



RUGBY SCHOOL
JAPAN

Safeguarding Policy 2026-2027

Version 1.0

Associated guidance and policies

‘Safeguarding and Child Protection Policy’ Equality Act (2010)
 ‘Guidelines for Life at Rugby School Japan’
 ‘Rugby School Japan Complaints Procedure’
 ‘Rugby School Japan Discipline and Rewards Policy’
 ‘Rugby School Japan Document Retention Policy’
 ‘Rugby School Japan Standard Terms and Conditions (Parent Contract)’
 ‘Rugby School Japan Pupil Manual’

Contents

1. AIMS	3
2. LEGISLATION AND GUIDANCE	3
3. DEFINITIONS	4
4. EQUALITY STATEMENT	5
5. ROLES AND RESPONSIBILITIES	5
6. CONFIDENTIALITY	7
7. RECOGNISING ABUSE AND TAKING ACTION	9
8. COMPLAINTS PROCEDURE	12
9. REPORTING CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER	12
10. ALLEGATIONS OF ABUSE MADE AGAINST OTHER STUDENTS	13
11. NOTIFYING PARENTS	14
12. STAFF CODE OF CONDUCT	14
13. VISITOR CODE OF CONDUCT	14
14. SAFEGUARDING AND THE PHYSICAL ENVIRONMENT	14
15. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES	15
16. RECORD-KEEPING	15
17. TRAINING	15
18. MONITORING ARRANGEMENTS	17
19. LINKS WITH OTHER POLICIES	17
20. SAFEGUARDING CONTACT DETAILS	17
APPENDIX 1: Types of Abuse	18
APPENDIX 2: Allegations of abuse made against staff	21
APPENDIX 3: Allegations against staff report template	25
APPENDIX 4: Specific safeguarding issues	27
APPENDIX 5: Procedures for managing the sharing of nudes / youth produced sexual imagery	41
APPENDIX 6: Wellbeing - Identifying levels of need and what to do next	44
APPENDIX 7: Wellbeing & Assessment Plan	53
Child / Young Person’s View	54
Parent / Primary Carer’s View	55
Wellbeing Action Plan	56
Prompt Sheet for wellbeing assessment	57
APPENDIX 8: Low Level Concern Form - English version; Japanese version available from DSL	58
APPENDIX 9: Child Protection Risk Assessment Form	62
APPENDIX 10: DSL checklist when managing CP concerns	63
APPENDIX 11: Job description of DSLs	66
APPENDIX 12: RSJ Visitor Code of Conduct	67

The health, safety and wellbeing of young people are of paramount importance to all the adults who work at Rugby School Japan. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our School. Members of staff in the School have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

1. AIMS

1.1. The School aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare;
- All staff are aware of their statutory responsibilities with respect to safeguarding;
- Staff are properly trained in recognising and reporting safeguarding issues.

1.2. RSJ staff will be made aware that it is everyone's responsibility to ensure the safety and wellbeing of the pupils. Everyone who has contact with children has a part to play in safeguarding children. The approach we take must be child-centred and ensure that we take into account the child's best interests. In order to do this we must support children, provide prevention and protection to ensure we have safe children and safe staff in School.

2. LEGISLATION AND GUIDANCE

Convention on the rights of the child

2.1. As a school working in Japan we endorse the United Nations Convention on the Rights of the Child (CRC), of which Japan is a signatory. Key articles include:

2.1.1. Article 19 UNCRC – Protection from abuse and neglect

The state shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2.1.2. Article 34 UNCRC – Sexual exploitation

Undertake to protect the child from all forms of sexual exploitation and sexual abuse. In particular take all appropriate measures to prevent: The inducement or coercion of a child to engage in any unlawful sexual activity; The exploitative use of children in prostitution or other unlawful sexual practices; and the exploitative use of children in pornographic performances and materials.

Japanese Legislation

2.2. As a school working in Japan we have a statutory responsibility to uphold the [Child Protection Act 1947](#) and the [Child Abuse Prevention and Treatment Act 2000](#), and make arrangements to safeguard and promote the welfare of Children.

2.2.1. Child Abuse Prevention and Treatment Act 2000 – Mandatory reporting requirements

- Article 5(1) Teachers, officials and other staff workers of schools, child welfare institutions, hospitals, prefectural police, public women's counseling centres, education committees, spousal violence counseling and support centres and other bodies involved in child welfare in the course of their operations, and officials of child welfare institutions, medical practitioners, dental practitioners, public health nurses, midwives, clinical nurses, attorneys-at-law, police, women's consultants and other persons involved in child welfare in the course of their duties,

must endeavor to detect child abuse at an early stage, acknowledging that they are in a position to easily detect child abuse.

- Article 6(1) A person who has detected a child who appears to have suffered child abuse must promptly give notification to the municipality or the welfare office or child guidance centre established by the prefecture, or to the municipality or such welfare office or child guidance centre through a commissioned child welfare volunteer.
- A 'child' includes anyone under the age of 18.

UK Legislation

2.4. As an internationally located school which provides a British curriculum, we are guided by the statutory guidance used in the UK because it contains principles for working with children across the whole world. This legislation is however not statutory in countries outside the UK. The Designated Safeguarding Governor and Member and Rugby School Executive Management Team must be informed of any significant child protection concerns.

2.5. This policy is based on:

2.5.1. The UK Department for Education's statutory guidance Keeping Children Safe in Education (2026) and Working Together to Safeguard Children (2026).

2.5.2. Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on UK independent schools to safeguard and promote the welfare of pupils at the School.

2.5.3. The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.

2.5.4. The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.

2.5.5. Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children.

2.5.6. The National Minimum Standards for boarding schools (May 2026), outlining that boarding schools must meet to safeguard and protect the children in their care.

2.5.7 Council of British International Schools Patron's Accreditation and Compliance Standards (Revised Summer 2024), Standard 1 of which outlines standards for Safeguarding and Safer Recruitment and Equal Opportunities.

2.5.8 Standards for British Schools Overseas 2023, published by the UK Government's Department for Education.

3. DEFINITIONS

3.1. Safeguarding and promoting the welfare of children means:

- Providing help and support to meet the needs of children as soon as problems emerge;
- Protecting children from maltreatment, whether that is within or outside the home, including online;
- Preventing the impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

3.2. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

3.3. Abuse is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

3.4. Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.

3.5. The policy is relevant for all pupils at RSJ, regardless of the pupil's age, with staff adhering to the staff Code of Conduct and Teaching Standards which outline that teachers must not abuse their position of trust.

4. EQUALITY STATEMENT

4.1. Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all pupils have the same protection, regardless of any barriers they may face.

4.2. We give special consideration to children who:

- Have special educational needs (SEN) or disabilities;
- Have certain health conditions and have specific additional needs;
- Has a mental health need;
- Are young carers;
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
- Have English as an additional language;
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse, adult mental health issues or domestic violence;
- Are at risk of exploitation, modern slavery, trafficking, including criminal or sexual exploitation;
- Are at risk of honour or faith-based abuse such as Female Genital Mutilation or Forced Marriage, sexual exploitation, or radicalisation;
- Are frequently missing/go missing from education, home or care.

5. ROLES AND RESPONSIBILITIES

5.1. Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers, board members and proprietors. Our policy and procedures also apply to extended school and off-site activities.

All staff

5.2. All staff engaged in regulated activity with children will read and understand part 1 and Annex A of the UK Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.

5.3. All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff code of conduct (contained in the Google shared drives), the role and identity of the designated safeguarding leads (DSL) and deputy designated safeguarding leads (DDSLs), and the behaviour policy;
- The early help process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment;
- The process for making referrals to including the role they might be expected to play;

- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.

The Safeguarding Committee

5.4. The safeguarding committee comprises the Designated Safeguarding Lead and Deputy DSLs working across the School, as well as the Principal (who is safeguarding trained).

Role of the Safeguarding Committee

Job Title	Name	Responsibility
DSL	Alastair Falzon - Deputy Principal Pastoral	Is the lead contact person for all child protection and safeguarding concerns.
DDSL (Deputy DSL)	Laura Thomas - Assistant Principal Pastoral Joshua Liversidge - Senior Housemaster Harry Morris - Teacher of English and PE Yuka Gardner - Head Nurse Megumi Yamamoto - PA to the Deputy Principals	Supports DSL
Child Protection and Safer Recruitment Advisor (CPSRA)	Neil Hampton - CEO of Rugby School Global	Provides advice and support to the safeguarding committee and school leaders. Reviews current policies and practice in line with best safeguarding practice.

5.5. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.

5.6. When the DSL is absent, the deputies will act as cover.

5.7. If the DSL and deputies are not available, the Principal will cover.

5.8. The DSL and deputies will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters;
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so;
- Contribute to the assessment of children;
- Refer suspected cases, as appropriate, to the Child Guidance Centre (CGC) or Police local to the child's place of residence, and support staff who make such referrals directly;
- Keep the Principal informed of any issues, and liaise with the CGC and designated officers for child protection concerns as appropriate.

5.9. The full responsibilities of the DSL and deputies are set out in their job description and outlined in Appendix 11.

5.10. Please note – in subsequent sections, any references to the DSL should be taken to mean “the DSL or deputy DSL”.

5.11. The Principal and Deputy Principal Pastoral are responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of our systems which support safeguarding, including this policy, as part of their induction;
- Communicating this policy to parents when their child joins the School and via the School website;
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent;
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly;
- Acting as the ‘case manager’ in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see Appendix 2);
- Ensuring the relevant staffing ratios are met, where applicable.

6. CONFIDENTIALITY

6.1. All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil, family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

6.2. It is reasonable for staff to discuss day to day concerns about pupils with colleagues in order to ensure the children’s needs are met in School. However, staff should report all safeguarding and child protection concerns to the DSLs and relevant HM. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a ‘need to know’ basis.

6.3. If the staff member is unable to contact a DSL or Principal and the child is at immediate risk of significant harm, the staff member should alert the CGC (Kashiwa Dedicated Consultation Hotline 04-7134-4152) and/or the Police on 110. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

6.4. Child Protection information will be stored and handled in accordance with the Japanese Act on the Protection of Personal Information (APPI) - under which safeguarding data is treated as Special Care-Required Personal Information - as well as extraterritorial principles of the UK GDPR and the UK Keeping Children Safe in Education (KCSIE) guidelines. These frameworks require that sensitive student information is:

- Processed lawfully, fairly, and transparently;
- Collected only for specified, explicit, and legitimate safeguarding purposes;
- Adequate, relevant, and limited to what is necessary;
- Kept accurate and up to date;
- Retained for no longer that is necessary;
- Protected against unauthorised processing, loss, or damage using strict technical and organisational security measures.

6.5. Every effort will be made to prevent unauthorised access to sensitive information. Any sensitive information that needs to be stored on portable devices such as laptop computers or flash drives will be password protected or encrypted and kept in locked storage.

6.6. The School’s policy on confidentiality and information-sharing is available to parents and pupils on request.

6.7. It is important to note that:

- Timely information sharing is essential to effective safeguarding;
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children;
- Staff should never promise a child or parent that they will not tell anyone about a report of abuse, as this may not be in the child's best interests;
- If staff are in any doubt about sharing information, they should speak to the Designated Safeguarding Lead (or deputy);
- Confidentiality is also addressed in this policy with respect to record-keeping and managing allegations of abuse against staff in Appendix 2.

Transferring Child Protection Files

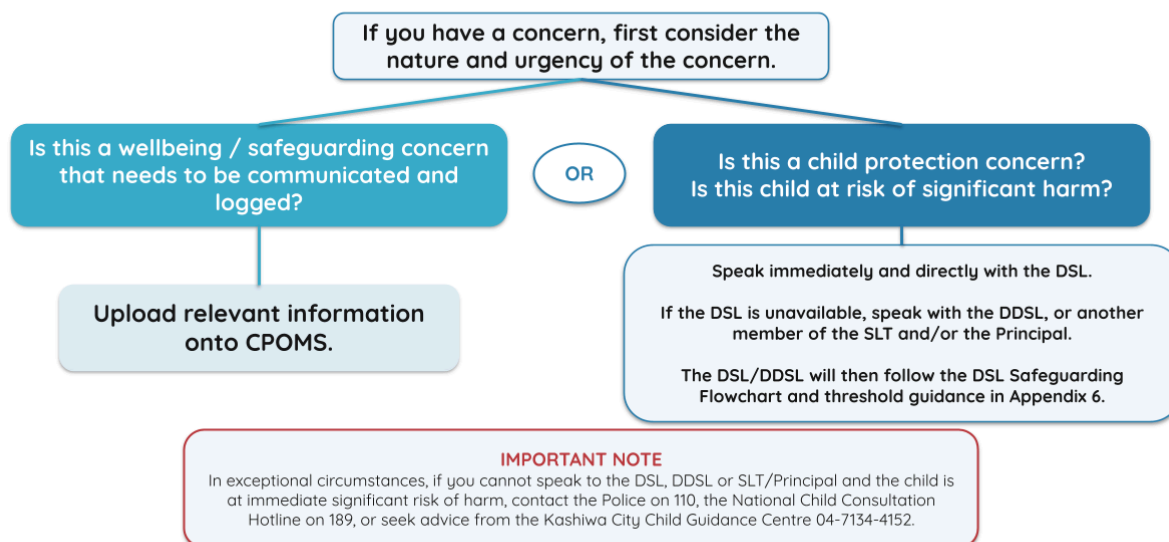
6.8. As a British International School, Rugby School Japan is guided by the UK legal requirement that any receiving schools should be made fully aware of any child protection issues that have arisen in a pupil's previous school.

6.9. If a child for whom the School has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file. In addition, if the concerns are significant or complex, and/or CGC are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child. As part of our admissions process we also request such information from incoming pupils' previous schools.

7. RECOGNISING ABUSE AND TAKING ACTION

7.1. Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

RSJ STAFF SAFEGUARDING FLOWCHART



If a child is suffering or likely to suffer harm, or in immediate danger

7.2. If in exceptional circumstances the DSLs and/or member of SLT is not available, this should not delay appropriate action being taken.

7.3. Make a referral to CGC (04-7134-4152) and/or the police (110) immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger.

7.4. You can also seek advice at any time from the National Child Consultation Hotline (189) or Childline Japan (0120-99-7777). Share any action taken with the DSL as soon as possible.

7.5. Anyone can make a referral to CGC/police, however the DSL should take the lead wherever possible.

7.6. Tell the DSL as soon as possible if you make a referral directly.

If a member of staff is concerned about a pupil's welfare

7.7. There will be occasions when staff may suspect that a pupil may be at risk but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress or physical but inconclusive signs may have been noticed. In these circumstances, staff will try to give the pupil the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. Staff are encouraged and supported to ask pupils if they are OK, if there is anything the child would like to talk to them about and if they can help in any way. Staff are trained to do this by asking appropriate open questions which do not lead the child in any particular direction but invite the child to talk about anything if they wish to.

7.8. All concerns need to be recorded using CPOMS. The DSL will add to the information about the concern details of any decisions reached and the reasons for them. CPOMS notes are visible to the person logging the

concern, the DSL and any members of staff that the DSL may ask to help support the pupil. That concern will then be followed up and the child supported either internally or externally.

7.9. If the pupil does begin to reveal that they are being harmed, staff must follow the procedure below for an initial conversation with the pupil. If the member of staff remains concerned, they must discuss their concerns with the DSL and record them on CPOMS.

7.10. Concerns which do not meet the threshold for child protection intervention will be managed through the Early Help process as outlined in this policy.

Dealing with disclosures and reporting procedures

7.11. If a pupil discloses to a member of staff

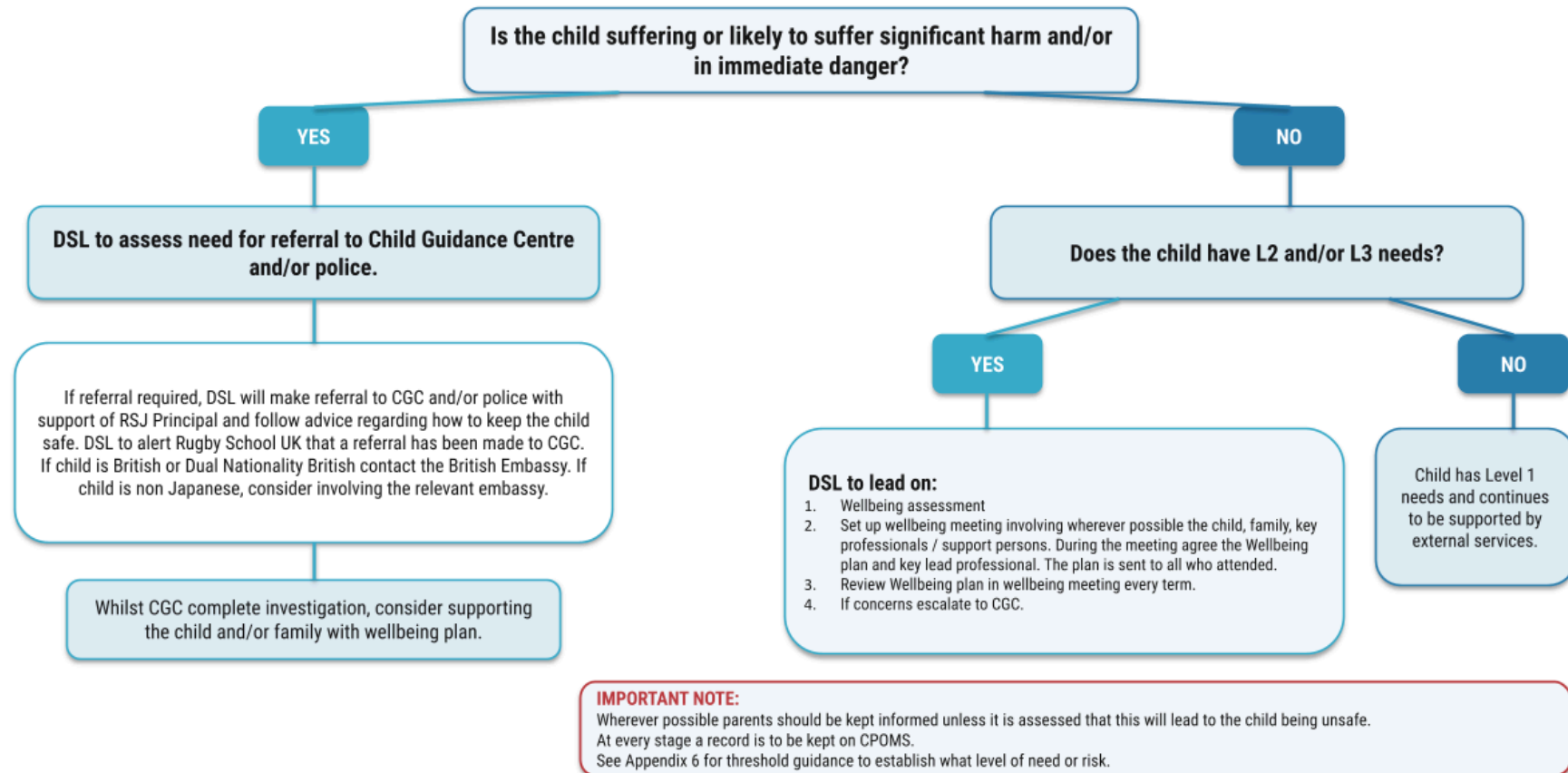
- It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual. Their abuser may have threatened what will happen if they tell. They may have lost all trust in adults. Or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive.
- Risks of harm may be compounded where children lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced, and provide a safe space for them to speak out or share their concerns with members of staff.
- If a pupil talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the pupil know that they must pass the information on – staff are not allowed to keep secrets. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen but if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.
- Pupils follow the RSJ PSHE curriculum and they will have been taught about confidentiality and will generally understand the concept of safe and unsafe secrets. They should have a good knowledge and understanding of why staff cannot keep some information confidential but also know that information is passed on to specific people on a ‘need to know’ basis only.
- It is also important to remember that children may not feel ready or know how to tell someone they are being abused.

7.12. During their conversations with pupils staff will:

- allow them to speak freely;
- remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener;
- give reassuring nods or words of comfort – ‘I’m glad you told me’; ‘I want to help you’; ‘It’s not your fault’; ‘We are going to do something about it’;
- not be afraid of silences – staff must remember how hard this must be for the pupil;
- at an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on;
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused;
- avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the child to mean that they have done something wrong;
- tell the pupil what will happen next;
- let the pupil know that someone (either the member of staff or another named person, e.g. the DSL) will come to see them before the end of the day;
- report verbally to the DSL;
- write up their conversation as soon as possible on CPOMS; and seek support if they feel distressed or need to debrief.

DSL SAFEGUARDING FLOWCHART

Procedures for the DSL to follow when assessing safeguarding concerns



8. COMPLAINTS PROCEDURE

8.1. Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil or attempting to humiliate them, bullying or belittling a pupil or discriminating against them in some way. We expect that most complaints, where a parent seeks intervention, reconsideration or some other action to be taken, can be resolved informally. If the matter has not been satisfactorily resolved at this level, stages as outlined in the Complaints policy will be followed. The policy is on the website.

8.2. Complaints which escalate into a child protection concern will automatically be managed under the School's child protection procedures.

9. REPORTING CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

9.1. Staff who are concerned about the conduct of a colleague (including visiting professionals and volunteers), towards a pupil, are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood a situation and they will wonder whether a report could jeopardise a colleague's career. All staff must remember that the welfare of the child is paramount. This procedure empowers staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

9.2. As a British School in Japan we are committed to observing the Japanese government's Child Abuse Prevention and Treatment Act 2000, as well as the UK's KCSIE guidance. In September 2021, the UK Department for Education introduced the necessary reporting of low-level concerns in relation to the staff code of conduct.

9.3. A low-level concern does not mean that it is insignificant. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease of 'nagging doubt', that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegation threshold

9.4. Low-level concerns are part of a spectrum of behaviour. This includes:

- Inadvertent or thoughtless behaviour;
- Behaviour that might be considered inappropriate depending on the circumstances;
- Behaviour which is intended to enable abuse.

9.5. Examples of such behaviour could include:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone, contrary to school policy;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- Using inappropriate sexualised, intimidating or offensive language;
- Humiliating children.

9.6. Low-level concern (LLC) forms need to be completed by all members of the community if they have a LLC so there is a formal means of registering issues relating to this context.

9.7. LLC forms may be completed digitally or on paper by any staff member who witnesses a concern first-hand or hears about a concern from another member of the community. Interactive digital forms (which submit automatically) are located on the RSJ Intranet under 'School Forms', PDF versions are in the CPOMS Library, and physical copies are kept in the Deputy Principal Pastoral's office. All physical forms must be handed directly to the Principal or Deputy Principal Pastoral, who maintain joint oversight of all submissions. To protect staff privacy, forms are stored confidentially and will only be transferred to HR files if the matter leads to a safeguarding investigation.

9.8. Staff are encouraged and should feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

9.9. In any school, there is always a risk that a breach in child safeguarding or inappropriate behaviour may occur. Such activities cannot be tolerated and their rapid identification facilitates early intervention in order to maintain appropriate boundaries and a safe culture that protect children and reduce the risk of serious abuse in school.

9.10. The School also recognises that, for a number of reasons, staff often feel reluctant to raise such concerns. That is why the School will always support any and every member of staff who 'speaks up' about a concern they have. Your concern will be treated in the strictest confidence. The School will ensure that your concerns are investigated promptly and sensitively and, whenever possible, you will be advised of the outcome.

9.11. To make a disclosure in our School, you only need to act in good faith, e.g. with an honest belief about the concern you raise. See Appendix 8 for a copy of the form.

9.12. Alternatively, staff are free to approach the DSL/Deputy Principal/Principal directly to discuss their concerns.

9.13. If the concerns/allegations are about the Principal, speak to the Designated Safeguarding Governor who will notify the Chair of the Board of Governors or email the Chair directly.

9.14. The School will not hold responsible or at fault any staff member making a report of abuse that is later judged to be false, unless it can be demonstrated that the person wilfully and intentionally falsified a report. This could include reporting matters concerning members of staff.

9.15. If the concern reaches the threshold of allegation of abuse, The Principal/Designated Safeguarding Governor will then follow the procedures set out in Appendix 2, if appropriate.

10. ALLEGATIONS OF ABUSE MADE AGAINST OTHER STUDENTS

10.1. We recognise that children are capable of abusing their peers. We have a zero-tolerance approach to abuse, and it should never be passed off as "a joke", "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviour, misogyny and an unsafe environment for children.

10.2. We also recognise the gendered nature of child-on-child abuse (i.e. that it is more likely that girls will be victims and boys perpetrators). However, all child-on-child abuse is unacceptable and will be taken seriously.

10.3. Most cases of pupils hurting other pupils will be dealt with under our School's behaviour policy, but this Safeguarding Policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence;
- Could put pupils in the School at risk;
- Is violent;
- Involves pupils being forced to use drugs or alcohol;
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos;
- Consensual and non-consensual making or sharing of nudes and semi-nudes, including those generated using AI.

10.4. If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate;
- The DSL might contact the CGC and follow its advice, as well as the police if the allegation involves a potential criminal offence;
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed.

10.5. We will minimise the risk of child-on-child abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images;
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys;
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent;
- Ensuring pupils know they can talk to staff confidentially by speaking to the DSLs;
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

10.6. See Appendix 4 for further details on child on child abuse and harmful sexual behaviour.

Sharing nudes/youth produced sexual imagery

10.7. If you are made aware of an incident involving sending nudes, you must report it to the DSL immediately and follow the steps outlined in Appendix 5.

11. NOTIFYING PARENTS

11.1. Where appropriate, we will discuss any concerns about a child with the child's parents. The DSL will normally do this in the event of a suspicion or disclosure.

11.2. Other staff will only talk to parents about any such concerns following consultation with the DSL.

11.3. If we believe that notifying the parents would increase the risk to the child, we will discuss this with the CGC before doing so.

11.4. In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

12. STAFF CODE OF CONDUCT

12.1. The Staff Code of Conduct is issued to all staff.

12.2. The Acceptable Use Policy should be read alongside this and the Social Media Policy which are contained in the Online Safety Policy.

13. VISITOR CODE OF CONDUCT

13.1. All visitors to the School are expected to adhere to the School's visiting procedures. The term visitor refers to all individuals not employed by the school, including suppliers, contractors, workers, and individuals or groups who rent the School's premises for any activities.

13.2. See Appendix 12 for the 'RSJ Visitor Code of Conduct'

14. SAFEGUARDING AND THE PHYSICAL ENVIRONMENT

14.1. The School must be a safe place for all pupils. The way we achieve this is outlined in our Health and Safety Policy. This policy covers all aspects of school health and safety including fire safety and crisis management, medical concerns and resource use.

15. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES OR HEALTH ISSUES

15.1. We recognise that pupils with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. Additional barriers can exist when recognising abuse, neglect and exploitation in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- These pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils;
- The potential for pupils with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs;
- Communication barriers and difficulties in managing or reporting these challenges risks that they do not understand that what is happening to them is abuse;
- The need for intimate care or that these pupils are isolated from others;
- That these pupils are more likely to be dependent on adults for care;
- That these pupils may have issues over cognitive understanding - being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or the consequences of doing so.
- We offer extra pastoral support for pupils with SEND. Please refer to the Additional Needs Policy.

16. RECORD-KEEPING

16.1. We will hold records in line with our records retention schedule.

16.2. All safeguarding concerns, discussions, decisions and the rationales behind them must be recorded on CPOMS. Each entry should provide a clear, comprehensive summary of the concern, full details of how it was followed and resolved, and a record of any actions taken, decisions reached, and ultimate outcomes. If you are in any doubt about whether to record an incident or how to frame it, consult the DSL for guidance.

16.3. Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

16.4. Safeguarding records relating to individual children will be retained until their 25th birthday.

17. TRAINING

All staff

17.1. All staff members will undertake an induction upon joining RSJ. This will include becoming familiar with this policy and other related policies, and how to report Low Level concerns, to ensure they understand the School's safeguarding systems and their responsibilities. No staff member who is engaged in activity with a child should commence work until they have completed this basic induction. DSLs will lead on inductions for all staff.

17.2. New Staff will then be booked onto the first available safeguarding training course, looking at: key legislation; the Japanese context; how to identify signs of possible abuse or neglect; context specific case studies; how to respond to safeguarding concerns relating to children and staff, and the staff code of conduct. For most academic staff this will take place at the start of the year but courses will also be run monthly so staff joining part way through the year can attend.

17.3. The DSL, supported by the Safeguarding Committee, keeps detailed records of all staff safeguarding training and issues reminders when training updates are required.

17.4. It is good practice to include safeguarding as an agenda item in all staff meetings.

17.5. All current staff will receive regular safeguarding and child protection updates in the form of Inset training at the start of the academic year and through termly Continued Professional Development (CPD) sessions which reflect key safeguarding concerns that staff need support with. CPD is further supported by regular sessions on Online Safety for staff and pupils. In addition to this staff will receive safeguarding updates through emails, e-bulletins and staff meetings as required.

17.6. Staff will also be required to complete on-going safeguarding training, for example set TES Educare courses. DSLs will set study plans to include Online Safety amongst others.

17.7. Contractors and peripatetic staff will also receive safeguarding training.

17.8. Volunteers and co-curricular activity providers will receive appropriate training and induction.

The DSLs

17.9. The DSLs will undertake full updated child protection and safeguarding training at least every 2 years.

17.10. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

Senior Managers

17.11. All senior managers will complete a safeguarding level 3 course, once every 2-3 years.

Governors and Proprietors

17.12. All board members and Proprietors receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities. This will take place when they first start working as a Governor and once a year thereafter. The Governors' are made aware of their role in online safety, including an expectation that governors ensure this is a central theme in a whole setting approach to safeguarding.

17.13. As the Designated Safeguarding Governor and/or the Chair of the Board of Governors may be required to act as the 'case manager' in the event that an allegation of abuse is made against the Principal, they will receive training in managing allegations for this purpose. The DSG should also attend DSL training every 2 years.

Parents and Carers

17.14. Parents and carers will be supported in understanding key safeguarding themes that will benefit them in being able to promote the wellbeing and safety of their children.

Recruitment

17.15. At least one person conducting any interview for a post at the School will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the UK Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

Minimum safeguarding requirements of all adults living on campus

17.16. There is an expectation for all residential occupants to adhere to the Safeguarding Policy and Code of Conduct. Resident adults (including family members and regular guests who are aged 18 and over) are to read and sign a declaration form that they have read and understood the policy along with the conditions specified in the housing policy and agreements.

Staff who have contact with pupils and families

17.17. All staff who have contact with children and families will have supervisors who will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

18. MONITORING ARRANGEMENTS

18.1. This policy will be reviewed annually. At every review, it will be approved by the Board.

19. LINKS WITH OTHER POLICIES

- Behaviour management
- Social media
- Anti-bullying
- Complaints procedure
- Health and safety
- Curriculum
- IT Acceptable Use
- Trips
- Safer recruitment policy
- Visitor Policy
- Children missing from education
- SEN policy
- Attendance Policy

20. SAFEGUARDING CONTACT DETAILS

ROLE/ORGANISATION AND CONTACT DETAILS

Designated Safeguarding Lead (DSL)

Alastair Falzon alastair.falzon@rugbyschooljapan.ed.jp

Deputy Designated Safeguarding Leads (DDSLs)

Laura Thomas laura.thomas@rugbyschooljapan.ed.jp

Joshua Liversidge joshua.liversidge@rugbyschooljapan.ed.jp

Harry Morris harry.morris@rugbyschooljapan.ed.jp

Yuka Gardner yuka.gardner@rugbyschooljapan.ed.jp

Megumi Yamamoto megumi.yamamoto@rugbyschooljapan.ed.jp

Child Guidance Centre: 児童相談所

Kashiwa Child Guidance Centre, 〒277-0831, 445-12 Nedo, Kashiwa City

Tel. 04 (7131) 7175

Tel. Consultation 04 (7134) 4152

(Kashiwa Child Guidance Centre) Kashiwa Suehiro Branch, 〒277-0842, Suehirocho, Kashiwa City, 11-18

Tel. 04 (7147)5455

Police: Tel. 110

National Child Consultation Hotline: Tel. 189.

APPENDIX 1: Types of Abuse

Types of Abuse

Abuse is a form of maltreatment of a child. Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. Children may also cause harm to other family members, often referred to as child to parent or care giver abuse.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Verbal abuse, such as persistent criticism, belittling, or name-calling, as well as not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example rape or penetration with an object) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse - Sexual abuse can take place online, and technology can be used to facilitate offline abuse
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

POSSIBLE INDICATORS OF PHYSICAL ABUSE	POSSIBLE INDICATORS OF EMOTIONAL ABUSE
• Unexplained bruises and welts on any part of the body • Bruises of different ages (various colours) • Injuries reflecting shape of article used (electric cord, belt, buckle, table tennis bat, hand) • Injuries that regularly appear after absence or vacation • Unexplained burns, especially to soles, palms, back, or buttocks • Burns with a pattern from an electric burner, iron, or cigarette • Rope burns on arms, legs, neck, or torso • Injuries inconsistent with information offered by the child • Immersion burns with a distinct boundary line • Unexplained laceration, abrasions, or fractures • A history of repeated injuries • Sudden reaction when touched by others or an unusual wariness of touch • Child being frightened of a parent or other adult • Child not showing emotion when hurt • High absenteeism without explanation • Child regularly wearing long sleeves or trousers in hot weather • Child being overly compliant, shy, withdrawn, passive and uncommunicative. • Child being hyperactive, aggressive, disruptive and destructive toward self and others • Child displaying regressed behaviour, such as bedwetting or soiling • Running away • Drug/alcohol abuse • Acting-out behaviours	• Emotional abuse can cause a child to change the way that they behave • They might not care how they act or what happens to them, this is also known as negative impulse behaviour • Or they may try to make people dislike them, which is called self-isolating behaviour • A child who is being emotionally abused may develop risk-taking behaviours such as stealing, bullying and running away • Self-harming or eating disorders • May lack social skills • Appear distant from parents

POSSIBLE INDICATORS OF SEXUAL ABUSE	POSSIBLE INDICATORS OF NEGLECT
• Sexual knowledge, behaviour or use of language not appropriate to age level • Unusual interpersonal relationship patterns • Sexually transmitted infection in a child of any age • Evidence of physical trauma or bleeding in the oral, genital, or anal areas • Difficulty in walking or sitting • Refusing to change into PE clothes, and/or fear of bathrooms • Running away from home or not wanting to go home, and not giving any specific complaint	• Child being unwashed or hungry • Tiredness or listlessness • Poor school attendance or frequent tardiness for school • Consistent lack of supervision, especially in long stays at school (comes early, stays late) • Failure to develop intellectually or socially • Untreated illnesses/injuries • Parents being uninterested in child's academic performance

● Not wanting to be alone with an individual ● Pregnancy, especially at a young age ● Extremely protective parenting ● Rubbing genitals against things, indicating possible itching or discomfort ● Genital discomfort when going to the bathroom ● Report of sexual abuse of “someone I know” ● Sexual themes in drawings or artwork ● Regressive behaviour (e.g. excessive clinginess in pre-school children or the sudden onset of soiling and wetting when these were not formerly a problem) ● Sleep disturbances or nightmares ● Overly compliant behaviour ● Sudden inability to concentrate or deterioration in performance ● Self-injury ● Fear of adults of the same sex ● Sudden reaction when touched by others or an unusual wariness of touch ● Exposure to pornography	● Parents not responding to repeated communications from the School ● Child not wanting to go home ● Both parents or legal guardians being absent from child’s home for any period of 24 hours or greater without appropriate provision made for child’s care or a temporary guardian named ● Being unable to reach parents in the case of emergency ● Poor impulse control ● Demanding constant attention or affection Note: Behavioural indicators in and of themselves do not constitute abuse or neglect. Together with other indicators, such as family dynamics, they may warrant a referral.
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APPENDIX 2: Allegations of abuse made against staff

This section of this policy applies to all cases in which it is alleged that anyone working in the School including current members of staff, supply teachers, volunteers and contractors has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The last bullet point above includes behaviour that may have happened outside of the School, that might make an individual unsuitable to work with children - known as transferable risk. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

There are two aspects to consider when an allegation is made:

- **Looking after the welfare of the child** - the DSL (or deputy) is responsible for ensuring that the child is not at risk
- **Investigating and supporting the person subject to the allegation**

We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension

Suspension will not be the default position, when an allegation is reported, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the School so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the School so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, but this decision should only be made if it is in the best interests of the child or children concerned and takes account of their views. It should be made clear that this is not a punishment and parents have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to another business owned by the Proprietor.

Definitions to be used for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term does not imply guilt or innocence
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the Principal (or Designated Safeguarding Governor where the Principal is the subject of the allegation) – the ‘case manager’ – will take the following steps:

Immediately discuss the allegation with the DSL. Where threshold of significant harm has been met, the Designated Safeguarding Governor should be informed. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or CGC. The case manager may, on occasion, consider it necessary to involve the police before consulting the DSL – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the DSL (and the police or CGC where necessary). Where the police and/or CGC are involved, the case manager will only share such information with the individual as has been agreed with those agencies.

Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the School is justified or whether alternative arrangements such as those outlined above can be put in place.

If immediate suspension is considered necessary, the case manager should agree and record the rationale and justification for this with the DSL/Principal. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within one (1) working day, and the individual will be given a named contact at the School and their contact details.

If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, the case manager records this decision and the justification for it and agrees with the Principal/DSL what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation.

If it is decided that further action is needed, take steps as agreed with the DSL/Principal to initiate the appropriate action in School and/or liaise with the police and/or CGC as appropriate.

Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.

Formally inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with CGC and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice.

Keep the parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence).

Make a referral to the DBS (or equivalent organisation if non UK staff) and inform embassy for their country of origin where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child. All concerns pertaining to Japanese staff should be reported to the Kashiwa City Board of Education.

All significant safeguarding concerns need to be shared with the DSG who would in turn pass onto the RSUK representative on the RSJ board if the situation warranted them needing to know.

Timescales

This is a guide based on best practice but is subject to outside agencies:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days

If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days

Specific actions

- **Action following a criminal investigation or prosecution.** The case manager will discuss with the DSL (RSJ) and DSG, what, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or CGC.
- **Conclusion of a case where the allegation is substantiated** If the allegation is substantiated and the individual is dismissed or the School ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the School's personnel make a referral to:
 - the DBS for consideration of whether inclusion on the barred lists is required if person is from the UK
 - Embassy from country of origin and equivalent of DBS for non UK staff
 - Kashiwa City Board of Education (Ministry of Education, Culture, Sports, Science and Technology), and the police if the staff member is Japanese.
- If the individual concerned is a member of teaching staff, the case manager and personnel adviser will discuss with the DSG who will in turn discuss with the RSUK representative on the RSJ board whether to refer the matter to the UK Teaching Regulation Agency (or equivalent in country of origin for staff member) to consider prohibiting the individual from teaching.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this. Guidance and advice are usually provided by HR and there is an understanding that the individual will benefit from some help and support to return to work after a stressful experience. Depending on the individual's circumstances, a phased return and/or provision of a mentor to provide assistance and support in the short term may be appropriate. The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the School.

Unsubstantiated, unfounded or malicious allegations

If an allegation is determined to be unsubstantiated, unfounded, false or malicious, the Principal should consider whether the child/or the person who has made the allegations in need of help or may have been abused by someone else and this was a cry for help.

If an allegation is shown to be deliberately invented, or malicious, the Principal, or other appropriate person in the case of an allegation against the Principal, will consider whether any disciplinary action is appropriate against the pupil(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a pupil.

Confidentiality

The School will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The case manager will take advice from the DSL/Principal/police and CGC, as appropriate, to agree:

- Who needs to know about the allegation and exactly what information can be shared

- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached (and justification for these), and the outcome i.e. substantiated, unfounded or unsubstantiated
- A copy provided to the person concerned (where agreed by CGC or police)
- A declaration on whether the information will be referred to in any future reference

If an allegation or concern is not found to have been malicious, the School will retain the records of the case on the individual's confidential personnel file. We will retain all records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer. The records of any allegation that is found to be malicious or false should be deleted from the individual's personnel file, unless the individual gives their consent for retention of the information.

References

When providing employer references, we will not refer to any allegation that has been proven to be false, unfounded, unsubstantiated or malicious, or any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious.

Learning lessons

After any cases where the allegations are substantiated, we will review the circumstances of the case with the DSG to determine whether there are any improvements that we can make to the School's procedures or practice to help prevent similar events in the future. This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, where the allegation concluded to be either unfounded, false, malicious or unsubstantiated, the case manager and/or Principal should consider the facts and determine whether any lessons can be learned and if improvements can be made.

APPENDIX 3: Allegations against staff report template

Allegations Against Staff or Volunteers

Chair/Lead		Date	
Venue		Minute Taker	
Professional subject to allegations		Employer and role	

Key people involved in the investigation		
Name	Job Role/Organisation	Telephone and Email

Purpose of this report
This report will: • Consider the referral • Share information • Consider the current allegation in the context of any previous allegations or concerns • Determine a way forward and agree actions to be taken by whom and by when. • Risk assess to enable Safeguarding There are up to three strands in the consideration of an allegation: • A police investigation of a possible criminal offence; • Social care enquiries and/or assessment about whether a child is in need of protection or services; • Consideration by an employer of disciplinary action.
Confidentiality Statement
Those involved are reminded that this is strictly confidential. Discussions should not be shared outside of those who are involved in the investigation unless they form part of the actions in this report. All agencies should develop procedures to ensure that the report is retained in a confidential and appropriately restricted manner. The report will aim to reflect that all individuals who are discussed should be treated fairly, with respect and without improper discrimination. All decisions undertaken will be informed by a commitment to equal opportunities and effective practice issues in relation to race, gender, sexuality, religion and disability. This report could be shared as part of criminal, civil or disciplinary proceedings, or as part of investigations concerning whether an individual should be barred from working with children or vulnerable adults. If further disclosure is felt essential, permission must be sought from the author of the report. The report should not be photocopied or shared without the agreement of the author and must be kept in a restricted or confidential section of the agency files.

Report	
1	Detail of the concerns / allegations (to include current and any previous allegations, details of person/s any historical allegation relate to-where necessary/appropriate):
2	How this is relevant to their professional role/employment (including volunteering) with children:
3	Facts:
4	Risk assessment (consider the safety and wellbeing of child/ren identified):
5	Confirm support to subject (where necessary):
6	Agree feedback mechanism to the referrer (who, what, when):
7	Planning the management of the investigation / fact-finding:
8	Strategy for media or other enquiries (if relevant):
9	Next Steps / Actions (as Relevant): Action By Whom By When
10	Outcome: (Substantiated, False, Malicious, Unfounded, Unsubstantiated)
11	AOB:

APPENDIX 4: Specific safeguarding issues

Specific Safeguarding Issues

This is based on the advice in Keeping Children Safe in Education (2026).

1. BULLYING, CHILD ON CHILD ABUSE AND HARMFUL SEXUAL BEHAVIOUR

1.1. This School believes that all children have a right to attend school and learn in a safe environment. Children should be free from harm, both from adults and other pupils in the School.

1.2. Children may be harmed by other children or young people. All staff recognise that children are capable of abusing other children (including online) and are trained to understand and implement the School's policy and procedures regarding child on child abuse. All child on child abuse is unacceptable and will be taken seriously.

It is most likely to include, but is not limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- physical assault and harm, or the threat of harm with a weapon;
- harmful sexual behaviour, sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be rooted in misogyny/misandry, whether occurring as a stand-alone incident or as part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- the sharing of nudes and semi-nudes, including pressuring another person to send a sexual image or video (also known as youth produced sexual imagery). This encompasses both consensual and non-consensual creation or sharing of nude and semi-nude imagery, including content generated or manipulated using AI;
- Upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- teenage relationship abuse - defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner;
- initiation/hazing - used to induct newcomers into an organisation such as sports team or school groups by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which promote a bond between them;
- prejudiced behaviour - a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity.

1.3. Bullying is a very serious issue that can cause children considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

1.4. All incidences of bullying, including cyber-bullying and prejudice-based bullying, should be reported and will be managed through the School's Anti-Bullying Policy. All pupils and parents are made aware of the procedures on joining the School and the subject of bullying is addressed at regular intervals in PSHE education. All members of staff receive a copy of the School's behaviour policy, which contains the anti-bullying procedures, as part of their induction and are trained to be aware of the harm caused by bullying and to respond to all incidents of bullying and child on child abuse proactively.

1.5. Abuse is abuse and will not be tolerated, minimised or dismissed as ‘misunderstanding’; ‘a joke’; ‘banter’; ‘just having a laugh’; ‘part of growing up’; ‘cultural differences’; ‘boys being boys’; or ‘girls being girls’. Different gender issues can be prevalent when dealing with child on child abuse, for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence. Whilst mindful of the particular vulnerability of women and girls to violence, it is also recognised that boys as well as girls can be abused by members of the opposite as well as the same gender group.

1.6. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the School’s behaviour policy. However, there will be occasions when a pupils’s behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

1.7. Occasionally, allegations may be made against pupils by others in the School, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. Members of staff to whom such allegations are made and/or who become concerned about a pupil’s sexualised behaviour, including any known online sexualised behaviour, should record their concerns in the usual way on CPOMS and report them to the DSL as soon as possible, as with any other safeguarding concern.

1.8. It is likely that for an allegation or concern to be addressed under child protection procedures, some of the following features will be found. The allegation or concern:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil;
- is of a serious nature, possibly including a criminal offence;
- raises risk factors for other pupils in the School;
- indicates that other pupils may have been affected by this pupil;
- indicates that young people outside the School may be affected by this pupil.

1.9. It is important for the School to consider the wider environmental factors and context within which child on child abuse occurs. Such factors may include the potential for bullying and child on child abuse to take place across a number of social media platforms and services; and for things to move from platform to platform online. The School will also consider the potential for the impact of the incident to extend further than the school local community (e.g. for images or content to be shared around neighbouring schools) and for a victim (or alleged perpetrator) to become marginalised and excluded by both online and offline communities. There is also the strong potential for repeat victimisation in the future if abusive content continues to exist somewhere online. Online concerns can be especially complicated.

1.10 It is also important for the School to recognise that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.

2. HARMFUL SEXUAL BEHAVIOUR (HSB), CHILD ON CHILD SEXUAL VIOLENCE AND SEXUAL HARASSMENT

2.1 HSB can occur between two or more children of any age and sex, and between children of the opposite or the same gender. They can also occur through a group of children towards a single child or towards another group of children.

2.2 HSB exists on a continuum and may escalate into sexual harassment or sexual violence, it can occur online or face-to-face (both physically and verbally) or both and is never acceptable. While it is important that all victims are taken seriously and offered appropriate support, staff are trained to be aware that it is more likely that girls will be the victims of HSB, sexual violence and sexual harassment and more likely it will be perpetrated by boys. Children with disabilities are also three times more likely to be abused than their peers. HSB will always be considered within a child protection context.

2.3 The School is aware of the importance of:

- recognising, acknowledging, and understanding the scale of HSB, sexual harassment and sexual violence and that even if there are no reports, it does not mean it is not happening, it may be the case that it is just not being reported;
- recognising the escalatory nature of misogyny and the benefits of early identification to support our approach to minimising the risk of HSB, sexual harassment and sexual violence;
- challenging behaviours, potentially criminal in nature, such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them;
- taking a safeguarding approach in response to all incidents involving the sharing of nude or semi-nude images, regardless of whether they are consensual or non-consensual, ensuring that the approach is proportionate and considers the age, development, and circumstances of the children involved, as well as any elements of coercion, exploitation or vulnerability.

2.4 Children who are victims of HSB, sexual harassment or sexual violence, wherever it happens, may find the experience stressful and distressing, and their educational attainment will, in all likelihood, be adversely affected and exacerbated if the alleged perpetrator attends the School.

2.5 Ultimately it is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe.

2.6 When assessing HSB, the ages and the development stage of the children involved is critical. Sexual behaviour between children may be considered harmful if there is a significant age difference, typically more than two years' difference or if one is pre-pubescent and the other is not. However a younger child may also abuse an older child, especially if they hold power over them, e.g., due to a disability or physical size.

2.7 This policy largely refers to HSB, sexual violence and sexual harassment between pupils at the School. However, there may be occasions when pupils report HSB, sexual violence and/or harassment perpetrated by other young people who attend a different educational provision. In that situation, the DSL will liaise with the DSL at the alleged perpetrator's school as well as the victim's parents, the Police and CGC.

What is sexual violence, sexual harassment and harmful sexual behaviour?

2.8 When referring to sexual violence, this policy uses the definitions of sexual offences in the UK Sexual Offences Act 2003 as follows:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents (NOTE - Sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. Sexual intercourse without consent is rape.

The Japanese Penal Code stipulates that the age of consent, i.e. the legal age at which an individual is considered to have the ability to agree to sexual activities is 16 as of June 2023. A child under the age of 16 can never consent to any sexual activity and if the School becomes aware of sexual activity under the age of 16 it has a duty to report this. Additionally, in Chiba Prefecture, Article 20 (Prohibition of Indecent Sexual Activities) of the Ordinance on the Healthy Development of Youth, states that sexual activity without a proven romantic or marital relationship is forbidden in juveniles (defined in Chiba as under the age of 18).

2.9 Sexual harassment in the context of child on child behaviour is unwanted conduct of a sexual nature that can occur both online and offline and inside and outside of School. In this context it specifically relates to child-on-child sexual harassment. Such behaviour can:

- violate a child's dignity;
- make them feel intimidated, degraded or humiliated;
- create a hostile, offensive or sexualised environment.

2.10 Whilst not intended to be an exhaustive list, examples of sexual harassment include;

- sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothing or appearance and using sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as deliberately brushing against someone, or interfering with someone's clothes;
- displaying pictures, photos or drawings of a sexual nature;
- upskirting (this is a criminal offence);
- online sexual harassment, which may occur independently, or as a broader pattern of sexual harassment and/or sexual violence. This may include:
 - consensual and non-consensual making or sharing of nudes or semi-nudes;
 - sharing of unwanted explicit content;
 - sexualised online bullying;
 - unwanted sexual comments and messages, including, on social media;
 - sexual exploitation, coercion and threats;
 - coercing others into sharing images of themselves or performing acts they're not comfortable with online.

2.11 Online sexual harassment may happen on its own or as part of a wider pattern of sexual harassment and/or sexual violence.

2.12 Sexual harassment creates an atmosphere that, if not challenged, can normalise inappropriate behaviours and provide an environment that may lead to sexual violence. The School therefore recognises the importance of recognising the nature of, identifying and challenging sexual violence and sexual harassment in its wider approach to safeguarding and promoting the welfare of children; through policies; and through the curriculum.

2.13 Any child or young person displaying harmful sexual behaviour should be safeguarded and supported in moving forward from the incident and adopting positive behaviour patterns.

3. MINIMISING THE RISK OF SEXUAL VIOLENCE, SEXUAL HARASSMENT AND HARMFUL SEXUAL BEHAVIOUR AT THE SCHOOL THROUGH A PLANNED CURRICULUM

3.1 The School's PSHE programme teaches the pupils about healthy relationships and our Behaviour procedures and pastoral support system encourages the development of the relationship in the school community.

3.2 Our PSHE programme includes the following topics:

- healthy and respectful relationships;
- what respectful behaviour looks like;
- boundaries and consent;
- gender roles, stereotyping, equality;

- body confidence and self-esteem;
- how to recognise an abusive relationship, including coercive and controlling behaviour;
- the concepts of, and laws relating to sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based violence such as forced marriage and how to access support;
- prejudiced behaviour;
- making clear that HSB, sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as ‘misunderstanding’, ‘a joke’, ‘banter’, ‘just having a laugh’, ‘part of growing up’, ‘boys being boys’, or ‘girls being girls’.
- challenging cultures of sexual harassment including behaviour (potentially criminal in nature), dismissing or tolerating such behaviours risks normalising them;
- we recognise that, in some cases, a child who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT;
- pupils are made aware of the process for them to raise their concerns or make a report and how any report will be handled during their induction process and includes teaching them about the processes when they have a concern about a friend or peer.

4. HOW THE SCHOOL WILL RESPOND TO REPORTS OF HSB, SEXUAL VIOLENCE AND SEXUAL HARASSMENT

4.1 It is not possible to anticipate every particular set of circumstances and therefore what the School’s response will be to every case. This policy sets out a set of principles which the School will consider in responding on a case by case basis.

4.2 Children may struggle to verbally disclose abuse. Instead they may show signs or behave in ways that signal distress, hoping that adults will notice and react. Disclosures may come indirectly, for example, through a friend, an overheard conversation that suggests a child has been harmed, or noticeable changes to a child’s own behaviour which may indicate that something is wrong. Staff should;

- act immediately on any concerns about a child’s welfare;
- be supportive and respectful to the victim;
- reassure the victim that they are being taken seriously;
- recognise that abuse that occurs online or outside of School should be treated with equal seriousness;
- ensure that the victim is never made to feel that they are causing a problem by reporting or ever be made to feel ashamed for coming forward;
- explain that the law exists to protect children, not criminalise them, and should do so in such a way that is reassuring and avoids alarming or distressing the victim;

4.4 Best practice includes:

- if possible, managing reports with two members of staff present (preferably one of them being the DSL or DDSL)
- careful handling and management of reports that include an online element, including an awareness of guidance on [searching screening and confiscation](#) and [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people](#). **Staff should not view or forward illegal images of a child.** In some cases it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the police for inspection;
- not promising confidentiality at this initial stage as it is very likely a concern will have to be shared further. Staff should only share the report with those people who are necessary in order to progress it;
- ensuring that the victim understands what the next steps will be and who the report will be passed to;
- recognising that a child is likely to disclose to someone they trust. Staff should recognise the significance of being chosen as a confidant and respond with empathy;
- recognising that an initial disclosure may not reflect the full extent of abuse, and that trauma can impact memory meaning details may be affected;

- keeping in mind that certain children may face additional barriers to disclosure especially for children with vulnerabilities related to disability, sex, ethnicity, or sexual orientation;
- listening carefully to the child, reflecting back, using the child's language, avoiding judgement, being clear about boundaries and how the report will be progressed, and asking only open-ended questions - such as where, when, what, etc.;
- ideally waiting until the end of the conversation to write a detailed summary, allowing the member of staff to give the child their full attention. **It is essential a written record is made;**
- recording only what the child says, without interpretation or personal opinion.

4.5 All responses to reports of sexual violence will be subject to an immediate risk and needs assessment undertaken by the DSL, using her/his professional judgement and supported by other agencies, such as CGC and the Police. The need for a risk and needs assessment in relation to reports of sexual harassment will be considered on a case-by-case basis.

Risk assessment

4.6 The risk and needs assessment for a report of sexual violence should consider:

- the victim, especially their protection, safety and support needs;
- whether there may have been other potential victims;
- the alleged perpetrator/s (if she/he/they attend the same school);
- all the other children, (and if appropriate, adult pupils and staff) at the School, especially any actions that are appropriate to protect them from alleged perpetrator(s) or from future harms; and
- the time and location of the incident, and any action required to make the location safer.

The risk assessments should be recorded (paper or electronic) and should be kept under regular review and used to inform ongoing safeguarding decisions. At all times the School should be actively considering the risks posed to all their pupils and put adequate measures in place to protect them and keep them safe.

4.7 HSB, sexual harassment and sexual violence can happen anywhere. All staff working with children should maintain an attitude of 'it could happen here' and respond appropriately to **all** reports and concerns whether they occur online, offline, or outside of the School. The Designated Safeguarding Lead is likely to have a complete safeguarding picture and will therefore be the most appropriate person to lead the School's initial response. Important considerations will include:

- the wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims will be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. However, if the victim asks the School not to tell anyone about the HSB, sexual violence or sexual harassment, the DSL will have to balance the victim's wishes against the School's duty to protect others. It is likely to be justified and lawful to share the information if doing so is in the public interest, e.g. to protect the victim and other young people from harm and to promote the welfare of children;
- the nature of the alleged incident(s), including: whether a crime may have been committed and consideration of whether harmful sexual behaviour was displayed;
- the ages of the children involved;
- the developmental stages of the children involved;
- any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature, more confident or has more social status? Does the victim have a disability or learning difficulty?
- if the alleged incident is a one-off or a sustained pattern of abuse (sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature);
- that HSB, sexual violence and sexual harassment can take place within intimate relationships between children;
- whether there are ongoing risks to the victim, other children, adult pupils or School staff;
- importance of understanding intra familial harms and any necessary support for siblings following incidents;

- other related issues and wider context, including any links to child sexual exploitation (CSE) and child criminal exploitation (CCE);
- informing parents/carers (unless this would put the victim at greater risk);
- only sharing information with those staff who need to know in order to support the children involved and/or be involved in any investigation. For instance, vocational staff may be asked to monitor the victim's welfare without needing to know that they are a victim of HSB, sexual violence or harassment.

Children sharing a classroom - initial considerations following a report of sexual violence

4.8 Any report of sexual harassment or sexual violence is likely to be traumatic for the victim. However, reports of rape and assault by penetration are especially serious, and likely to be especially difficult for the victim, and close proximity with the alleged perpetrator is likely to be especially distressing. Whilst the School establishes the facts of the case and starts the process of liaising with external agencies, the alleged perpetrator **should** be removed from any classes they share with the victim. Consideration will also be given to how best to keep the victim and alleged perpetrator a reasonable distance apart on School premises including before and after school-based activities, and on transport to and from the School, where appropriate. These actions are in the best interests of both children and should not be perceived to be a judgement on the guilt of the alleged perpetrator.

4.9 For other reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator on site and considerations regarding shared classes, sharing School premises and transport, will be considered immediately.

4.10 In all cases, the wishes of the victim, the nature of the allegations and the protection of all children in the School will be especially important when considering any immediate actions.

Responding to the report

4.11 If an offence has been committed, the Police will be informed. It is the prerogative of parents and victims to make complaints to the Police directly but the School will also speak to the Police in order to ensure effective action is taken to safeguard other young people as well as the victim.

4.12 Responses to all incidents of HSB, sexual violence and sexual harassment will be underpinned by the principles of:

- zero tolerance of HSB, sexual violence and sexual harassment, it is never acceptable and will not be tolerated
- support for both the victim and alleged perpetrator/s, particularly pending the outcome of investigations
- all parties have an ongoing right to an education and are safest if they remain in School subject to appropriate risk assessments and risk management
- exclusion will be avoided unless that is the only realistic option to keep one or more parties safe
- all concerns, discussions, decisions and their rationale will be clearly recorded in writing

4.13 In principle, there are four possible responses to an allegation or concern about HSB, sexual violence and sexual harassment;

Manage internally

- In some cases of HSB or sexual harassment, for example, one-off incidents, the School may take the view that the children concerned are not in need of statutory intervention and that it would be appropriate to handle the incident internally, perhaps through utilising the behaviour policy and anti-bullying procedures, speaking to the child and her/his parents, making expectations of future behaviour clear (in writing where appropriate) and by providing pastoral support
- Careful consideration will be given to the need to separate the victim and alleged perpetrator/s in lessons (as with sexual assaults) pending investigation would also be undertaken

Early help

- The School may decide that the child/ren involved do not require statutory interventions but may benefit from a Wellbeing Plan, which can be particularly useful to address non-violent harmful sexual behaviour and may prevent escalation of sexual violence
- A written safeguarding record will be maintained of all concerns, discussions, decisions and their rationale

Referrals to CGC

- Where a child has been harmed, is at risk of harm, or is in immediate danger, the School will make a referral to the CGC and/or the Police
- Schools will generally inform parents or carers, unless there are compelling reasons not to (i.e. if informing a parent or carer is going to put the child at additional risk or create undue delay)
- Collaborative working will help ensure the best possible package of co-ordinated support is implemented for the victim and, where appropriate, the alleged perpetrator and any other children that require support
- However, the School will not wait for the outcome (or even the start) of an external investigation before protecting the victim and other children in the School. The DSL will work closely with CGC (and other agencies as required) to ensure any actions the School takes do not jeopardise an external investigation
- The risk assessment as above will help inform any decision. Consideration of safeguarding the victim, alleged perpetrator, any other children directly involved in the safeguarding report and all children at the School should be immediate
- All concerns, discussions, decisions and their rationale should be clearly recorded in writing

Reporting to the Police

- Any report to the Police will generally be in parallel with a referral to CGC.
- Where the School receives a report of rape, assault by penetration or sexual assault, the starting point is this should be passed on to the Police. It is the prerogative of victims and their parents/carers to make direct complaints to the Police. However, the School should also be very clear with victims and parents/carers that the School has a duty to ensure the Police are informed when an alleged crime has been committed in order to safeguard other young people.
- Where a serious crime is reported, the School can report directly to the local Police station. Where a report has been made to the Police, the School should consult the Police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator and their parents or carers. They should also discuss the best way to protect the victim and their anonymity.
- In some cases, it may become clear very quickly that the Police (for whatever reason) will not take further action. In such circumstances, it is important that the School continue to engage with specialist support for the victim and alleged perpetrator as required.

4.14 The needs and wishes of the victim should continue to be paramount (along with protecting the child) as the case progresses. Wherever possible, the victim, if they wish, should be able to continue in their normal routine. Overall, the priority should be to make the victim's daily experience as normal as possible, so that the School is a safe space for them.

4.15 Similarly, the alleged perpetrator/s has an ongoing right to an education and should be able to continue in their normal routine subject to the ongoing risk assessment and the needs of the victim.

4.16 If a pupil is convicted or receives a caution for a sexual offence, the School will update its risk and needs assessment, ensure relevant protections are in place for all pupils and consider any suitable action in light of the behaviour policy. If the perpetrator remains at the School along with the victim, the School will meet with the pupil and her/his parents/carers to revisit and reiterate in writing expectations of the perpetrator in terms of future behaviour and complying with any restrictions and arrangements put in place to safeguard the victim and other pupils.

4.17 In the light of possible publicity, speculation and interest within the pupil and parent body, the School will consider any other measures necessary to safeguard both the victim and perpetrator, especially from any bullying or harassment (including online).

4.18 In respect of a not guilty verdict or a decision not to progress with a criminal prosecution, the School recognises that this will likely be traumatic for the victim and will continue to offer support. The alleged perpetrator is also likely to require ongoing support for what will have likely been a difficult experience.

4.19 Support will be tailored on a case-by-case basis. Every effort will be made to avoid isolating the victim, in particular from supportive peer groups, but it is recognised that there may be times when a victim finds it difficult to maintain a full-time timetable and may express a wish to withdraw from lessons and activities. The School will provide a physical space for the victim to withdraw.

4.20 Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the School will consider any suitable sanctions in light of the behaviour procedures, including consideration of permanent exclusion. In all but the most exceptional of circumstances, the rape or assault will constitute a serious breach of discipline and lead to the view that allowing the perpetrator to remain in the School would seriously harm the education or welfare of the victim (and potentially other pupils or pupils).

4.21 Where the perpetrator is going to remain at the School, the principle would be to continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on School premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases. In all cases, the School should record and be able to justify their decision-making.

4.22 The School will have a difficult balancing act to consider. On one hand it needs to safeguard the victim (and the wider pupil body) and on the other hand provide the alleged perpetrator with an education, safeguarding support as appropriate and implement any disciplinary sanctions. Support (and sanctions) will be considered on a case-by-case basis, and consider the age and developmental stage of the alleged perpetrator, the nature and frequency of the allegations. An alleged perpetrator may potentially have unmet needs (in some cases these may be considerable) as well as potentially posing a risk of harm to other children. Harmful sexual behaviours in young children may be a symptom of either their own abuse or exposure to abusive practices and/or materials.

4.23 If a perpetrator (alleged or convicted) does move to another educational institution (for any reason), the School will make the new educational institution aware of any ongoing support needs and where appropriate, potential risks to other children and staff. The DSL will take responsibility to ensure this happens as well as transferring the child protection file.

5. CHILDREN MISSING FROM EDUCATION (REPEATED/REGULAR ABSENCE)

5.1 A child going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation and can also be a sign of child criminal exploitation. It may indicate mental health problems, risk of substance abuse, radicalisation, FGM or forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future.

5.2 There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Go missing or run away from home or care
- Cease to attend a school

5.3 Effective information sharing between parents and professional local authorities is critical to ensuring that all children of compulsory school age are safe and receive a suitable education.

5.4 Attendance, absence and exclusions are closely monitored. The senior management will monitor unauthorised absence and take appropriate action.

5.5 Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will:

- Telephone all known contacts. Parents will be asked to provide a minimum of two emergency contacts in the event of children not arriving at School without prior notification and also for other emergency purposes;
- Send letters home (including recorded delivery);
- Contact other schools where siblings may be registered;
- Make home visits where safe to do so;
- Make enquiries to friends, neighbours etc. through school contacts;
- Make enquiries with any other services known to be involved with the pupil/family;
- Record all contacts and outcomes on the pupil's file.

5.6 The School is required to have an admission register and an attendance register for pupils. All pupils must be placed on both registers.

5.7 The School will inform the Kashiwa City Board of Education when they are to remove a pupil's name from the School admission register at non-standard transition points irrespective of the reason.

6. CHILD SEXUAL EXPLOITATION

6.1 Child sexual exploitation (CSE) is a form of child sexual abuse that occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.

6.2 Sexual abuse may involve physical contact, including assault by penetration (for example, rape or penetration with an object) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

6.3 CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge, for example through others sharing videos or images of them on social media.

6.4 CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. This can be committed by an individual or organised network and most sexual abuse is committed by those previously known to the victim.

6.5 Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

6.6 If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the CGC and the police, if appropriate.

6.7 Indicators of sexual exploitation can include a child:

- Appearing with unexplained gifts, money or new possessions;
- Associating with other young people involved in exploitation;
- Having older boyfriends or girlfriends;
- Suffering from sexually transmitted infections or becoming pregnant;

- Displaying inappropriate sexualised behaviour beyond expected sexual development;
- Suffering from changes in emotional wellbeing;
- Misusing alcohol and other drugs;
- Going missing for periods of time, or regularly coming home late;
- Regularly missing school or education, or not taking part in education.

7. CHILD CRIMINAL EXPLOITATION (CCE)

7.1 CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

7.2 The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

7.3 Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts, money or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional wellbeing;
- Children who misuse alcohol and other drugs;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or do not take part in education.

7.4 Children who have been exploited will need additional support to help keep them in education.

8. HONOUR or FAITH-BASED ABUSE (including FGM and FORCED MARRIAGE)

8.1 Honour or faith-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

8.2 If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the DSL (or deputy). As appropriate, the DSL (or deputy) will activate local safeguarding procedures, using existing national and local protocols with the police and the CGC.

8.3 Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place;
- A mother/family member disclosing that FGM has been carried out.

8.4 A girl:

- Having difficulty walking, sitting or standing, or looking uncomfortable;
- Finding it hard to sit still for long periods of time (where this was not a problem previously);
- Spending longer than normal in the bathroom or toilet due to difficulties urinating;
- Having frequent urinary, menstrual or stomach problems;
- Avoiding physical exercise or missing PE without a letter from the Doctor;
- Being repeatedly absent from School, or absent for a prolonged period;
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour;
- Being reluctant to undergo any medical examinations;
- Asking for help, but not being explicit about the problem;
- Talking about pain or discomfort between her legs.

8.5 Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider);

- FGM being known to be practised in the girl's community or country of origin;
- A parent or family member expressing concern that FGM may be carried out;
- A family not engaging with professionals (health, education or other).

8.6 A girl:

- Having a mother, older sibling or cousin who has undergone FGM;
- Having limited level of integration within Japanese society;
- Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman";
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period;
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM;
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion);
- Being unexpectedly absent from School.

8.7 The above indicators and risk factors are not intended to be exhaustive.

9. PREVENTING RADICALISATION

9.1 Radicalisation refers to the process of a person legitimising support for, or use of, terrorist violence. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

9.2 Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

9.3 Schools have a duty to prevent children from being drawn into terrorism. We will assess the risk of children in our School being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with relevant embassies and local police.

9.4 We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at School and at home.

9.5 There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

9.6 Radicalisation can occur quickly or over a long period.

9.7 Staff will be alert to changes in pupils' behaviour.

9.8 Signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves;
- Becoming susceptible to conspiracy theories and feelings of persecution;
- Changes in friendship groups and appearance;
- Rejecting activities they used to enjoy;
- Converting to a new religion;
- Isolating themselves from family and friends;
- Talking as if from a scripted speech;
- An unwillingness or inability to discuss their views;
- A sudden disrespectful attitude towards others;
- Increased levels of anger;
- Increased secretiveness, especially around internet use;

- Expressions of sympathy for extremist ideologies and groups, or justification of their actions;
- Accessing extremist material online, including on Facebook or Twitter;
- Possessing extremist literature;
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations.

Further risk indicators can be found [here](#).

9.9 Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

9.10 Increased vulnerabilities to radicalisation can also include:

- Low mental health;
- Personal / family experiences;
- Victims of physical / sexual abuse;
- Addictions to drugs or alcohol;
- Learning difficulties;
- Financial hardship;
- Grievance against a political regime or movement;
- A misinterpretation of religion;
- Lack of positive role models;
- Unregulated access to the internet;
- Lack of belonging;
- A desire for status;
- Feeling their culture or religion is under threat;
- Feel discriminated against;
- Be looking for a sense of belonging, purpose, or excitement.

9.12 Research shows that extremist views can be diminished, and that teachers facilitating discussions around attitudes and beliefs have a central role in achieving that goal. This forms part of the PSHE programme and resources can also be found [here](#). Chanel which is part of the UK Prevent strategy can also provide support. As part of this programme we encourage and promote positive values and community cohesion, with open debate and critical thinking being supported. Children are also supported to recognise and manage risk, make safer choices and recognise when under pressure from others.

9.13 Staff should always take action if they are worried.

9.14 Parents also need to be sported through the provision of information.

10. DOMESTIC ABUSE

10.1 The definition of Domestic Abuse is:

- Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.
- All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as ‘teenage relationship abuse’. Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns

about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

11. MENTAL HEALTH

11.1 All staff are aware that mental health problems can, in some cases, develop into safeguarding concerns. This could include self-harm, suicidal ideation or risk of suicide. They could also be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

11.2 Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. If a child is struggling with their mental health, self-harming, has an eating disorder or is experiencing suicidal ideation and making plans to end their life, there are likely to be potential warning signs which education staff are well placed to recognise.

These could include:

- significant changes in behaviour;
- ongoing difficulty sleeping;
- withdrawing from social situations;
- not wanting to do things they usually like;
- physical signs of self-harm or neglecting themselves.

11.3 Not every child who exhibits these behaviours is suicidal or has a mental health concern. However, by identifying these and other potential warning signs, staff can identify children who may be struggling with their mental health and contemplating suicide and offer support and vital early intervention. The School should ensure that any interventions offered are evidenced as safe and effective and appropriate for the need and phase of education.

11.4 If staff have a concern about a child's mental health that may also be a safeguarding concern, they should speak to the DSL (or deputy).

11.4 All significant safeguarding concerns should be passed onto the DSG who will in turn pass onto the RSUK representative on the RSJ board if the situation warranted them needing to know.

APPENDIX 5: Procedures for managing the sharing of nudes and semi-nudes / youth produced sexual imagery

This is a suggested approach based on guidance from the UK Government via the UK Council for Internet Safety for all staff and for DSLs and senior leaders. Sharing nudes and semi-nudes: how to respond to an incident (overview) February 2024.

Your responsibilities when responding to an incident:

If you are made aware of an incident involving sharing nudes, you must report it to the DSL immediately and follow the below steps:

- Never view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL and seek support.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL.
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL.

Following a report of an incident, the DSL will follow the procedures outlined below:

Initial review

This meeting will consider the initial evidence and aim to determine:

- whether there is an immediate risk to the pupil(s)
- if a referral needs to be made to the police and/or CGC
- if it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- what further information is required to decide on the best response
- who has created the nude or semi-nude? For example, is it an AI-generated image shared by another pupil or young person
- whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- whether immediate action should be taken to delete or remove images or videos from devices or online services
- any relevant facts about the pupils involved which would influence risk assessment
- if there is a need to contact another school, college, setting or individual
- whether to contact parents or carers of the pupils involved (in most cases parents should be involved)

Incidents can broadly be divided into two categories:

1. **Aggravated:** incidents involving additional or abusive elements beyond the creation, sending or possession of nudes and semi-nudes. These can further be sub-categorised into:
 - a. **Adult involved:** adult offenders (even criminal gangs) attempt to develop relationships by grooming children and young people, in criminal sex offences even without the added element of nudes and semi-nudes. Victims may be family friends, relatives, community members or contacted via the Internet. The images may be solicited by adult offenders. Some offenders may coerce or blackmail the pupil into sending more images or making a payment (known as financially motivated sexual extortion or ‘sextortion’). These are all forms of child sexual abuse.

- b. **Youth only – intent to harm:** these cases can arise from interpersonal conflict, such as break-ups and fights among friends, or criminal/abusive conduct such as blackmail (including financial), threats or deception, sexual abuse or exploitation by young people.
 - c. **Youth only – reckless misuse:** no intent to harm but images are taken or sent without the knowing or willing participation of the young person who is pictured. In these cases, pictures are taken or sent thoughtlessly or recklessly and a victim may have been harmed as a result.
2. **Experimental:** incidents involving the creation and sending of nudes and semi-nudes with no adult involvement, no apparent intent to harm or reckless misuse. These can further be subcategorised into:
 - a. **Romantic:** incidents in which young people in ongoing relationships make images for themselves or each other, and images were not intended to be distributed beyond the pair.
 - b. **‘Sexual attention seeking’:** the phrase ‘sexual attention seeking’ is taken directly from the typology; however it is important to note that incidents within this category can be a part of normal childhood. A child or young person should not be blamed for taking and sharing their image.
 - c. **Other:** cases that do not appear to have aggravating elements, like adult involvement, malicious motives or reckless misuse, but also do not fit into the Romantic or Attention Seeking sub-types. These involve either young people who take pictures of themselves for themselves (no evidence of any sending or sharing or intent to do so) or pre-adolescent children (age 9 or younger) who did not appear to have sexual motives.

The DSL will make an immediate referral to police and/or CGC if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
- What the DSL knows about the imagers or videos suggests the content depicts sexual acts which are unusual for the young person’s developmental stage, or are violent
- The images involves sexual acts and any pupil in the images or videos is under 18
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the Principal and other members of staff as appropriate, may decide to respond to the incident without involving the police or CGC.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or CGC, the DSL will conduct a further review. They will hold interviews with the pupils involved (if appropriate) to establish the facts and assess the risks. If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to CGC and/or the police immediately.

Informing parents

The DSL will inform parents at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police

If it is necessary to refer an incident to the police, this will be done through an already established police contact.

Recording incidents

All incidents and the decisions made in responding to them will be recorded.

Removing the image

Children and young people can use Take It Down, a tool provided by the National Center for Missing and Exploited Children (an American child protection organisation), to help them anonymously remove nudes or semi-nudes that they believe have been or could be shared online. They can select the nude or semi-nude on their device and the tool will generate a 'hash' or digital fingerprint that can be used by online platforms such as Snapchat, TikTok and Instagram to identify exact copies of those images or videos. The service can be used even if the child or young person is unsure whether an image has been shared: <https://takeitdown.ncmec.org>

APPENDIX 6: Wellbeing - Identifying levels of need and what to do next

Identifying levels of need and what to do next

This document is a guide to assessing and meeting the wellbeing needs of children and their families. It is not a 'tick list' and should be used as an aid to assist professional judgement and decision making. It is important that wellbeing assessments are based on a 'big picture' view of the child and their circumstances.

This table tells you what action to take once you have identified the level of need using the Level of Need document on the next page		
Level of need identified	Wellbeing assessment required?	Action / Support
Level 1: Noted concern	No assessment required	A child, young person or family accessed relevant universal services for advice/support such as doctor, school, dentist.
Level 2: Additional support	If a clear issue or area of need is identified – wellbeing assessment may not be necessary. If a number of issues or needs at Level 2 are identified, a Wellbeing Assessment should be undertaken.	Offer support yourself, work with a professional partner or direct to relevant universal service for additional support. Based on results of Wellbeing Assessment – access appropriate early help services and set up a Wellbeing Meeting to develop a Wellbeing Plan.
Level 3: Wellbeing Assessment	If a Wellbeing Assessment has already been done, new information should be sent to the services already involved, to update the Wellbeing Plan. If not already done, Wellbeing Assessment should be undertaken and recommendations made for services required to meet assessed levels of need should start to form a Wellbeing Plan at a Wellbeing Meeting.	Appropriate support can be accessed by the Key Lead Professional involved with the Wellbeing Plan and Wellbeing Meeting.
Level 4: Child Protection	Likely that a Wellbeing Assessment has been done. At this stage refer the case to the CGC and/or the police. During the investigation a Wellbeing Assessment and Plan may be of benefit.	Immediate referral to CGC and/or the police.

Features	Level 1: Noted Concern	Assessment process
Children with no additional needs and children who may from time to time require additional support that can be met within universal Services (defined as publicly accessible services such as schools, doctors, dentists, etc.).	Development Needs All children whose needs can be met by universal services will occasionally experience difficulties in their lives which may be attributable to situational factors such as loss and separation, a change in their family's circumstances, illness or other short term detrimental factors such as bullying or being the victim of violence in the community.	Children should access universal services in a normal way.
	Learning/education: ● General development is age appropriate ● Achieving education key stages ● Good attendance at School ● No barriers to learning ● Planned progression beyond statutory school age	Key agencies that are involved at this level: -Schools including SEND support -Early years childcare settings
	Health: ● Good physical health with age appropriate development, including speech and language	-Doctors -Midwifery -Dentist -Opticians
	Social, emotional, behaviour, identity: ● Good mental health and psychological Wellbeing ● Good quality early attachments, confident in social situations ● Knowledge about the effects of crime and antisocial behaviour ● Knowledgeable about sex and relationships and consistent use of contraception if sexually active	-EAL -School nursing -School counselling service -Police
	Family and social relationships: ● Stable families where parents are able to meet the child's needs	-Voluntary & community sector -Online counselling services
	Self-care and independence: ● Age appropriate independent	
	Family and environmental factors	
	Family History and Wellbeing: ● Supportive family relationships ● Access to consistent and positive activities	
	Housing, employment and finance: ● Child fully supported financially ● Good quality stable housing/amenities	
	Social and community resources: ● Good social and friendship networks exist ● Safe and secure environment	
	Parents and carers	

	Basic care, safety and protection: ● Parents able to provide care for child's needs	
	Emotional warmth and stability: ● Parents provide secure and caring parenting – praise and encouragement	
	Guidance boundaries and stimulation: ● Parents provide appropriate guidance and boundaries to help child develop appropriate values	

Features	Level 2: Additional Support	Assessment process
Children and families with additional needs who would benefit from or who require extra help to improve education, parenting and/or behaviours, or to meet specific health or emotional needs, or to improve material situation. May require multi- agency intervention. Key lead professional and Wellbeing Meeting and Plan. Children with additional needs are best supported by those that already work with them such as schools organising additional support with local partners as needed. The purpose of this intervention is to address these needs and prevent them escalating to a level that requires targeted services.	Development needs:	Two or more services work together to meet child and family needs, coordinated by a service that knows the child/family best. A wellbeing assessment could be completed to gain a full understanding of the family's needs, a Wellbeing Meeting convened and a Wellbeing Plan agreed with the family, agreeing clear outcomes to be achieved and progress regularly reviewed. Key agencies that may provide support at this level: -Targeted drug and alcohol information, advice and education -Schools including SEND support -Early years childcare settings -Doctors -Midwifery -Dentist
	Learning/education: • Limited access to books, toys or educational materials • Poor stimulation • Identified language and communication difficulties • SEN support at school level • Occasional truanting or non-attendance and poor punctuality • Some fixed term exclusions • Few or no qualifications	
	Health: • Slow in reaching development milestones • Overdue immunisations or checks • Minor health problems • Inadequate diet e.g no breakfast, being under/overweight • Dental problems and untreated decay – poor dental hygiene • Bed wetting or soiling • Experiment with tobacco, eCigarettes, alcohol and illegal drugs	
	Social, emotional, behaviour, identity: • Difficulty making and sustaining relationships with peers and family • Social isolation • Lack of positive role models • Exhibits anti social/antiauthoritarian behaviour • Low level mental or emotional issues requiring intervention • Children involved in bullying or low level cyber bullying • Lack of empathy • Early onset of sexual activity • Lack of confidence/low self esteem which affects behaviour and development • Child subject to persistent discrimination • Emerging concerns in relation to attachment • Low level concern about child being radicalised or exposed to extremism • Resistance to boundaries and adult guidance • Exhibits aggressive challenging behaviour	
	Self-care and independence: • Lack of age appropriate self-care & independent living skills that increase vulnerability and social exclusion.	
	Family and environmental factors	
	Family and social relationships and family wellbeing: • Parents/carers have relationship difficulties which affect the child • Child has some young carer responsibilities • Family is socially isolated • Low level inter-sibling violence and aggression	

	• Unresolved issues arising from parents separation and family reconstitution or bereavement	-Opticians -EAL -School nursing -School counselling service -Police -Voluntary & community sector -Online counselling services
	Housing, employment and finance: • Housing arrangements are temporary or unsecure • Unsecure or unknown immigration status • Families financial resources impact on child's basic physical needs being met • Serious debt	
	Social and community resources: • Families are victim of hate crime • Poor access to leisure and recreational amenities and activities • Associating with antisocial or criminally active peers • Risk of gang involvement or vulnerability to gang activity/ exploitation	
	Parents and carers	
	Basic care, safety and protection: • Inappropriate child care arrangements • Some exposure to dangerous situations in the home or community • Low level concerns about parental alcohol or substance use • Young or inexperienced parents • Parental lack of insight into effects of child's exposure to parental conflict	
	Emotional warmth and stability: • Inconsistent parenting, but development not significantly impaired • Inconsistent responses to child/young person	
	Guidance boundaries and stimulation: • Lack of routine and inconsistent boundaries • Poor supervision within the home • Low level physical chastisement that does not cause physical injury • Inappropriate parental chastisement e.g. puts child in stress positions • Threatening and menacing behaviour towards the child	

Features	Level 3: Wellbeing Assessment	Assessment process
Children and families with complex needs requiring integrated targeted support. Because of the complexity of needs, especially around behaviour and parenting, a multidisciplinary/agency coordinated plan developed with the family is needed, coordinated by a Key Lead Professional. Vulnerable children and their families with multiple needs or whose needs are more complex, such as families who: have a disability resulting in complex needs, exhibit antisocial or challenging behaviour, suffer neglect or poor family relationships, have poor engagement with key services such as schools and health, are not in education or work long term.	Development needs:	Where practitioners identify that a child and their family would benefit from a more intensive multidisciplinary response than they can provide, they should discuss this with the family and complete a Wellbeing Assessment. The Wellbeing Assessment needs to identify the child's and family's needs and develop a SMART action plan to address these. A Wellbeing Meeting is to be convened and Key Lead Professional to be identified. There is an expectation that those who attend the Wellbeing Meeting have worked intensively together to meet the additional needs of the child and the family. These indicators are meant as a guide but clearly rely on professional analysis and interpretation. Key agencies that may provide support at this level:
	Learning/education: • Short term exclusions or at risk of permanent exclusion, persistent truanting • Parent does not engage with social and actively resists support • SEN school support • No access to books, toys or educational materials • Inadequate stimulation leading to developmental concerns	
	Health: • Child has some chronic/recurring health problems or a disability; badly managed • Developmental milestones not being met due to parental care • Regular substance misuse • Lack of food • Unsafe sexual activity • Self-harming behaviours • Mental health issues emerging e.g. conduct disorder, ADHD, anxiety, depression, eating disorder, self harming • Failure to engage in antenatal services • History of FGM in the family • Growing professional concern about fabricated and induced illness but there is no current evidence of significant harm	
	Social, emotional, behaviour, identity: • Low or medium indicators of Child Sexual Exploitation • Starting to commit offences and reoffend • Prosecution of offences resulting in court orders and/or fines • Child is engaging in cyber activity that potentially places others or themselves at risk of harm • Evidence of regular/frequent drug use which may be combined with other risk factors • Evidence of gang affiliation and gang related activities • Concern about child being radicalised or exposed to extremism • Child or young person engaging in risk taking behaviours • Mental health/physical needs impact adversely on the care of the child • Significant low self esteem • Clear concerns about parent and child attachment	
	Self-care and independence: • Lack of age appropriate behaviour and independent living skills, likely to impair development or compromise safety	
	Family and environmental factors	

	Family and social relationships and family wellbeing: ● History of ongoing domestic violence ● Risk of relationship breakdown leading to child possibly becoming looked after by someone other than parents ● Child is a young carer and this is adversely impacting on their development and welfare ● Parental illness or disability leading to inability to provide basic care ● Concerns about inter-sibling violence and aggression which does not result in significant emotional or physical harm ● Destructive or unhelpful involvement from extended family	-Targeted drug and alcohol information, advice and education -Schools including SEND support -Early years childcare settings -Doctors -Midwifery -Dentist -Opticians -Mental health services -Specialist health or disability services -EAL -School nursing -School counselling service -Police -Voluntary & community sector -Online counselling services
	Housing, employment and finance: ● Temporary accommodation, unemployment	
	Social and community resources: ● Family require support services as a result of social exclusion ● Parents are socially excluded, no access to local facilities ● Families financial resources seriously compromise child's basic physical needs being met/their general wellbeing	
	Parents and carers	
	Basic care, safety and protection: ● Child is left at home alone but this does not seriously place them at significant risk ● Inappropriate child care arrangements which are consistently prejudicing the child's safety and welfare ● Health and safety hazards in the home ● Escalating concerns that parental alcohol or substance use is adversely impacting on the child ● Parent fails to prevent child's exposure to potentially unsafe activity through cyber activity	
	Emotional warmth and stability: ● Inconsistent parenting impacting emotional or behavioural development ● Parent is unresponsive or fails to recognize child's emotional needs ● Parent ignores child or is consistently inappropriate in responding to child	
	Guidance boundaries and stimulation: ● Parent provides inconsistent boundaries or responses	

Features	Level 4: Child Protection	Assessment process
Children with complex additional unmet needs that require the intervention of the CGC and/or the police. Children who are at risk of significant harm which require a child protection response or legal intervention. Children who need to be accommodated by the Japanese Government or by way of a court order.	Development needs:	Immediate safeguarding concerns / child protection If a child is at risk of physical, emotional, sexual abuse, or neglect refer to CGC and/or the police. After any immediate protective action has been taken you need to speak in person to those who have taken the protection action. When referring a child and or family to the CGC and/or the police you should share a copy of the Wellbeing Assessment and Plan so they have all relevant background information. Key agencies that may provide support at this level: -CGC -Police -Targeted drug and alcohol information, advice and education -Schools including SEND support -Early years childcare settings -Doctors
	Learning/education: • Chronic non-attendance, truanting, permanent exclusions, consistently poor educational attainment/progress, which are attributable to the parenting that the child is receiving and the parent has consistently failed to cooperate with services at the early help level to address this • There are significant concerns that the child's educational needs are not being met • Inadequate stimulation leading to significant delay	
	Health: • Serious physical and emotional health concerns that are consistently not addressed by the parent e.g. failure to thrive, seriously obese/underweight, serious dental decay, persistent and high risk substance misuse, acute mental health problems including self-harming behaviour, risk of suicide, specific physical or medical conditions which require specialist interventions • Concern about serious unexplained injury • Persistent presentation to professional with injuries: raising concerns about safety / parental behaviour • Child is at serious risk of FGM and/or there is evidence of FGM	
	Social, emotional, behaviour, identity: • Serious persistent offending behaviour attributable to neglectful absent parenting • Allegations of child on child sexual harmful behaviour • Serious concerns that a child is being sexually exploited • Safety and welfare seriously compromised by gang involvement and parents failure to manage these significant risks • Complex mental health issues requiring specialist interventions which are consistently not being adequately managed by the parent • Frequently goes missing from home for long periods which seriously compromises the child's safety and wellbeing • Child emotional and physical safety is compromised by exposure to radicalization and extremist ideology • Child is engaging in cyber activity that places them at risk of harm from others and is not managed by the parent • Child goes missing and child's age/level of vulnerability means that welfare and safety is seriously compromised	
	Self-care and independence: • Severe lack of age appropriate behaviour and independent living skills likely to result in significant harm	

	Family and environmental factors	-Midwifery -Dentist -Opticians -Mental health services -Specialist health or disability services -EAL -School nursing -School counselling service -Police -Voluntary & community sector -Online counselling services
	Housing, employment and finance: • Clear evidence that a family is destitute	
	Social and community resources: • High levels of domestic violence that put the child at serious risk • Imminent risk of parental/carer and child relationship breakdown leading to child needing to be looked after by others • Child is a young carer and this is significantly impacting on their development and welfare • Parental illness or disability resulting in inability to provide basic care leading to serious neglect of the child's needs • Concerns about inter-sibling violence and aggression which does result in significant emotional or physical harm and is not managed by the parent • Child is subjected to physical, emotional, sexual abuse or neglect • Persistent but unsubstantiated concerns about physical, emotional or sexual abuse • There is nobody with parental responsibility to ensure the child's wellbeing and stability of care	
	Parents and carers	
	Basic care, safety and protection: • Parents mental health or substance misuse seriously compromises the health, welfare and safety of the child • Parent has history of being unable to care for previous children • Parent has a severe physical or learning difficulty that seriously compromises their ability to meet their child's basic needs • Parental disclosure of serious harm to the child • Parent is unable to assess and manage serious risk to the child from others within their family and social network	
	Emotional warmth and stability: • Inconsistent parenting significantly impacting on emotional or behavioural development	
	Guidance boundaries and stimulation: • Consistent lack of effective boundaries set by the parent leading to risk of serious harm to the child	

APPENDIX 7: Wellbeing & Assessment Plan

Rugby School Japan Wellbeing & Assessment Plan

RESPONSIBLE SAFEGUARDING TOGETHER

About the RSJ Wellbeing Assessment

- At Rugby School Japan we want all children to have the best start in life, to enable them to reach their full potential. Sometimes children and families need additional support to achieve this.
- The aim of the Wellbeing Assessment is to help understand what is going on and to decide the best way forward.
- The DSL needs to sign off the assessment before it is shared with the parent or child.

How to include everyone's views in the Wellbeing Assessment

- In order to understand what everyone needs to move forward, a restorative approach can help us hear everyone's perspective and ensure that people can take ownership of the plan. It is important to consider a family's strengths as well as needs.
- It is important that each individual child can share their view.

When conducting this Wellbeing Assessment, staff are encouraged to:

1. Listen respectfully and impartially and support everyone to feel comfortable to share their views.
2. Repeat back / summarise / check to make sure they have heard and understood.
3. Record what has been said and then check with the parent/carer or child that this accurately reflects their views amending as necessary.
4. Use TED (Tell Me, Explain, Describe) to support your conversations and ensure you use the 'prompt sheet' provided.

Name of Pupil(s):

Name of Professional:

Please comment on how things are going for the child:

What has led to this assessment taking place? What could be better and why?

What is working well? What support do you have in place currently?

Child / Young Person's View

Name of Pupils:

Name of Assessor:

Please use the prompts at the end of the form to help fill in this section.

Areas of your life you?	What could be better and why? Think about what's important to you and your family. What could be better? What would help you?	What's working well? This is where you record the good stuff! Think about what you're good at; your successes. Who looks after you and helps with problems?
Home What is it like at home? Are you comfortable, safe? Are you alone?		
Family relationships How do you feel about your family?		
School How do you feel about school?		
Social What are your hobbies? Describe your friendships?		
Health and Wellbeing Who helps you stay healthy? Who can you talk to about your feelings?		
Enter details below of who is in the pupil's family, who lives at home and how they care for the pupil.		
Enter details of the pupil's family history below including information about important things that have happened.		

Parent / Primary Carer's View

Name of Parent / Carer: Name of Assessor:

Please use the prompt sheet at the end of the form to help fill in this section

Name of Pupil:

Name of Assessor:

Please use the prompts at the end of the form to help fill in this section.

Areas of your life you?	What could be better and why? Think about what's important to you and your children. What could be better for you and your children? What are some of the challenges you face as a parent?	What's working well? Look at what is working well now and what has worked well in the past. Have you received any support that has been helpful from any agencies?
Home & Family relationships		
Work		
School How do you feel about your child's school?		
Social - family friends - support network		
Health and Wellbeing - health needs - emotional wellbeing		
Enter details below of who is in the family, who lives at home and how they care for the child.		
Enter details of the pupil's family history below including information about important things that have happened.		

Wellbeing Action Plan

What needs to change? Set actions that will have positive outcomes for the pupil, decide who will lead on the action and what the outcomes will be.

Remember you should set specific actions that are easy to measure, achievable, realistic and timely, which can support positive change.

DATE PLAN:

DATE OF REVIEW:

(as a minimum the plan should be reviewed every term)

What will the outcome be? (BENEFIT)	What needs to be done? (ACTION)	Who will do it?	Who will help?	By when?
EXAMPLE Child's attendance will go above 90%	EXAMPLE Get up earlier to prepare for the day. Family member to make breakfast and support getting the child to school. Have a meeting where relationship breakdown has taken place.	Mrs EXAMPLE (Mother) Mr EXAMPLE (Father)	Mrs EXAMPLE (Teacher)	

Prompt Sheet for wellbeing assessment

When collecting views of the different people in the family, sometimes all you need to do is listen. But sometimes it can help to have prompts. This can also ensure that important issues are not missed.

Home and Family Relationships

- Any significant life events? (death of a family member, house move, new partners)
- What is the current housing situation?
- Are there family member(s) who struggle with their mental health problems, alcohol or drug dependency?
- Has there been any historical or any ongoing domestic abuse?
- Have there been known concerns about child neglect or abuse?
- Home environment; what's good / bad about it?
- Does the child have safe space and what they need to develop?
- What are parent/child/ren relationships like? Warmth? Routines? Consistency? Boundaries?
- How do the child/children behave at home?
- Who are the family members who understand your concerns and who will support you, who are they?
- For the child: Do you like where you live? Do you have your own space? What is your space like?

Work

- Are parents / older children employed? If not, what would help?
- How are you managing financially?
- Are you able to provide for your family's basic needs? What needs to change?
- What aspirations do the adults/older children have?

School

- Is the child persistently absent from school/missing?
- Are they achieving academically? What could help?
- How do child/ren behave at school? Triggers of behaviour?
- For the child: How do you feel about school? What are the best and worst bits?

Social

- Are there difficulties which make things worse for you or the child/children?
- Any anti-social behaviour or crime impacting your family?
- What support networks help the family?
- Do you have good friendships? What do you like doing in your spare time?
- Any concerns about emerging threats such as criminal or child sexual exploitation?
- Do you feel safe? Who are your safe people/places?
- For the child: Do you feel safe? Are you engaged in any hobbies? Do you have good friends?

Health and Wellbeing

- Are the child/ren clean, hygienic, well fed, over fed?
- How often are visits made to the doctor and dentist?
- Speech, language and communication skills? Any other additional health needs? Sexual health needs?
- Are there problems for adults about emotional wellbeing?
- Are the emotional needs of the child/ren met?
- Are there any caring tasks that pose a risk to the child? Or is the amount/type of care the child is providing impacting, or likely to impact on their health, development, education, social opportunities?
- For the child: Do you have any illnesses, health problems or disability? Who helps you stay healthy? Are there things that make you feel angry/sad? Who can you talk to?

These are not exhaustive prompts but are there as a guide to support a full understanding of the family/child's world.

APPENDIX 8: Low Level Concern Form - English version; Japanese version available from DSL

Low-Level Concern Form

Please use this form to share any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult may have acted in a way that:

- is inconsistent with Rugby School Japan's staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the ‘allegation threshold’ (see below).

You should provide a concise record – including brief context in which the low-level concern arose, and details which are chronological – of any such concern and relevant incident(s) (please use a separate sheet if necessary). The record should be signed and dated.

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Japan. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our School. Members of staff in the School have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

Details of concern

Name of staff member reporting low-level concern (optional):

Please log concern here:

Signed:

Time and Date:

Allegation / low-level concern threshold

Allegation:

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Action:

If you have an allegation, report to the Deputy Principal / Principal / DSL immediately.

Low-Level Concern:

Does not mean that it is insignificant, it means that the adult's behaviour does not meet the allegation threshold set out above. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt', that an adult may have acted in a way that:

- is inconsistent with an organisation's staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegation threshold

Action:

Complete Low Level Concern form and hand it to the Principal / DSL.

Appropriate Conduct:

Behaviour which is entirely consistent with the organisation's staff code of conduct and the law.

To be completed by Principal / DSL

Received by:

Date:

Action taken:

Signed:

Time and Date:

This record will be held securely by the Principal in accordance with Rugby School Japan's low-level concerns procedure. Please note that low-level concerns will be treated in confidence as far as possible, but Rugby School Japan may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.

APPENDIX 8: 日本語版

付録 8: 校内で見られた懸念事項を報告するフォーム

懸念事項を報告するフォーム

この用紙はあなたが抱いた疑念や校内で感じた懸念事項を共有するために使用してください。ラグビースクールジャパンの教職員が以下のような行動を取った疑いがあり、いかなる些細な出来事でも不安に感じることや、疑念を抱くことがあればこちらのフォームを使用し報告してください。

業務外の不適切な行為を含め、ラグビースクール・ジャパンの教職員行動規範に反する行為であること。「申し立て」(下記参照)を満たしていない。

懸念事項が生じた場合は、簡単な背景と時系列に沿った詳細を含む簡潔な記録を提出してください。記録には署名と日付を記入する。

ラグビースクール・ジャパンで働くすべての教職員にとって青少年の健康、安全、幸福は、最も重要です。子どもたちは、年齢、性別、人種、文化、性的指向、障害の有無にかかわらず、スクール内で安全に過ごし、保護される権利があります。本校の教職員は、生徒を身体的な傷害、虐待、ネグレクト、精神的な傷害、または生徒の一般的な成長を妨げるものから保護するために、あらゆる合理的な手段を講じ、生徒の福祉を守り、促進する法的、道徳的な義務があります。

懸念事項の詳細

報告者氏名(任意):
詳細:

署名:
日付:

申し立て:

子どもと関わる大人が以下のような行動をとったことを示すもの:

- 子どもに危害を加える、または加えた可能性のある行動を取る等。
- 児童に対して、または児童に関連して犯罪を犯した可能性がある等。
- 児童に危害を加える危険性があることを示すような行動を、児童または児童に対して取った等。
- 児童と働くのにふさわしくない行動を取った、または取った可能性がある。

行動:

申し立てがあった場合は、直ちに副校長／校長／DSL に報告すること。

懸念事項:

いかなる些細な出来事でも不安に感じることや、疑念を抱くような行動を教職員が取った場合、上記の申し立て基準を満たさないことを意味する。

- 業務外での不適切な行為を含め、組織の教職員行動規範に反する行為であること。
- 申し立ての閾値を満たしていない

行動:

懸念事項を報告するフォームを記入し、校長／DSL に提出する。

To be completed by Principal / DSL

Received by:

Date:

Action taken:

Signed:

Time and Date:

This record will be held securely by the Principal in accordance with Rugby School Japan's low-level concerns procedure. Please note that low-level concerns will be treated in confidence as far as possible, but Rugby School Japan may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.

APPENDIX 9: Child Protection Risk Assessment Form

CHILD PROTECTION RISK ASSESSMENT

Assessment carried out by	
Assessment Number	
Date of Assessment	

Persons at risk
Details of the activity and potential risks
Control measures in place
Further control measures recommended
Who needs to know about these findings

Action completed by	
Signature	
Date	
Review date	

APPENDIX 10: DSL checklist when managing CP concerns

Designated Safeguarding Lead Checklist When Managing Child Protection Concerns.

Questions to ask	Comments	Yes/No
Have you been able to speak to the child and explain what happens next?		
Does the child have special educational needs and require specific form of communication / interpretation?		
Are there any reasons why the child may resist support?		
Are they being controlled by another?		
Where is the child now?		
Where are they in the next 24 hours?		
Is child at immediate risk of harm?		
If yes, what have you done about this?		
If child is to return home and there remain concerns for their safety have you discussed a Safety Plan with the child and or others who may be in the home? This could involve asking a family friend to pop by or providing the child with an emergency number to call if the situation at home deteriorates.		
What information do you have about the family/carer?		
Are there any other		

services involved and have you spoken to them?		
Do you need to complete a Wellbeing Assessment? Have you done this?		
Have you contacted the CGC and/or the police?		
Have you consulted with the Principal?		
If threshold of significant harm is met have you contacted the Designated Safeguarding Governor?		
Have you talked with the person who has referred the situation to you to gather all the information?		
Are there siblings at risk of harm? If yes, what have you done about this?		
If a decision has been made to contact the parent/carer, give brief details.		
If a decision has been made <u>not</u> to contact the parent/carer, give brief details.		
If a decision has been made to inform setting staff, what information has been given and to whom?		
Have you followed your settings procedures and recorded everything onto CPOMS?		
How and when are you monitoring the situation?		
Have you arranged as		

appropriate a meeting with the parents, including the Principal, no later than 24 hours of the alleged abuse being disclosed?		
What else do you need to do?		

NOTES

APPENDIX 11: Job description of DSLs

All schools are required to appoint a member of the Senior Leadership Team to coordinate child protection arrangements and to ensure that there are appropriate cover arrangements.

The Designated Safeguarding Lead (DSL):

- is a senior member of staff from the School's leadership team and therefore has the status and authority within the School to carry out the duties of the post, including committing resources and supporting and directing other staff
- takes lead responsibility for safeguarding and child protection (including on-line safety) in the School, which will not be delegated although the activities of the DSL may be delegated to appropriately trained deputies. The role and responsibility is explicit in the role holder's job description.
- is appropriately trained, receives refresher training at two-yearly intervals and regularly (at least annually) updates their knowledge and skills to keep up with any developments relevant to their role
- acts as a source of advice, support and expertise to the School community
- encourages a culture of listening to children and taking account of their wishes and feelings
- is alert to the specific needs of children in need, those with special educational needs and young carers
- has a working knowledge of locally agreed multi-agency safeguarding arrangements and procedures
- has an understanding of the early help process to ensure effective assessment and understanding of children's additional needs in order to inform appropriate provision of early help and intervention
- keeps detailed written records of all concerns, ensuring that such records are stored securely and flagged, but kept separate from, the pupil's general file
- refers cases of suspected abuse to CGC or the Police as appropriate
- ensures that, when a pupil moves to a new school all child protection records are passed to the new school (separately from the main pupil file and ensuring secure transit) and confirmation of receipt is obtained. If the child is the subject of an open case to CGC, the pupil's social worker is also informed
- attends and/or contributes to strategy meetings and multi-agency meetings
- co-ordinates the School's contribution to child protection plans
- develops effective links with relevant statutory and voluntary agencies including the local safeguarding partnership
- ensures that all staff sign to indicate that they have read and understood the Safeguarding Policy; Staff Code of Conduct; Speak Up/Whistleblowing Policy; and the Behavioural Management Procedures
- has a working knowledge of relevant Japanese guidance in respect of all specific safeguarding issues highlighted
- ensures that the child protection and safeguarding policy and procedures are reviewed and updated at least annually, working with the whole school community of pupils, parents, staff and governors regarding this
- liaises with the nominated governor and Principal
- keeps a record of staff attendance at child protection training
- makes the Safeguarding Policy available publicly on the School website
- ensures parents are aware of the School's role in safeguarding and that referrals about suspected abuse and neglect may be made
- ensures that the School holds more than one emergency contact number for every pupil

The Deputy Designated Safeguarding Lead(s)

Are appropriately trained to the same standard as the DSL and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of pupils. The role and responsibility is explicit in the role holder's job description. In the event of the long-term absence of the DSL, the deputy will assume all of the functions of the DSL as above.

APPENDIX 12: RSJ Visitor Code of Conduct

RSJ VISITOR CODE OF CONDUCT

RSJ values and welcomes the rich learning experiences the wider community provides for all of us. The following code outlines the general minimum conduct expectations for ALL visitors to RSJ. This code is intended to promote a positive environment which supports our child safeguarding policies and practices.

1. Visitors are expected to wear their ID badge so that it is clearly displayed at all times.
2. Visitors must not be alone with any pupils.
3. Visitors must avoid physical contact with pupils.
4. Visitors are expected to act and speak in a kind and respectful manner, particularly around young people.
5. Visitors are expected to use designated adult facilities, not pupil facilities (e.g., toilets, changing rooms).
6. Visitors are expected to treat others in a professional manner and with respect, upholding high standards of personal behaviour.
7. Visitors must report concerns about a young person's welfare, or if a young person discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to a member of staff.
8. Visitors should not accept money or gifts from pupils, or offer money or gifts to pupils.
9. Visitors are expected to seek permission from a member of staff before taking images / videos of pupils.
10. Visitors are responsible for their own actions and behaviour, and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

By signing below, you acknowledge your agreement to the RSJ Visitor Code of Conduct as outlined above. If there is any violation of this Code of Conduct, you may be asked to leave the campus.

If you have any questions or concerns related to child safeguarding, please contact Alastair Falzon (alastair.falzon@rugbyschooljapan.ed.jp) or see a member of staff at the reception desk.

Full Name

Signature

Date