





Enko Education's Child Safeguarding Policy reflects our commitment to promoting safe practices that create a conducive environment for children to learn and grow.

As an education company, Enko Education recognises the need to create a safe environment so it can become a learning environment. Because of their age, Enko learners are vulnerable and creating a safe environment requires special attention and a proactive approach. We at Enko Education want to see children and young people thrive regardless of their gender, sexuality, ethnic grouping, faith, culture, family income, disability, or other defining features.

Therefore, we are committed to ensuring that all children and young people who are part of Enko Education have access to quality education while feeling safe within Enko schools.

We have based the creation of the Child Safeguarding Policy on the examples proposed by: [Global Schools Forum \(GSF\)](#) and [Investisseurs & Partenaires \(I&P\)](#). We follow the rules and principles described within the [United Nations Convention on the Rights of the Child \(UNCRC\)](#) and [Keeping Children Safe](#).

It is important to note that this Child Safeguarding Policy is a document that covers the relationship between children and adults within the Enko Education Group. For all actions that require the presence of local authority, schools must rely on the local laws.

The Enko Education Child Safeguarding Policy is divided into three main interrelated sections:

A

Background and explanation

B

Policy and best practices

C

Appendices: Key resources and more details

Please note that all examples given in this policy are not exhaustive. If you have a concern about a situation that is not listed in this policy, please share it with your management and email us at : childsafeguarding@enkoeducation.com

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Section A

Introduction & Background



Enko Education's Policy Statement

Enko Education is committed to the safeguarding of all children that it serves. Enko Education and all the Enko schools work to ensure that all children¹, whatever their defining features, have the right to protection from abuse by adults or other children. Enko Education works to create a safe environment for them.

This policy clearly outlines Enko Education's position on child safeguarding issues as it affects our vision, mission and our operations.

Our vision is to reveal learners' potential across Africa to enhance the global future. We can only achieve our mission if the children in our care are respected and are in a healthy environment.

This Child Safeguarding Policy applies to all representatives² (staff, volunteers, trustees, visitors, and visiting partners) in all Enko Education's operational areas.

All suspicions and allegations of abuse will be taken seriously, reported and responded to swiftly and appropriately. All staff have a responsibility and duty to ensure the care, safety and protection of children. This extends to identifying abuse and responding in a timely manner to all concerns related to possible sexual, physical, psychological and emotional abuse or neglect of a child.

In this policy, Enko Education is concerned with all incidents of maltreatment against children who interact with Enko Education representatives. It is the responsibility of the schools to address child safeguarding incidents. Schools will have all the support they need from the group to resolve concerns and reported incidents.

This policy will be reviewed every three years or whenever appropriate.

Child safeguarding is in line with the Enko Education values



Committed



Caring



Team-spirited



Pathmaker

¹ For the purposes of this policy, a "child" defines all children under Enko Education responsibility during a specific period - e.g. student enrollment or school visit

² Representatives: designates anyone who may come into contact with children through their work with Enko Education. This includes staff, volunteers, partners, visitors etc.

Definitions

Please note that all examples given in this policy are not exhaustive. If you have a concern about a situation that is not listed in this policy, please share it with your management and email us at : childsafeguarding@enkoeducation.com



For the purposes of this policy and in the specific context of Enko Education

Enko Education


Enko Education designates all group entities of Enko Education: schools, the central team, all staff members and representatives.

Representatives

Representatives designate anyone who may come into contact with children through their work with Enko Education. This includes staff³, volunteers, partners, visitors etc.

Child

Child designates all children under Enko Education responsibility during a specific period, even if not enrolled at Enko Education.

 In the Enko Education context, a student's age is irrelevant. Even if he/she is over 18, we are committed to protecting him/her.

Example: a student visiting an Enko school.

Child abuse

- “Child abuse” or “maltreatment” designates «all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power⁴.»
- Different types of abuse exist: physical abuse, sexual abuse, emotional abuse, neglect, sexual harassment
- Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally.

More information in: [What is not allowed in Enko Education schools : different forms of abuse](#)

³ A member of staff appointed and paid for directly by Enko Education or the school. / A member of staff who is seconded by a mission or sending agency; who are not paid by Enko Education or the school directly but nonetheless contributing directly to the work, vision and mission of Enko Education or the school.

⁴ The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO - 1999

Section A

Introduction & Background

Confidentiality

Confidentiality designates the state of keeping information private. All information about a child safeguarding incident will be shared with a very limited number of representatives.

Child safeguarding

Child safeguarding designates the responsibility that organisations have, to make sure their staff, operations, and programmes do no harm to children, meaning that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.

Child Protection vs Child Safeguarding

Child protection in the international context describes the work to strengthen laws, policies and systems, which are designed to protect children in a given country, in his or her own family and community. Child Safeguarding is the responsibility that organisations have to ensure their staff, operations, and programmes do not harm children.

Direct contact with children

Direct contact designates being in the physical presence of a child or children in the context of the Enko school's work, whether contact is occasional or regular, short or long term. This could involve project / site visits.

Indirect contact with children

Indirect contact designates having access to information on individual children such as children's names, locations (addresses of individuals or projects), photographs and case studies. [N.B. this list of examples is not exhaustive].

Partner

Partner designates any organisation involved in project work with Enko Education, whether the project relationship is short or long term, a one-off or regular / ongoing arrangement, and regardless of whether or not any funding is involved.

Examples: delivery and supplier partners or bus drivers.

Child Safeguarding Lead

Child Safeguarding Lead designates the person in a school who will report any concerns brought to their attention and who will be responsible for ensuring appropriate action is taken in order to keep children safe.



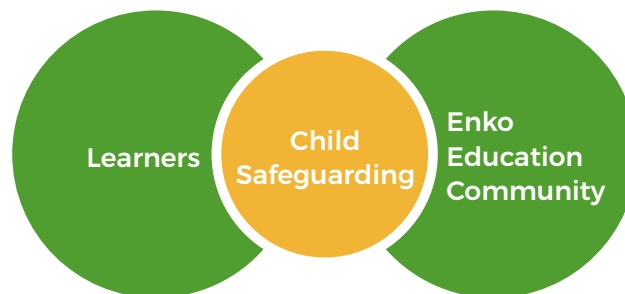
Section A

Introduction & Background

What is a Child Safeguarding Policy?

A Child Safeguarding Policy provides a framework of principles, standards and guidelines in areas such as:

- 'Child safe' and 'child friendly' environment creation;
- Abuse prevention;
- Guidelines for appropriate and inappropriate behaviour/attitude;
- Personnel recruitment and training;
- Recognising, reporting and reacting to allegations of abuse;
- Guidelines for communications regarding children.



Why do we need a Child Safeguarding Policy?

Child abuse is a global challenge. It occurs in all countries and in all societies and involves the physical, sexual, emotional, abuse and neglect of children. It can happen between peer groups within families, schools, and within the larger community.

As an organisation working within the education sector, we recognise that our work impacts children. We want to be a global leader in education, and we know that the safeguarding of children is a core tenet of education.

Our Policy serves three goals

1

Prevention

Preventing child abuse by creating a safe school atmosphere in order to be able to provide high quality teaching and learning, and support to children.

2

Protection

Protecting children from abuse by following agreed procedures and ensuring staff are appropriately recruited, trained and supported to respond suitably and sensitively to child safeguarding concerns.

3

Support

Supporting children victims of abuse by providing a timely and appropriate response to reported abuse.



The People | Who is responsible for Child Safeguarding?

Child Safeguarding is every employee's responsibility

Enko Education works to ensure children are safeguarded throughout their time in and out of school. To do that we work to hire staff who are responsible, skilled, and respected within the community. Compliance with the child safeguarding policy is everyone's responsibility.

- All Enko Education staff are thoroughly checked against references before being recruited to ensure they present no threat to young people.
- Whenever allegations are made against adults or other young people, these will always be treated seriously and investigated by the appropriate authority.

Responsibilities at the school level

- The Head of School is ultimately accountable for child safeguarding in his/her school and is responsible for the implementation of this policy.
- The Child Safeguarding Lead is designated to take responsibility for dealing with child safeguarding issues, providing advice and support to other staff, liaising with management, and working with other external agencies when appropriate.

Temporary staff and volunteers

Temporary staff and volunteers who work with children must be made aware of the school's policy and procedures for child safeguarding and their responsibilities:

- They must sign the commitment in [Appendix 3](#).
- Contracts must include a paragraph on child safeguarding in [Appendix 5](#).

Raising awareness in the broader community

Enko Education staff will also work with learners, parents, and local community members to educate them on appropriate safeguarding strategies as well as behaviour management skills they can use within their home and community to help promote positive child development.



Section B

Enko Education's Child Safeguarding Policy

Roles and duties of the Enko Education community

Roles and duties of Enko Education Central Team

- Ensure, through the group's recruitment policy and audits, that all staff hired are qualified and at least 3 references, when applicable, are checked to make sure they are suited to work with children.
- Train Child Safeguarding Leads and all staff on child safeguarding and provide copies of the Child Safeguarding Policy to all staff and volunteers.
- Provide tools needed to assist with child safeguarding such as communication materials, and school reporting systems.
- Create clear and effective policies and procedures to assist with child safeguarding and be open to adapting those procedures as needed.

Roles and duties of Enko Schools' management

- Respect the group policy by ensuring that all staff hired are qualified and at least 3 references, when applicable, are checked to make sure they are suited to work with children.
- Support the Child Safeguarding Lead and the staff as incidents arise in a quick and timely manner.
- Develop contacts with government officials to assist with child protection and safeguarding issues that arise.
- Be aware of the local laws and assist with providing materials to educate the community and parents on these laws.
- Make sure all parents are aware of Enko Education's safeguarding principles and sign parental consent for all images used for marketing during the re-enrollment or enrollment.

Roles and duties of Enko Education academic team

- Never practice any form of abuse : corporal, emotional, verbal, sexual, neglect.
- Be aware of the types of abuse and how to identify abuse.
- Immediately report any signs of potential abuse or suspicion of abuse.
- Be aware of local laws related to child protection and educate parents and the community on those laws.
- Practice and follow the Enko Child Safeguarding Policy and procedures.
- Use positive behaviour management methods with children and develop positive relationships to empower children to feel comfortable speaking up when situations of abuse are witnessed or experienced. Never practice corporal punishment.
- Contribute to educating learners, parents, and community members on their roles as child protectionists.

For more information: [What is not allowed in Enko Education schools | different forms of abuse](#)

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Roles and duties of Enko Education Child Safeguarding Leads

- Act as the first point of contact for any issue of safeguarding, providing timely and relevant support and advice to protect children. If necessary, they can identify a person who will be the first point of contact, or even form a small group of people to help him/her in this mission.
- Be aware of local laws related to child protection and educate parents and the community on those laws.
- Contribute to the design, development and update of policies, procedures and systems (information feedback system, complaints) within Enko Education.
- Make referrals as necessary to external agencies, including child and adult social services, to protect and support the student appropriately.
- Provide, collate, maintain and monitor regular, accurate and timely data on incidents and outcomes for child safeguarding.
- Promote safeguarding among children and staff (awareness, communication, training, etc.).

Roles and duties of Enko Education non-academic staff

- Know and follow the Enko Child Safeguarding Policy.
- Report any issues related to child safeguarding immediately after they have been witnessed.
- Be aware of local laws related to child protection.
- Interact positively with children, practise positive behaviour management methods with children. Never practice corporal punishment.

Roles and duties of Enko Education learners

- Be aware of the rights of children and respect the rights of other children.
- Report any situations of abuse immediately to an adult they trust.
- Use appropriate behaviour in school and follow the school's Code of Conduct.
- Cooperate with school staff when questioned about child safeguarding issues.

Roles and duties of Enko Education parents

- Be aware of local laws related to child rights.
- Know and follow the Enko Education Child Safeguarding principles.
- Use positive behaviour management at home. Support children in their development by providing them a safe environment to live.
- Attend training about child safeguarding and positive behaviour management.
- Empower children to report situations of abuse.
- Report any child safeguarding issue or suspicion of abuse to the school via the Child Safeguarding Lead.



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Respect your school's Code of Conduct

- In order to protect all children from varying forms of abuse, all staff will read the school Code of Conduct.
- Every Enko school's Code of Conduct is in line with Enko Education's standards and practices, and embodies the values of the Enko group: Caring, Committed, Team Spirited and Pathmakers.
- The Code of Conduct establishes the general framework for human relations within the school. It specifies the attitudes and behaviours that favour the establishment of harmonious interactions within the school.
- The Code of Conduct is valid both within the school and for all school activities outside the school.

Checklist

- Have you read your school's Code of Conduct?
- Have you read the Enko Education Code of Ethics?
- Have you read all schools policies: Anti-Bullying / Attendance / Behaviour for Learning / Complaints / Health and Safety/ IT Acceptable Use Policy / Online Safety / Sex and Relationship Education / Self Harm / Whistle Blowing ?

If not, please contact your management to be updated on the Enko Education policies.



Training and support

Initial and ongoing training for all staff

All Enko Education staff will be provided with appropriate, practical in-service training to enable them to carry out their duties effectively.

- Child Safeguarding training is provided within the first months of employment and will continue to be addressed through on-going training provided by the Child Safeguarding Lead and the Central team.
- In addition, all staff members receive regular child safeguarding updates (via email, staff meetings/briefings etc.).

Training and yearly refresher courses will be planned and implemented for Enko Education staff on the following areas:

- Recognition of different types of abuse
- Procedures on how to report abuse | [Appendix 4](#)
- Positive behavioural methods that can be used with children | [Appendix 1](#)
- Contact of various government authorities and bodies working in this area

Representatives who have access to information about children such as personal contact information including their addresses, specific cases or incidents, photographs or any other details of a child's personal life are trained to fully understand what constitutes acceptable and unacceptable sharing of information regarding children.

A regular re-evaluation of training needs and policy updates will be administered, ensuring an up-to-date awareness of child safeguarding issues within Enko Education.

Support

Emotional or counselling support will be available whenever child safeguarding issues are being discussed. The Child Safeguarding Lead and Head of School must work to have a psychologist available for staff and children.

Families

Parents and Guardians must be informed of Enko Education rules, duties and principles around child safeguarding. They can then ask any questions they may have. A dedicated meeting can be organised or an information session can be included in the back to school meeting.

Example: It is important to tell our parents that we promote and deliver positive education and that corporal punishment is not part of the Enko education system.

Children

Children are trained on child safeguarding every year. They are informed on how to recognise different types of abuse. They need to know who the Child Safeguarding Lead is in their school and how to report abuse.

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Training schedule

- For teachers: Introduction to child safeguarding during induction
- For Enko non-teaching staff: Introduction to child safeguarding during onboarding
- For all staff:
 - 1 workshop per year led by the Child Safeguarding Lead
 - In case of an incident: 1 individual refresher lead by the Child Safeguarding Lead
- For families and learners:
 - Child safeguarding principles in the Parent and Learner Handbooks
 - Introduction to child safeguarding at the beginning of the year



What is not allowed in Enko Education schools Different forms of abuse

Please note that all examples given in this policy are not exhaustive. If you have a concern about a situation that is not listed in this policy, please share it with your management and email us at : childsafeguarding@enkoeducation.com



According to the United Nations Convention on the Rights of the Child⁵, children are guaranteed the right to a safe environment, free from abuse and harmful torture in order to learn and develop.

Corporal punishment and physical abuse

Definition

This can include any direct acts of physical injury upon a child or young person, which are not the result of an accident. This can also include tasks and errands, which clearly exceed the capacity of the child to manage safely.

Representatives⁶ must never:

- Hit or otherwise physically assault or physically abuse children: push, pinch, pull the ear, pull the hair, slap, etc.
- Use any form of corporal punishment as a way of maintaining or restoring discipline: hit with a ruler, hit the head, etc.
- Force a child into an unpleasant physical position: kneeling, having a pen on the head, etc.

Emotional and verbal abuse

Definition

This is persistent and psychological ill treatment, which results in a severe impact upon a child's behaviour and development. It will involve a denial of normal respect and may take the form of persistent personal criticism, humiliation or discrimination in the absence of any positive interest or concern.

Representatives must never:

- Use their own position of authority vis-à-vis the children by making them: run errands, do domestic work or carry out other forms of economic exploitation.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Act in ways intended to shame, humiliate or degrade children.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Show discrimination based on race, culture, age, gender, disability, religion, sexuality, intellectual skills or political opinion.
- Abuse or victimise children through social media or online.

⁵ Read a summary of the UNCRC: <https://www.savethechildren.org.uk/content/dam/gb/reports/humanitarian/uncrc19-summary2.pdf>

⁶ Representatives designate anyone who may come into contact with children through their work with Enko Education. This includes staff, volunteers, partners, visitors etc.

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Sexual abuse

Definition

This includes all forms of sexual acts perpetrated upon a child by another person as well as sexual abuse and sexual harassment. This issue is more complex when it occurs between older children of similar age groups. The main issue concerns exploitation, which is considered to have occurred if an adult perpetrated the act on a child and/or involved a misuse of power, services, age or authority, or the use of physical force or emotional manipulation by children from a peer group. This can also include exposure or failure to prevent the exposure of children to all forms of pornography and sexual acts.

Sexual harassment

This includes all forms of behaviour characterised by the making of unwelcome and inappropriate sexual remarks or physical advances in schools or social situations.

Representatives must never:

- Spend time alone with children unless authorised to do so within their role.
- Take children to the home of a staff member, particularly if they will be alone with staff unless they are acting to protect the children.
- Develop any kind of physical/sexual relationships with children.
- Behave physically in a manner that is inappropriate or sexually provocative to children.
- Have a child/children with whom they are working to stay overnight at their home.
- Sleep in the same room or bed as a child with whom they are working.
- Do things for children of a personal nature they can do for themselves.

Examples: take them to the toilet (exempt Kindergarten).

- Have a close physical relationship with children: have them on your lap (exempt from Kindergarten).
- Ask for sex in exchange for a benefit or a favour.
- Call people sex-specific derogatory names.
- Make comments about a person's physical characteristics or actions.
- Make sexual jokes.

Neglect

Definition

This relates to the persistent failure to prevent the exposure of a child to danger, or the extreme failure to carry out important aspects of care, medical or physical, which results in the significant impairment of the child's health or development. This can occur when a staff member fails to adequately supervise the safety of children or exposes a child to extreme conditions or preventable risk of injury. Violations of child labour laws also need to be considered.

Representatives must never:

- Place a child at risk of abuse or exploitation, be aware of these and not do anything about it.
- Ignore a child when he or she speaks. Say to a child that they don't have time to listen to him or her.
- Underestimate a child's words and stories.

Additional information

Adult influence

Definition

This includes exposing your own adult personal views on various topics such as politics and religion.

Representatives must never:

- Force their political views on children.
- Impose their religion to children.
- Impose their cultural practices to children.

Domestic abuse

Definition

This includes any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Representatives must:

- Recognise when a child behaves differently at school and seek attention and report to the Child Safeguarding Lead.
- Refer to the law of the country regarding child protection.



Identifying actual or likely occurrences of abuse

There are a number of ways in which abuse may become apparent:

- A child discloses abuse.
- Someone else discloses that a child has told him/her that a child is being abused or that he/she strongly suspects abuse.
- A child may show signs of physical injury for which there appears to be no satisfactory explanation.
- A child's behaviour may indicate that it is likely that he/she is being abused.
- A member of staff's behaviour or the way in which he/she relates to a child causes concern.



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Enko Education's Child Safeguarding Policy

How to recognise abuse or exploitation

Listed below are a number of indicators; however, they may vary based on various factors, including the local cultural and economic context. This list is not exhaustive but a guideline to help establish whether some form of child abuse or exploitation has taken place.

Indicators of possible physical abuse

- Any injuries or signs of injury with no satisfactory explanation.
- Injuries sustained on the body in places that are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures etc with no satisfactory explanation.
- Cuts/scratches/substance abuse.

Signs of emotional abuse (to be compared with behaviour based on the culture of the community)

- Changes or regression in mood or behaviour.
- Depression/aggression/extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away / stealing / lying.
- Isolation / loneliness.
- Repeated or unusual lateness or absences from school.

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse.
- Child who is excessively preoccupied with sexual matters and has detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Reporting of inappropriate bed sharing arrangements at home.
- Severe sleep disturbance, with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Mutilation.
- Repeated urinary infections or unexplained tummy pains.
- Infections and/or symptoms of sexually transmitted diseases.

Indicators of possible neglect

- Under nourishment and failure to grow.
- Constant hunger, stealing or gorging food.
- Untreated illnesses.
- Signs of inadequate care.
- Excessive weight loss.
- Risk-taking – drugs and alcohol.

Becoming aware of abuse can cause a multitude of emotional reactions, that are specific to the individual. Whatever the reaction, it must be addressed in the appropriate manner, outlined below.

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What to do in case of suspicion or disclosure

Once abuse – apparent, actual or suspected – is disclosed, it must be addressed in the appropriate manner according to procedures explained in this policy. Even if the truth of the disclosure is uncertain, an appropriate response has to be made in accordance with the procedures.

If a child (or adult) chooses to disclose, the member of staff or other adult in the school must:

- **Stay calm**

Don't over-react. It is extremely unlikely that the child is in immediate danger.

- **Listen, hear and believe**

Excessive questioning of the child may affect the way the child reports the facts.

- **Give the person time to say what they want**

Don't make assumptions, don't paraphrase and don't offer alternative explanations.

- **Reassure them and explain that they have done the right thing by disclosing the situation**

Explain that only professionals that need to know will be informed. Don't promise confidentiality, to keep secrets, or that everything will be okay – it might not be the case.

- **Record your report**

Don't make a child repeat an allegation unnecessarily.

- **Act immediately in accordance with the procedure in this document**

Don't try to deal with the situation yourself.

- **Report to Safeguarding Lead**

He or she will inform the appropriate person at school level and central office level if necessary.



Do not share any information with anyone in or out of school about what has been said to you.

Checklist

- Have you received any specific training on Safeguarding?
- Are you able to recognise abuse ?

If not, please contact your management to be updated on training.



Children with special educational needs

We recognise that children with special educational needs (SEN) and disabilities (whether or not they have an education, health and care plan) can face additional safeguarding challenges and additional barriers can exist when identifying abuse and neglect within this group of children.

This can include

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying and peer group isolation - without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.

The potential need for early help and extra support within this group of children is considered a priority.

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Communications about Children

Every child has a right to be accurately represented through words and images. It is therefore Enko Education's responsibility to make sure that each child is portrayed without manipulation of his/her true identity and dignity. All children will be presented as human beings with their identity and dignity preserved.

Use of image and stories

- Portray children as realistically as possible, in their own context, without being overly sensational or overly positive, and without portraying children as victims.
- In images, children will be appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative.
- People or other organisations that receive photos (or other visual materials) from Enko Education will be provided with advice and guidance on how they are to be used. Additionally, photos and all other visual materials will be accompanied by a statement from Enko Education on child safeguarding | [Appendix 5](#).
- Enko Education shall avoid in particular: language and images that could possibly degrade, victimise or shame children, making generalisations which do not accurately reflect the nature of the situation, discrimination of any kind, and taking pictures out of context (pictures will be accompanied by an explanatory caption wherever possible).

Consent

- Parents give their consent by signing the School Contract during the enrolment. If you need an additional agreement for a particular case, you must use | [Appendix 2](#).

Example: participation of a student in a Scholarships fundraising event and publication of the event pictures on LinkedIn.

- No payment or reward shall be given in order to gain consent. Additionally, there must be no payments to minors for materials involving the welfare of children nor payment to parents or guardians for materials about their children.
- When photographing or filming at school, it is good practice to give the school sufficient advance notice so that they can contact the children's parents to gain their approval.

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Confidentiality

While it is extremely important to publish real stories and photographs for the sake of authenticity and transparency, Enko Education shall strive to protect the identity of children on two fronts:

1. To avoid the exploitation of images by those who may wish to misuse them.
2. To protect children from being stigmatised or mistreated in their own communities.

Example: *a student with a complicated family situation who receives a scholarship will not be displayed in public without their consent.*

For the above reasons, Enko Education does not use a child's family name in external communications. However, in most cases, it is acceptable to use a child's first name and the name of the school with a photo and a story.

If students or parents require additional measures

- a first name can be used without an identifiable location.
- a first name can be changed, or a pseudonym can be used, in order to protect the child's safety, but this must always be the last resort and must be footnoted in the text with the following explanation:
 - "Names have been changed in order to protect the identities of those involved."

Example: *if there are children of celebrities in the schools, we must never draw attention to them and keep their anonymity.*

Interviewing children

- All interviews with children must be conducted with extra care and sensitivity to the child's welfare and safety.
- Children's cultural values, interests and priorities must be honoured and friendly language will be used.
- Information must be shared with the interviewee in a transparent way.
- Care will be taken so that children are free to express their feelings. Questions that are overly intrusive or sensationalised will not be allowed.

Communication Rules

These are intended to ensure that the rights of children are respected, while allowing Enko Education to share its work using stories and images.

Want to share images of students and describe the highlights of your school?

Always remember to:

- Have signed consent from student representatives in the School Contact or via [Appendix 2](#).
- Portray children as realistically as possible, in their own context, without being overly sensational or overly positive.
- Respect the confidentiality of the students, do not give their family name.



Online Safety, Use of Mobile Phones and Cameras

It is recognised that the use of new technologies presents challenges and risks to children both inside and outside schools and the use of technology has become a significant component of many child safeguarding issues.

Keep children safe online

- Enko Education schools educate learners in their use of technology and establish mechanisms to identify, intervene and escalate any incident where appropriate.
- When using digital images, representatives inform and educate children about the risks associated with the taking, use, sharing, publication and distribution of images.
- Representatives are permitted to take digital/video images to support educational aims, but must follow the school policy and procedures in relation to the sharing, distribution and publication of those images.

For more information: See the section [Communications about children](#)

Representative must never:

Interact with learners on social networks like Facebook, Instagram, private Whatsapp messages, Snapchat, Tik Tok, ect.



Section B

Enko Education's Child Safeguarding Policy



External adults in connection with Enko Education schools

In Enko Education schools, all children must be protected from external nuisances and every relationship with an adult must be made in accordance with this policy.

Visitors to Enko Education schools

- Visitors must present the reason for visiting at the front desk and to the school management and must always be accompanied by a staff member if there is direct contact with a child.
- Visitors are only permitted to meet with children after their agenda has been approved by the school's management and after agreeing to abide by our Child Safeguarding Policy.
- Schools will only release children into the care of individuals who have been notified to us by the parent/guardian, and will ensure that children do not leave the premises unsupervised.
- Schools will not accept the behaviour of any individual (parent or other) that threatens the school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access to that individual to the school site.

Working with partner organisations

When we choose to work with external agencies or partner organisations, we ensure that we have a copy of their Child Safeguarding Policy and Procedures and if they are not as stringent as ours, we request them to read and sign our Child Safeguarding Policy and Code of Conduct before we agree to work with them.

The use of the School Premises by other Organisations

When services or activities are provided separately by another body using the school's premises, the Head of School will ensure that the concerned organisation has appropriate policies and procedures in place in regards to child safeguarding and that other organisations/bodies have also ensured that relevant safeguarding checks are carried out for staff and volunteers.

Examples:

- *A visitor to the school may not take children's pictures and post it on his/her social networks without the consent of the parents and the school.*
- *A scholarship donor who comes to meet with a scholarship student cannot be alone in a room with the student.*

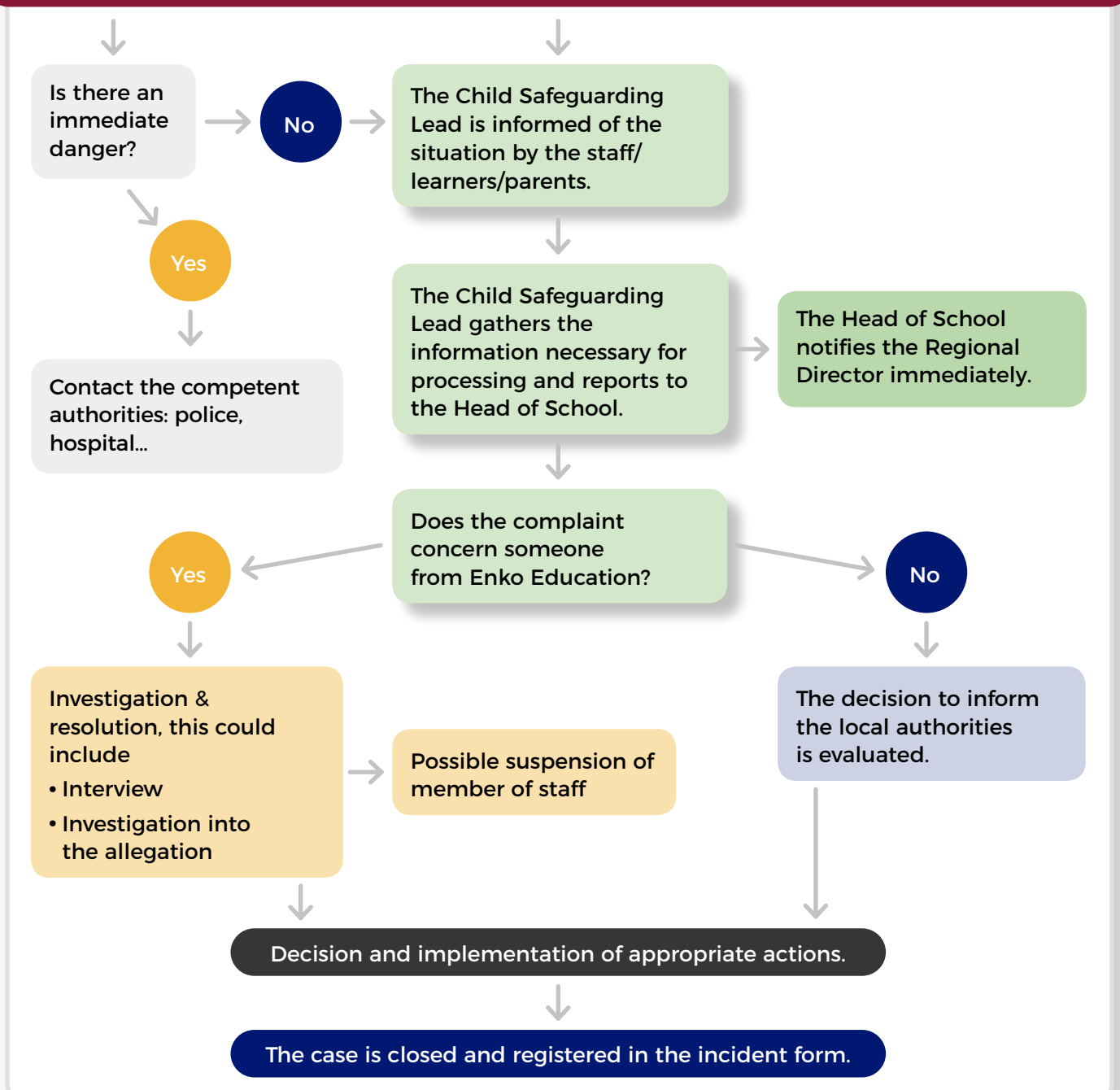
Reporting | what staff have to do if they have concerns

Anyone working with children has a duty to report any disclosure of abuse. The staff member must never try to deal with a suspicion, allegation or actual incident of abuse by him/herself.

Reporting procedures

The following outlines the chain of command in situations of abuse.

A concern, a complaint of a possible act against the safety, well-being or health of a learner is declared.



Section B

Enko Education's Child Safeguarding Policy

Reporting

- All witnessed, suspected or alleged violations of the Child Safeguarding Policy will be immediately reported to the Child Safeguarding Lead, who will record and act on these in a confidential manner in accordance with the processes developed by Enko Education and the best interest of the child.
- The Head of School will be informed immediately and will take appropriate action to protect the children concerned from further harm during and following an incident or allegation.
- The guiding principle is that the best interest of the child and the desire to achieve the best outcomes for the child will always govern decisions regarding the actions taken in response to concerns and the level of confidentiality to be maintained in specific reported cases.

No matter what happens to a suspicion, allegation or actual incident of abuse, all details must be recorded | [Appendix 4](#).

Child safeguarding email

In order to create a culture of reporting concerns, we have a Child Safeguarding email that can be shared with the Enko Education community. Emails are received at the central level and will be shared with the people able to handle the incident.

Child Safeguarding email

childsafeguarding@enkoeducation.com

Complaints box

- It can be useful to have a complaints box accessible to children where they can write their concerns if they are too shy to talk to an adult.
- The box must be placed in a location where children feel confident to use it. It is recommended to write a disclaimer to inform about the importance of truthfulness and sanctions above each box.

Example: *All information will be treated seriously and false information will be sanctioned.*

- The Child Safeguarding Lead must check the box on a frequent and regular basis and take care of the complaints inside.

Important information to record includes:

- Date and time of disclosure, suspicion, allegation or actual abuse incident.
- Details given to you about the above eg. date & time of when things occurred.
- Details of what action the school has taken.
- Details of child safeguarding meeting if applicable.

Recording must be kept factual, with no reference to subjective opinions.

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Enko Education's Child Safeguarding Policy



Interview

When there is a child safeguarding incident or a suspected incident, an interview must be arranged with the concerned staff member. The staff member must be :

- advised to seek the advice or assistance of a professional or colleague.
- informed at the outset of the interview that an allegation has been made and that, at the end of the interview, they might be suspended.
- invited to respond to the allegation.
- invited to identify any persons who may have information relevant to the investigation.
- given a copy of the interview minutes.

It must be made clear that the interview is not a formal disciplinary hearing but is for the purpose of address a serious matter, which may lead to suspension and further investigation. Full notes of the interview must be taken and the teacher invited to read and sign them as a true record after the interview.

Possible suspension of a staff member

When an accusation of abuse has been made against a staff member, the staff member may be suspended while the investigation is being conducted.

Investigation into allegation

- The Child Safeguarding Lead, the Head of School and an additional person external to the school (Regional Director or Central Team) will work together to conduct the investigation.

If, following the interview, the Head of School and the Safeguarding lead consider that a suspension is necessary and that the allegation should be fully investigated:

- The member of staff concerned should be advised that s/he is suspended from duty.
- The member of staff concerned should be given as much information as possible, including the reasons for the proposed suspension, insofar as this is compatible with not interfering with an investigation.
- Written confirmation of the suspension must be given within one working day, with the reasons for the suspension included within.

Circumstances in which suspension occurs include:

- *when a student is at risk.*
- *when the allegations are so serious that dismissal for gross misconduct is possible.*
- *when a suspension is necessary to allow the investigation to proceed unhindered.*

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Enko Education's Child Safeguarding Policy

Incident report form

- Once the investigation is complete and the details obtained, the Child Safeguarding Lead will compile the statements into a report.
- That report will be given to the Child Safeguarding management team at the central level.
- Depending on the nature, circumstances and location of the case, Enko Education will also consider involving local authorities such as the police to ensure the protection of children and criminal prosecution wherever it is appropriate.

Community parent group

- Enko Education Child Safeguarding Policy and procedures are available on request to all members of the community.
- Schools share a purpose with parents of educating and safeguarding children and promoting their well-being. We are committed to working with parents positively, openly and honestly.
- We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.
- Schools will, in most circumstances, endeavour to discuss all concerns about their children with parents. There may, however, be exceptional circumstances when schools will discuss concerns with the police without parental knowledge. Schools will, of course, always aim to maintain a positive relationship with all parents.



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Enko Education's Child Safeguarding Policy



Safety and suitability of premises, environment and equipment

Enko Education schools ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children enrolled and the activities provided on the premises.

School premises must be secure

- Enko Education schools keep premises and equipment clean. Schools management is aware of, and comply with, requirements of health and safety legislations (including fire safety and hygiene requirements).

Examples:

- *Fire exits are clearly identifiable, fire doors are kept free of obstruction and are easily opened from the inside.*
 - *Spaces, furniture, equipment and toys, must be safe for children to use.*
- Enko Education schools operate a strict no smoking policy – we will not allow smoking in or on the premises when children are present or about to be present – this includes the use of electronic cigarettes (E-Cigarettes).

Check list

- Do you know the procedure in the event of a fire?
- Are your smoke detectors up to date?

For Head of School:

- Do you follow the Golden Rules of building and safety?
- Are all people entering the building registered?



Appendix 1 | How to behave with children

All staff must display exemplary behaviour in order to protect themselves from allegations of misconduct. They must demonstrate good practice and create a positive culture and climate for children.

General good practice means

- Conducting yourself in a manner that sets a good example, being seen as an excellent role model. This includes not smoking or drinking in the company of/whilst responsible for children.
- Remain calm and get the attention and support of other staff. Any child safeguarding incident must be recorded in writing with a witness statement, whenever possible, immediately after it occurred or was reported.
- Administer emergency first aid/and/or other medical treatment if the staff is trained for it. The first aid given must be recorded in writing and reported to a senior member of staff who will inform the parent or caregiver.
- Always work in an open environment, avoiding private or unobserved situations and encouraging open communications with no secrets. On rare occasions when a confidential interview or one-to-one meeting is necessary, the interview must be conducted in a room with an open door or visual access. When this is not possible, the staff member must ensure that there is another adult nearby.
- Not having a child in your personal vehicle.
- Requesting child and/or parental written consent before taking any photography of the child within the school setting. | [Appendix 2 - Exceptional consent form for children image](#).
- Questioning any unknown adult who enters school premises and/or who attempts to engage with the children.

Example: *being alone with a child in any circumstances which might potentially be questioned by others.*

- Being accompanied by a second adult when visiting or meeting with children.
- Always try to meet with a child in a central, public location whenever possible.
- Immediately note, and report to the Child Safeguarding Lead the circumstances of any situation that could be misinterpreted. Keep in mind that actions, no matter how well intended, are always subject to misinterpretation by a third party.

The good practices in the main categories of abuse or exploitation

Physical

- Never use physical punishment.
- Maintain a safe and appropriate distance with children.
- Never use physical force unless it constitutes reasonable restraint because they are an immediate danger to themselves or others or to property, and then minimum force will be used for the shortest amount of time.
- On occasions where a distressed child needs comfort which may include physical comforting, staff must ensure that it is appropriate and not unnecessary or unjustified contact.
- In certain instances, where physical contact is inescapable e.g. to demonstrate equipment or move, be aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact.

Emotional

- Treat all children equally and with respect and dignity.
- Build balanced relationships based on mutual trust.
- Maintain a safe and appropriate distance with children.



Sexual

- Do not engage in or allow sexually provocative games with children to take place; games which may involve kissing, hugging, fondling, rubbing, or touching a child in an inappropriate or culturally insensitive way.
- Do not sleep on the same bed with a child/children.
- Do not do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.
- Do not develop a sexual relationship with a child.
- Do not expose a child to potential sexual abuses.

Neglect

- Always put the welfare of each child first.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Do not show favouritism or spend excessive amounts of time with one child.

Peer abuse

- Be aware of the potential for peer abuse; develop special measures / supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations.
- Do not allow children to engage in sexually provocative or violent games with each other.

Appendix 2
Exceptional consent form for use of children image

Note: parents have already signed an authorisation in the School Contract.
This is an example of a specific request.

Date

Dear Parents/ Legal Guardian

Permission to Photograph Your Child - Consent Form

As part of our school activities, we take photographs or videos of learners to document their learning and progress, to promote some activities, for fundraising purposes and/or to capture and celebrate achievements within the school environment. However, we may also wish to use these images in other ways: for school displays, school advertising material, school website, local or national media.

To comply with our communication policy, we request your permission to photograph or make any recordings of your child for the purposes cited above.

Please sign and complete the form below.

If you ever need to withdraw consent for any reason, please do so in writing.

Yours sincerely,

School

.....

I, Parent/Legal guardian ofchild).

Give my permission /authorise the(school) to reproduce and use the image of (child) for promotional and communication purposes.

This authorisation to use the image rights of(child) is granted free of charge.

Signed at(Name of city), on (Date)

Signature

Appendix 3
Agreement to Enko Education's Child Safeguarding Policy

Agreement to Enko Education Child Safeguarding Policy

I [full name],
have read and understood the Enko Education Child Safeguarding Policy, including its appendices,
and promise to abide by it. I also commit to carrying out my work and all my interactions with the
Enko Education children in ways which promote the Enko Education ethos and approach.

I have been provided with a copy of the Policy, which I will keep with me in my place of work and
regularly refer to.

Should I lose my copy of the Policy, I will ask the office for a replacement copy.

I acknowledge that failure to abide by the Child Safeguarding Policy will result in disciplinary
procedures which may lead to immediate termination of my employment.

.....
Name in capital letters

.....
Signature

.....
Date

Please return to: Child Safeguarding Lead

Appendix 4
Child Safeguarding Incident/Disclosure of abuse template

Child reporting	Person being reported
Name:	Name:
.....
Class: Gender:	Position: Gender:
School Name:	School Name:
Date of Disclosure/Incident: Time:	
Place and Context	
Reason for concern (If a disclosure, record using the words of the child where possible)	
Other relevant information	
Action taken by staff member	
Describe the meeting	
Have the parent or tutor been informed?	Yes / No (why?)
Is there a situation of legal crime according to national laws?	
Does the child need health or psychological support?	
What measures have been taken right after the disclosure?	
Who is informed of the incident within Enko Education?	
Which information, advice was given to the child?	

Appendix 5 Examples of a paragraph in the contracts

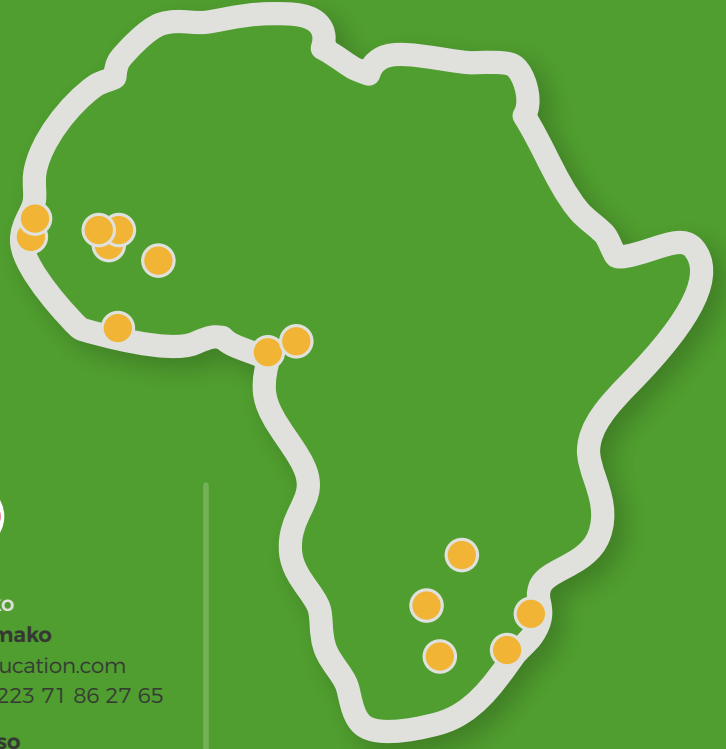
All contracts signed by Enko Education must include:

«Enko Education is committed to child safeguarding. We inform you that we have a strict Child Safeguarding policy that applies to all persons in contact with our students. Failure to comply with our Child Safeguarding Policy may result in termination of our relationship with your organisation.»

Please make sure to use this extract at the end of your communication:

«Images are to be used solely and specifically for the purpose of genuine publicity on behalf of, and as agreed with Enko Education/the school. All modifications or editing of the photos are forbidden. Failure to adhere to the agreed use of the material will result in the immediate termination of the recipient's permission to use the subject material(s) and require immediate return of all materials (including any copies made).»

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