

## Safeguarding Policy

### PROTECTION PROTOCOL FOR VISITORS

As a visitor to the school, it is important that you are aware of our protection procedures; please ask a staff member if you are unsure about anything.

Safeguarding and promoting the welfare of children is everyone's responsibility.

Everyone who comes into contact with children and their families has a role to play.

All visitors must be prepared to provide formal identification.

All visitors must wear the ID badge provided upon registration and keep it visible at all times while on the premises.

At our school, we take security very seriously.

### WHAT TO DO TO STAY SAFE

Always speak to students calmly and with respect.

Avoid physical contact with students unless you are preventing them from harming themselves or others.

Avoid being alone with any student; you should not do so unless there is a specific reason and the rest of the staff is aware.

Always report if a student touches you or speaks to you inappropriately (record the incident, including time and date, and hand it to the director or the designated person in charge).

Never contact a student through social media.

Never discuss confidential information outside of school or online.

### WHAT IS ABUSE?

Abuse is the maltreatment of a child.

It can involve neglect, or any form of physical, emotional, or sexual abuse that causes harm or injury, or the failure to protect a child from harm.

It can happen to any child regardless of age, gender, race, or ability, and can be inflicted by an adult or adults, or by another child.

### WHAT TO DO IF A STUDENT DISCLOSES SOMETHING

React calmly, listen without showing shock, and do not make judgments.

Do not promise confidentiality: explain that you must share the information with the DSL (Designated Safeguarding Lead).

Reassure the student, but only to the extent that you are honest and reliable.

Do not interrogate the student, ask leading questions, or criticize the alleged perpetrator.

Take accurate notes (record the date, time, location, your observations, and exactly what the student said).

Immediately report your concerns to the designated safeguarding lead or the deputy lead.

Always follow the school's child protection policy and procedures.

### **WHAT TO DO IF YOU HAVE DOUBTS ABOUT A STAFF MEMBER**

If you are concerned about a staff member's conduct based on something you observed or a disclosure, you must report it to the Director.

If your concern involves the Director, you must report it to the General Director.

### **WHAT TO DO IF YOU ARE CONCERNED ABOUT A STUDENT**

You may observe something or become aware of information regarding a student that concerns you while you are at the center.

If so, it is important to communicate your concerns to the DSL or the deputy lead for child protection.

If you cannot locate them, the school office will ensure that you speak with them.

### **ACCIDENTS AND INCIDENTS**

Remember to follow all procedures established in our Disaster Plan.

If you have any questions, consult our policy or contact your Head of Security (Yenda Villalobos).

### **EVACUATION IN CASE OF FIRE OR EMERGENCY**

If the alarm sounds, exit through the nearest fire exit and proceed to the closest emergency assembly point, the natural grass field, or the Preschool roundabout.

Wait there until you are given permission to re-enter the building.

If you discover a fire, activate the alarm and inform a staff member if possible.



Then, proceed to the emergency assembly point.

## **FIRST AID**

Many of our staff members are trained in first aid.

If you need assistance, please inform a staff member.