



| Policy Name: National Staff Safeguarding Policy | |
|---|--------------------|
| Policy Code: | ED 23 |
| Approved in: | August 2016 |
| Next Review in: | August 2018 |
| <p>Cross References: This policy should be cross-referenced with the following:</p> <ul style="list-style-type: none"> • Strategic Goal 4 of the Cayman Islands Strategic Plan for Education • National Anti-Bullying Policy <p>Guidance documents produced by the Ministry of Education, Employment and Gender Affairs that accompany this policy are as follows:</p> <ul style="list-style-type: none"> • A Model School Staff Safeguarding Policy | |

INTRODUCTION

The Cayman Islands Bill of Rights (Bill of Rights) outlines the responsibilities of the government and public officials to protect and safeguard children and young people.

A Safeguarding Policy outlines clear expectations for interactions between adults and children. It explicitly identifies acceptable and appropriate behaviour for all adults working with children.

The Ministry of Education is committed to working with the Department of Education Services (DES) and schools to develop welcoming, supportive and inclusive learning environments that promote the well-being of all students and staff.

The Ministry of Education wishes to 'set the stage' for the expectations of all staff, not only those who may be engaging in violations, through a staff safeguarding policy. This policy will serve as a guide for individuals who observe any behaviour or conduct by other staff members that may be violations and are uncertain on whether or not said behaviour or conduct needs to be reported.

AIMS

This policy aims to:

- Establish consistent expectations about what constitutes appropriate and inappropriate physical behaviour.
- Establish consistent expectations about what constitutes appropriate and inappropriate communication with students.
- Establish consistent expectations about what constitutes appropriate and inappropriate general conduct.

POLICY STATEMENT

- I. The Ministry of Education, Employment and Gender Affairs requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following outlines appropriate and expected conduct for physical behaviour, verbal and digital communication and general conduct.



- a) **Physical Behaviour:** All adults interacting with children must do so in open, public spaces. If one-on-one meetings are necessary for education or emergency purposes, they should also be conducted in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open and another adult is notified about the meeting. The child should always be given the option of having another adult present. For children under the age of 5 in these situations, who may not be able to request the presence of another adult, staff should ensure that another adult is present whenever feasible. Adults must not give a child a ride home alone unless they have the written permission of the child's parents or in the case of an emergency. Adults may otherwise only transport students in line with the *Use of private motor vehicles by parents and staff to transport students to school activities* policy. The following are examples of appropriate and inappropriate physical behaviour:
- **Appropriate physical behaviour** includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as:
 - Pats on the back or shoulder
 - Holding hands to cross the street safely
 - Child initiated hugs
 - Support with toileting or changing clothes
 - **Inappropriate physical behaviour** is any behaviour that is cruel, inhumane or degrading to a student, including contact that abuses, exploits, or harasses the child, such as:
 - Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking
 - Patting the buttocks
 - Touching/exposing private body parts
 - Intimate/romantic/sexual contact
 - Showing pornography or involving children in pornographic activities
- b) **Communication:** Employees will use caution and discretion in all verbal, nonverbal, and digital communication with students. All employees will be guided by principles of professionalism and integrity. Communication between adults and children should be transparent and about school activities, with the exception of counselling relationships and appropriate conversations on other topics, such as the child's well-being, hobbies, interests, weekend/summer activities etc. The following are examples of appropriate and inappropriate verbal and digital communication:
- **Appropriate verbal communication:** praise and/or positive reinforcement with a pedagogical purpose when used consistently and equally for all children
 - **Inappropriate verbal communication** includes:
 - Yelling, threatening, ridiculing, use of expletives, degrading comments
 - Profanity, sexual innuendo, or risqué jokes
 - **Appropriate digital communication:** Emails and/or text messages using school e-mail address/phone with pedagogical purpose and subject to periodical monitoring
 - **Inappropriate digital communication:**
 - Allowing access to electronic devices that may expose children to inappropriate conduct
 - Private messaging via social media and/or online gaming communities
- c) **General Conduct:**
- **Adults will:**



- Treat all children with respect and provide safe and supportive interactions that foster children's social, emotional, and academic development
- Comply with all mandatory reporting procedures
- Cooperate fully with any investigation of misconduct or abuse of children
- **Adults will not:**
 - Engage in bullying as defined in the anti-bullying policy
 - Use or be under the influence of alcohol, tobacco, or other drugs in the presence of children
 - Give individual children gifts without the knowledge of the children's caregivers

SCHOOL STAFF SAFEGUARDING POLICIES

School staff safeguarding policies must:

- Be based on the National Policy and address:
 - Physical Behaviour
 - Communication
 - General Conduct
- Be approved by The Department of Education Services (DES) before implementation

ROLES AND RESPONSIBILITIES

The Ministry of Education will:

- Provide National policy expectations
- Provide a framework as the basis for individual school staff safeguarding policies
- Provide support to the DES with the implementation of the policy by:
 - Devising child protection training for DES and school staff
 - Providing the framework for schools to address violations of staff safeguarding policies

The Department of Education Services (School Improvement Officers) will:

- Establish monitoring procedures to ensure school policies are compliant with National Policy expectations
- Ensure school policies are implemented and maintained
- Work collaboratively with other agencies and stakeholders to develop and maintain appropriate systems for supporting child protection initiatives within schools

School leaders will:

- Implement individual school based staff safeguarding policies
- Monitor and review staff safeguarding provision practices in their schools
- Maintain accurate records of violations of the staff safeguarding policy to be reported to the DES
- Facilitate on-going professional development on issues relating to child protection



MINISTRY OF
EDUCATION, EMPLOYMENT
& GENDER AFFAIRS
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108
133 Elgin Avenue Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244 2417 f. (345) 949 9343
www.education.gov.ky

School staff will

- Effectively implement and follow the school's staff safeguarding policy
- Report and record reported violations of the staff safeguarding policy

APPROVED



MINISTRY OF
EDUCATION, EMPLOYMENT
& GENDER AFFAIRS
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108
133 Elgin Avenue Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244 2417 f. (345) 949 9343
www.education.gov.ky

APPENDIX I: MODEL SCHOOL STAFF SAFEGUARDING POLICY

A MODEL SCHOOL STAFF SAFEGUARDING POLICY

(May 2016)



School's Staff Safeguarding Policy

(Sample front cover)

..... School

Approved and adopted - Date

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, Department of Education Services (DES) representatives and partner agencies.

Review Date

IGNATURES

**Student
(via the Student Council)**

Child Protection Officer

DES Senior School Improvement Officer

Principal



STAFF SAFEGUARDING POLICY

..... <insert school name> requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following outlines appropriate and expected conduct for physical behaviour, verbal and digital communication and general conduct.

Physical Behaviour

All adults interacting with children must do so in open, public spaces. If one-on-one meetings are necessary for education or emergency purposes, they should also be conducted in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open and another adult is notified about the meeting. The child should always be given the option of having another adult present. For children under the age of 5 in these situations, who may not be able to request the presence of another adult, staff should ensure that another adult is present whenever feasible. Adults must not give a child a ride home alone unless they have the written permission of the child's parents or in the case of an emergency. Adults may otherwise only transport students in line with the *Use of private motor vehicles by parents and staff to transport students to school activities* policy.

The following are examples of appropriate and inappropriate physical behaviour:

Appropriate physical behaviour includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as:

- Pats on the back or shoulder
- Holding hands to cross the street safely
- Child initiated hugs
- Support with toileting or changing clothes

Inappropriate physical behaviour includes contact that abuses, exploits, or harasses the child, such as:

- Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking
- Patting the buttocks
- Touching/exposing private body parts
- Intimate/romantic/sexual contact
- Showing pornography or involving children in pornographic activities

Communication

Employees will use caution and discretion in all verbal, nonverbal, and digital communication with students. All employees will be guided by principles of professionalism and integrity. Communication between adults and children should be transparent and about school activities, with the exception of counselling relationships and other topics, such as the child's well-being, hobbies, interests, weekend/summer activities etc. The following are examples of appropriate and inappropriate verbal and digital communication:

Appropriate verbal communication: praise and/or positive reinforcement with a pedagogical purpose when used consistently and equally for all children

Inappropriate verbal communication includes:

- Yelling, threatening, ridiculing, use of expletives, degrading comments
- Profanity, sexual innuendo, or risqué jokes



Appropriate digital communication: Emails and/or text messages using school e-mail address/phone with pedagogical purpose and subject to periodical monitoring

Inappropriate digital communication includes:

- Allowing access to electronic devices that may expose children to inappropriate conduct
- Private messaging via social media and/or online gaming communities

General Conduct

Adults will:

- Treat all children with respect and provide safe and supportive interactions that foster children’s social, emotional, and academic development
- Comply with all mandatory reporting procedures
- Cooperate fully with any investigation of misconduct or abuse of children

Adults will not:

- Engage in bullying as defined in the anti-bullying policy
- Use or be under the influence of alcohol, tobacco, or other drugs in the presence of children
- Give individual children gifts without the knowledge of the children’s caregivers

Other Considerations

- When necessary for the safety of a child and/or her/his peers, safe handling techniques will be utilised in accordance with safe handling guidelines.
- Toileting accidents: If a student has a toileting accident and for whatever reason cannot clean or change themselves, parents/guardians will be called to do so. As parents may not be in a position to come to the school immediately should their child have a toileting accident, or if parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations two members of staff will be present. A record of all such incidents will be kept and Principal and parents will be notified.
 - The same is applicable if a child needs to change clothes due to spills or other accidents.

Staff Safeguarding Policy Statement of Receipt and Agreement

I understand that as a person working with and/or providing services to children at <insert school name> >, I am subject to a criminal background check. My signature confirms that I have read and understood the Staff Safeguarding Policy, and that I agree to comply with the standards contained therein. I understand that any action that violates this policy may result in disciplinary action up to and including removal from <insert school name>.

Name: _____

Signature: _____

Witness: _____

Date: _____