

Implemented – November 2025
Effective from 1st of January 2026

Child Protection and Safeguarding Policy

**This policy applies to the whole
school including Early Years**

British Way International School

Kandy

British Way International School, Kandy (BWIS) is unequivocally committed to creating and maintaining a learning environment in which all children are safe, respected, and protected from harm. Our safeguarding and child protection responsibilities are grounded in the belief that every child has an inherent right to security, dignity, and care, and that no child should ever be subjected to abuse, exploitation, neglect, or discrimination in any form.

The school fully adopts and implements the **Sri Lanka National Child Protection Policy (Annex I)**, and aligns its procedures with the guidance and requirements of the **National Child Protection Authority (NCPA)** and the Ministry of Education. We also draw inspiration from international safeguarding principles such as those outlined in the **United Nations Convention on the Rights of the Child (UNCRC)**, which reinforces the global commitment to prioritising the welfare of young people.

Through this policy, BWIS makes a clear and public commitment to safeguarding as a whole-school responsibility. Every member of staff, including academic, administrative, and support personnel, must recognise that safeguarding is not an optional duty but an essential element of professional conduct. The school is dedicated to ensuring that all staff are trained, equipped, and empowered to identify risks, respond to concerns, and uphold the highest standards of child protection practice.

01. AIMS AND OBJECTIVES

The aim of this policy is to establish a comprehensive and coherent framework that guides all safeguarding practices at BWIS. It seeks to provide clarity on the procedures that must be followed to protect children, to define the roles and responsibilities of individuals involved in safeguarding, and to ensure that concerns or allegations are addressed promptly, consistently, and in accordance with national regulations.

This policy aims to ensure that every child has equitable access to support, care, and protection while attending the school. It outlines the school's commitment to early identification of risk, timely intervention, and the provision of pastoral and emotional support. It also aims to cultivate a safeguarding culture that extends beyond compliance and becomes embedded in the daily life of the school.

02. SCOPE OF THE POLICY

This Child Protection and Safeguarding Policy applies to all individuals associated with the school, regardless of position or duration of involvement. It covers all academic and non-academic staff, administrative and support personnel, external service providers, visiting instructors, security staff, trainees, volunteers, contractors, and any individual who interacts with students in the course of school activities.

The policy also applies to all students enrolled at BWIS, including those in Early Years, Primary, and Secondary sections. Parents, guardians, and visitors who engage in school activities or have access to school premises are expected to comply with relevant

safeguarding expectations outlined by the school. Third-party organisations that rent or use school facilities are required to adhere to this policy and ensure the safety of children in all their operations.

03. UNDERSTANDING CHILD ABUSE AND SAFEGUARDING RISKS

Safeguarding at BWIS is built upon a clear understanding of what constitutes harm to a child. Abuse may present itself in various forms and may be perpetrated by adults, peers, or external individuals. It is essential that all staff understand the categories of abuse and are alert to the signs and indicators associated with them.

3.1 Physical Abuse

Physical abuse refers to the deliberate infliction of pain or injury upon a child, including actions such as hitting, slapping, shaking, burning, or causing unnecessary physical suffering. Such abuse may also involve the denial of medical care, food, or essential provision. Physical indicators may include bruises, burns, fractures, or inconsistent explanations for injuries, while behavioural indicators can include fear of adults, withdrawal, or aggression.

3.2 Emotional Abuse

Emotional abuse encompasses behaviour that harms a child's emotional development or sense of self-worth. This may involve persistent criticism, humiliation, intimidation, threats, rejection, or exposure to domestic violence. Children who experience emotional abuse may exhibit anxiety, withdrawal, low self-esteem, or developmental challenges.

3.3 Sexual Abuse

Sexual abuse includes any sexual activity or behaviour involving a child, whether through physical contact or non-contact acts such as exposure to pornography, grooming, or inappropriate sexual conversations. Students may demonstrate behavioural changes such as sexualised behaviour, fearfulness, regression, or avoidance of certain individuals.

3.4 Neglect

Neglect arises when a child's basic needs, including food, shelter, clothing, medical care, supervision, and emotional support, are not adequately met. Neglect can severely impact a child's physical health, emotional well-being, and academic performance.

3.5 Exploitation

Exploitation refers to the use of a child for labour, commercial gain, or illegal purposes. This includes trafficking, forced labour, or involvement in criminal activities, whether physical or online.

3.6 Bullying and Cyberbullying

Bullying, whether physical, verbal, social, or digital, causes significant harm and undermines a child's safety and dignity. Cyberbullying may involve harassment, impersonation, threats, or the circulation of harmful content through digital platforms. BWIS considers all forms of bullying a safeguarding concern.

04.ROLES AND RESPONSIBILITIES

4.1 Leadership and Governance

The Central Management Committee (CMC) is responsible for ensuring that safeguarding is prioritized across the school. This includes providing adequate staffing, training, policies, and supervision arrangements. The Principal ensures that all safeguarding procedures are properly implemented and reviewed.

4.2 Designated Child Protection Officer (DCPO)

The school appoints a Designated Child Protection Officer who assumes primary responsibility for all safeguarding matters. The DCPO receives all reports and concerns, assesses their severity, and determines the most appropriate course of action, including referrals to external authorities when necessary. The DCPO maintains confidential safeguarding records, ensures compliance with national requirements, leads staff training, and oversees the continuous improvement of safeguarding practices.

4.3 Teachers and All Staff

Every staff member is responsible for proactively protecting children from harm. Staff must remain alert to signs of abuse, maintain professional conduct, and report concerns without delay. They must also support students sensitively and appropriately, avoid making assumptions, and never attempt to investigate concerns independently.

4.4 Parents and Guardians

Parents and guardians play a vital role in safeguarding. They are expected to support the school's safeguarding approach, cooperate with investigations when required, and foster a home environment that promotes the safety and well-being of their children.

4.5 Students

Students are encouraged to speak openly about any concerns and to report behaviour that makes them feel unsafe or uncomfortable. The school promotes a culture in which students feel heard, respected, and empowered.

06. SAFE RECRUITMENT PRACTICES

BWIS follows stringent recruitment procedures to ensure that staff appointed to work with children are suitable and safe. Recruitment processes include verification of identity, scrutiny of qualifications, background checks, and the requirement of a police clearance report. Shortlisted applicants undergo formal interviews that include safeguarding-related questions. Upon appointment, all staff must complete mandatory safeguarding induction training and agree in writing to adhere to the school's Staff Code of Conduct. Probationary monitoring is conducted to ensure continuous suitability.

07. STAFF CODE OF CONDUCT

All staff at BWIS are required to maintain exemplary standards of behaviour. Interactions with children must always be professional, respectful, and grounded in safeguarding principles. Staff must avoid any conduct that could be misinterpreted, including private communication with students through personal devices or social media, favouritism, excessive attention, or inappropriate physical contact. Meetings with students must occur in open, visible environments. Staff may not photograph students using personal devices, nor transport them without authorisation and proper documentation. Disciplinary action will be taken against any behaviour that breaches professional boundaries or endangers child safety.

08. RESPONDING TO CONCERNS AND REPORTING PROCEDURES

Safeguarding concerns may arise through student disclosures, staff observations, or information provided by parents or third parties. When a concern is identified, the staff member must remain calm, listen attentively, and reassure the child without making promises of confidentiality, as safeguarding requires information to be shared appropriately.

The concern must be documented factually and reported immediately to the DCPO. Staff members must not question the child in detail or conduct any form of investigation themselves. The DCPO will assess the concern, determine its severity, and take appropriate action, which may include consulting parents, referring the case to the NCPA, contacting law enforcement, or arranging medical support. In urgent cases where a child is believed to be in immediate danger, emergency services will be contacted without delay.

09. CONFIDENTIALITY AND INFORMATION HANDLING

Safeguarding information is handled with absolute confidentiality and sensitivity. All records are securely stored and accessible only to authorised personnel. Information is shared only on a need-to-know basis and only when it serves the best interests of the child. Staff are expected to exercise discretion in all safeguarding matters and refrain from discussing cases informally or with unauthorised individuals.

10. PREVENTIVE EDUCATION AND SAFEGUARDING AWARENESS

BWIS promotes proactive safeguarding through education and awareness programmes. Students receive age-appropriate guidance on topics such as personal safety, emotional health, online conduct, and recognising unsafe situations. Workshops, assemblies, and classroom activities are conducted termly to strengthen protective behaviours.

Staff are provided with continuous professional development in safeguarding practices, including updates on legislative changes, behavioural indicators, and reporting procedures. The school environment is designed to enhance safety, with supervision in common areas, secure access control, and CCTV monitoring where appropriate.

11. SUPERVISION, ACTIVITIES, AND SCHOOL ENVIRONMENT

The school ensures that all activities, both on and off site, are conducted safely. Adequate adult supervision is required during lessons, extracurricular programmes, sports activities, and school trips. Risk assessments must be completed for all events, and written parental consent is required for trips. Staff-to-student ratios must comply with age and activity requirements. The physical environment is regularly inspected to reduce hazards, and visitors are required to register and wear identification badges.

12. STUDENT SUPPORT FOLLOWING ABUSE OR TRAUMA

Students who have experienced or are suspected of having experienced abuse will receive comprehensive pastoral and emotional support. The School Counsellor provides counselling services, while staff work sensitively to accommodate academic or behavioural needs arising from trauma. The school ensures referrals to external professionals when specialised intervention is necessary. BWIS is committed to supporting the child until their safety and well-being are fully restored.

13. DIGITAL SAFETY AND CYBER PROTECTION

The school recognises the growing importance of digital safeguarding. Students receive guidance on responsible online behaviour, and the school's ICT systems are protected with filters, monitoring tools, and restricted access to harmful content. Staff must communicate with students only through authorised school channels. Personal devices may not be used for photographing or messaging students. Cyberbullying, online exploitation, and digital harassment are treated with the same seriousness as any other form of abuse.

14. MONITORING, REVIEW, AND POLICY EVALUATION

Safeguarding is a dynamic process that evolves with societal changes, regulatory updates, and emerging risks. The School Management Committee, led by the DCPO, conducts an annual review of this policy to ensure its continued relevance and effectiveness. Additional reviews may be undertaken following any significant safeguarding incident or in response to legislative updates. Feedback from staff, students, and parents is considered in shaping improvements. Revised versions of this policy will be published and communicated to the entire school community.

15. APPROVAL AND ADOPTION

This Child Protection and Safeguarding Policy has been reviewed and approved by the Central Management Committee of British Way International School, Kandy. It comes into immediate effect and supersedes any previous versions.