 8069/90 called "Estatuto da Criança e do Adolescente", articles 13, 15, 17, 18, 18-A, 53, 56, 58, 70, 70-B, 100 Paragraph ÚNICO, 103, 104, 106, 131, 225, 226 up to 258.

This law dictates that all measures must be taken immediately to protect the children and thus the police must be contacted and, at the same time, notice given to the "Conselho Tutelar", as dictated in articles 13 and 131 of the above law.

Conselho Tutelar - R. Padre José de Anchieta, 646, Santo Amaro, São Paulo.

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