







Safeguarding and Child Protection Policy and Procedure

Last edit: August 2025

Review date: August 2026

Photos of Key Contacts

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SECTION 1

1.1: Introduction

This policy refers to Varee Chiangmai International school. This policy articulates the school's responsibility and duties to safeguard the welfare of the students and staff. This policy is consistent with the school's mission and 5R values. It applies to all aspects of life at school. The Head of School, designated safeguarding lead and the deputy safeguarding leads have primary responsibility for the implementation of this policy.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. (<https://learning.nspcc.org.uk/safeguarding-child-protection>)

1.2: Definitions of abuse:

- bullying as defined in the anti-bullying policy
- neglect
- child abuse
- domestic violence
- child prostitution
- child on child abuse

1.3: Related policies

- Anti-bullying policy
- Acceptable Use of Technology and Online Safety Policy
- Safe recruitment policy
- Whistleblowing policy and procedure

SECTION 2

Aims and Objectives

Varee International School aims to:

- establish and maintain an environment where students feel secure, are able to talk and are listened to
- ensure students know that there are adults in the school whom they can approach if they are worried
- include opportunities in the personal, social, health and economic education (PSHEE) curriculum and in the homeroom environment for students to develop the skills they need to stay safe, including online.

Varee International School will ensure that:

- a Designated Safeguarding Lead is appointed.
- all staff, including temporary and supply staff and volunteers know the name and role of the Designated Safeguarding Lead.
- staff understand their responsibilities and know what to do if a child tells them they are being abused, exploited or neglected and know how to refer any concerns to the Designated Safeguarding Lead.

- staff receive safeguarding and child protection updates, as required, and at least annually, to continue to provide them with the relevant knowledge and skills to safeguard effectively.
- all parents understand the responsibility placed on the school and staff for the safeguarding of students which includes the need to share information with any government organisations when necessary.
- written records of concerns about students are kept, even where there is no need to refer the matter immediately.
- all records are kept securely.
- a set of procedures when an allegation is made against a member of staff or volunteer is in place.
- safe recruitment practices are always followed.

Varee International School supports students through:

- the content of the curriculum and Personal, Social, Health and Economic Education (PSHEE).
- the school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- the school behaviour policy, anti-bullying policy and acceptable use of technology policy.
- access to the School Counsellor and the Pastoral Care Team.
- access to the Komodo Wellbeing Platform for Secondary students.

SECTION 3

Review

This policy is reviewed by the Senior Management Team each academic year. They will consider advice from the following sources:

- United Kingdom guidance, in particular the [Keeping children safe in education, 2024](#) publication.
- Thailand's laws and administration systems
- The [United Nations Convention on the Rights of the Child](#)

SECTION 4

Roles and Responsibilities:

The **Head of Varee Chiangmai International School** (Ajarn Varee) will:

- create a safe environment for children at the school.
- ensure the school has a procedure for handling child protection cases, including allegations against staff and volunteers, and these are available to all staff and volunteers for reference.
- ensure that this policy is fully implemented.
- appoint an appropriately qualified and experienced Designated Safeguarding Lead to whom safeguarding issues are reported.
- appoint Deputy Safeguarding Lead(s) to support the Designated Safeguarding Lead
- ensure that the Designated Safeguarding Leads receive appropriate training and support.
- ensure safe recruitment of staff, with adequate checks and records being maintained.
- ensure that all staff have induction training covering child protection and are able to recognise and report any concerns immediately, should they arise.
- ensure that all teaching and teaching assistants receive appropriate training on an annual basis.
- ensure that all staff know what to do if they have any concerns or suspicions.
- make parents aware of the school's Safeguarding and Child Protection Policy and Procedure and ensure they see copies of the policy which alerts them to the fact that referrals may be made and the role of Varee Chiangmai International in this.

The Designated Safeguarding Lead will:

- work with the Head of School to prioritise safeguarding and child protection.
- ensure this policy is implemented by staff and reviewed yearly.
- implement strategies to promote a culture of safeguarding.
- deliver safeguarding training regularly and when needed.
- support the staff in dealing with safeguarding concerns.
- manage child protection cases.
- record accurate and detailed child protection information securely.
- manage referrals to external agencies.

If the Designated Safeguarding Lead is not available the Deputy Safeguarding Leads will take lead. If the Deputies are not present the Head of School will act as the lead.

All staff members have a duty of care to the students. They have a duty to be aware and report any safeguarding or child protection concerns to the Designated Safeguarding Lead or Deputy Safeguarding Lead. They will maintain a 'it could happen here' attitude. Staff must be aware of the following:

- their duty of care.
- they are in a position of trust.
- signs of abuse and how to report concerns.
- the school's associated policies.
- the identification, roles and responsibilities of the Designated Safeguarding Lead and

the Deputy Safeguarding Lead.

Once a year all staff members will receive training of the schools' Safeguarding and Child Protection Policy and Procedure as part of the start of year training and workshops. New staff will receive training in the Safeguarding and Child Protection Policy and Procedure within the first week of their arrival.

SECTION 5: Safeguarding Measures and Processes

VCIS is committed to providing an environment that is safe and supportive, while promoting the wellbeing and development of the student, as described in Section 2. The school supports and listens to the students through the Student Representative Council, referrals to the pastoral team, an open door policy and QR code booking system with the school counsellor, wellbeing surveys through the platform Komodo, PSHEE learning, assemblies and themed weeks, such as Healthy Eating Week.

5.1: Staff recruitment (see Safe Recruitment Policy)

- key staff have completed Safe Recruitment training
- all new teachers must have a police clearance check from their home country, or if they have been in Thailand for a longer period of time, a Thai police clearance certificate. This information is kept on the Single Central Record.
- the school will follow up with the provided references and ensure that there are no child-safety issues at previous schools/employment.
- Identification of individuals is checked.

5.2: Induction and Training

- staff receive safeguarding and child protection training annually through the online platform EduCare and receive updates, as required to continue to provide them with the relevant knowledge and skills to safeguard effectively.
- new staff complete online child protection training within one week of arrival at the school
- the Designated Safeguarding Lead and Deputies receive Safeguarding Lead training training at least every three years.
- all staff have access to the school's policies.

5.3: Parents/guardians

The school is committed to working with parents/guardians to help support our students and keep them safe. Parents/guardians have a right to privacy and confidentiality, so private information will not be shared unless permission is sought, or it is necessary to share the information for the child's protection. Parents/guardians are kept informed of any concerns about their child unless doing so may place the child at greater risk of harm. Parents/guardians are encouraged to discuss any concerns with the school.

5.4: Record keeping

All records are kept securely in line with good child protection practise.

The Designated Safeguarding Lead will maintain detailed and accurate record keeping for Child Protection concerns.

5.5: Confidentiality

Confidentiality is essential to all Safeguarding and Child Protection issues. This is for the benefit of the student, although no student or staff member will ever be guaranteed absolute confidentiality.

Disclosure of personal information to third parties will not normally be given without consent in accordance with the School's Data Protection Policy. However, when consent is not possible or sharing is in the best interest of the student, information will be shared. Disclosure of this information will be evaluated by the School on a case by case basis.

5.6: Reporting an allegation of abuse against a member of staff

An allegation of abuse should be made against a member of staff if:

- They have behaved towards a student or students in a way that is not suitable for them to work with students.
- They have possibly performed an illegal activity.
- They behaved in a way that harmed, or may have harmed a student.

An allegation against a member of staff should be shared with the Designated Safeguarding Lead and Head of Pastoral Care to determine whether an investigation should be initiated.

If the allegation is against the Head of School then the allegation should be taken to the Designated Safeguarding Lead and Head of Pastoral Care to determine whether an

investigation should be initiated.

If the allegation is against the Designated Safeguarding Lead then the allegation should be taken to the Head of Pastoral Care and Head of School to determine whether an investigation should be initiated.