



**Garodia  
International**  
Centre for Learning Mumbai

**GICLM  
SAFEGUARDING POLICY**



## **Safeguarding Policy**

Safeguarding at GICLM is a holistic approach that ensures that we have a robust set of policies, practices and procedures that ensure the health and well-being of our community allowing students to thrive academically and personally.

### **Measures in place to identify and deal with risks**

- All staff (both academic and support) undergo annual POCSO training and updates as required. This ensures that staff are recognised as being in a unique position and are often the first to notice an signs of distress, abuse or neglect. HR ensure that this happens for everyone as a contractual obligation.
- Recruitment policy: all teachers have to provide current references from employers and obtain a Police Report of good conduct, to be employed.
- Communication and Reporting systems for student concerns: All stages of the school have academic leaders who's role and Job Description also includes responsibility as a Pastoral Head for the care of students. All students have a personal tutor who they see daily. They act as an advocate for students besides monitoring their progress and general wellbeing. Both tutors and academic staff are obliged, as part of their responsibilities, to report to the Pastoral Head any concerns that they may have.
- Actions: Depending on the nature and noted severity of the issue, they will firstly be dealt with at source by the tutor and teachers or/and by the Pastoral Head. The school employs a full time Counsellor who is available to step in and work with students and teachers as required. When appropriate the Counsellor will 'action' the issue. This may also involve collaboration with outside agencies as needed (eg pyschiatrist, paediatrician, doctor, dietician etc). Tests may be requested by the school about students to enable a full picture to be formed (eg ADHD and learning issues).
- Parents are automatically involved and informed at the first stage, about any child that is deemed to be a 'student of concern' (academic or pastoral) or a 'student at risk' (physical or mental), with a subsequent Action Plan or Independent Educational Plan created and agreed upon.
- The Counsellor and Pastoral Heads are obliged to keep records of any Safeguarding issues for the duration of the concern. They will inform the Head of School immediately.

- The Counsellor makes a monthly report to Senior Leadership about their consultations and the issues in schools.
- The school contract signed by staff on employment, clearly states their obligations towards Safeguarding. These are explained in detail by HR at the signing of the contract.
- The following policies are in place that are understood and practised by all staff that support safeguarding: Child Protection and Safeguarding, Wellbeing, Teacher Professionalism, Compliance, Assessment, Access and Inclusion, Academic Integrity, Language and Admissions.

### **Education about Safeguarding**

- The school runs a weekly Personal, Social, Health and Careers Education (PSHCE) lesson where issues are discussed around safeguarding areas like: recognising inappropriate behaviour, understanding consent, healthy relationships, mental health, digital citizenship, identifying trustworthy adults and navigating the internet safely. Specialists attend the school to run workshops on pertinent topics for both parents and students. By empowering children with knowledge and skills, GICLM helps students to make informed decisions and seek help when needed and fosters a culture of awareness and prevention.
- Peer Buddies: GICLM has initiated a unique arrangement whereby identified students have been trained as 'mini counsellors' for every grade. Their role is to act as friends, identify vulnerable students and help in supporting them. This team is led by the Counsellor and school Child Protection/ Safeguarding Officer (who is always a member of the senior leadership team)
- The school leadership prioritises Safeguarding by its inclusion as an agenda item weekly and having responsibility of line management to key Pastoral Heads and Counsellors.

Essentially, GICLM purports to follow a child centred approach in all it does, and places the education and practice of positive values and interactions as central to its activity.