



## A Safeguarding Framework

Working together to protect all children in our Dulwich College International Schools

In our Dulwich College International Schools we consider Safeguarding as: “the way in which we provide a safe and effective environment so that all our children can fully develop and learn.” We also take every step to ensure that children in our care are protected from any form of abuse or neglect.

Our commitment to Safeguarding in all our Dulwich College International Schools

In putting children first in all that we do, the issues of safeguarding, including child protection, are of paramount importance in our Dulwich International Colleges wherever they are in the world. This is not because we have any specific or worrying concerns for the immediate safety of our children but, as a world-class organisation with a strong moral purpose, we wish to make certain that every step is taken to ensure the safety and wellbeing of every child. The Dulwich College International Safeguarding Framework is followed by all Dulwich International Colleges and shows an unprecedented commitment to this sensitive and often complicated area of our provision.

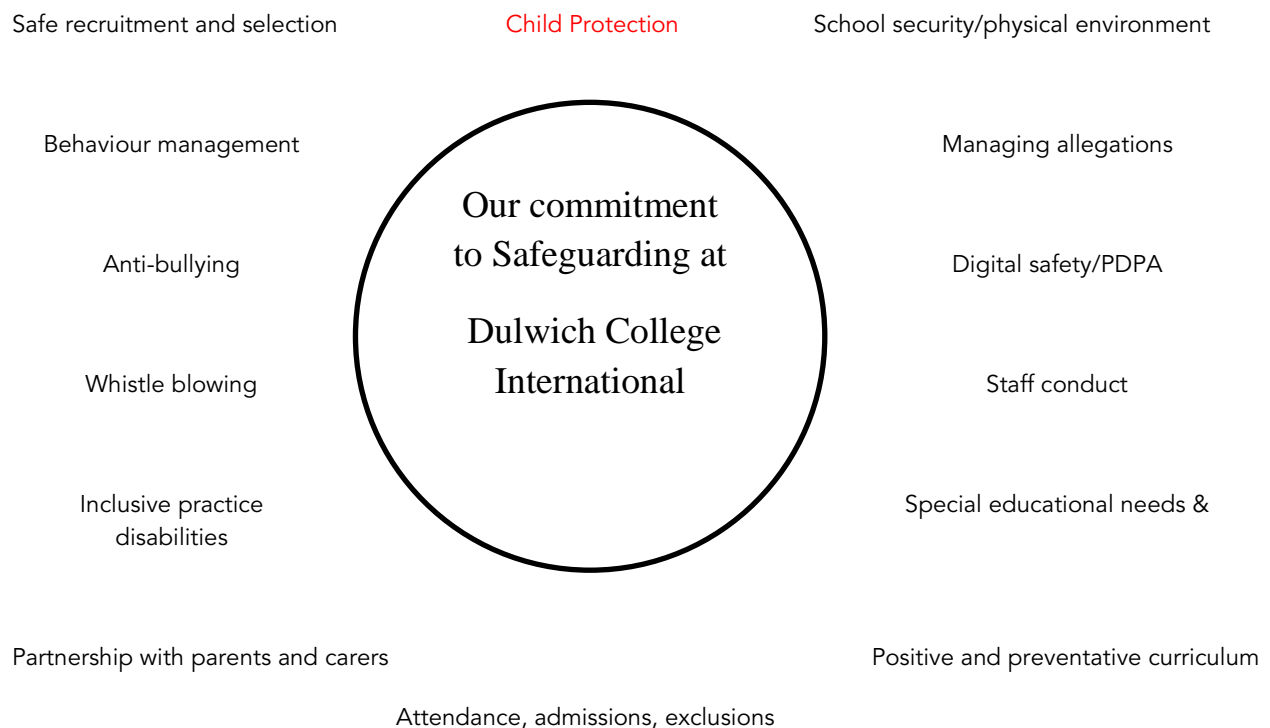
In our child centred approach we believe that children should be respected and their views heard. It is our role to ensure that each child has a stable relationship with all adults, built on trust and of all professionals in our schools. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously and work with them collaboratively when deciding how to support their

needs. Our child-centred approach is based upon The United Nations Convention of the Rights of the Child (UNRC). This international agreement protects the rights of children and provides a child centred framework for us to follow.

This document sets out the responsibilities of Dulwich College International and each school in Safeguarding and promoting the welfare of all our children.

This framework is to be used by all adults working with, or visiting, children in any of our Dulwich College International Schools. In this document the term “children” refers to any student in our care

## Our commitment to Safeguarding considers:



We aim to comply with the Safeguarding standards set locally for each college, and required by the Council of International Schools (CIS) and the Independent Schools Inspectorate (ISI)

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1. Key roles in Safeguarding roles across the Dulwich College International Schools  
The names of people leading Safeguarding in your school, and their contact details, will be made available to DCMI and all members of staff during the induction process.

## 1.1 Dulwich College Management International (DCMI)

Dulwich College Management International has responsibilities at three levels:

- Strategic - to plan, coordinate and quality assure the delivery of Safeguarding services across schools
- Support - Safeguarding issues and ensures that schools are aware of their responsibilities with regard to Safeguarding. Facilitate any links to external agencies
- Operational - ensure that all schools are safe places and that safer recruitment is in place to prevent unsuitable adults working or volunteering with our children.

1.2 The Designated Senior Person for Safeguarding for DCI will be the first line of communication to DCMI in any safeguarding issues, including child protection, and ensure a consistent approach across schools in training and support of Designated Senior Persons for Safeguarding across schools. The Designated Safeguarding Person for DCMI is, Kate Beith (in her absence please contact Brian McDouall, Director of Schools).

She will keep the Director of Schools, Brian McDouall, informed of any Safeguarding matter communicated to her by one of the DCI colleges. The DCI Director of Schools will keep Christian Guertler, the Chief Executive of DCI, and members of Ex- com informed as appropriate.

She will:

- Ensure Safeguarding is considered in the designing, setting up, staffing and management of all DCI schools
- Ensure that everyone working for DCMI has a level of professional learning in Safeguarding
- Ensure that the Dulwich College International Safeguarding Framework is followed across schools
- Ensure that safer recruitment is further developed and continually reviewed, including a guidance to criminal record checking in every country

- Keep contact with external Safeguarding professionals who may be called on to consult
- Take a higher level of training
- Disseminate the Dulwich College International Schools Safeguarding Framework
- Ensure each school has an agreed Dulwich College International Safeguarding Framework of communication for child protection
- Ensure each school carries out an initial audit and creates an action plan
- Ensure the Designated Senior People in each school meet once a year and receive professional learning
- Ensure that each school has a training programme, approved Dulwich International materials and that safeguarding trainers receive professional learning
- Ensure that each school has two lead trainers, one native speaking and one English speaking who lead the training and are part of the Dulwich College International Safeguarding professional learning framework
- Ensure schools are updated on policy
- Ensure links are developed with safeguarding consultants to ensure ongoing support and professional learning
- Work with the school PL Leaders to ensure there is an ongoing Safeguarding Professional Learning
- Continuing to develop links with outside agencies such as medical providers and embassies

1.3 The Director of each department overseeing DCI – Schools, Finance, Operations, HR, Marketing, IT and Communications will ensure that Safeguarding is embedded into their practice and departments to include designing and setting up of new schools, recruitment, curriculum design and implementation admissions and marketing

1.4 Dulwich College International Heads of Colleges

Each Head of College will implement the Dulwich College International Safeguarding Framework and agreed school action plan. Each Head of every College will also:

- Take part in any Safeguarding professional learning for Head of Colleges
- Create a school Safeguarding working party in his/her college
- Appoint a Designated Senior Person(s)/Deputy Designated Senior Person(s) for Safeguarding for the school and ensure all staff are aware of their name(s) and role
- Implement a clear framework of communication for reporting and information sharing for child protection. Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems
- Ensure assessments of any Safeguarding situation are child - centred, that information is shared and decisions are made in the child's best interests, rooted in child development and informed by evidence
- Ensure that Safeguarding is an ongoing part of the development and action planning of their schools
- Disseminate Safeguarding awareness amongst staff, parents, visitors and students to the school
- Ensure key Safeguarding staff are replaced and receive appropriate PL to ensure that they can carry out his/her role
- Ensure that every employee of their school has appropriate safety checks and references
- Ensure that the annual DCI Safeguarding audit is complied with and acted upon

The Dulwich College (Singapore) (DCSG) Headmaster is: Nick Magnus

### 1.5 The DCI Cross - College Safeguarding Working Parties

Each school will have a Safeguarding Working Party. The group will be made up of volunteers from each area of the college, including the DSP(s) and a lead trainer. The chair of this working party will report directly to the Head of College. The role of the group is to monitor the implementation of the action plan and ensure that any recommendations in the annual audit are actioned as agreed. The chair of this group

will be a member of the DCI Cross - College Safeguarding Working Party; this group will meet at least once a year.

The Leader of the Dulwich College (Singapore) Safeguarding Working Party and a member of the DCI Cross - College Safeguarding Working Party is Jayne Scott (Jayne.Scott@dulwich-Singapore.edu.sg)

The Dulwich College (Singapore) Safeguarding Structure can be found Appendix f) of this document.

### 1.6 Dulwich College International Schools Designated Senior Person(s) and Deputy Senior Person(s) for Safeguarding (DSPs)

Each DSP will be a senior member of staff who has the capacity to develop the role to lead any child protection issues; audit child protection records on an annual basis and be a member of the College Safeguarding Working Party. They should have the authority and be accessible to teachers and other staff in their school and lead child protection concerns if called upon to do so, keeping the appropriate people informed. Each DSP will have a nominated Deputy DSP who will take on the role during any absence of the DSP.

The Dulwich College (Singapore) DSPs and Deputy DSPs are:

1. Designated Safeguarding Person- Senior School: Graham Wilson (Graham.Wilson@dulwich-singapore.edu.sg)
2. Deputy Designated Safeguarding Person Senior School: Richard Lee (Richard.Lee@dulwich-singapore.edu.sg)
3. Designated Safeguarding Person Junior School: Miranda Norris (Miranda.Norris@dulwich-singapore.edu.sg)
4. Designated Safeguarding Person Early Years: Joanne Woodward (Joanne.Woodward@dulwich-singapore.edu.sg)
5. Deputy Designated Safeguarding Person Early Years: Sonia Magnus (Sonia.Magnus@dulwich-singapore.edu.sg)

Each DSP should:

- Understand and have time to carry out his /her role
- Ensure that staff have the lines of communication and details of DSPs in the case of reporting child protection concerns
- Have detailed knowledge of the school's policy and procedures for managing child protection concerns

- Ensure that every staff member knows his/her role and line of communication
- Ensure that all staff understand that the sharing of information is the key to providing effective early help where there are emerging problems
- Ensure child protection documentation is kept appropriately and monitor regularly, ensuring the outcomes of safeguarding actions are reviewed and reported
- Support staff as needed
- Attend professional learning relating to Designated Persons once a year with other colleagues in the same role
- Be clear about the barriers inhibiting children from disclosing abuse and know how to respond effectively to children who do disclose
- Support staff reporting concerns
- Lead the Head of College/School and other staff in making appropriate plans and decisions to address concerns about a child
- Ensure that issues are explained in connection with disclosure to parents if the situation arises and clarify the parent's responsibility to address those concerns
- Advise on matters of confidentiality and record keeping
- Ensure that school support services are accessed when appropriate to the child or family's well-being
- Identify ways to support staff who may be involved in a safeguarding issue
- Give support to ensure that assessments of any safeguarding situation are child centred, that decisions are made in the child's best interests, are rooted in child development and informed by evidence
- Ensure that any weaknesses in child protection arrangements are remedied without delay
- The Dulwich College (Singapore) Lines of Communication Flow Chart can be found Appendix c) of this document



## 2. The Dulwich College (Singapore) Safeguarding Policy

Each Dulwich College International has a Safeguarding Policy that defines the college's commitment to Safeguarding children and may have specific points that are relevant to their local context. The policy sets out clear expectations of each adult member of each school, aimed to give each member of staff clear guidance as to how each adult working with our children are expected to implement safer working practices. The policy defines the overall strategy and processes to promote an ethos of well-being, safety and security, which applies to all members of the Dulwich International community. Each school has safeguarding guidance available for all visitors and volunteers who come into contact with our children.

The Dulwich College (Singapore) Safeguarding Policy can be found on the DCSG website <http://www.dulwich-singapore.edu.sg/> and in Appendix a) of this framework.

## 3. Professional Learning (PL) in Safeguarding in each Dulwich International College

### 3.1 The Lead Safeguarding Trainers

Dulwich International Schools Lead Safeguarding Trainers will:

- Follow the Dulwich International Safeguarding Framework
- Ensure PL is delivered by recognised Dulwich Safeguarding Trainers
- Ensure the use of Dulwich International approved materials
- Attend PL annually with other Lead Safeguarding trainers across schools
- Ensure they keep up to date with changing policy and disseminate amongst other trainers in their schools
- Assure the quality of training through observation and PL

The Lead trainers in Dulwich College (Singapore):

### 3.2 The Safeguarding Trainers

Dulwich International Schools Safeguarding Trainers will:

- Deliver approved professional learning as agreed
- Deliver professional learning in partners
- Attend meetings and professional learning as required

### 3.3 The Professional Learning (PL) Directors

The Dulwich International Schools PL Directors will work closely with colleagues across schools and Lead Trainers to ensure an effective ongoing professional learning programme and ensure that the Dulwich College International child centred training Safeguarding Strategy below is followed. The DCI Safeguarding PL Strategy can be found in Appendix b) of this document.

The Dulwich College (Singapore) Professional Learning Director is: Jayne Scott

### 4. Safer Recruitment Guidance

In order to ensure that children are protected whilst at our school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. We accept that it is our responsibility to:

- Request and thoroughly scrutinise references
- Prior to contract signing, follow up at least two professional received reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children.
- Check that all adults with access to children at this school have been through criminal record checks, Disclosure and Barring Service (DBS) in their country of origin and any country that they have worked in or resided before starting work.
- In the context of Dulwich College (Singapore) all teachers are required to make a personal declaration of clean record, "Teacher Declaration Form", as required by the Council of Private Education (CPE), Singapore. Teachers' qualifications are to be verified for authenticity with issuing universities/institutions. Additionally, all teachers are required to be registered under the Private Education Institution Act 2009 by CPE.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that information given by the candidate is accurate

- Ensure that qualifications are genuine, verified with the applicant's respective university/institution
  - Professional and character references prior to offering employment
  - Satisfy conditions as to health and physical capacity
  - Previous employment history will be examined and any gaps accounted for
- A guide to safer recruitment Flow Chart can be found in Appendix k) of this document

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children. They will also receive a brief Safeguarding induction. Every school will have a Safeguarding guide for all visitors. A sample of the Volunteer Safeguarding Statement can be found in Appendix j) of this document.

### The Audit process

The audit process is designed to ensure that schools are implementing expected Safeguarding procedures and will identify areas for development. Each school will be audited once a year in term 3. The result will be an action plan that will form the safeguarding focus for the school for the next year. The Head of Colleges will feedback progress on their action plan to the Board of Management at the end of term two of the academic year.

Child Protection

Professional Learning

Partnerships

Safer Recruitment and

Inclusive Practice

Safeguarding/CP in the Curriculum  
Curriculum

Thank you for reading this framework. The DCI Cross - College Safeguarding Working Party will review the contents annually



Managing Allegations

Digital Safety

Information to Staff Selection

CP Policy and Procedure

Positive/Preventative

Appendix a)

Dulwich College (Singapore) (DCSG) Safeguarding Policy

“At the College we believe that our children have a right to an environment where they feel safe and protected”

Dulwich College (Singapore) Safeguarding Policy will outline the following:

1. PRINCIPLES
2. DESIGNATED SAFEGUARDING PERSON (DSP)
3. DESIGNATED MEMBER OF BOARD OF MANAGEMENT/TRUSTEES
4. RECRUITMENT
5. VOLUNTEERS
6. INDUCTION & PROFESSIONAL LEARNING
7. DEALING WITH CONCERNS
8. SAFEGUARDING IN SCHOOL – POLICY LINKS
9. PHOTOGRAPHING CHILDREN

- 10. DIGITAL SAFETY
- 11. PERSONAL DATA PROTECTION ACT
- 12. CONFIDENTIALITY
- 13. CONDUCT OF STAFF
- 14. PHYSICAL CONTACT & RESTRAINT
- 15. ALLEGATIONS AGAINST MEMBERS OF STAFF

It is the responsibility of every staff member in Dulwich College (Singapore) to become familiar with this Safeguarding Policy and to know who to communicate with in case of any concern with regard to the protection of children in the school. They must also undertake the required professional learning in Safeguarding and follow all guidance with regard to raising any concerns about the welfare or safety of any child at the school or when making an allegation against another member of staff. Confidentiality is essential and the lines of communication must be followed. Professional Learning will include guidance as to how to receive disclosure and record concerns.

In this document the term “children” refers to any student in our care.

## 1. PRINCIPLES

At Dulwich College (Singapore) we recognise that we have a duty to protect children from harm and respond to child abuse under the UN Convention of the Rights of the Child, according to our school values and Philosophy and Objectives statements.

- a) We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that may result in them being physically or emotionally affected.
- b) We agree that we have a primary responsibility for the care, welfare and safety of the children in our charge. In order to achieve this, all staff and volunteers in this school, in whatever capacity, will at all times be proactive in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.
- c) Our school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care.

- d) The school aims to create an environment where parents and children will feel free to talk about any concerns and will view our school as a safe place if there are any issues both in and out of school.
- e) Children's and young people's concerns are at the centre of our safeguarding policy and their views will be taken seriously if they seek help from a member of our staff. However, staff cannot guarantee confidentiality if concerns are such that a referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- f) In our school, if we have concerns about a child's physical, sexual or emotional wellbeing, or that they are being neglected, we will take appropriate action.
- g) One of the aims of this policy is to raise awareness and lessen the potential for the following 5 types of abuse:
  - Emotional
  - Social
  - Physical
  - Sexual
  - Neglect

As part of our Safeguarding Professional Learning Framework all staff will receive appropriate professional learning in these areas.

In our school we:

- assert that staff and volunteers are an integral part of the child safeguarding process
- assure that safeguarding children is the responsibility of all staff, volunteers and visitors to our schools
- recognise that safeguarding children is the responsibility of Dulwich College International (DCI) and all staff, including volunteers and parents
- will ensure that all staff, volunteers and parents are aware of and know how to report concerns or suspicions.
- will have a senior member of staff as a Designated Senior Person (DSP) with the knowledge and skills in recognising and acting on child protection concerns. He

or she will act as a source of expertise and advice, and is responsible for leading action within the school with regard to child protection issues

- will ensure (through the DSP) that staff with designated responsibility for child protection receive appropriate training
- will share our concerns with others who need to know and assist in any referral process
- will ensure that if staff or volunteers believe that a child may be at risk of suffering significant harm, they will always refer such concerns to the their DSP who will follow the accepted procedure
- safeguard the welfare of children whilst in school. This is done through positive measures to address bullying, which may be caused by sexual factors, racial factors, disability or special educational needs.
- will ensure all that all staff are aware of the child protection procedures established by DCI and, where appropriate, other agencies, and act on any guidance or advice given by them.
- will ensure, through our recruitment and selection of volunteers and paid employees that all people who work in our schools are suitable to work with children.

### 2. DESIGNATED SENIOR PERSONS (DSPs)

The designated senior members of staff for safeguarding at DCSG are listed below. In case of the designated person's absence each DSP will have a deputy who can deal with any concerns raised.

Designated Safeguarding Person- Senior School: Graham Wilson  
([Graham.Wilson@dulwich-singapore.edu.sg](mailto:Graham.Wilson@dulwich-singapore.edu.sg)).

Deputy Designated Safeguarding Person Senior School: Richard Lee  
([Richard.Lee@dulwich-singapore.edu.sg](mailto:Richard.Lee@dulwich-singapore.edu.sg)).

Deputy Designated Safeguarding Person Junior School: Miranda Norris  
([Miranda.Norris@dulwich-singapore.edu](mailto:Miranda.Norris@dulwich-singapore.edu)).

Designated Safeguarding Person Early Years: Joanne Woodward-  
([Joanne.Woodward@dulwich-singapore.edu.sg](mailto:Joanne.Woodward@dulwich-singapore.edu.sg)).

Deputy Designated Safeguarding Person Early Years: Sonia Magnus-  
([Sonia.Magnus@dulwich-singapore.edu.sg](mailto:Sonia.Magnus@dulwich-singapore.edu.sg)).

The DSP is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. The DSP will also act as the resource available for other staff, volunteers and members of the Board of Management and/or Board of Trustees to draw upon.

The school recognises that:

- the DSPs must be senior members of staff in the school
- all members of staff must be made aware who the Designated Senior People (DSPs) are and what his/her roles are
- the DSPs will need to build effective working relationships with colleagues
- the DSPs should possess skills in recognising and dealing with child welfare concerns
- the DSPs will report to the Headmaster in referring cases of suspected abuse or allegations to the DSP at DCMI, if appropriate and according to the procedures established by DCI
- the DSPs are not responsible for dealing with allegations made against members of staff; these should only be reported to the Head of College and dealt with by the Head of College. An allegation can be taken directly to the Director of Schools if the allegation involves the Head of College.

To be effective, the Designated Senior Persons will:

- Act as a source of expertise within the school and be responsible for leading action regarding referrals by liaising with relevant agencies over cases of abuse and allegations of abuse, involving both children and members of staff.
- Ensure all members of staff, volunteers at the school, and regular visitors, are aware of our safeguarding procedures.
- Liaise with the Head of College to support any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually.



- Keep detailed, accurate and secure written records of referrals/concerns.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. Where children leave the school roll, ensure information is transferred to the new school as soon as possible, in accordance with local guidance to schools.
- Ensure that, if a child leaves and the new school is not known, the appropriate embassy should be alerted so that the child can be included on the database for lost students.

The DSPs also have an important role in ensuring all staff and volunteers receive appropriate professional learning. All staff and volunteers should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Attend any relevant or refresher courses and then ensure that any new or key messages are passed to other staff, volunteers and Board members.
- Make themselves (and any deputies) known to all staff, volunteers and Board of Management members (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the DSPs immediately.

### 3. DESIGNATED DCI SENIOR PERSON

The Designated DCI DSP for this college is: Kate Beith: Deputy Director for Schools

Where appropriate, she will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly.

The DCI DSP will ensure that the Designated Senior Person (DSP) for child protection is given sufficient time to carry out his or her duties, including accessing training.

The DCI Designated Senior Person will review child protection practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children.
- Members of staff and volunteers are aware of current practices in this matter and that staff receive training where appropriate.
- Child protection is integrated within safeguarding induction procedures for all new members of staff and volunteers.
- The school follows the procedures agreed by DCI.
- Only people suitable to work with children shall be employed in the school or work in a voluntary capacity.

#### 4. SAFER RECRUITMENT

In order to ensure that children are protected whilst at our school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to:

- Prior to contract signing, follow up at least one reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children.
- Check that all adults with access to children at this school have been DBS (or country appropriate) checked before starting work.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that information given by the candidate is accurate
- Ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capability
- Previous employment history will be examined and extra evidence will be sought to cover any gaps or lack of available police checks

### 5. VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff. Where a parent or other volunteer help on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will receive a brief safeguarding induction and sign a Volunteer Safeguarding Statement. This statement can be found in Appendix j) of the DCI Safeguarding Framework

### 6. INDUCTION & PROFESSIONAL LEARNING

All new members of staff will receive an induction to Safeguarding, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic Child Protection information and contact information with regard to reporting concerns. During induction staff will receive a copy of this DCB policy and the DCI Safeguarding Framework.

All staff will be expected to attend professional learning on safeguarding children that will enable them to fulfill their responsibilities in respect of child protection. The school will provide this training as organised by the college Professional Learning Director.

### 7. MANAGING CONCERNS

Upon the receipt of any information from a child, or where a child makes a direct allegation or discloses that they have been abused, the campus Designated Senior Person must be informed. The DSP will then take the concern to the Head of College.

If anyone observes injuries that appear to be non-accidental, or if any person has suspicions that a child may be at risk of harm, the campus DSP must be informed. The DSP will then take the concern to the Head of College. In his absence concerns will be taken directly to Kate Beith, the DCI Designated Senior Person.

Where a child makes an allegation against a member of staff, their concerns must be recorded immediately, including what they have seen, heard or know accurately at the time the event occurs. He/she will inform the Head of College immediately. In the absence of the Head of College, the Director of Schools, Brian McDouall, will be informed. In the case of an allegation against the Head of College the Director of Schools will be informed.

Each School will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of DCI.

Members of staff and volunteers are not required to investigate suspicions; if someone believes that a child may be at risk they, will immediately refer concerns to their DSP.

Reporting or recording concerns about a child or young person at Dulwich College Beijing

There is a DCI Reporting Framework which can be found in Appendix c) of the DCI Safeguarding Framework. Staff are asked to follow the framework, which will be explained during induction. Confidentiality is essential and staff will be asked to record their concerns on a special Record of Concern document that can be found in Appendix d) of this document. It is the responsibility of the DSP to take the next steps in the process. Any documentation will be stored in a safe place. Staff must feel confident that they will be supported if they report any concerns about a child. Staff will be expected to ensure that any reports written about any safeguarding situation are child - centred, in the child's best interests and are rooted in child development and informed by evidence. Staff may be asked to use the risk assessment tool which can be found in Appendix e) of this document.

A flow chart for reporting concerns can be found in Appendix c) of the DCI Safeguarding Framework.

The DSP may gather a response team to assess a reported child protection issue. The team will depend upon the nature of the situation. The approach of the team will be holistic, addressing the child's needs within their family, wider community and the international context. Decisions made by the response team should be agreed with the child and family where possible. A clear process of evaluation with a clear timeframe should be recorded along with the impact of any change on the welfare of the child.

### 8. DIGITAL SAFETY/PERSONAL DATA PROTECTION

Dulwich College (Singapore) has a commitment to be a digitally safe community. E-safety is an integral part of the curriculum. The use of ICT equipment and systems are well monitored and appropriate actions are taken where issues are identified. Schools also have a commitment to the ongoing development of ensuring that each school is a safe digital learning community through the curriculum, professional development, auditing of systems, working with parents and developing detailed e policies.

We understand that parents like to take photos of or video record their children in the school play, at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this, e.g. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require a flash.

DCSG will comply with the Personal Data Protection Act 2012 (PDPA), Singapore which governs the collection, use and disclosure of persona data, in a way that recognizes both the needs of individuals and organizations. The Act defines the consent obligation of students, purpose limitation and notification obligation.

If a parent has indicated to the school that they would not like their child's photograph or video to appear in the school's materials, brochures, websites, advertisements or press releases, we will ensure that the parent's wishes are fulfilled.

The school cannot however be held accountable for any digital media recording taken by parents or members of the public at school functions.

If any member of staff is alerted or has any form of concerns they will follow the Safeguarding lines of communication.

We will ensure that all equipment in our school, including those of visitors, has suitable devices to limit access to maximise the online protection of children. Staff and children are expected to engage in safe and responsible use of any social media. If any member of staff is alerted or has any form of concerns they will follow the Safeguarding lines of communication.

### 9. CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data relating to children is confidentially managed in accordance with the requirements of DCI and any national/local guidance under the Consent, Purpose Limitation and Notification Obligation of the PDPA.

Any member of staff who has access to sensitive information about a child and/or the child's family, must take all reasonable steps to ensure that no disclosure is made under any circumstance save with the express approval of the Designated Senior Person or Headmaster.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay, consistent with the safeguarding policy, to their designated line manager for child protection. Volunteers and visitors are not authorised to take any action, their roles are strictly limited to reporting if concerned or witnessing any concerning behaviour whilst in the school.

### 10. PROFESSIONAL AND PERSONAL CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Managing sensitive information
- Giving to and receiving gifts from children or parents
- Disclosing personal details inappropriately
- Meeting children outside school hours or school duties
- Engaging in inappropriate conversation through social networks, email or face to face conversation

In the event that an allegation against a staff member, where a child has been said to have been placed at risk of harm, the allegation could involve other agencies.

### 11. PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- The member of staff has received suitable training

### 12. ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Board member) has put a child or young person at risk and acted inappropriately, this will be handled by the Head of College, unless the allegation is against the Head of College, when the DCI Director of Schools will investigate and handle the matter, keeping the Chief Executive informed. The DCI designated officer will gather

information about the allegation, and report these without delay to the DCI Chief Executive.

1. When an allegation is made against a staff member by another member of staff the DCI procedure for managing allegations will be followed. This procedure can be found in Appendix h) of this document. The people involved in any allegation process will be clearly guided. All staff should also be aware of the DCI Whistleblowing guidance, which supports staff members who may have concerns about a colleague, line manager or a member of their senior management team. This can be found in Appendix g) of this document.
2. In the allegation process there will be a commitment to:
  - a) The Disciplinary rules as outlined in the College Staff Handbook.
  - b) Resolving the situation as soon as possible.
  - c) Creating a response team to the allegation as appropriate to the situation. The number of persons involved in managing the safeguarding process (including reporting, resolving the situation and decision making) should be limited to a small group of a maximum of three people. The Head of College in gathering information needed will lead the response team. Documents created by the response team will be confidential and the Head of College will store them safely and only give written permission for any visibility outside of the team.
  - d) Maintaining confidentiality.
  - e) A staff member will only be suspended if there is cause to suspect a child or other children are at risk of harm or the allegation warrants investigation by the police. A person will only be suspended if there is no reasonable alternative. The Head of College, DCI Director of Schools, DCI Director of HR and the DCI Chief Executive Officer will review the type of allegations and the type of disciplinary proceedings that will be appropriate in relation to the type of allegations made.
  - f) The person accused of the allegation will be informed as soon as possible and supported by the HR department as appropriate.
  - g) An assessment will be made to ensure that the child concerned is not in any immediate danger.
  - h) The allegation should still be followed up if the member of staff gives in notice or leaves the establishment.
  - i) The process should be meticulously recorded but any record corrected if the allegations are considered to be unfounded.

If any child raises a concerns about another child or member of staff the concerns will be managed confidentially, with sensitivity and support.

### 13. APPROVED LINES OF COMMUNICATION

In the case of any safeguarding concerns lines of communication will be followed as outlined in the DCI Reporting Framework which can be found in [Appendix c](#) of the Safeguarding Framework. Confidentiality and procedures in the policy will be followed. The DSP will support any process as outlined in this policy. Each school will give detailed information about who to contact in the induction process.

### 14. SAFEGUARDING IN SCHOOL - POLICY LINKS

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge. To this end, this Safeguarding Policy must be seen in relation to the school's policies where child protection issues are relevant. Each school will be expected to make hyperlinks statements that relate to Safeguarding.

Appendix b)

#### DCSG Safeguarding Professional Learning Strategy

- All staff working in any capacity, or in association with a Dulwich International College, will receive some professional learning on safeguarding children, to be undertaken as soon as possible after taking up their position. This training will be called 'induction'.
- All staff at our Dulwich College International Schools will be assigned to a particular staff category that then places them on a particular pathway for professional learning.
- In house trainers at each Dulwich College International School will be supported by lead trainer(s).
- Staff completion of the various levels of professional learning will be recorded and tracked centrally by the PL Director, with the support of department heads across the College.
- All staff professional learning will be refreshed every two years.
- New trainers will be identified annually if necessary, and a train the trainer day will happen in the third term of each academic year.
- Updates from the UK and other countries will be an important part of ongoing professional learning, and we will look to experts from the UK for support. This may take the form of future visits or Skype/video conferencing.



- Lead trainers will link with other lead trainers across the Dulwich International Colleges. The Designated Person(s) will receive external professional learning every 18 months.

## Staff Categories for professional learning in Safeguarding

- Heads of Colleges - to be organised by DCI
- Lead Teaching Staff – all teachers, middle managers, senior managers – *monitored by Heads of School*
- Teaching Assistants/Learning Assistants – classroom based and department based (in Senior School) – *monitored by Heads of School*
- Business Administration – HR, Finance, Operations – *monitored by the Bursar*
- Admission, Communication and Marketing– Admission, Marketing – *monitored by Head of Admission, Marketing and Communication*
- ECA – managers and staff who lead the individual programmes – *monitored by the Head of Department*
- Contracted service provider’s helpers/ guards/catering staff/Bus Monitors – *by the Bursar or the assigned person*
- Other adults with supporting roles (including volunteers) – *monitored by relevant Head of Department*

Overall collation of monitoring by the Director of CPD

### Example Tracking Document

Staff Category	Induction Date Completed	Specialist Date completed	Refresher Date completed
Leading Teaching Staff			
Teaching Assistant			

### Training Structure

Type	Content	How long	Staff categories involved	When	Notes

Induction	Awareness raising and response, Singapore context Digital safety and Personal Data Protection	2 hours  For contracted Service provider's staff/Guards – 1 hour only)	All categories	During TPW, all new staff and new teaching staff. Within one week of taking up a post for all other staff/teaching staff who start mid-year	For admin staff – high turnover may mean that this needs to be scheduled once a month, in case of new staff starting
Safeguarding in Action (Specialist)	Detailed training on child protection, disclosure etc	Length depends on content and group	Groupings as appropriate: EY, JS, SS, Student support personnel, Trip leaders/volunteers	Nov PD days, staff meetings	To be refreshed every 2 years after set up
Refresher	Review of procedures, evaluation and feedback	Length depends on content and group	All staff	Nov PD days, staff meetings	Two year cycle of training
Train the Trainer		1 day		Term 3	For succession planning
Lead Trainers	Developing materials, monitoring quality of training	1 day	Lead Trainers	Term 1	Will work across Colleges with other lead trainers
Designated Senior Person(s)/Heads of School	Updates	1 day	Designated Senior Persons/Heads	Every 12 months for DSP(s)	External support organised by DCI

The content for each course is to be determined and planned by our in-house trainers, in consultation with the SG/CP working party. All trainers to plan collaboratively and therefore will be able to deliver professional learning at all levels. Trainers will be given the option to choose levels, if possible. Logistics/ timing/ensuring opportunities for

training to take place is the responsibility of the Director of CPD, in conjunction with the Lead Trainers/SG focus group.

Each school will have:

1 Lead Trainers – English Speaking  
English Language Trainers (Teaching Staff)  
English Language Trainers (Admin/Support staff)  
Responsibilities – to contribute as trainers to the content and delivery of training

The Lead Trainer(s) will:

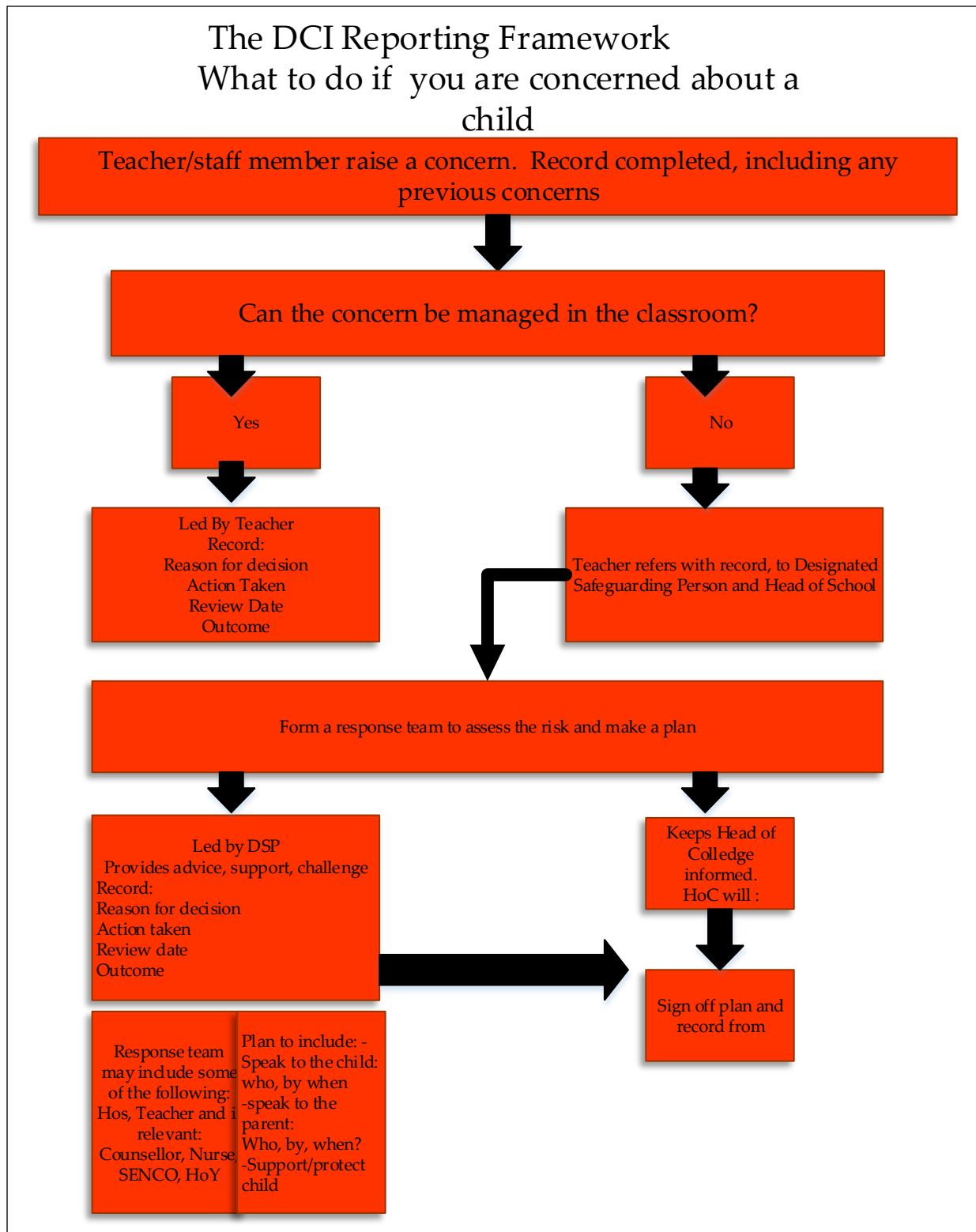
- Facilitate trainers' meetings and support within the group
- Attend any events with other Dulwich Colleges
- Provide quality assurance for professional learning
- Monitor training updates for trainers (with the PL Director)
- Support with the process of identifying new trainers

Resources Management

All training materials will be stored on the college shared drive in the Safeguarding area. Hard copies of training materials and training resources will be managed by the PL Director. Any amendments can only be made after discussion with the DCI Trainer.

Training New Trainers

The identification of potential new trainers will happen once leaving trainers have been identified each year. Any new trainers will be trained in Term 3 by the DCI Trainer. Each school must have a 3 year safeguarding professional learning plan





Head of College by hand. It will then be securely stored in the confidential Child Protection file.

Appendix e)

The Risk Assessment Tool

Student Name:		Year/Class	Date Complete	Name of DP
<b>A</b>	<b>Self Harm</b>	<b>Y/N</b>	<b>Comments</b>	
1	Incidents/Evidence/Threats of Self Harm			
2	Previous suicide attempts			
3	Current suicidal thoughts			
4	Expressing intent to harm others			
5	Other i.e. overly attached			
<b>B</b>	<b>Sexual Nature</b>			
1	Sexually inappropriate behaviour			
2	Allegations of a sexual nature			
3	Incidents of a sexual nature			
4	Aggressive sexual behaviour			
6	Concerns or allegations about neglect or abuse of children			
7	Current child protection investigation			
8	Other			
<b>C</b>	<b>Anger Management</b>			
1	Occasional loss of temper			
2	Repeated incidents of verbal or physical aggression			

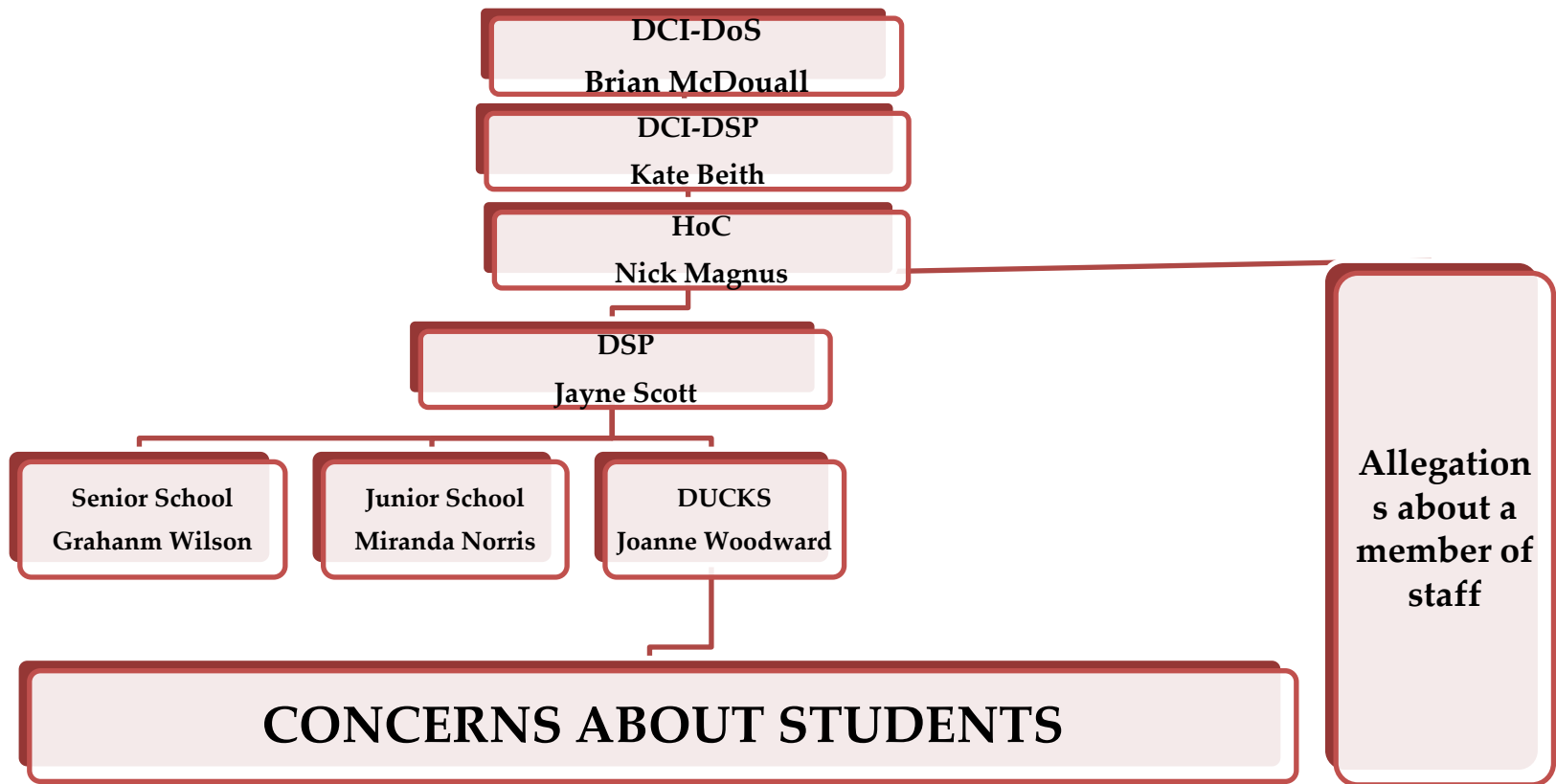
3	Self or others are concerned by level of aggression		
4	Other		
<b>E</b>	<b>Physical wellbeing</b>		
1	Physical health is of some concern		
2	Physical health is of moderate concern		
3	Physical health is of serious concern		
<b>F</b>	<b>Bullying / abuse</b>		
1	Has experienced abuse harassment bullying in the past		
2	Is at risk of abuse or harassment		
3	Is currently experiencing abuse or harassment		
4	Friends / associates have been known to create minor problems in the past		
5	Friends/associates are currently of concern	Y	
<b>G</b>	<b>Lifestyle</b>		
1	Home unclean/unsafe (reported or evidence of)		
2	General location of property unsafe		
3	Pets		
4	Incidents of accidental fires		
5	Incidents of arson		
6	Anti-social / intimidating behaviour in local area		
7	Issues relating to Drugs	Y	
8	Issues relating to Alcohol	Y	
9	Other i.e. establish who the main carer is/number of schools attended to date	Y	



Appendix f)

Dulwich College (Singapore)

Designated Persons



## Appendix g)

### Dulwich College (Singapore) Safeguarding Whistleblowing Guidance *Safeguarding Children and Young People in Dulwich College (Singapore)*

Our whistleblowing system provides staff with an avenue to raise awareness and concern if they feel that a colleague or manager is engaged in conduct that is causing a negative effect upon the welfare and safety of any children in one of our Colleges. This could also refer to a situation where a staff member considers that behaviour by another member of staff is not being addressed by the management of the College and provides a clear way to raise awareness of a concern directly to Dulwich College (Singapore).

This guidance is written for all adults working with children in our Colleges.

Each staff member must acknowledge their individual responsibility to bring matters of concern to the attention of the senior management in the school or where appropriate, to the Director of Schools at DCI. Although this can be a difficult situation it is particularly important where the welfare of children is concerned.

A staff member may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation. At Dulwich College International we encourage all adults to ensure that a child is their priority and should not be unnecessarily at risk.

#### Reasons for whistle blowing

- Every individual has a responsibility for raising concerns about
- unacceptable practice or behaviour in relation to the safety and welfare of
- our children
- To prevent a problem becoming more serious
- To protect or reduce risks to other children in our schools

#### What stops people from whistleblowing

- Initiating a situation, which can result in a significant investigation
- Negative effect upon workplace relationships
- Fear of being wrong
- Fear of repercussions
- Fear of not being believed

#### How to raise a concern

- Concerns should be expressed as soon as possible. The earlier a concern is

expressed the sooner action can be taken

- The concern should express exactly what practice is causing concern and why
- The person raising a concern should approach the Headmaster immediately and in his absence, Brian McDouall –Director of Schools -DCI

If a concern is expressed about the person's immediate manager or the Headmaster, it can be referred to The DCI Director of Schools (Brian McDouall) or the DCI Director of HR (Christine Mawal) who will consult with Ex-Com and the DCI Designated Senior Person (Kate Beith) as necessary. A member of staff expressing a concern and acting in good faith is expected to explain the reasons for the concern. However, it is not expected that the staff member will always have hard evidence or is certain that his or her concerns are well grounded.

The next steps

- The staff member specified in any whistleblowing procedure should be given information about the nature and progress of any enquiries.
- The employer has a responsibility to protect the staff member from any harassment or victimisation including where appropriate keeping the whistleblowing staff member's identity confidential
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.

Self-reporting

Occasionally a member of staff may have a personal difficulty, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children in any of our schools.

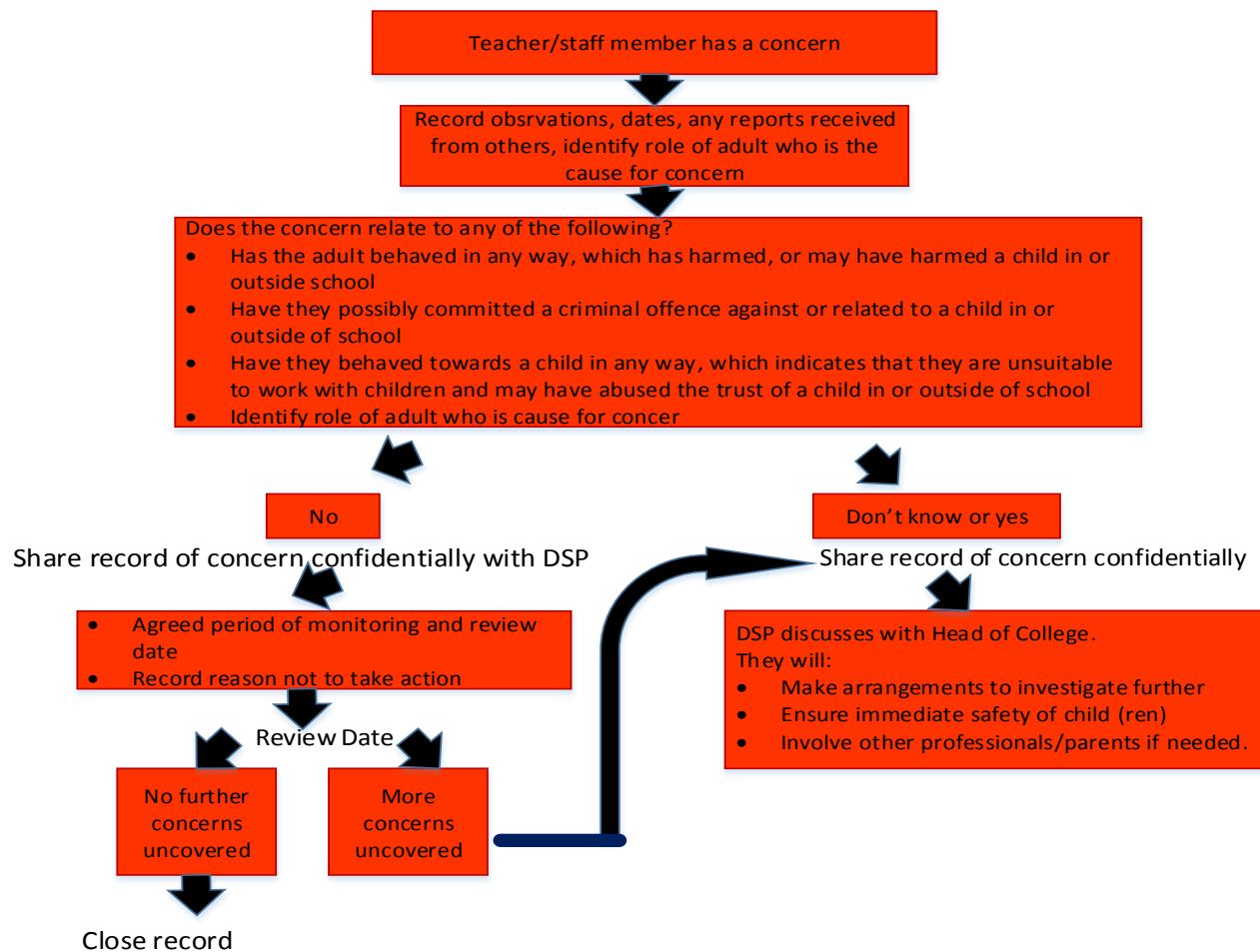
Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support will be made available to the member of staff concerned and will be organised by the HR department.

Appendix h)

DCSG Managing Allegations Procedure

What to do if you are concerned about the behavior of a colleague/volunteer and whether a child may be at risk of harm



All staff in DCI schools have a duty to report concerns even if they turn out to be unfounded. There are no repercussions for whistle blowing

Actions to be determined by the Head of College	Considerations
Define category of concern and record Possible harm? Possible crime? Possible unsuitable behaviour?	Clarity of evidence Reliability of witness or report Seriousness of risk
Does the staff member/volunteer need to be suspended pending the investigative action?	Risk to child(ren) Risk of contaminating evidence/undermining witness(es) Risk to organisation
Does the investigation require a response team? This could include any of the following people: Internal Head of School DSP authorities Counsellor DCI HR External Embassy Police	Need to gather witnesses Evidence of records/concern Need to support child(ren) Need to speak to parents or other adults Support for staff member who is having allegation made against them Need to liaise with DCI Need to liaise with external agencies
Actions relating to staff members Status of employment further to investigative action Disciplinary action* Dismissal* Insufficient evidence for either of the *above: Areas for improvement No further action Future reference requests	Criteria for disciplinary action Implications for alleged staff member's family and dependents Implications for continued stay in country Reputation of College/School Support for staff member who has allegation made against him/her
Picking up the pieces What actions need to be taken to help the college recover? Individuals Group College/School community	Where appropriate consider conciliation between person who has made allegation and the person who has had allegation made against them Need to reassure staff that there are no repercussions for whistle – blowing Role of counsellor
If a member of staff is concerned about a line manager or a member of the senior management team they can take their concern to the DCI Director of Schools. Please see the whistleblowing guidance in Appendix f) of the DCI Safeguarding Framework	

Appendix i)

Dulwich College (Singapore)  
Confidential Designated Senior Person Tracking Record

Student Name:		Year/Class:	Date Completed:	Name of DP:	
Date	Person Monitoring	Discussions Notes	Action	Responsible	

Appendix j)

Dear Volunteers,

Thank you for volunteering your time to support the students and community at the College. We are very grateful that so many of you commit significant time and effort to help in so many ways.

You are an integral part of the Dulwich experience and for that we extend our warmest appreciation to you.

As you will be aware, in schools around the world there have been some very unfortunate cases in which people who are unsuitable to work with children have volunteered or obtained employment at schools as a means of gaining access to them. As a result, schools like ours, which are committed to ensuring the safety and wellbeing of their students, have put in place comprehensive safeguarding policies and procedures to protect our children. We conduct background checks on our staff members, and when they arrive we provide safeguarding training to all. Similarly, we ask that all volunteers familiarise themselves with the guidelines below and agree to them by signing and returning a copy of this letter to us. We hope that you will take this request in the spirit in which it is intended, and appreciate your understanding that it is made only in the best interest of our children.

Safeguarding Children at the College

Our Safeguarding Policy sets forth the following fundamental principle:

*“We believe that every child and young person, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in their being physically or emotionally damaged”.*

In keeping with this principle, we have put in place guidelines to safeguard all members of the Dulwich College community. Observing them will ensure an environment where all those working or volunteering at the College can be clear and confident in their roles.

- As a volunteer your name should not appear on any list with any agency or government network that prevents you working with children.

- While volunteering at the College, please report any unacceptable behaviour from a student. Please do not accept physical or verbal abuse from a student. Do not respond yourself, but report it immediately to a member of the College staff.
- While volunteering at the College, please refrain from filming or taking any photos of the students unless you have already received permission.
- Please refrain from instigating any physical contact with students. Please do not respond to any physical contact instigated by a student. If a student instigates physical contact with you, or you have any other concerns about student behaviour then report it immediately to the member of staff at the College who is responsible for your visit.
- Unless you have the consent of the parent, please do not exchange any personal information with any student – for example, name, address, phone number, email address – either yours or the student’s.

If you have a concern, the first person you should contact is the Headmaster, Nick Magnus , at [Headmaster@dulwich-singapore.edu.sg](mailto:Headmaster@dulwich-singapore.edu.sg) If he is unavailable then you should contact one of the following people:

1. Designated Safeguarding Person- Senior School: Graham Wilson  
(Graham.Wilson@dulwich-singapore.edu.sg)
2. Deputy Designated Safeguarding Person Senior School: Richard Lee  
(Richard.Lee@dulwich-singapore.edu.sg)
3. Designated Safeguarding Person Junior School: Miranda Norris  
(Mirand.Norris@dulwich-singapore.edu.sg)
4. Designated Safeguarding Person Early Years: Joanne Woodward  
(Joanne.Woodward@dulwich-singapore.edu.sg)
5. Deputy Designated Safeguarding Person Early Years: Sonia Magnus  
(Sonia.Magnus@dulwich-singapore.edu.sg)

I have read and understood the statements above and I agree to the terms outlined in this document:

Printed Name:



Sign

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## DCSG Safer Recruitment Guidance

### Flowchart

Date: \_\_\_\_\_

Appendix k)

#### All staff

- Advertisement has to refer to safe guarding practice of school.
- Job description must refer to safeguarding.
- Ensure applicant has signed the safeguard statement.
- Extra references to be requested to address gaps in CV /criminal record check.
- DCL will carry out List 99/DBS checks on all applicants from UK at a cost of 50 GBP per check. Schools are to contact Chris Parsons (the DCI partnership officer) to start the process. Different countries criminal checks can be checked on

[:https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/194195/Countries\\_A\\_to\\_F\\_Application\\_processes\\_for\\_foreign\\_national\\_criminality\\_information.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194195/Countries_A_to_F_Application_processes_for_foreign_national_criminality_information.pdf)

#### Local and foreign staff

- Request two written references using the DCI Reference Request Form → one reference should be from current employer.
- If people apply through agency, ensure certificates are verified by an approved person. If person is unsuccessful, destroy certificates.

BEFORE THE INTERVIEW



2

#### All staff

- Safeguarding question should be asked at interview to determine applicants understanding of this area.

#### Local staff

- Must present all original certificates to be signed by approved HR member of staff (qualification certificates, police check, and identity card). If applicant is unsuccessful they must be destroyed Teachers' certificates must be authenticated with their respective universities/institutions as required by CPE.

THE INTERVIEW



3

#### All staff

Candidate can receive an offer conditional upon:

- 1) References being received, checked & in employee's files,
- 2) One or more referee phoned to verify reference & question regarding candidate's suitability to work with children is asked → conversation must be recorded on DCI form,
- 3) Criminal check is up to date,

4) DCI Register of Appointment Checklist is completed and in employee's file → evidence must be added to HR central data base

- If there are any concerns over gaps in employment or the quality of police check, ask for three references which all need to be verified over the phone and evidenced on the 'Reference Checklist Form'.

#### Foreign staff

- Must present all original certificates, to be signed by approved HR and they must be destroyed if applicant is unsuccessful.
- If interview is over Skype, must tell applicant that offer is conditional on their certificates being couriered and HR completing the process above.

#### Foreign staff

- Medical check must be part of visa application process.
- Appropriate visa must be obtained.

CONDITIONAL OFFER OF EMPLOYMENT



4

#### All staff

**Candidates can only start employment once the above checks are satisfactorily completed**

- Induction must include first level safe guarding training.

#### Foreign staff

- Appropriate visa certification to work and live in country needs to be obtained and updated as needed. Copies must be kept in employee's file.

## Appendix I)

### TO ALL VISITORS

#### WELCOME TO DULWICH COLLEGE (SINGAPORE)

#### SAFEGUARDING CHILDREN AT THE COLLEGE

We hope you have an enjoyable and rewarding time at the College and we appreciate very much the time you are giving to visiting and supporting our students' learning. We believe that every child and young person, regardless of age, has at all times and in all situations a right to feel safe and protected. The following guidelines are intended to safeguard all members of the Dulwich College community.

Please take some time to read these. If you have any questions or any minor concerns about safeguarding, please talk to the staff member who has organised the visit and who will be accompanying you when in school.

Whilst on the school campus:

Please do:

- Be aware that verbal interaction with students may be interpreted by them as being offensive or inappropriate, even if this was not your intention
- Report any unacceptable behaviour from a student
- Be aware that any contact made with a student outside of Dulwich College grounds may be considered inappropriate.

Please don't:

- Take any photos or film the students unless you have already received the school's permission
- Instigate physical contact with students
- Respond to physical contact from students. If this occurs, then please report it immediately to a member of staff at the College
- Give your personal information to any student
- Accept personal information from students
- Accept physical or verbal abuse from a student.

If you have any serious concerns during your time at the college, Nick Magnus, HEADMASTER, should be the first person you turn to. Please contact him on [Headmaster@dulwich-singapore.edu.sg](mailto:Headmaster@dulwich-singapore.edu.sg). If the Headmaster is not available then please contact the designated safeguarding person Jayne Scott on [Jayne.Scott@dulwich-singapore.edu.sg](mailto:Jayne.Scott@dulwich-singapore.edu.sg)