



**WESTMINSTER**  
ACADEMY . ISLAMABAD

# CHILD PROTECTION POLICY AND PROCEDURE

Westminster provides a caring and supportive atmosphere for its students. This involves caring for both the emotional and academic development of its students. The vast majority of the adults that the students encounter both at school and in their lives outside will also be a positive influence on them. However, we should be alert to the fact that this may not always be the case.

## POLICY

We believe that all children deserve the opportunity to achieve their potential. They should be enabled to:

- Be as physically and mentally healthy as possible.
- Gain the maximum benefit possible from good quality educational opportunities.
- Live in a safe environment and be protected from harm.
- Feel loved and valued with a network of reliable and affectionate relationships.
- Become competent in looking after themselves and coping with every day living.
- Have a positive image of themselves and a secure sense of identity.
- Develop a good inter personal skills and social confidence.

### As professionals we should:

- Be alert to potential indicators of abuse or neglect.
- Be aware of how to deal with confidential information
- Be alert to the risk, which individual abusers may pose.
- Contribute to whatever actions are needed to safe guard the child.

## PROCEDURE

If abuse is suspected either because of signs exhibited by the student or resulting from allegations made by the child, the Principal should be the point of contact. The management team will then work appropriately and where applicable with the police to deal with these allegations.

All members of the school will contribute to whatever actions are needed to safeguard the child. Staff should raise concerns about school practices or the behaviour of the colleagues who they feel puts students at risk of abuse or other serious harm with the Principal or Director.

## DEALING WITH CONFIDENTIAL INFORMATION

- If a child chooses to confide in you, they probably see you as a trustworthy person. **But – don't promise to keep secrets.**
- Explain in simple words that if you are told something that affects a child's welfare or safety you may have to share that information with someone else.
- It is much better to say this before a child tells you something confidential than after – the words cannot be unsaid.
- Some children may choose not to tell you anything even if they are in a risky situation, you may have to accept this but continue to offer support.
- Do not go into too much detail: what happened, where, when and who was involved are the key bits of information needed. Do not ask leading questions, e.g., use questions such as 'Tell me what happened' rather than 'did he.. .'
- Listen carefully and make a record of what you asked and what was said by the child (include observations or behaviour & any recent changes)
- Try not to let your own emotions take over, but do not appear cold and uncaring.
- Always explain what you will do next and keep the child informed of what is happening.