



# EiM HQ Student Safeguarding Policy

This policy was written by the EiM Chief Education Officer and the EiM Safeguarding Consultant and is subject to annual review and final approval by the EiM Group Executive Board.

EiM Schools and Colleges amend the policy as required by local regulations or context.

The EiM Chief Education Officer will ensure compliance with this Policy across the EiM offices.

For EiM office faculty and staff working with Dehong Schools, the safeguarding policies and procedures can be found on *WE* under the name of *Safe at School*.



*The links in this document will take members of staff at EiM HQ the links to [My Safeguarding](#) on [ConnectED](#) where further resources can be found. Everyone is an important part of the EiM safeguarding community. safeguarding community.*



## 1. WHAT IS SAFEGUARDING?

We define safeguarding as *the way in which we provide a safe environment so that all our students can develop and learn.*

Our safeguarding approach applies to all adults working in EiM HQ, visiting, accompanying visitors or working with students in our Colleges and Schools, including staff, volunteers, interns, gap students, contractors, consultants, board members, guests and visitors.

### 1.1 Our commitment

Education in Motion takes every step to ensure that students in our care are protected from all forms of abuse and neglect.

*“At Education in Motion, we believe that safeguarding is everyone’s responsibility. Everyone in our colleges and schools who comes into contact with our students and their families has a significant role to play. To do this effectively, all our staff and volunteers must always make sure that they consider what is in the best interests of the child. Students come first.”*

Fraser White, Founder, Chairman & CEO, EiM

### 1.2 Our guiding principles:

The following principles underpin our commitment to safeguarding:

- We listen to our students and put them first
- We ensure that safeguarding is central to all we do
- We recruit safely
- We ensure that safeguarding is a standing item on all meeting agendas
- We train every adult working or volunteering in our colleges/schools
- We support the needs of individual students and recognise that some students are more vulnerable than others

### 1.3 Our core competencies

Through professional learning and dialogue, we ensure that staff and volunteers meet the following competencies:

1. Placing the student at the centre of all that you do
2. Understanding possible signs and indicators of abuse and neglect
3. Knowing how to respond to and communicate with students
4. Always responding to safeguarding needs
5. Understanding what might make some students more vulnerable
6. Understanding your College/School/HQ Safeguarding policy, related policies and Code of Conduct
7. Knowing how to share key information safely and who to share it with



#### 1.4 Our context

*“We have a shared approach and standards to the way we keep students safe across our colleges and schools. However, we respect that each school must consider their cultural context and any local or national regulations.”*

Lesley Meyer Chief Education Officer, EiM

We have colleges and schools in China, Korea, Singapore Switzerland, Bali and New Zealand and comply with national and local safeguarding legal requirements.

- Our child-centred approach is modelled on the United Nations Convention on the Rights of the Child.
- We draw upon best practice internationally and apply the safeguarding standards of the Council of International Schools (CIS).
- All of our students have the right to be safe.
- We will continue to adapt and improve our policy and procedure in response to changes in local and global circumstances.

## 2. WHAT IS CHILD ABUSE?

### 2.1 Indicators of abuse and neglect: Appendix A. [ConnectED](#)

The indicators of abuse and neglect include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

You can find definitions and more information on [ConnectED](#)

## 3. HOW DO WE KEEP OUR COMMUNITY SAFE?

### 3.1 Key safeguarding roles and responsibilities

The key roles and responsibilities across the EiM Group can be found below in 3.2. A photo of each key person is on [ConnectED](#) and details are posted around each college, school and HQ Office. Important reporting phone numbers of each College/ School/HQ are on the back of each lanyard.

### 3.2 EiM key roles and responsibilities

You can find out more about these roles and responsibilities on [ConnectED](#). Fraser White, EiM Chairman & CEO has oversight of all aspects of this policy and intervention.

#### The EiM Safeguarding Team

Lesley Meyer: EiM CEo

Kate Beith: Lead Safeguarding Consultant for Training, Development and Case Support



Tim Gerrish: Safeguarding Consultant for Quality Assurance

Crispian Farrow: Digital Safety Lead

David Yung: HR Director

Annabel Parker: Lead Trainer for EiM Shanghai (English and Mandarin speaker)

Viv Robinson: Lead Trainer for EiM Singapore (English speaker)

*Led by Lesley Meyer. 3 meetings per year (2 online, one face to face)*

### 3.3 Disclosure, reporting and recording

All EiM HQ staff working in, volunteering or visiting Colleges and Schools must report concerns immediately; they must maintain confidentiality and report immediately to the identified CPO or Deputy CPO. They will be asked to record their concerns on the Confidential Record of Concern form (available from the CPO): Appendix C. [ConnectED](#). These will be added to CPOMS, the digital platform for child protection data.

Any EiM HQ member of staff can consult with Lesley Meyer, the EiM Chief Education Officer or in her absence (David Fitzgerald EiM Global Director of Education) who will in turn consult with Kate Beith, the EiM Safeguarding Consultant.

### 3.4 Confidentiality

All members of its staff will ensure that all data relating to all students is confidentially managed in accordance with the requirements of EiM and applicable national or local guidance, laws or regulations.

- Any EiM office staff member reporting any safeguarding concerns will adhere to the lines of communication, ensuring confidentiality.
- Any member of EiM HQ office staff who has access to confidential information about a student and / or the student's family must take all reasonable steps to maintain confidentiality.

Regardless of the duty of confidentiality, any EiM HQ office staff member of staff who has reason to believe that a student is at immediate or significant risk of harm, has a duty to forward this information without delay to the CPO or the CEo

- EiM will ensure that all members of staff and employees are familiar with the procedures for writing a confidential written record of any incidents. Appendix C. [ConnectED](#). This will be added to CPOMS (a digital child protection data programme) by the college/school CPO.
- EiM HQ members of staff and volunteers are **not** required and must not investigate; staff or volunteers who believe that a student may be at risk will immediately refer concerns to their CPO.
- EiM encourages a culture of safe reporting for all members community, including concerns adults and children, including peer on peer abuse, either online or in person.



### 3.5 Safer recruitment

To ensure that students are protected while at the College/School, all staff will be carefully selected, screened, trained and supervised. More details of procedures followed can be found in the *EiM Safer Recruitment Policy*.

### 3.6 Professional safeguarding learning

EiM HQ offices have a safeguarding training team consisting of two lead Safeguarding Trainers.

The EiM Safeguarding Consultant will support the EiM safeguarding training programme. All EiM Training supports staff in ensuring that they meet the required EiM Safeguarding Competencies.

Training requirements for every EiM staff member can be found in the EiM Competency and Training Framework: Appendix E. [ConnectED](#).

Find out more about the role of the safeguarding trainer in Appendix B. [ConnectED](#). The role of the Safeguarding Trainer that will be added to each job description so that this role forms part of the professional review process.

All training materials for the use of trainers will be kept in a designated central location on TEAMS. Other resources can be found on [ConnectED](#).

*At our EiM HQ offices we are committed to face-to-face training but in 2020/21 online initial training will be available to support the current Covid19 situation where staff may spend some of induction time in quarantine.*

Training schedules will be posted online via [ConnectED](#).

Training is evaluated at the end of each academic year to inform future development. Further information, training resources for staff and volunteers can be found on [ConnectED](#).

### 3.7 Reflection, reviewing and evaluating for impact

#### Annual Safeguarding Reviews and Audits Compliance Review

Once a year, the CEo will meet with the EiM Safeguarding Team, using the EiM Safeguarding Compliance Review protocol. Any action arising from this will be incorporated into the EiM HQ Safeguarding Action Plan.

#### Two-year audit cycle

The EiM HQ offices will be alternately internally and externally audited on a two-year cycle. The internal audit uses the EiM Internal Audit Protocol and is carried out by the CEo and the EiM Safeguarding Team. The findings of the audit will be discussed in an online meeting with the EiM Audit Consultant.

The external audit is conducted using an agreed protocol by an external consultant. The action plan resulting from the audit will be agreed and signed by the following:

- The EiM auditors
- The CEo
- The Chairman



The CEO will ensure that the EiM Safeguarding Group, reviews the action plan at three meetings per year.

## 4. HOW SHOULD WE BEHAVE?

### 4.1 Staff Safeguarding Code of Conduct

EiM has a duty to ensure that professional behaviour applies to relationships between staff and students, and that all EiM HQ staff members are clear about what constitutes appropriate behaviour and professional boundaries. Induction training will be based upon the Code of Conduct. Once completed, all staff will sign the *EiM Safeguarding Code of Conduct (Appendix D)*. This will be re-signed annually by all staff.

### 4.2 Volunteers, visitors, and contractors

We recognise that some people who may be unsuitable for working with children, may use volunteering as an opportunity to gain access to students. Sometimes these volunteers may be arranged by staff from EiM HQ.

EiM HQ staff must be mindful of any visitors that they take to a college/school campus, and it is their responsibility to accompany them and make sure they follow all safeguarding guidelines. All visitors who come on campus will be asked to read the safeguarding statement before being issued a visitor's pass.

EiM HQ staff members will ensure that all service providers and contractors they work with must sign the EiM standard supplier agreement, in order to put the onus on the service providers to warrant that their personnel have no criminal or violent record, no inappropriate behaviour, and the service providers have known them for a period of time to know their personnel adequately and that any personnel from these companies will sign the EiM Safeguarding Code of Conduct, that they are supervised on site and given appropriate training.

### 4.3 Allegations against a member of staff, volunteer, or board member

When an allegation is made against a staff member or other adult, whether by a student or another adult, the EiM procedure for managing allegations will be followed as outlined in the Management of Safeguarding Allegations Policy and Appendix I.

### 4.4 Safeguarding whistleblowing guidance (Speak up and Speak Out)

An EiM HQ staff member, volunteer or visitor may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation. All adults are encouraged to ensure that students are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing' when adults are encouraged to speak up and speak out.

Reasons for whistleblowing



- Every individual has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of our students
- To prevent a problem from becoming more serious
- to protect or reduce risks to other students

How to raise a concern:

- Concerns should be expressed as soon as possible. The earlier a concern is expressed the sooner action can be taken.
- The concern should express exactly what practice is causing concern and why.
- The person raising a concern should approach the Head of College/Director immediately and, in her/his absence, the EiM Chief Education Officer, Lesley Meyer or the EiM Chairman & CEO, Fraser White.
- If a concern is expressed about the Head of College/Director, it should be referred to the EiM Chief Education Officer, Lesley Meyer or the EiM Chairman & CEO, Fraser White.
- If a concern is expressed about the EiM Chief Education Officer, it should be referred to the EiM Chairman & CEO, Fraser White.

#### 4.5 Self-reporting

An EiM HQ member of staff may have a personal difficulty that impinges on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so that professional and personal support can be offered. While such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of students.

Staff may seek advice or self-report if they feel compromised as parents of a child in one of our colleges or schools in any aspect of safeguarding.

Students may develop an infatuation with an adult. If an EiM HQ staff member or volunteer suspects this, they must report it to their line manager and the CPO who will decide on the best way to proceed and give advice accordingly.

#### 4.8 Safe touch

In accordance the Code of Conduct, physical contact with a student is not appropriate for any EiM HQ staff member.

## 5. HOW DO WE ENSURE E-SAFETY?

The use of ICT equipment and systems are well monitored, and appropriate actions are taken where issues are identified. We are committed to ensuring that our Colleges, High Schools and EiM HQ offices are safe digital learning communities through the curriculum, professional development, auditing of systems, working with parents and developing



detailed e-policies. When visiting any of our colleges or schools, EiM HQ staff and any visitors and volunteers who accompany them, are expected to follow the Code of Conduct concerning Safe and responsible use of:

- Internet and social media
- Images and videos of children, including their own.

#### [Safeguarding Policy links](#)

Relevant appendices and policy documents referred to in this document can all be accessed on [ConnectED](#)