Safeguarding Policy

Policy Number:	SG - 2025 - 001	Version:	1.0
Approval Date:	01-AUG-2025	Approved By:	Charity Kamau
Effective Date:	01-AUG-2025	Next Review Date:	01-AUG-2026
Title:	Principal	Department:	Academic Affairs

Purpose / Objective

Explains why the policy exists and the problem it addresses or goal it aims to achieve.

This Safeguarding Policy exists to protect all children and young people in the school community from harm, abuse, and neglect. It reflects the school's legal and moral responsibility to create a safe, supportive environment where students feel secure, valued, and respected.

The policy addresses the growing need to:

- Identify and respond to signs of abuse or neglect promptly and appropriately.
- Establish clear procedures for reporting and managing safeguarding concerns.
- Support the wellbeing and development of every learner by promoting a culture of vigilance and care.
- Ensure all staff are trained and confident in their safeguarding roles.

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Scope

Defines who the policy applies to (e.g., staff, students, parents) and when or where it applies.

This policy applies to everyone within the school community, including:

- All students – regardless of age, background, ability, or learning needs.
- All staff – including teachers, support staff, administrators, volunteers, and external service providers.
- Parents, guardians, and caregivers – who interact with the school or participate in school activities.
- Visitors and contractors – who may come into contact with children while on school premises.

Policy Statement

The core rules or principles of the policy. Outlines what is allowed, required, or prohibited.

1. **Child-Centred Approach** - The welfare of the child is always the top priority. All decisions and actions must put the child's best interests first.
2. **Zero Tolerance for Abuse** - The school has zero tolerance for any form of abuse, neglect, exploitation, or harm—whether physical, emotional, sexual, or online.
3. **Everyone is Responsible** - Safeguarding is a shared responsibility. All staff and adults in the school community must be alert to signs of harm and report concerns immediately.
4. **Immediate Reporting** - All safeguarding concerns must be reported without delay to the Designated Safeguarding Lead (DSL) or appropriate authority, following the school's reporting procedure.
5. **Confidentiality with Purpose** - Concerns are handled sensitively and confidentially, but never kept secret if it risks a child's safety. Information is shared only with those who need to know to protect the child.

Definitions

Explains key terms used in the policy to ensure clarity and avoid misinterpretation.

1. **Abuse**: Any form of physical, emotional, sexual mistreatment, or neglect that causes harm to a child.
2. **Safeguarding**: All actions taken to promote the welfare of children and protect them from harm, abuse, and neglect.
3. **Disclosure**: When a child reports abuse or shares concerning information about themselves or others.

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4. **Allegation**: A claim or report that someone may have harmed or is at risk of harming a child.

Roles and Responsibilities

Specifies who is responsible for implementing, enforcing, or reviewing the policy.

Role	Responsibilities
School Board / Proprietor	Approves the policy, ensures adequate resources, and oversees compliance.
Headteacher / Principal	Leads the school's safeguarding culture, ensures policy implementation, and supports the DSL.
Designated Safeguarding Lead (DSL)	Coordinates safeguarding procedures, receives reports, makes referrals, maintains records, and provides training.
All Staff and Volunteers	Must be vigilant, report concerns immediately, attend training, and follow safeguarding procedures.
Parents / Guardians	Support school safeguarding practices and report any concerns about a child's welfare.
Students	Are encouraged to speak up about anything that makes them feel unsafe or uncomfortable.

Procedures / Implementation Guidelines

Step-by-step instructions for how the policy will be put into practice.

1. Raising a Concern

Any concern about a child must be reported immediately to the DSL (verbally and in writing). If the DSL is unavailable, report to the deputy DSL or Headteacher.

2. Responding to Disclosures

Listen calmly and attentively. Reassure the child but do not promise confidentiality. Record the child's words accurately and report to the DSL.

3. Referral to Authorities

The DSL determines whether a referral to child protection services or law enforcement is necessary. Parental consent may be sought unless it places the child at further risk.

4. Recording and Documentation

All concerns, disclosures, and actions taken must be documented and stored securely.

5. Training

All staff receive annual safeguarding training. DSLs must attend accredited safeguarding training and refresh it every two years.

6. Safer Recruitment

All new hires undergo background checks, references, and safeguarding interviews. Staff must sign a Code of Conduct.

Compliance and Enforcement

Outlines how adherence will be monitored and what happens in case of non-compliance.

1. DSL and school leadership regularly review safeguarding logs, referrals, and incident trends.
2. Non-Compliance by Staff may result in disciplinary action, including suspension or termination, depending on the severity.
3. Staff who fail to report concerns may face internal disciplinary measures and legal consequences.
4. Any staff member suspected of harming a child will be suspended during investigation and reported to appropriate authorities.
5. Disruptive or harmful behavior from parents will be addressed through school leadership and, if necessary, law enforcement.

Related Documents / References

Lists other policies, laws, or documents that relate to or support the policy.

- Kenya Basic Education Act
- Children's Act (Kenya)
- Teachers Service Commission (TSC) Code of Conduct and Ethics
- Relevant Ministry of Education Guidelines