

Child Protection & Safeguarding Policy

How the School keeps children safe, how a concern is reported, and what happens after it is reported.

The School is committed to maintaining a safe environment for every student, free from abuse, neglect or exploitation by staff, other students or visitors. This policy applies to every adult on the premises without exception, including the Principal's Office.

Reporting a concern

Any concern regarding the safety or welfare of a child — including suspected abuse of any kind — must be reported immediately and confidentially to the Principal's Office. A concern may be raised by a student, a parent, a member of staff or a member of the community. No concern is treated as too small to raise.

Professional boundaries

All staff maintain appropriate professional boundaries with students at all times. Private contact between a staff member and a student outside School channels is not permitted. A staff member found to have acted inappropriately toward a student is subject to immediate disciplinary action, including termination of employment, and referral to the relevant authorities where warranted.

Gate and collection safety

No person enters the premises without verification at the gate. A child is released only to the registered parent or guardian, or to an adult authorised in writing in advance. Items for a student during School hours are handed to gate staff rather than delivered to classrooms.

Confidentiality

Every safeguarding concern is handled with sensitivity and confidentiality, with the welfare of the child as the foremost consideration at every stage. Information is shared only with those who need it to protect the child, and with the competent authorities where the law requires.

Medical emergencies

Parents must disclose any medical condition, allergy or medication requirement at admission and on any later change. In an emergency the School contacts the parent on the registered numbers; if the parent cannot be reached within a reasonable time, the School may take the child to the nearest available medical facility in the child's best interest, with costs borne by the parent.

Version: Academic Session 2025–26. The School may amend this policy at the start of a new academic session, or earlier where a change in Government or PEF policy requires it. Amendments are notified to parents on the official WhatsApp channel.