



# CHRISLAND SCHOOLS

## SAFEGUARDING AND CHILD PROTECTION POLICY

Action	Policy to be reviewed annually		
	Committee	Date	Completed
Written	Head of Risks & Safeguarding Unit	September 2024	✓
Reviewed	Expanded Apex Management & Corporate Governance Consultant		
Approved	MD & The Advisory Board		✓
Signature			✓
Next Review		August, 2025	

### PURPOSE:

This policy provides the guidelines to all staff, contractors, volunteers, vendors and partners on how to safeguard and promote the welfare of every learner in the custody of Chrisland Schools limited within and outside the school premises. It provides a clear

framework to ensure that every learner is protected from harm, and every concern is addressed promptly and proficiently.

This policy complies with the relevant Nigerian laws/ regulations and international conventions, including but not limited to:

- Lagos State Child Protection Policy
- United Nations Convention on the Rights of the Child (UNCRC).
- The 1999 Constitution of the Federal Republic of Nigeria
- The Child Rights Act 2003
- Child Rights Laws of the States in which the schools exist
- Traffic in Persons Prohibition Law Enforcement and Administration Act (NAPTIP Act)

## **DEFINITIONS**

**A child:** A person under the age of eighteen years.

**Safeguarding:** Actions taken to promote the welfare of children and protect them from harm.

**Child Protection:** Specific procedures and actions aimed at preventing and responding to abuse or neglect of children.

**Child Abuse:** Any form of physical, emotional, sexual harm, or neglect inflicted on a child.

**Staff:** All individuals in the employment of an organization either on a full time, part-time or contract basis.

**Contractors:** A self-employed person or company hired to perform specific tasks or services for fixed period.

**Volunteers:** An individual donating time, energy, and skills without payment

**Vendors:** A person or company offering a good or service for sale,

**Partners:** Individuals or organizations collaborating to achieve shared goals.

**Abuse:** Abuse refers to any action or lack of action that causes harm, injury, or distress to a child, young person or vulnerable adult.

**Physical Abuse:** Deliberate physical harm or injury to a child.

**Emotional Abuse:** Persistent emotional maltreatment affecting a child's emotional development.

**Neglect:** Failure to provide for a child's basic needs, leading to serious harm or impairment.

**Sexual Abuse:** Involvement of a child in sexual activities, whether or not the child is aware of what is happening.

**Anti-bullying:** Refers to the strategies, policies and practices implemented to prevent, identify, and respond to bullying behaviour within an organisation, particularly in environments like schools, care settings or workplaces.

**Designated Safeguarding Officer (DSO):** A senior staff member appointed / trained to lead on safeguarding matters in the unit.

**Deputy Designated Safeguarding Officer (DDSO):** A staff appointed to assist the DSO in a unit.

## **PRINCIPLES**

At Chrisland Schools, we are committed to taking every possible and practical measure to protect and safeguard the learners under our care within and outside our premises, by prioritizing the safety and well-being of our learners in line with the national and international regulations and best practices of Safeguarding and Child Protection

1. Every Head of School unit must establish a zero-tolerance culture for all forms of abuse and exploitative incidents within their school community both in and out of the school premises
2. Every Head of School must ensure that all learners are profiled in terms of health/ medical, behavioural and additional needs status in order to provide the appropriate safeguarding and child protection support. This may require a medical examination and or certificate from an acceptable medical facility.
3. The following Safeguarding records are mandated for submission as part of compliance with admission process in Chrisland Schools.

- Parent Consent to medical treatment
- Learners medical examination form
- Learners safeguarding code of conduct form
- Parent information/declaration form/Legal document declaration form (custody and visitation right)
- Parents consent for permission to use learners' photographs/images for educational purpose
- Parent commitment to safeguarding and child protection policy
- Parent consent form for school activities and events
- Social media compliance declaration form for parents and learners

- Additional educational needs form

***\*Medical review form for medical status (if the medical status has changed, parents are expected to inform the school immediately and complete the medical review form for medical status)***

4. Every Head of School along with the DSO must ensure that the vulnerable learners are promptly identified and provided with additional care in line with the Learning Delivery and Additional needs policy.
5. Every Head of School must ensure that the additional support, resources and Interventions including emergency preparedness, medical, external and specialised agencies/ retainerships required for their learners are available at every point in time. Deficiencies must be escalated immediately to the relevant Executive Head of Schools and the Director of Schools for immediate rectification.
6. Every staff, contractors, volunteers, vendors and partners are personally responsible for taking actions/ decisions which are 'age appropriate' and be in accordance with the relevant Child Care National laws/ regulations and international conventions
7. Staff, contractors, volunteers, vendors and partners may not use mobile phones when working with children to avoid distractions so that there can be proper supervision
8. All Curricular and Co curricular activities conducted in every school unit must prioritize the safety and well-being of every learner and only staff appropriately trained in safeguarding and child protection procedures are allowed to participate/ supervise these activities.
9. Adult supervision is mandatory at every point in time and under all settings including but not limited to classrooms, play grounds, and field trips.
10. Every Head of School must ensure that that instructions and guidance provided to learners are not compromised but delivered in the best interest of the learners without any form of abuse under any guise.
11. Every Head of School must ensure that there is no cover up for any case of Abuse, neglect, and or extortion
12. Every Head of School must confirm the suitability of all staff including support/ auxiliary staff, contractors, vendors, volunteers and partners working in their units and or with learners under their custody by checking for and obtaining evidence of appropriate background checks and safeguarding / child protection briefing from the relevant HQ department ahead of the commencement of their assignment
13. The Head of Human Resources must ensure that new staff Induction must include the latest and comprehensive safeguarding and Child Protection training materials.

14. Every Head of School must ensure that all staff in their unit undergoes an annual safeguarding and child protection training and contractors, vendors, volunteers, partners receive at least annual updates
15. The DSO must ensure that all visitors to Chrisland Schools units receive a Safeguarding and Child Protection briefing before interacting with learners
16. Every School unit must have 'adult supervision for every school bus service. No School bus service must take place without the presence of a School driver and Bus Attendant
17. Every School bus must be equipped with the appropriate health, safety & monitoring equipment and checked as defined in the HSE policy.
18. Every School Bus service must observe the strict check-in / check-out procedures and observe Safety / Security protocols as defined in the HSE and Security Policies.
19. All incidents and emergencies with respect to safeguarding/child protection within and outside the school must be reported immediately to the DSO and or the Head of School and must be handled diligently in line with the incident reporting/investigation policy.
20. Every Head of School must ensure that all internet usage by learners and staff in each unit is monitored and filtered to prevent exposure to harmful content.
21. Every Head of School must ensure that learners are taught on how to use the internet safely as part of the curriculum, including topics on cyberbullying, online predators and safe social media usage.
22. Every Head of School must ensure that every one in the school community is encouraged to report any concern and or suspected cases of safeguarding & child protection breaches including but not limited to cyberbullying, inappropriate content or grooming to the DSO in additions to the whistle blowing channels ....
23. The DSO must provide a monthly report including post event reviews, lessons learnt (a NIL report is also required) with respect to the Safeguarding and Child protection Environment for their school unit within 7 days after every month end.
24. The DSO must perform a specific risk assessment before all school events and obtain the approval of the Head RCS ahead of the event. A specific risk assessment must also be performed on all centrally coordinated event ahead of the events by the relevant Headquarters department and must obtain prior approval of the Head RCS ahead of the event
25. Every Head of School working with the Chief Security Officer must ensure that surveillance cameras are strategically placed in areas where the activities of learners/staff can be effectively monitored namely entrances, exits, hallways, playgrounds and other communal areas.
26. Personal relationships with learners are not permitted.
27. Staff children may not be taught or treated specially by their parents to avoid favoritism.

28. The DSO must be informed immediately an educator/ child care-giver cannot establish the whereabouts of any learner in their custody at any point in time
29. Everyone in the School community is responsible for handing over an unattended / unaccompanied learner to the DSO or the Head of School
30. ONLY the Head of School in the presence of the DSO is authorized to engage a parent and or external party on a safeguarding & Child protection matter in their respective unit.

## **POLICY COMMUNICATION AND CIRCULATION**

The key points of this policy will be communicated to learners in an age-appropriate manner during assemblies, class discussions and special workshops.

Parents/guardians will receive regular updates on safeguarding practices through newsletters, meetings and the school website.

This policy shall be promptly cascaded to all staff by the Policy owner upon approval.

Adherence to this SCP policy is mandatory. Ignorance of this policy and accompanying process steps would not be a valid excuse for a breach.

Violations of these terms will result in consequence management in line with the HR policy.

## **DISPENSATION:**

Exceptions cannot be granted to all of the above procedures.

Certain steps may be exceptionally skipped as a one off after the approval of the policy approval in writing.

Each exception must be specifically documented and filed for audit purposes

**AUDIT REVIEW:** This process must be audited at least once a year.

**POLICY OWNER:** Head, Risks, Compliance & Safeguarding

**POLICY APPROVAL:** Board of Directors DELEGATED TO MANAGING DIRECTOR

**EFFECTIVE DATE:** September 2024

**REVISION DATE:** August, 2025