



**Phoenix House**  
International School

# Safeguarding Policy

Version 2.0

## **PH Safeguarding Policy**

Phoenix House International School (PH) fully recognises its responsibilities for safeguarding and child protection in line with Japanese Ministry of Health, Labour and Welfare guidance and best UK and international school practice. Our policy applies to all staff and volunteers working in the school. The four main elements to our policy are to:

1. Establish a safe environment in which children can learn and develop
2. Equip children with the skills needed to keep them safe
3. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
4. Follow procedures for identifying and reporting cases, or suspected cases of abuse

PH will establish and maintain an environment where children feel secure, are able to talk, and are listened to. The school will ensure children know that there are adults in the school whom they can approach if they are worried and include opportunities in the curriculum for children to develop the skills they need to stay safe.

We will:

- ensure we have a designated person for child protection (Designated Safeguarding Lead - DSL)
- ensure all staff are trained to recognise the main areas of child abuse
- ensure all staff understand the school procedures and their responsibilities
- develop links with relevant external agencies and cooperate as required with their enquiries regarding child protection matters
- keep records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely and confidentially
- develop and follow procedures where an allegation is made against a member of staff
- ensure safe recruitment practices are always followed

## **Roles and Responsibilities**

The PH Board of Directors will:

- Support the Head of School in ensuring the school has a Safeguarding Policy and robust procedures for handling child protection cases
- Confirm the Head of School choice for DSL
- Ensure that the Head of School and DSL receive appropriate training and support
- Form a Child Protection committee whenever necessary in serious child protection cases

The PH Head of School will:

- put in place a Safeguarding Policy, procedures and online platform for handling and storing safeguarding information
- appoint a DSL to coordinate action within the school and liaise with outside agencies
- ensure that the designated person receives appropriate training and support
- make parents aware of the school's obligations and Safeguarding Policy which alerts them to the fact that referrals may be made and the role of PH in this
- create a safe environment for children at the school

The PH Designated Safeguarding Lead will:

- act as a source of support, advice and expertise within the educational establishment
- liaise with relevant outside agencies
- liaise with the Head of School and Board of Directors on issues of safeguarding

- ensure each member of staff has access to and understands the school's safeguarding policy and procedures
- ensure that all staff know what to do if they have any concerns or suspicions
- ensure all staff have child protection training and are able to recognise and report concerns immediately, should they arise
- keep, maintain and monitor detailed, accurate, secure records of referrals or concerns in CPOMS.

All school staff will:

- commit to safeguarding training and following all school policies and procedures
- use CPOMS to record and communicate safeguarding information.
- act a source of support for all children in their care, watching for and reporting physical or behaviour changes in children
- listen to any child making a disclosure or needing support, following school protocol
- provide any and all required information to the DSL and external agencies when required

### **PH Child Protection Procedures**

If a child makes a disclosure to a staff member, they will:

- listen and make notes at the time or immediately afterwards
- record the date, time, place and context of the concern
- record facts with no bias, assumption or interpretation
- report immediately and directly to the DSL

The DSL will:

- keep a confidential log of concerns and disclosures
- if necessary, contact parents and/or make a referral to external child protection services (Child Guidance Centre - CGC)

Staff will not:

- make promises they cannot keep
- interrogate the child
- ask leading questions
- cast doubt on what the child has told them
- say anything that makes the child feel responsible

It is **not** the responsibility of teachers and other staff in school to investigate suspected abuse. They will not take action beyond that agreed by the Head of School/DSL or expect to hear anything about a situation once reported to the DSL.

### **Confidentiality**

Staff have the professional responsibility to share relevant information about the protection of children with the DSL. If a pupil confides in a member of staff and requests that the information is kept secret, the child will be reassured that the matter will be disclosed only to the people who need to know in order to keep them safe. At PH the safeguarding records will be kept securely.

All records relating to child protection incidents will be maintained by the DSL and only shared as is consistent with the government authority requirements for the protection of children.

Phoenix House will share information with external agencies when required to do so (including the Tokyo Child Guidance Office).

**Parents**

Parents play an important role in protecting their children and the school will work with parents to support the needs of their child. By agreeing to this policy parents agree that PH:

1. has a responsibility for the welfare of all pupils
2. will comply with all external agency requirements
3. will share information on record with external agencies when required to do so

In some cases, if there is a language barrier between the DSL and the parent, the parent can choose to bring an appropriate person for translation with them to a meeting.

**Safe Recruitment**

PH operates safe recruitment in line with best global practice. Please see separate PH Safer Recruitment Policy.

**Policy review date:** August 2025