



# CHILD SAFETY AND PROTECTION POLICY AND PROCEDURES



Teach me

Goodness

Discipline

Knowledge

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## **Child Safety and Protection #1 Priority**

Providence School places child safety and protection as our highest priority. Everyone employed at the school is responsible for the safety, care and protection of our students. Providence School will not tolerate behaviour that infringes on the safety of any student.

### **Children's Rights:**

We believe that our students have the right to be educated in a school environment where all children regardless of age, disability, gender, racial heritage, religious beliefs, and sexual orientation are safe, valued, and respected. We recognize our responsibility by a commitment to a practice that protects the children in our care.

### **Scope:**

This policy applies to all of our children/students at both Providence Elementary and Secondary Schools.

### **Child Safety and Protection Policies and Procedures:**

1. Safe Teacher Hiring
2. Safe School Risk Management Team
3. Safe School Systems/ Routines/ Emergency Plans
4. Child Abuse and Reporting
5. Covid Safety Plan

### **Policy Review:**

The Providence School Board of Management together with the elementary and secondary Principals will review the Child Safety and Protection Policy on an ongoing basis as required and a minimum of once per year.

### **Professional Development and Training:**

Child protection and safety training is included in the School Professional Development Plan on a yearly basis.

## **Safe Staff Hiring Policy**

Providence is committed to hiring the highest quality staff with exemplary character who enjoy teaching and supporting children.

### **Procedures:**

- Thorough reference checks and police certificate of character are mandatory upon hiring for all staff.
- The staff sign and renew their contracts on a yearly basis validating the following:
  1. Duties and Standards of Conduct  
*Appendix A*
  2. Statement of Confidentiality of parent, teacher, and student information  
*Appendix B*
  3. School Motto/ Mission/ Philosophy  
*Appendix C*
  4. *Code of Conduct*  
*Appendix D*
- Annual Performance Reviews will be performed by the Principal.

### **Staff Child Abuse Allegations:**

Any allegations of child abuse against a staff member will result in an immediate removal from duty at pending an investigation. The Barbados Child Care Board and police will be notified immediately to carry out the investigation. The telephone number for the Board is 256-9662 and the police number is 211.

## **Safe School Risk Management Team**

Providence is committed to child safety and protection and we believe that prevention and risk management are fundamental to a safe school.

### **Procedures:**

Each school will have in place a Safe School Risk Management team. The team will be led by the principal and will have members from each of the following: ground staff, teaching staff and support staff.

**A risk is any threat pertaining to child safety or protection.**

### **Team Responsibilities:**

#### **Identify risks, assess risks, manage risks—report and review**

- Daily safety inspection of the grounds and facility
- Provide input into school child protection and safety procedures
- Provide input into staff professional development and training
- Provide input in the case of a safe school or child emergency

## **Safe School Systems/ Routines/ Emergency Plans**

Providence is committed to implement systems, routines, and emergency plans which are fundamental to a preventative safe school culture.

### **Procedures:**

- **Supervision:**
  - Students will be supervised by staff 100% of the day, including arrival and dismissal
- **Security:**
  - Entrance gates are supervised by Providence staff 100% of the day
  - Visitors- all visitors, including parents, must report to the office. No one has access to classrooms or school premises during the regular school hours outside of the Providence staff
  - Emergency numbers are posted
    - Medical
    - Police
    - Fire
    - Barbados Children Directory Child Abuse
  - Emergency Safety Procedures and Plans are posted and practiced each school year
    - Fire
    - Earthquake
    - Lockdown
    - Hold and Secure
    - Emergency Evacuation
    - Trained staff in First Aid at both campuses.

## Child Abuse and Reporting

Providence staff have a duty to report any observed signs of child abuse or a child confiding about being the victim of child abuse.

“Child Abuse is the physical, sexual, or emotional mistreatment of a child by a parent, guardian, care taker or by persons unknown to the child that results in harm, potential harm, or threat of harm, physical abuse, emotional abuse or sexual abuse.”

Definition taken directly from the **Barbados Children Directory Child Abuse**

### Procedures:

- All staff will immediately report to the principal any signs of child abuse or a child confiding about being abused
- The principal with the staff member will immediately complete an incident report *Appendix E*
- Any allegations of child abuse against a staff member will result in immediate removal from duty at the school pending an investigation. The Barbados Child Care Board and police will be notified immediately to carry out the investigation
- The authorities will be contacted by the principal
  - The Barbados Child Care Board — 256-9662
  - Police — 211
- The principal will work with local authorities to help provide a safe environment and support for the child. The School Child Safety and Risk Management teams may be assembled at the principal’s discretion.

## **Covid Safety Plan**

Providence is committed to keeping the school safely open and all students on campus on a daily basis. Government protocols will be strictly adhered to. Providence will immediately implement an on line learning program in the event of a Nation Lockdown or school emergency.

## **School Facility**

Providence is well positioned to deal with the pandemic with small class numbers, large well ventilated classrooms, numerous bathrooms and beautiful vast play areas.

## **Procedures**

### **Class Social Bubbles**

Each class at both elementary and secondary schools are organized within their own social bubbles not to interact with the other classrooms.

**Masks are to be worn at all times and can only be removed when seated in a socially distanced classroom.**

Social Distancing will be in place at all times.

### **Arrival:**

- temperature check/ temperature over 37.5 will result in the child going home and government medical guidelines followed before returning.
- hand sanitizer
- proceed directly to homeroom

### **Desks:**

- Students will not change seats during the day. They will remain in assigned seats. Desk will be arranged 6 feet apart.

**Bathroom:**

Students may not use any bathroom other than their designated bathroom.

No more than the designated number of students may be in the bathroom at one time.

**Walking:**

Students are to walk six feet apart at all times.

**Classroom Entry:**

Elementary students will be let into the classroom in an orderly, social distanced manner, immediately taking their seats. Secondary students will use the specific in and out doors in an orderly, social distanced manner.

**Hand wash and Sanitize Minimums:**

- Arrival
- Snacks – before and after
- Changing classrooms
- Before and after lunch
- Desk sanitized before and after eating

**Backpacks/ Lockers**

All students except Form 4/5 will keep their backpacks at their desk. Form 4/5 will be assigned specific locker times and use social distancing during these times.

**Recess/ Lunchtime**

All classes will be assigned their own play areas not to be used by any other classes.



## **Travel Protocol**

With COVID cases in the island clearly linked to travel, strict guidelines relating to travel will be followed. The school must be informed of all travel that has taken place within the last three weeks of the summer. You are also asked to inform the office of travel as it may arise during the school term.

Additionally, please take note of the following:

1. If a **student or member of their household** has returned from travelling during the two weeks prior to the first day of school, the school office must be informed of this and the guidelines set out by the Government of Barbados as they relate to testing, monitoring and the relevant quarantine period will need to be followed.
2. If a member of your household has to travel during the course of the term, your child must remain at home for **7 days** after the family member's return to the island if contact between the traveller and child has occurred.
3. In the case where families have houseguests who are visiting or a child has come into contact with someone who has recently travelled, your child must remain home for the period of **7 days**. This will provide the time necessary to determine the health status of the person with whom the child was in contact.

The students will have access to class and homework assignments via Edmodo in cases where they are required to remain at home.

## APPENDIX A

### DUTIES & RESPONSIBILITIES

**Reporting directly to the Principal the following is a summary of your duties and responsibilities as may be amended by the Principal from time to time at his /her discretion. The Employer will develop detailed Policies and Procedures for the operation of the School and you will be expected to be familiar with and operate within these policies and procedures at all times.**

**a. Number of classes to be taught:**

As determined by the Principal you will be provided with a schedule of classes to be taught

**b. Classroom responsibilities:**

It is your responsibility as a teacher:

- (i) to know where your students are at all times during school hours
- (ii) to maintain a neat, tidy and safe classroom
- (iii) to establish and maintain a good learning environment

**c. Planning and Preparation Time:**

- (i) all lesson plans must be prepared and written up with a back-up emergency plan available in the event of your absence from the school.
- (ii) the Principal will assign preparation time

**d. Assessment and Evaluation:**

Assessment and evaluation will be done in accordance with the School's documented policies and procedures, professional development program and curriculum.

**e. Curriculum Implementation:**

Curriculum implementation will be undertaken in accordance with the School's documented policies and procedures, professional development program and curriculum.

**f. Maintenance of order and discipline within the classroom:**

- (i) You will, at all times, maintain order and discipline in the classroom, during extra-curricular activities and any other times during which students are assigned to your supervision.
- (ii) You will never strike/hit or verbally abuse any student.
- (iii) A progressive discipline policy will be adhered to at all times.

**g. Commitment to professional growth and development:**

- (i) You will be required to attend professional development courses administered by the School.
- (ii) You are encouraged to participate in other courses relevant to your professional development.

**h. Requirements to attend staff meetings and school functions:**

- (i) You are required to attend all staff meetings called by the Principal.
- (ii) You will be required to attend certain School functions during the year as determined by the Principal.

**i. Extra-curricular supervision:**

You will be required to supervise extra-curricular activities during the School week. The Principal will assign your schedule and although they will not be daily assignments the supervision may entail either morning arrivals supervision 7:30am, morning break supervision, lunch supervision and afternoon supervision until 4:30pm.

**j. Sick/Late/Absence**

All faculty must call the Principal as early as possible if they will not be attending due to sickness. Lesson plans must be e-mailed to the Principal prior to 8:15am. Prior approval must be obtained from the Principal for any time-off that is not sick time.

## APPENDIX B

### **STATEMENT ON CONFIDENTIALITY**

Confidentiality of parent, teacher and student information, both in written text and verbal dialogue is of great importance in the operation of a school facility. Parents, teachers and students need to have a high level of comfort that all information from whatever source is being maintained in an appropriate environment which limits access only to persons with the appropriate authorization levels.

The following is a summary of the policies and procedures adopted by the school regarding this issue.

#### **GENERAL STATEMENT**

No employee, whether full time or part time, of the School should discuss or divulge in any way, either verbally or in written form, confidential matters relating to a particular student unless that discussion is in a context which is relevant and essential to the activities of the student or the operation of the school.

No member of staff should have access to student records unless such access has been authorized either by school policy or the Principal.

No member of staff should discuss the behaviour, academic performance or medical history of any student with another parent or third party.

No member of staff should discuss the behaviour, academic performance, family background or medical history of any student with the student's parent or guardian unless such discussion can reasonably be determined to be relevant within the context of the staff member's position at the school.

#### **STUDENT RECORDS**

##### **Application Forms**

Application forms are completed by parents requesting a place at the school.

*Forms are to be kept in a secure location and under the control of the Principal.*

##### **Entry Profiles**

Entry profiles are completed with the parent before the child starts school and a progress report is compiled by the teacher at the completion of the child's first half term in school. This is followed up with a discussion between the parents and the teacher at the completion of the first term.

*The results of this assessment are to be kept in a secure location and under the control of the Principal.*

## **Class Records**

Class teacher records are confidential to the class teacher and only used to guide planning. They inform the teacher about the appropriateness of the work presented to the whole class group or an individual.

*Class records must be kept in a secure location within each classroom and are available only to the class teacher or the Principal on request.*

## **Special Educational Needs (SEN)**

SEN forms are maintained on a periodic basis so that progress can be carefully monitored and support requested where necessary.

*All SEN documentation is kept with the SEN register in a secure location under the control of the Principal and may be reviewed by the class teacher in the presence of the Principal.*

## **Medical Records**

*Medical records are confidential and are to be kept in a secure location under the control of the Principal. These records may be reviewed by the class teacher or an attendant medical officer on request of the Principal.*

## **Transfer of records**

Records are only forwarded to a new school following a request in writing from the Principal of the school. It is insufficient for a parent to advise us of the new school. Records to be forwarded are:

- the most recent report to parents;
- the summative record card;
- any special needs information;
- examples of work taken from the pupil's profile. Not all schools request these in which case they will be given to the parents when all other records are transferred.

## **STAFF RECORDS**

### **Application Forms**

Application forms are completed by teachers when applying for a position at the school.

*Completed forms are to be kept in a secure location under the control of the Principal and may only be reviewed by the Principal or a member of the Board of Management.*

**Payroll Information**

Teacher and staff payroll information is maintained both for administrative purposes and for compliance with Barbados Government legislation.

*Staff remuneration records are to be kept in a secure location under the control of the Principal and may only be reviewed by the Principal or the designated payroll personnel.*

**Staff Assessments**

Periodic assessment of teachers’ performance is the responsibility of the Principal and is used as a basis for continued professional development and salary reviews.

*Staff assessment records are to be kept in a secure location under the control of the Principal and may only be reviewed by the Principal or an authorized review body.*

**Confidentiality**

*No staff member should discuss with any other staff member any confidential matters of another staff member particularly as it relates to remuneration, assessment or medical condition.*

**DISCIPLINARY ACTION**

*Where breaches of the school’s confidentiality policies are identified the staff member in breach will receive a disciplinary caution at the highest level. Further breaches may result in termination of the staff member’s contract of employment with the school.*

**I confirm that I have read and understood the school’s Statement on Confidentiality which I agree to uphold to the best of my ability.**

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX C

### SCHOOL MOTTO, MISSION & PHILOSOPHY

- **SCHOOL MOTTO:**

**Teach me goodness, discipline and knowledge**

At Providence Elementary School we believe that being a good person and being a disciplined individual is as important as the knowledge acquired in education.

- **MISSION STATEMENT:**

To educate young children to reach their full academic potential through a well-balanced program of Academics, Arts and Athletics as a means to stimulate the individual intellectually, morally, physically and spiritually.

- **SCHOOL PHILOSOPHY:**

The founders of the school came together from a common desire to provide their children and the children of others with an environment that sought to educate the whole person, intellectually, morally, physically, spiritually and aesthetically. The school is grounded on the Christian faith and it seeks to prepare young children to recognize goodness, to contribute to society, to practice tolerance towards others and to have strong family and community bonds. While striving for academic excellence, the school believes that education and active participation in the arts and sports is an integral part of the individual's learning experience and wholesome development as a human being.

## **APPENDIX D**

### **CODE OF CONDUCT**

**The Employer will develop detailed Policies and Procedures for the operation of the School and all staff will be expected to be familiar with and operate within these policies and procedures at all times. The following is a summary of those policies relating to codes of conduct.**

#### **BEHAVIOUR & DISCIPLINE**

The School accepts the importance of good behaviour and discipline and seeks to create an environment that encourages and reinforces these ideals. It is acknowledged that society expects good behaviour as an important outcome of the educational process. The school does not permit or encourage any form of corporal punishment when dealing with disciplinary issues.

#### **CARE & PROTECTION**

The school recognizes that the class teacher is the first stage in the pastoral care of its students. Teachers are well placed and trained to observe outward signs of abuse, changes in behaviour or neglect. It is incumbent upon the teacher to report such observations in an appropriate manner as determined by the School.

#### **EQUAL OPPORTUNITY**

The School is committed to promoting understanding of the principles and practices of equality and justice. Our aim is to equip students with an awareness of our diverse society and to appreciate the value of difference. All forms of discrimination by any person within the school's responsibility will be treated seriously as such behaviour is unacceptable. Racist symbols, badges and insignia on clothing and equipment are forbidden in school. Staff should be aware of possible cultural assumptions and bias within their own attitudes. In all staff appointments the best candidate will be appointed based on strict professional criteria.

#### **SUBSTANCE ABUSE / GAMBLING**


At Providence Elementary School there is a non-smoking, no-alcohol, no gambling policy that is strictly enforced within the school boundaries without exception. Any student found drinking alcohol or smoking any tobacco products or other addictive substance or gambling may be subject to severe disciplinary action that may include suspension or expulsion, even in the case of a first offence. A similar policy applies to all employees of the School.

#### **STAFF DRESS CODE**

The teaching staff at the School are role models for the students in many ways, each of equal importance. The appearance of staff in the clothes that they wear, the hairstyles which they choose, the accessories which they wear or carry and their general demeanour will be noted by students and parents alike. We therefore encourage teaching staff to pay particular attention to each of the above and to set an example to the student body as a reference point as to how a professional person presents them self at their place of work. The Principal will be encouraged to discuss, with staff members, any situations considered to be inappropriate relative to their appearance and general demeanour.

**APPENDIX E**

**CHILD ABUSE**

	PROVIDENCE SCHOOL
	CHILD ABUSE:INITIAL DISCLOSURE FORM AND CONSULTATION RECORD

Note: This form is recording information, not for investigation			
TO BE COMPLETED BY SCHOOL PRINCIPAL (This form is for recording, not for investigation. Do not place in students records			
Students Name	M	F	Date of Birth (Y) (M ) (D)
Staff Member Reporting Incident			
Date:		Time:	

What was said to you?

What question did you ask or comments did you make?

Describe any observable behaviours of concern.

Describe any injuries.

Other comments and / or information

Principal Signature-----