



# SAFEGUARDING AND CHILD PROTECTION ALERT POLICY

**Publication Date:** January 2021

**Revision Date:** July 2024

## CONTACT STAFF AT SCHOOL

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## **LOCAL AUTHORITIES**

### **Area of Social Services of Jerez City Council - Department of Children and Adolescents at Risk**

Teléfono: 956149920

Fax: 956149921

email: [delegación.bsocial@aytojerez.es](mailto:delegación.bsocial@aytojerez.es)

## **REGIONAL AUTHORITIES**

### **Regional Ministry for Equality, Health and Social Policies**

Teléfono: 900851818 (reporting of possible child abuse situations)

## **POLICY GOALS**

Improving the way in which our school protects and promotes the welfare of our pupils is fundamental for all members of El Altillo International School and to this end it is essential to know the procedure to follow in the event of any concern about the safeguarding and protection of a child. This document has the following objectives:

- To set out the procedure for raising any concerns that may arise in this area.
- Encourage staff to feel confident in raising a safeguarding concern.
- Receive feedback on the process where appropriate.
- Provide a means by which staff can receive support when they have raised a safeguarding concern.

We recognise that the decision to report a concern is a difficult one to make, so when someone does report a concern, the school will take appropriate steps to protect those acting in good faith from possible harassment. Similarly, all concerns will be treated confidentially, unless it is necessary for the complainant to provide testimony or evidence in the case of having witnessed a crime. If the concern raised in good faith is not confirmed after investigation, no disciplinary action will be taken against the complainant.

## **GUIDELINES FOR INTERVENTION**

Due to the continuous relationship that the educational setting maintains with children and their families, all professionals working in the educational setting become the first level of detection for situations of child abuse. If a child makes a disclosure to an adult, the following should be done:

- Listen to the child, taking what he/she says seriously and without showing signs of shock or alarm.
- Let him/her speak freely, using whatever words necessary.
- Reassure the child, telling him/her they have done the right thing and acknowledging how difficult it must have been to tell the story.
- Do not criticize the alleged aggressor.
- Do not interrogate him/her about the details, avoiding arbitrary questions and explaining what will happen next.
- Never promise confidentiality if it may be necessary to inform other persons or institutions.

## **Information and registration procedure**

The school Designated Safeguarding Lead should be informed in writing as soon as possible, using the document from APPENDIX 1 which is also available on paper in the Early Years, Primary and Secondary staff rooms:

Once the information has been received by the DSL and transmitted to the management, the DSL will proceed with the notification to the competent bodies (social services and other institutions as appropriate), as the notification is:

- a necessary condition for enabling intervention in cases of child abuse
- a legal and professional obligation

The notification must be made by the DSL directly to the Department of Equality, Health and Social Policies of the Regional Government of Andalusia by telephone (900851818). Subsequently and within a maximum period of 24 hours, this telephone notification must be confirmed in writing using the following link:

Potential Risk Situations Notification Form

The notification form included in the above link is a copy and is included for consultation purposes only. All forms submitted to the Junta de Andalucía must bear a reference code.

The following link describes the procedures for completing the SIMIA notification sheet:  
SIMIA

The DSL should indicate the type of abuse and its severity, according to the guidelines set out in the SIMIA manual and using the following document to assess severity:  
VALUE ME: Severity Assessment Sheet

After sending the information to the Junta de Andalucía, it will be this body that will continue with the investigation and not the school, as the school is limited to the detection, classification of the seriousness and notification of the possible abuse, and it must inform the notifier of the case what the final result has been after the assessment and intervention phase. At the same time as the Notification Sheet is sent to Social Services, the school must include a copy of it in the pupil's file, in a sealed envelope and marked as confidential.

## **Accusations against school employees**

Where the safety of the child may be compromised, the school will never collude with any of its employees or any organisation connected with the school. Any allegations will also take into account the rights of the staff involved.

In the event of a conflict of interest, the DSL and the management team will decide on the persons to deal with the procedure

**ANEXO I**

**SAFEGUARDING**

**CONCERN FORM**

ALUMNO/PUPIL'S NAME:

CURSO/YEAR GROUP:

FECHA/DATE:

PERSONA ENTREVISTADA/INTERVIEWED PERSON:

MODO DE CONTACTO /CONTACTED BY:

TEMA PLANTEADO/CONCERN:

DESARROLLO DE LA ENTREVISTA/INTERVIEW

PRIMERAS ACCIONES/INITIAL ACTIONS

SEGUIMIENTO/FOLLOW UP

FECHA/DATE:

CONCLUSIONES/CONCLUSIONS

OTROS DATOS DE INTERÉS/OTHER INFORMATION

FIRMA/SIGNATURE:

FECHA/DATE:

### **BIBLIOGRAPHY**

Díaz Huertas, J. (2006). *Child Abuse: Detection, Reporting and Case Registration* (1st ed., pp. 32, 33, 35). Madrid: Subdirección General de Información Administrativa y Publicaciones. Retrieved from:

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