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## CGB Child Protection and Safeguarding Policy

### Values statement:

Colegio Gran Bretaña protects the rights of all of the children in our care by not only following the legal requirements as established by Colombian law, but also as set out in the United Nations Convention on the Rights of the Child (UNCRC).

“There are four articles in the convention that are seen as special. They’re known as the “General Principles” and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:

1. Non-discrimination (article 2)
2. Best interest of the child (article 3)
3. Right to life survival and development (article 6)
4. Right to be heard (article 12)”

Taken from <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

As a school we strive to prevent any cases of abuse or harm from taking place, but we also have mechanisms in place in order to react and respond if child abuse is noticed or reported.

### Definitions of abuse:

Children may be abused by: family members, friends, people working or volunteering in organisational or community settings, people they know or, much less commonly, by strangers. Abuse can be broken down into the following categories, under which there can be various forms of how the abuse is expressed or executed.

- **Physical abuse:** happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.
- **Emotional abuse:** is persistent and, over time, it severely damages a child’s emotional health and development. It involves:
  - humiliating, putting down or constantly criticising a child
  - shouting at or threatening a child or calling them names
  - mocking a child or making them perform degrading acts
  - constantly blaming or scapegoating a child for things which are not their fault
  - trying to control a child’s life and not recognising their individuality
  - not allowing them to have friends or develop socially
  - pushing a child too hard or not recognising their limitations
  - manipulating a child
  - exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse
  - persistently ignoring them
  - being cold and emotionally unavailable during interactions with a child
  - never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes.
- **Sexual abuse:** is forcing or enticing a child to take part in sexual activities. It doesn’t necessarily involve violence and the child may not be aware that what is happening



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is abuse. Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child.

- **Child sexual exploitation:** (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.
- **Neglect:** is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or carer's failure to: • provide adequate food, clothing or shelter • supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger • make sure the child receives appropriate health and/or dental care • make sure the child receives a suitable education • meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.
- **Commercial exploitation:** Commercial abuse and/or child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the countries from overseas, but children can also be trafficked from one part of a country to another. Children are trafficked for: • child sexual exploitation • benefit fraud • forced marriage • domestic servitude such as cleaning, childcare, cooking • forced labour in factories or agriculture • criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.
- **Inappropriate behaviour of children towards other children (peer on peer):** This is when any form of abuse listed above is executed between children. It can be sexual, emotional, and/or physical. Not only adults can cause harm to children

Definitions taken from:

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

### Policy and Protocols:

CGB is committed to preventing and responding appropriately if children are harmed, or if allegations of harm to children are made.

For prevention there are units of study included within the curriculum in order to provide students with the knowledge and understanding surrounding children's rights, child protection and safeguarding issues.

CGB has a Designated Safeguarding Team (DST) that comprises of the following members of staff:

- Vice Rector



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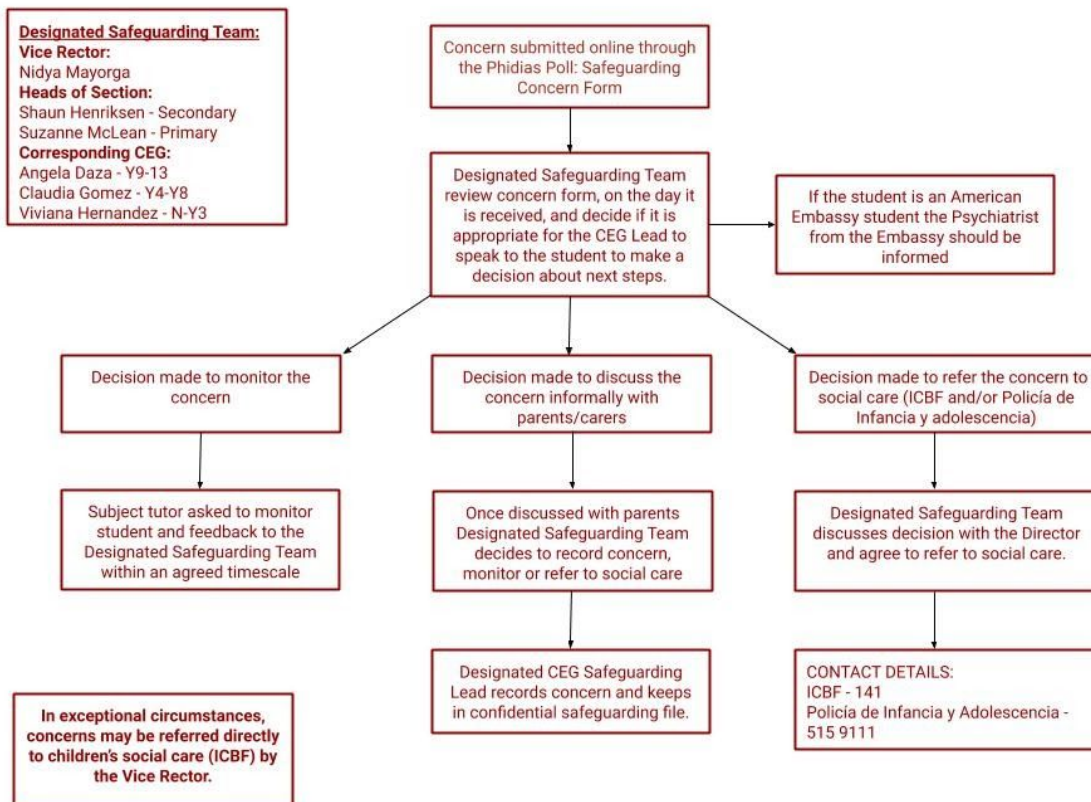
- Heads of Section
- Psychologists from each Section

The Director does not sit on the DST but always receives a copy of reports made (unless the report is being made against the Director) to ensure that the DST meets following the procedures as established throughout this policy.

Every adult who is employed at school and who comes into contact with children receives training on Child Protection and Safeguarding. Staff who are hired externally to run Co-Curricular activities and Extra-Curricular activities will receive the training from the Student Activities Coordinator at the start of their contracts. This training supports all staff be able to identify and define the various forms of abuse, on how to report incidents, no matter how big or small, and empowers them to be able to make a report about any member of the community, including people outside the school community, students, parents, members of the teaching and/or administrative staff, school leadership, the PTA, Advisory Board, and school owners. These protocols are valid both on site and during camps, excursions and school exchanges. Staff are instructed to make the report if they see something that concerns them, and allow the DST to make the decision for next steps.

There are separate protocols to follow as outlined below:

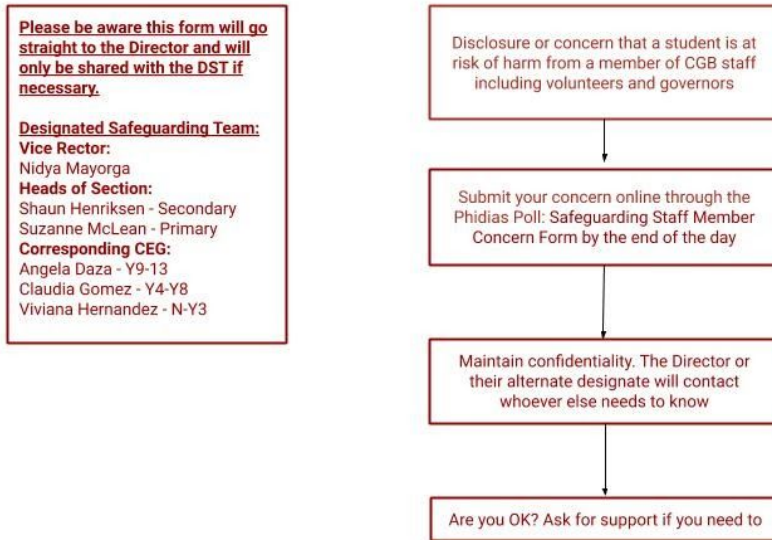
### Protocol to follow when making a report that a child is/might be at risk:





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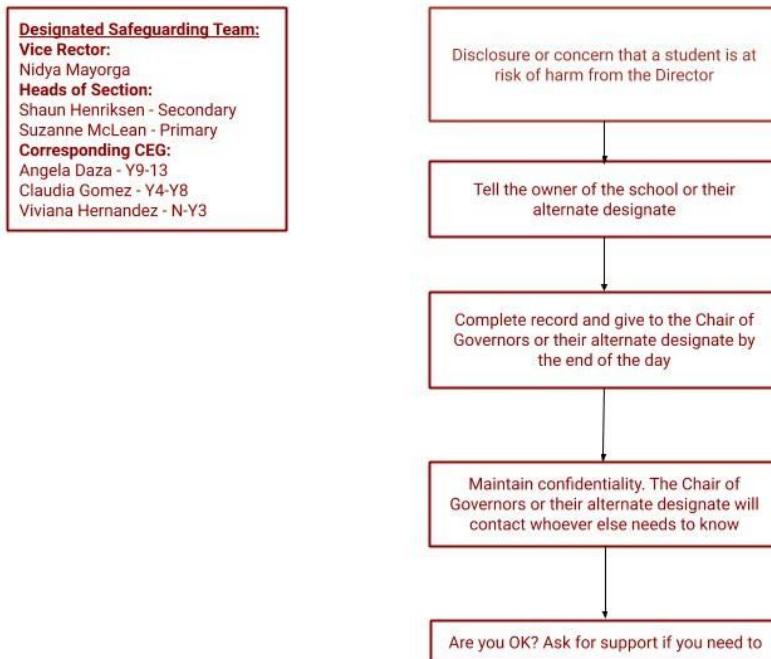
## Protocol to follow when making a report that a child is/might be a risk from a member of staff/member of the Advisory Board/PTA/School owners at CGB:



## Protocol to follow when making a report that a child is/might be a risk from the Director at CGB:



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After a report is made the DST will meet on the same day and complete a record of the meeting following very specific questions.

A copy of the template that is completed and stored electronically can be found [here](#).

CGB has recruitment policies and rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults. For example, three confidential professional references must be obtained, with at least one being from the current employer, invitations to participate in follow up phone calls are made should a referee feel more comfortable disclosing information orally and they each contain specific questions linked to child protection, Criminal Record Checks must be submitted from previous countries worked in, and a psychologist assists in every single interview.

**CGB commits to reviewing all Child Protection and Safeguarding Protocols on an annual basis.**

Written on 5th May 2019

Approved by SLT on 7th May 2019

Approved by the Advisory board on 8th May 2019



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## Política de Protección y Seguridad Infantil CGB

### Declaración de valores:

El Colegio Gran Bretaña protege los derechos de todos los niños y niñas a nuestro cuidado, no sólo siguiendo los requisitos legales establecidos por la ley colombiana, sino también los establecidos en la [Convención de las Naciones Unidas sobre los Derechos del Niño](#) (CDN).

"Hay cuatro artículos en la convención que se consideran especiales. Son conocidos como los "Principios Generales" y ayudan a interpretar todos los demás artículos y desempeñan un papel fundamental en la realización de todos los derechos de la Convención para todos los niños. Estos son:

1. No discriminación (artículo 2)
2. El interés superior del niño (artículo 3)
3. Derecho a la vida, supervivencia y desarrollo (artículo 6)
4. Derecho a ser oído (artículo 12)".

Taken from <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Como colegio, nos esforzamos por evitar que se produzcan casos de abuso o daño, pero también contamos con mecanismos para reaccionar y responder en caso de que se detecte o denuncie un caso de abuso infantil.

### Definiciones de abuso:

Los/as niños/as pueden ser abusados por: miembros de la familia, amigos, personas que trabajan o trabajan como voluntarios en organizaciones o en la comunidad, personas que conocen o, mucho menos comúnmente, por extraños. El abuso puede dividirse en las siguientes categorías, bajo las cuales puede haber varias formas de cómo se expresa o se ejecuta el abuso.

- **Abuso físico:** ocurre cuando un niño/a es herido/a deliberadamente, causando lesiones tales como cortes, moretones, quemaduras y huesos rotos. Puede implicar golpear, patear, sacudir, tirar, envenenar, quemar o asfixiar.
- **Abuso emocional:** es persistente y, con el tiempo, daña gravemente la salud y el desarrollo emocional del niño. Este involucra: - humillar, menospreciar o criticar constantemente a un niño - gritar o amenazar a un niño o insultarlo - burlarse de un niño o hacer que realice actos degradantes - culpar o hacer de chivos expiatorios a un niño por cosas que no son su culpa - intentar controlar la vida de un niño y no reconocer su individualidad - no permitir que tenga amigos o se desarrolle socialmente - presionar a un niño con demasiada fuerza o no reconocer sus



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limitaciones - manipular a un niño - exponer a un niño a acontecimientos o interacciones angustiosas como el consumo de drogas, beber en exceso o sufrir abuso doméstico - ignorarlos persistentemente - ser frío y no estar emocionalmente disponible - nunca decir nada amable, positivo o alentador a un niño y no elogiar sus logros y éxitos.

- **Abuso sexual:** es forzar o tentar a un niño a participar en actividades sexuales. No necesariamente implica violencia y el niño puede no ser consciente de que lo que está sucediendo es abuso. El abuso sexual infantil puede incluir el abuso de contacto y/o el abuso sin contacto. El abuso por contacto ocurre cuando el abusador hace contacto físico con el niño.
- **Explotación sexual infantil:** (ESC) es un tipo de abuso sexual. Los jóvenes en situaciones y relaciones de explotación reciben cosas como regalos, dinero, drogas, alcohol, estatus o afecto a cambio de participar en actividades sexuales. Los jóvenes pueden ser engañados para que crean que están en una relación amorosa y consensual. A menudo confían en su abusador y no entienden que están siendo abusados. Pueden depender de su abusador o estar demasiado asustados para contarle a alguien lo que está pasando. Pueden ser invitados a fiestas y recibir drogas y alcohol antes de ser explotados sexualmente. También pueden ser preparados y explotados en línea.
- **Negligencia:** es el incumplimiento persistente de las necesidades físicas y/o psicológicas básicas de un niño o niña, lo que suele resultar en graves daños a su salud y desarrollo. La negligencia puede implicar el fracaso de los padres o de la persona que los cuida: - proporcionar alimentos, ropa o refugio adecuados - supervisar a un niño (incluso dejarlo con cuidadores inadecuados) o mantenerlo a salvo de daños o peligros - asegurarse de que el niño reciba la atención sanitaria y/o dental adecuada - asegurarse de que el niño reciba una educación adecuada - satisfacer las necesidades emocionales básicas del niño - los padres pueden ignorar a sus hijos cuando están angustiados o incluso cuando están felices o excitados. Esto se conoce como negligencia emocional.
- **Explotación comercial:** El abuso comercial y/o la trata de niños es abuso infantil. Implica reclutar y trasladar a niños que luego son explotados. Muchos niños y niñas son víctimas de la trata desde el extranjero, pero también pueden ser objeto de trata de una parte a otra del país. Los niños y niñas son víctimas del tráfico de personas: - explotación sexual infantil - fraude de beneficios - matrimonio forzado - servidumbre doméstica como limpieza, cuidado de niños, cocina - trabajo forzado en fábricas o agricultura - explotación criminal como el cultivo de cannabis, carterismo, mendicidad, transporte, drogas, venta de DVDs pirateados y robo de bolsos.
- **Comportamiento inapropiado de los niños hacia otros niños (de igual a igual):** Esto es cuando cualquier forma de abuso enumerado anteriormente se ejecuta entre los niños. Puede ser sexual, emocional y/o físico. No sólo los adultos pueden causar daño a los niños.



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## **Política y Protocolos:**

El CGB está comprometido a prevenir y responder apropiadamente si los niños son lastimados, o si se hacen reportes de daño a los niños.

Para la prevención hay unidades de estudio incluidas en el currículo con el fin de proporcionar a los estudiantes el conocimiento y la comprensión en torno a los derechos del niño, la protección y la seguridad de los niños.

El CGB cuenta con un Equipo de Seguridad Infantil (DST) integrado por los siguientes miembros del personal:

- Vicerrector
- Jefes de Sección
- Psicólogos de cada sección

El Director no se reúne con el DST pero siempre recibe una copia de los informes hechos (a menos que el informe se esté haciendo en contra del Director) para asegurar que el DST se reúna siguiendo los procedimientos establecidos a lo largo de esta política.

Todos los adultos que trabajan en el colegio y que entran en contacto con los niños reciben formación sobre protección y seguridad infantil. El personal que es contratado externamente para llevar a cabo actividades Co-Curriculares y Extracurriculares recibirá la capacitación del Coordinador de Actividades Estudiantiles al inicio de sus contratos. Esta capacitación apoya a todo el personal para que pueda identificar y definir las diversas formas de abuso, sobre cómo reportar incidentes, sin importar cuán grandes o pequeños sean, y los empodera para que puedan hacer un reporte sobre cualquier miembro de la comunidad, incluyendo personas fuera de la comunidad escolar, estudiantes, padres, miembros del personal docente y/o administrativo, coordinadores, el PTA, el Consejo Directivo y los dueños del colegio. Estos protocolos son válidos tanto en el lugar como durante los campamentos, excursiones e intercambios escolares. El personal tiene instrucciones de hacer el informe si ve algo que les concierne, y permitir que el DST tome la decisión para los siguientes pasos.

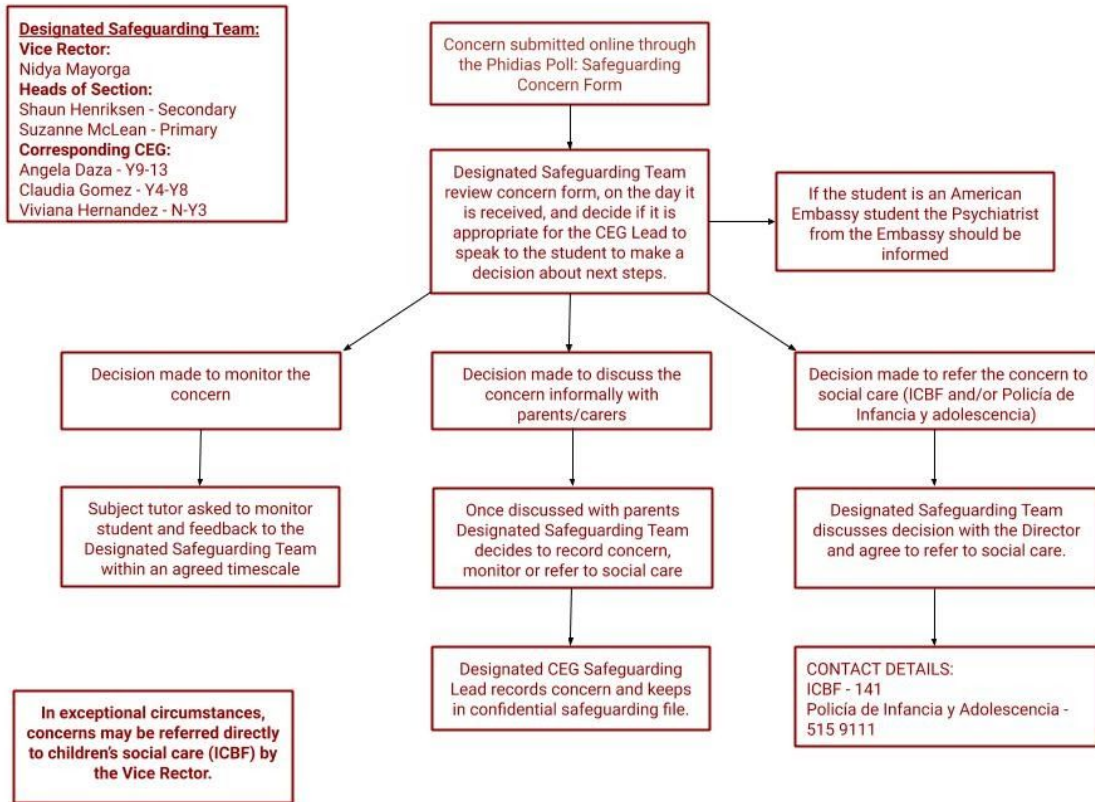
Existen protocolos separados que deben seguirse, tal como se describe a continuación:

### **Protocolo a seguir cuando se reporta que un niño podría o está en riesgo:**

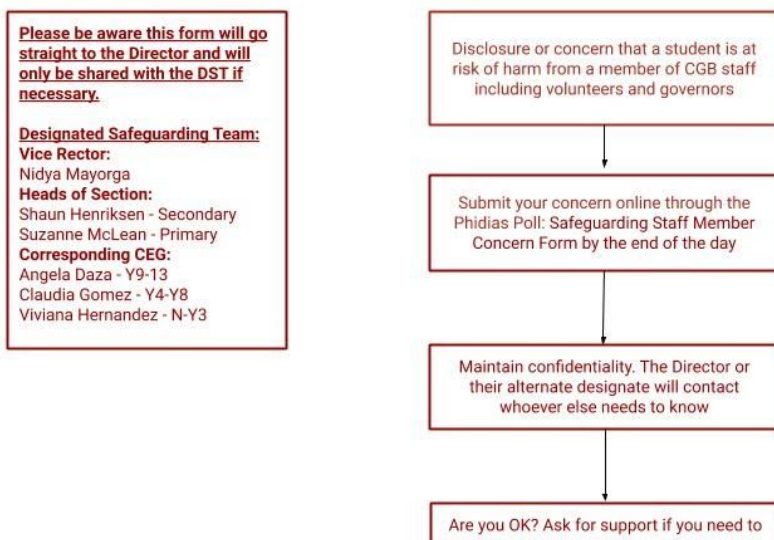




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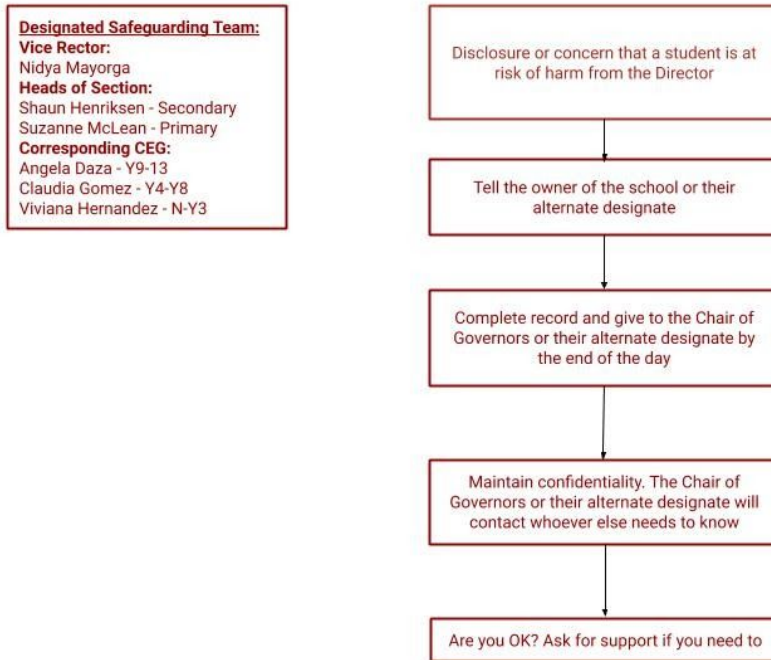
**Protocolo a seguir cuando se reporta que un niño podría o está en riesgo por un miembro del personal/miembro de Consejo Directivo/PTA/Proprietarios del CGB:**





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## Protocolo a seguir cuando se reporta que un niño podría o está en riesgo por el Director del CGB:



Después de que se hace un informe, el DST se reunirá el mismo día y completará un registro de la reunión siguiendo preguntas muy específicas.

Se puede encontrar una copia de la plantilla que se completa y guarda electrónicamente [here](#).

El CGB tiene políticas y procedimientos rigurosos de reclutamiento que aseguran que todos los empleados y voluntarios tengan un carácter moral sólido y sean personas adecuadas para trabajar con niños y jóvenes adultos. Por ejemplo, se deben obtener tres referencias profesionales confidenciales, de las cuales por lo menos una debe ser del empleador actual, se hacen invitaciones para participar en llamadas telefónicas de seguimiento en caso de que una de las referencias se sienta más cómodo revelando información oralmente y cada una de ellas contiene preguntas específicas relacionadas con la protección de los niños, se deben presentar certificados de Antecedentes Penales de países en los que se haya trabajado anteriormente, y un psicólogo asiste en cada una de las entrevistas.

### **El CGB se compromete a revisar anualmente todos los Protocolos de Protección y Seguridad Infantil.**

Redactado el 5 de mayo de 2019

Aprobado por el SLT el 7 de mayo de 2019

Aprobado por el Consejo Directivo el 8 de mayo de 2019



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## Colegio Gran Bretaña's Safer Recruitment Policy

### Introduction

The safe recruitment of teaching staff is the first step to safeguarding our children and promoting the welfare of the entire community at our school. CGB is committed to safeguarding and promoting safer recruitment practices. CGB expects all team members to share this commitment.

### Objective

The aims of this Safer Recruitment policy are to help deter, reject or identify people who might harm or abuse pupils or are otherwise unsuited to working with them.

### Recruitment and selection procedures

#### Advertising:

Any advertisement will make explicitly clear that CGB is committed to the safeguarding and promotion of the welfare of children by stating: *"COLEGIO GRAN BRETAÑA IS COMMITTED TO THE PROTECTION AND SAFEGUARDING OF CHILDREN. ENHANCED BACKGROUND CHECKS WILL BE CARRIED OUT ON ALL EMPLOYEES IN ALL OF THE COUNTRIES IN WHICH THEY HAVE LIVED AND WORKED SINCE THE AGE OF 18."*

#### Reference checks:

Three professional references will be collected, including at least one from the current or most recent employer. References should be completed via referee's school email addresses so they can be trusted (and can't be fraudulent). If a reference comes from a non-school email address, as the employer no longer works for that school, it must be sent to the current Headteacher and passed on to CGB from their institutional address.

If a referee answers the question 'would you rehire the candidate' by saying 'with reservation' we will call the referee to speak to them about their reasons for indicating "with reservation".

The following specific questions on Child Protection will be included:

*Please answer the following questions with a "Yes" or "No"*

- a) As far as you know, has the applicant committed any disciplinary offence relating to children, including any in which the penalty is "time expired"?*
- b) As far as you know, has the applicant been the subject of any child protection concerns?*
- c) As far as you know, is there any impediment to the above-named individual being employed in a post where there is substantial access to children?*

*If you answered "Yes" to any part of question, could you provide more information below:*

#### Reference ratification:

A phone/Skype call will be made to the current, or most recent employer, to establish that what was written is accurate and to provide an opportunity for the referee to say something they may not feel comfortable writing.



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### **Self-Declaration Safeguarding Form:**

Everyone who aspires to work at CGB must complete a [Self-Declaration Form](#) that answers a series of questions about their suitability to work with children before they are interviewed. All affirmative answers will be followed up, and could, but not always, result with no offer being made.

We encourage all applicants to provide details of any prior criminal convictions at an early stage in the application process. Failure to do so could result in the job offer/job being revoked.

### **Interviews**

CGB will interview every candidate before a job offer is made. If candidates are abroad this will be done via Skype, and if they are in Colombia it will be in person. The interview panel will consist of the Director, Head of Section, and other academic staff relevant to the position being advertised. A CGB psychologist will always be present to observe the interview and ask specific organisational psychology questions to help profile suitability for the candidate to join the school. The interview will follow a carousel structure so the candidate can also get to know as many people as possible. The Director, and Heads of Section, will have completed certified safer recruitment training. This is refreshed every two years.

Our interview panel has also been trained in spotting inconsistencies with a candidate's CV and previous employment.

They will explore and challenge any anomalies or gaps they identify in a candidate's CV or employment history. The Director will also ask the same "Self-Declaration" questions that are specifically designed to highlight potential safeguarding issues.

If any issues regarding disciplinary action or allegations, cautions or convictions come to light, they will be discussed during the interview. Any concerns will be shared with the Human Resources team before proceeding with the candidate's application or appointment to CGB.

### **Enhanced Criminal Record Background Checks:**

Enhanced Criminal Record Background checks will be carried out at the candidate's expense in every country in which they have lived and worked since the age of 18. [This document](#) guides potential colleagues in how they can ask for these checks to be done in every country in the world. We will only accept what is stipulated in the CIS document.

Candidates who have lived and worked in Colombia will have both the [Antecedentes Judicial check](#) completed online as well as the [Consulta de Inhabilidades](#) check that must also be completed according to Law 1918 of 2018. This will be done before each new contract is signed once the original contract has been completed.

If a report comes back as having a history of child abuse, the job will not be offered, and their name will be shared with the LAHC, AACBI and UNCOLI Heads to keep the children in Bogotá safe.

This document will be published on the CGB website.

**Approved by SLT on**  
**Approved by the Advisory Board on**



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This document was written based on guidance provided by Teacher Horizons.