



**CANADIAN
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SCHOOL**
DJIBOUTI

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Policy 16 — External

Child Protection & Safeguarding Policy

Category: Child Safety

Effective Date: January 2024 | **Review Date:** January 2025 | **Approved by:** School Administration

⚠ This is the most critical policy in this manual. Every adult in the school community is responsible for the safety and wellbeing of every child.

1. Purpose

To protect all students from abuse, neglect, exploitation, and harm, and to ensure that every adult in the school responds appropriately to any safeguarding concern.

2. Definitions

Type of Harm	Description
Physical Abuse	Any act causing physical pain or injury to a child
Emotional Abuse	Persistent negative treatment that damages a child's emotional wellbeing
Sexual Abuse	Forcing or enticing a child to take part in sexual activities
Neglect	Failing to meet a child's basic physical, emotional, or medical needs
Online / Cyber Harm	Grooming, exploitation, or harassment through digital channels

3. Designated Safeguarding Officer (DSO)

- The DSO is responsible for receiving, recording, and acting on all safeguarding concerns.
- The DSO's name and contact details are displayed prominently throughout the school.

4. Mandatory Reporting

- All staff are mandatory reporters — any suspected abuse or neglect **MUST** be reported.
- Reports must be made to the DSO immediately — do not delay, investigate, or confront the alleged abuser.
- The DSO will determine whether to involve external authorities.
- Failure to report safeguarding concern is a serious breach of this policy.

5. Reporting Procedure

1. Any staff member or student with a concern speaks to the DSO.
2. The concern is recorded in writing on the Safeguarding Concern Form.
3. The DSO assesses the concern and takes appropriate action.
4. If there is immediate risk of harm, emergency services are contacted without delay.
5. Parents are informed unless doing so would put the child at further risk.
6. All actions and decisions are documented.

6. Safe Conduct for Adults

- No adult should be alone with a child in an enclosed or isolated space.
- All physical contact with students must be appropriate and necessary (e.g., first aid).
- Digital communication with students must be through official school channels only.
- Staff must not invite students to their home or meet them privately outside of school.

7. Confidentiality

Safeguarding concerns are not general confidential information — child safety overrides normal confidentiality. Information is shared only with those who need to know to keep the child safe.

8. Training

- All staff receive mandatory child safeguarding training before commencing work.
- Refresher training is conducted annually.
- Students are educated on personal safety and their right to be safe.

Canadian International School of Djibouti
Director

Signature: _____

