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1. Introduction

King Henry VIII College recognises that the needs of the children in its care are paramount, and fully understands its responsibilities for Child Protection.

This policy applies to all staff, governors and volunteers working in the College. It provides the basis and framework for consistent good practice within the College and will enable every child to stay healthy and safe. It also seeks to make the professional responsibilities clear to all staff to ensure that statutory and other duties are fully met. The procedures outlined in this policy are in line with the DfE statutory guidance document [Keeping children safe in education 2025.pdf](#) and Malaysian National Child Protection Policy (2016), which is implemented by the Coordinating Council for the Protection of Children. It is underpinned by the Child Act of 2001 as well as by Malaysia's decision to accede to the Convention on the Rights of the Child (CRC) in 1995, which upholds the right of every child to be protected from "all forms of physical and mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse" (Article 19). Where investigations or other procedures relating to Safeguarding are required, the College will be guided by [Keeping children safe in education 2025.pdf](#), whilst understanding that it is working within the Malaysian context and therefore acknowledging that not all actions or lines of support are appropriate or available.

2. Definitions

Date: October 2023

Review Date: August 2025

Responsibility: Designated Safeguarding Leads

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse and maltreatment. Preventing harm to children's health or development. ensuring children grow up with the provision of safe and effective care.

NSPCC, 2016

Child protection is part of the Safeguarding process and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

The Royal College of Paediatrics and Child Health, 2016

We understand the term safeguarding to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We also understand that where we have any concerns about a child's welfare we will take all appropriate action to address those concerns.

A range of other policies are central to many aspects of the College's Child Protection Policy, and this document should therefore be read in conjunction with our Policies for:

- Behaviour Management - [Primary](#) & [Senior](#)
- [Anti-Bullying](#)
- Attendance & [Missing Persons Policy](#)
- [Social Media Policy](#)
- [Intimate Care Policy](#)

Our procedures will be followed by all adults, including volunteers, working with or on behalf of the College.

This Safeguarding policy is available to all parents on the school website.

3. Responsibilities

King Henry VIII College is committed to Safeguarding, promoting the welfare of all its children and to protecting them from the risks of harm. All members of the community have a duty to share this commitment.

The Executive Leadership Team (ELT)

The Executive Leadership Team is responsible for formulating and implementing policy and procedures which:

- Prevent unsuitable people from working with children and young people i.e. safe recruitment procedures and single central vetting records.
- Promote safe practices and challenge poor and unsafe practices in the whole-school context.
- Identify and support a Designated Lead (s) for Child Protection who is a member of the ELT.
- Identify instances where there are grounds for concern about a child's welfare and initiate appropriate action/intervention to keep them safe.
- Contribute to effective partnerships working between all those involved with providing services for children.

The Designated Safeguarding Leads (DSL)

The Designated Safeguarding Leads can be seen at the top of this document. There is an extended Designated Safeguarding Leadership Team that is made up of the DSL and the Deputy Designated Safeguarding Leads (DDSL). If none of these persons are available then any referrals should be made to another member of SLT.

The DSL is responsible for the College's approach to:

- Policy
- Practice
- Procedures
- Professional development

Specifically the DSL will:

- Ensure that all staff know who is responsible for child protection issues.
- Maintain staff awareness and confidence regarding child protection procedures and ensure new staff are aware of these procedures - coordinate training in this regard.
- Coordinate action where child abuse is suspected.
- Attend case-conferences or nominate an appropriate member of staff to attend on his/her behalf.
- Maintain and update Child Protection records including outcomes of case conferences and other sensitive information - to be secured (double key) in a confidential file and disseminated only on a 'need to know' basis.
- Keep up to date with current practice by participating in training opportunities at the highest level.

All Staff

All staff have a shared responsibility to help keep children safe by:

- Providing a safe environment
- Identifying children who are suffering or who are at **significant risk of harm**.
- Taking appropriate action with the aim of making sure that children are kept safe both at home and at the College.
- Understanding policy and procedures related to child protection and safeguarding and knowing who is the Designated Officer for Child Protection.
- Contributing to professional training and awareness of Child Protection issues.

All staff should see Appendix 1 for further guidelines.

4. Child Protection - Responding to concerns about individual children

All children at King Henry VIII College must be able to place their trust and confidence in any adult working in the College. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns.

All staff must:

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that he/she has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm, the information that has been shared must be passed on.
- Report what has been disclosed to the Designated Safeguarding Lead in the College.
- Record on [iSAMS](#), as soon as is practicable, what was said using the child's actual words.

The Designated Safeguarding Lead will:

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered, or is likely to suffer, significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- Seek advice if unsure that a child protection referral should be made.

The Designated Safeguarding Lead will:

- Either make a referral to the Local Children Services Department or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing any further action that is required.

5. Child Protection - Recognition and Response to abuse

Owing to the nature of the day-to-day interactions and relationships, staff are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

Physical Abuse

May include: Hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child.

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury. This is the role of child protection and investigating agencies.

Emotional Abuse

May Include: The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, mental health, behaviour and self-esteem. This may be caused by conveying to children that they are worthless, unloved or unvalued or by developmentally inappropriate expectations being made or by causing children to frequently feel frightened or the exploitation or corruption of children.

May be recognised by: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult

to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse

May Include: Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

Neglect

May include: 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

May be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

6. Safeguarding - Providing a safe environment

All parents and carers of children must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe. We will do this by:

- Promoting a caring, safe and positive environment within the College
- Ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken
- Encouraging the self-esteem and self-assertiveness of all children through the curriculum so that the children themselves become aware of danger and risk and what acceptable behaviour is and what is not
- Working in partnership with all other government agencies involved in the safeguarding of children
- Always following Safer Recruitment procedures when appointing staff
- Welcoming visitors in a safe and secure manner
- Undertaking risk assessments when planning out of College activities or trips

7. Safeguarding & Child Protection in specific circumstances

Attendance

Attendance should be targeted at 95% or above throughout the year. We are aware that a pupil's unexplained absence from school could mean that they are at risk from harm.

- We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable
- We will always report a continued absence about which we have not been notified by the parent or carer to the Head of College
- In the event of a child going missing from education without a known reason, the DSL will be informed and will then contact the relevant authorities

Campus and facility

The Campus and Facility manager will undertake a weekly walkthrough of the College to identify any health and safety risks posed to students. These will be recorded and shared with the DSL to keep a log of recurring risks that can then be addressed.

Pupil Behaviour

We will always aim to maintain a safe and calm environment by expecting good behaviour from our children in line with our behaviour policy.

We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

- No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident

Bullying

We understand that bullying is harmful to children. We have a behaviour policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take any reports of bullying seriously and respond appropriately.

We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our behaviour policy.

E-Safety

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy that addresses how we minimise those risks in school and teach children how to stay safe when using the internet in their lives out of school. Children are expected to sign the [User Agreement ICT Systems - Students Policy](#).

We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our IT equipment and also adhere to the guidelines laid out in the [Social Media Policy](#).

Risk Assessments

Our Risk Assessments demonstrate the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff.

8. Working together with Parents & Carers

Pupil Information

We recognise the importance of keeping up-to-date and accurate information about children. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child
- name and contact detail of G.P.

- any other factors which may impact on the safety and welfare of the child

Confidentiality

Information about children given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only a “need to know” basis in order to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

Sharing our Policy & Training

This policy is available to all current parents and prospective parents. Any member of staff, regular volunteer or external provider will undergo training or a child protection briefing outlining the safeguarding procedures in place at school. It is a requirement for all staff to have read this policy and the document [Keeping Children Safe in Education 2025](#).

Training will be annual and for all staff. This currently takes the form of an online course. External providers, Shadow Aides and Catering staff will have an annual child protection briefing that will be delivered in their native language.

9. Adults working with children

Safer Recruitment

All staff and volunteers working with children at KH8 will be recruited safely.

Preparation:

- We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.
- We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

Advertising:

- We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.
- The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.
- The advertisement will state that the appointment is subject to appropriate Criminal Record check.

Applications:

- We will ensure that our application form enables us to gather information about the candidate's suitability to work with children by asking specific and direct questions.
- We will scrutinise all completed application forms.

References

- We will not accept open references or testimonials.
- We will ask for the names of at least two referees.

- We will take up references prior to shortlisting candidates and ask specific questions about the candidate's previous employment and experience/suitability of working with children.
- We will follow up any vague or ambiguous statements.
- We will contact the referees directly to confirm and clarify their statements

Interviews

- We will always conduct a face to face interview even when there is only one candidate.
- Our interview panel will always contain at least one member trained in safer recruitment practice.
- Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.
- All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.

Appointments

- Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

Induction

- We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

Continuing Professional Development

- We will ensure that all staff receive regular training in Child Protection.

Supervision

- We will always supervise staff and act on any concerns that relate to the safeguarding of children.

10. Safe Practice

We understand that all adults working in or on behalf of KH8 have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working at the College behave in a manner that fosters this relationship.

We will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately. (Code of Conduct)

Allegations against staff

- All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable to work with individual children or meet with parents in view of other adults.
- We will ensure staff are aware of the College's behaviour/discipline policy and the staff code of conduct, with reference to professional boundaries.
- We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head of College or the Head of Senior/Primary if the Head of College is not present.
- The Head of College/Senior/Primary on all such occasions will discuss the content of the allegation with the Chair of Board.
- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.

- If an allegation is made to a member of staff concerning the behaviour of the Head of College, the person receiving the allegation will immediately inform the Chair of the Board.

11. Monitoring and Reviewing our Policy and Practice

- Our Designated Safeguarding Leads will continually monitor our child protection and safeguarding practices and bring to the notice of the Head of College and CEO any weaknesses or deficiencies.
- The CEO, Head of College and Designated Staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.
- Our Policy will be reviewed annually with the Executive Leadership Team.

Appendix 1

Guidelines for staff

In general, it is inappropriate to, and adults should NOT:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- spend excessive time alone with children away from others.
- interact with students via social media (staff should refer to KH8 Social Media Policy for further information and overall guidance).
- give personal contact details to students, including personal mobile telephone numbers and details of any blogs or personal websites.
- accept a current student as a contact on any personal networking platforms (it is best practice to also decline any friend requests from parents on personal social media accounts).
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people.
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is unacceptable.
- offer lifts to a child or young person.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior leader, DSL and parents/carers.

Date: October 2023

Review Date: August 2025

Responsibility: Designated Safeguarding Leads

Note: the school recognises that there will be staff who are also parents/carers of students enrolled at our school and that this might have implications in terms of staff having social contact with other families.

All staff must always ensure to use their best professional judgement at all times and where no specific guidance exists, adults should report any actions which could be misinterpreted to their senior leader or DSL.