Keeping Children Safe Raising Concerns

POLICY CODE	5.11
POLICY NAME	**Keeping Children Safe Raising Concerns**
APPROVAL AUTHORITY	Principal
RESPONSIBLE DEPARTMENT(S)	All
REVIEWED	July 2025
NEXT REVIEW	July 2026 (Annual)
DEVELOPED BY/AUTHOR	MSD

Contents

At the Prince of Wales Island International School, we are committed to providing a safe environment for all children. To keep every child safe, a proactive safeguarding culture is encouraged and all members of our community are expected to share this commitment.

Definition
Concern - anything in relation to our school's practices, or a person in school whose behaviour or actions compromise the safety and well-being of children.

Introduction
All adults working or visiting the school site have a responsibility to keep children safe and are expected to raise concerns should they arise in relation to safeguarding and welfare of students.

This policy is designed to provide a clear framework for the reporting and handling of concerns about practices or individuals that compromise the safety and well-being of children attending POWIIS Tanjung Bungah. It is aligned with the principles and guidance provided in the "Keeping Children Safe in Education" (KCSIE) document 2023, ensuring that our approach is both proactive and responsive in safeguarding children. This policy applies to all staff members, volunteers, contractors, and anyone working on behalf of the school. It outlines the steps to be taken when concerns about child safety arise, including, but not limited to, abuse, neglect, bullying, and breaches of safeguarding policies.

Objectives
- ***Promote a Safe Environment***: Ensure a safe and supportive environment for all children, staff, and school families.
- ***Encourage Reporting***: Foster an atmosphere where any concerns regarding child safety are promptly and confidently reported.
- ***Ensure Proper Action***: All reports are investigated thoroughly, and appropriate actions are taken.

Reporting Procedures
Students:
- students can report concerns by speaking with a trusted adult
- a worry box has been placed in each year group area and concerns can be shared anonymously, this is checked regularly.
- students can report concerns anonymously through a QR code

Staff and Parents:
- ***Concern***: If there is an immediate risk of harm to a child, the individual should ensure the child is safe and contact the Designated Safeguarding Lead (DSL) (a.glossop@powiis.edu.my) and/or the Principal (marcus.sherwood@powiis.edu.my)
- While safeguarding concerns will be handled by the DSL, other concerns over actions or behaviours (non-safeguarding) may be addressed by other members of the school's leadership team. **This can also be done anonymously** through a QR which is on display

in the lobby by the TV and in the parent room opposite the uniform shop on the ground floor.[1][2][3][4]

- **Safeguarding concerns:** If the concern is regarding the DSL, it should be reported to the Principal (marcus.sherwood@powiis.edu.my). If the concern involves the Principal, it should be escalated to the CEO of MTT Learning, Ms Elysia Ong (elysiaong@powiis.edu.my) and if involving the CEO it would go to the Board of Governors.

Raising A Concern

- *Confidentiality*: The school commits to protecting the identity of a subject to legal constraints.
- *Support*: If you raise a concern you will receive appropriate support/ relevant updates, without specific details, on the progress of the investigation into their concerns.
- *Non-retaliation*: The school prohibits retaliation of any kind against individuals who report concerns in good faith. Any instances of retaliation will be treated as a serious matter and would result in disciplinary action.

Training & Awareness

- Aligned with other safeguarding training sessions, staff will be familiar with this policy, the importance of reporting a concern as part of their responsibility to safeguard children.
- The importance of remaining vigilant and reporting if having a concern is shared with all in the school community to ensure that everyone understands the importance of reporting concerns in maintaining a safe environment for children.
- Student voice will be actively promoted and encouraged through assemblies and PSHE lessons to ensure our students understand their rights to a safe and supportive school environment.

Policy Review

This policy will be reviewed annually to ensure it remains effective and compliant with current legal and regulatory frameworks. The review will consider any changes in legislation, statutory guidance, and best practice in child protection and safeguarding.

Conclusion

This Raising Concerns guidance is a crucial component of our broader commitment to safeguarding children. By encouraging openness, vigilance, and accountability, we aim to maintain the highest standards of safety and well-being for all children in our care.