

CHILD PROTECTION & SAFEGUARDING POLICY

1. Purpose

At Knowledge Tree International School (CEKT), we believe that children thrive when they feel safe, seen, and supported. Protection is not only a duty, but a lived culture of respect, care, and relational trust embedded across our campus, curriculum, and community. This policy outlines the principles and procedures for safeguarding and child protection, in line with Romanian legislation, international frameworks (UNCRC), and the Cambridge expectations.

2. Scope

This policy applies to all staff, volunteers, students, parents, external partners, visitors and contractors who interact with children both in person and online at CEKT.

3. Legal and Policy Framework

Aligned with:

- UN Convention on the Rights of the Child (UNCRC)
- Romanian Law 272/2004 on Child Protection
- GDPR Law No. 363/2018
- Cambridge Assessment International Education safeguarding requirements
- Internal CEKT policies: Code of Conduct, SEN Policy, Behaviour & e-Safety Policy

4. Key Principles

- Zero tolerance for abuse, neglect, exploitation, or discrimination.
- Shared responsibility and collective vigilance.
- Early identification and timely intervention.
- Respectful, child-centered and restorative approaches.

5. Types of Abuse Recognized

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

- Online abuse and cyberbullying
- Discrimination and psychological harm

6. Prevention & Education

- Curriculum integration (PSHE, Digital Citizenship)
- Emotional literacy, kindness & safety campaigns
- Workshops for students, staff and parents
- Regular emergency drills and safety simulations

7. Safe Recruitment & Training

- Mandatory national and international background checks
- Annual safeguarding training for all staff
- Code of Conduct & Confidentiality Agreements signed upon hiring

8. Reporting and Responding

Designated Safeguarding Leads (DSLs):

- Monica Cojan (Founder & DSL Overall)
- Raluca Tantarean (Deputy Head – Primary)
- Nicole Urma (Deputy Head – Secondary)
- Julian Hingley School Counsellor (Pastoral support)

Steps:

1. Immediate verbal report to DSL
2. Written form submitted within 24h
3. Internal review and follow-up by DSL
4. Parental and/or authority involvement where needed

9. Digital & Online Safety

- Use of school-authorized platforms only
- Digital literacy embedded in learning
- Staff-student online boundaries enforced
- Monitoring and logging of online activity

10. Safeguarding and Inclusion

- Individual support plans for SEN students
- Focus on emotional and physical wellbeing
- Cultural sensitivity and inclusion of diverse identities

11. Behaviour Management & Physical Contact

- Corporal punishment forbidden
- Touch only permitted when appropriate (e.g. first aid)
- Verbal abuse or public shaming is prohibited
- Positive reinforcement and restorative practices used

12. Data Protection & Confidentiality

- Safeguarding records stored securely and confidentially
- Shared only with relevant internal leadership
- GDPR principles applied

13. Roles & Responsibilities

All Staff: Remain vigilant, report concerns, uphold safe boundaries

Leadership: Train, audit, and monitor implementation

Parents: Engage collaboratively, attend briefings, voice concerns promptly

14. Review Cycle

Policy reviewed annually by the CEKT Safeguarding Committee including:

- CEO/DSL, Deputy Heads, Counsellor, Student Council and Parent Board reps.

Suggestions welcome during termly feedback windows.

Anexe: Sample Form

Child Protection Concern Form

Knowledge Tree International School (CEKT)

(To be completed by any staff member who suspects or witnesses a safeguarding concern)

1. Staff Member Details

- **Name:**
- **Position / Role:**
- **Date of Report:**
- **Time of Report:**

2. Child Details

- **Full Name of Child:**
- **Class / Year Group:**
- **Gender:** ☐ M ☐ F ☐ Other
- **Any special needs (SEN / medical):**

3. Concern Description

- **Date & Time of Incident / Disclosure (if known):**
.....
- **Location (if relevant):**
.....
- **Nature of Concern (tick all that apply):**
 - ☐ Physical abuse
 - ☐ Emotional abuse
 - ☐ Sexual abuse
 - ☐ Neglect
 - ☐ Online / digital harm
 - ☐ Other:
- **Describe exactly what was seen / heard / said (use child's words if possible):**
.....
.....
.....
- **Was anyone else present? If yes, who?**
.....

4. Action Taken by Reporter

- ☐ Spoke with Designated Safeguarding Lead (DSL)
- ☐ Referred immediately to [Insert Name]
- ☐ Kept child under supervision
- ☐ Other:

5. Signature

I confirm that the information provided above is accurate and true to the best of my knowledge.

Signature of Reporting Staff:

Date:

6. DSL Use Only (to be completed by Designated Safeguarding Lead)

- **Name of DSL Receiving Report:**
- **Initial Response / Action Taken:**
.....
.....
- **Outcome (e.g., monitored / meeting with parents / referral to authority):**
.....
- **Date:**
- **Time:**

This form must be stored securely and submitted to the Head of School / CEO immediately after completion. All safeguarding records are confidential.