



Safeguarding Policy and Procedure

The school safeguarding policy and procedure ensure a safe and nurturing environment for students learning and development and to respond promptly to concerns relating to the welfare of the students and allegation of abuse.

Definition of Child abuse

Child abuse is defined as any act of commission or omission by a parent or caregiver which would endanger or impair the child's physical or emotional well-being.

Forms of child abuse:

- a) Physical Abuse
- b) Neglect
- c) Sexual Abuse
- d) Emotional and Psychological Abuse

Safe Working Practice

It may be necessary and/or appropriate at times to make physical contact with children and young people, as in an emergency. These include providing technical instruction in subject areas such as sport, music or other learning activities that require instruction in fine motor skills such as teaching a child to write, can include preventing a child from falling, administering first aid, comforting a distressed child, helping a child or young person with mobility difficulties, or visual or hearing impairments.

Any physical contact may be misconstrued, misunderstood, or questioned by others. It is important that adults be prepared to explain their behaviour.

The procedures to report a breach of the safeguarding policy are as follows:

1. IIS receives the concern in any mode of communication from the public, staff or students.
2. Upon receipt of the concern, the Principal will direct the relevant manager or staff to look into the matter. These include:
 - a) attending to the safety of the child;
 - b) vetting the child's personal records;
 - c) conducting any investigation and collating the information and findings
 - d) informing the Principal of any mandatory action(s) from the relevant governmental authority is required



3. All such allegations against members of staff should be reported immediately to the Principal/COO/CEO immediately without delay. Allegations against a staff who is no longer employed by the school will be referred to the relevant authority.
4. If a matter has been referred to external governmental authority, the school management of the matter will be limited to internal risk assessment and management and any other actions as directed by the external authority
5. The scope of the investigations shall include but is not limited to the following:
 - a) Clarify the allegation/concern;
 - b) Clarify the identities of the children or young people involved;
 - c) Clarify the identity of the staff member who is subject of the concern; and
 - d) Clarify when and where the alleged incident(s) occurred
6. For concern relating to any staff member interaction, the principal, whilst pending the outcome of the investigation may take the following action(s) on the staff of concern:
 - a) Re-designate the staff's job scope;
 - b) Temporary suspension from official duty;
7. The designated officer gives an acknowledgement or initial response to the complainant within 3 working days.
8. The designated officer investigates the complaint and in consultation with the Principal, replies to the complainant and resolves the matter within 7 working days.
9. In the event that the allegation by the student is shown to be deliberately invented or malicious, the Principal/CEO/COO may decide to take disciplinary action in accordance with the school's behaviour code against the complainant.
10. In the event that the allegation by the parent is shown to be deliberately invented or malicious, Principal/CEO/COO will consider whether to require that parent to withdraw their child or children from the school on the basis that they have defamed the reputation of the school and/or the character of the staff of concern.
11. As appropriate, the Principal discusses the concern with the Management Team to draw learning points.
12. The relevant manager then follows up with appropriate actions. The Principal will close the case if no further action is required. For further actions pertaining to the staff of concern, the staff Discipline Procedures applies.