

Guiding questions to assess and respond to child abuse cases:

1. What is the school policy and procedure for reporting suspected concerns?
2. What are the key frameworks that your school/ college policy is based upon such as Keeping Children Safe in Education (UK), CIS accreditation framework, ISI inspection framework, etc.?
3. Are there suitable preventative policies and procedures in place that are age appropriate, such as toileting, nappy changing, host families, collection of children, external trips, etc.?
4. Are frameworks or policies translated for all stakeholders to understand?
5. How are visitors and volunteers made aware of the Child Protection (CP) or 'Safeguarding' framework? Is it available on the school/college website?
6. How are staff checked for suitability to work with children, including administration and support staff?
7. How are cases monitored that do not require immediate action?
8. How are staff, parents and students inducted into the policy?
9. What is the framework for identification of the different types of abuse?
10. Who are the designated person(s) to go to when a teacher or member of staff has a concern? How are people made aware and reminded of this?
11. What type of training and support do Designated Child Protection Officers receive?
12. How does the school conduct an investigation and document?
13. Who will a CP Response team be made up of? How will they report?
14. What must the school keep in mind as part of the investigation? For example, cultural considerations, use of translator, etc.
15. Who is involved in the investigation process?
16. What are the next steps after an investigation, how is information gathered?
17. What is the school's responsibility for continued care? For example, parenting classes, support of victim, etc.
18. When does the school seek guidance outside of school? Does the school have a list of reliable contacts for support and consultation?

19. How are documents stored during and after the process? How is information shared?
20. What are the rules regarding reporting abuse in host country of school? Should the school identify who the contact agency is and form a relationship as preventive care?
21. What are the limits to confidentiality? For example, intention to harm, safety concerns etc. Are these limits defined in the policy?
22. How are staff trained in child protection, including receiving disclosure from a student? How are staff supported in training, and following disclosure?
23. How are the lines of communication, in the case of managing allegations, made clear; including who to refer to in case of the Principal, Head or a Director being the alleged person?
24. Does the college/school have a whistleblowing policy to protect people who express concerns or make allegations? Can reports be anonymous?
25. How is a serious case reviewed for future practice? How are recommendations communicated and acted upon?
26. What role does HR play in supporting an alleged staff member?
27. Do contracts allow for clear procedures/instant dismissal if an allegation is proved to be true?
28. How is a communication strategy considered, both internal and external?
29. How is support sought for people involved during and post case, including alleged person?
30. Does the school have clear procedures for reporting information on about staff who have been dismissed?