



Planète Montessori
INTERNATIONAL SCHOOL

DATE	REVIEWED BY/ROLE	NEXT REVIEW DATE
Last updated: January 2024	DSL	July 2024

Table of Content

Statement on safeguarding
Roles and responsibilities
Educational visits
Consequences
Related information

Statement on Safeguarding

Planete Montessori International School is committed to providing a safe environment for all its members, both inside and outside the school premises. To support this, we are committed to act in the best interest of every child and adult in our care by providing an environment of inclusion, security and safety. Planete Montessori International School follows all national regulations and laws subscribing this, and we encourage everyone in our community to talk to a person of trust when they have a worry or concern. We are aware of preparations needed to undertake safe educational visits, and have procedures in place to deal effectively with any safety and wellbeing concerns that may arise during education visits.

This document entails these efforts and the regulations in place in our school, and thus this policy applies to all school staff and any community members working with children in and around our school. We believe this policy to be a working document fit for purpose, which ensures consistency and quality across the school.

In this policy, we understand educational visits as any visit undertaken by pupils and adults outside the school premises. This can involve educational visits to sports fields, but also to museums, factories and other businesses, among many other examples.

As such, we believe this policy:

- has been reviewed thoroughly by the Designated Safeguarding Lead to make sure it stands up to scrutiny
- flows and is easy to follow
- is an essential part of our school
- supports staff in managing situations involving educational visits
- allows for a consistent application of values and principles throughout our school
- provides guidance, accountability and clarity on how the school operates

In line with this, we ensure that:

- All parties in the school understand and fulfil their safeguarding responsibilities
- All staff members new to our school are made aware of our policies, procedures, contact information of the Designated Safeguarding Lead (DSL) and Educational Visits Coordinator, as well as take the required training to be up to date on current safeguarding, child protection and health standards to ensure the safety of everyone in and outside the school
- All members of staff know how to respond to disclosures of abuse, as well as the procedure to be followed when such disclosures takes place
- All parents/carers are made aware of the school's responsibilities regarding safeguarding and child protection by publishing of (extracts of) our policies on our school website

The Safeguarding and Child Protection Policy is written in conjunction with, and works alongside, the following policies, to cover all aspects of safety, safeguarding and child protection:

- Anti-Bullying Policy
- Fire Safety Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy

This policy, and all other policies in place at Planete Montessori International School, are in line with the United Nations Convention on the Rights of the Child, as well as the national legislation of the Kingdom of Morocco.

Roles and responsibilities

Role	Name
Head of School (HoS)	Oussama Chraibi
Educational Visits Coordinator	Zakya Laklaty
Designated Safeguarding Lead (DSL)	Rens van Lieshout

Upon entering the transport, role calls are to take place to ensure everyone is present. Additionally, no posts on social media can be made by anyone involved with the school during the educational visit to ensure the location of the pupils and adults is private, safeguarding everyone involved with the educational visit.

If any incidents or accidents were to take place during the educational visit, these are to be reported immediately to the DSL or administration (in case of an emergency) or within 24 hours of the educational visit concluding (in case of general incidents/accidents).

Role of School Personnel and Volunteers

School personnel will:

- be aware of the following names, understand the roles and know the contact information of the:
 - > Designated Safeguarding Lead and any deputies
 - > Educational Visits Coordinator
- recognise that safeguarding and child protection, alongside maintaining children's welfare, is their main responsibility and that they always have to act in the best interests of the child
- be alert at all times to possible danger and signs of abuse
- undertake safeguarding, child protection and general safety training at induction, as well as annual refresher trainings
- ensure that they conduct themselves correctly at all times and do not put themselves at risk

Role of Pupils

Pupils must:

- feel safe and protected, whether inside the school premises or out on an educational visit
- be aware of and comply with this policy and all other policies in place
- be made aware of the basic safeguarding procedures in school and on educational visits
- abide by the rules and standards of behaviour on any educational visit
- look after their possessions carefully, as they hold sole responsibility
- listen carefully to all instructions given by the adults
- ask for further help if they do not understand [something]
- participate fully in all lessons and activities
- treat others, their work and equipment with respect
- talk to others without shouting and use language which is neither abusive nor offensive
- wear appropriate clothing for an educational visit

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy and all other policies in place
- be informed of all educational visits by the school and will be given full, detailed information of the visit
- complete a standard parent/carer consent form before their child attends educational visits so that medical conditions, allergies and special dietary needs are covered and considered
- submit current emergency contact details before their child(ren) start attending our school
- attend all planning and information meetings held by the school for any residential or overseas visit taking place

Planning and Information Meetings

Parents/carers will be invited to attend at least one planning and information meeting before any residential or overseas visit takes place. At this meeting, parents/carers will be informed of the following:

- The name of the educational visit leader
- The dates and time of the departure and return
- The ratio of pupils to adults, including the names of all adults included
- The full contact details of the destination(s) on the educational visit
- The method(s) of travel, as well as the travel companies involved
- The itinerary of the educational visit and of the activities planned
- The total cost
- The date when the deposit needs to be paid and when the final travel cost has to be paid
- Insurance arrangements
- A checklist of clothing and other essentials
- A checklist of equipment
- The ground rules for the educational visit

Financial and Travel Arrangements

The school administration will:

- act as 'treasurer' and will collect all money from parents/carers - organise all transport arrangements, while dealing with reputable travel firms
- ensure transport chosen complies with all regulations and that drivers appointed are suitably qualified, experienced and insured

Educational Visits

Educational visits are all educational experiences taking place during school hours outside the premises. It involves pupils from one or multiple environments that, with a group of adults, visit anything from sports fields to museums, from factories to events. It can be a short term visit in the local community, a day's visit further away, a visit lasting several days at a bigger establishment or even a visit involving overseas travel. Being in a different environment, it allows for different learning experiences that would not be possible within the classroom.

Therefore, we believe that educational visits:

- offer a valuable opportunity to enrich children's' learning, can increase their motivation and appetite for learning and can raise achievement levels both in education and beyond
- are a major contributor to positive health and wellbeing for children
- build trust through team work, and can instil skills such as collaboration and communication, which can increase their classroom performance and attentiveness
- can bring lasting benefits to children through properly constructed and facilitated outdoor learning

All school personnel attending an educational visit are trained in safeguarding measures and procedures in order to ensure everyone's safety. Before a visit to an unfamiliar facility or venue, a representative from the school will, wherever reasonable, undertake a preliminary visit to ensure the suitability and safety of said place. When educational visits take place, it is important to us to be able to allow all pupils to join us, regardless of special educational needs, disabilities or other special conditions or social circumstances (parent/carer permission permitted). Therefore, everyone is encouraged to join us on any and all educational visits.

Incidents and Accidents

In the school and on educational visits, incidents or accidents can unfortunately take place, much as we aim to provide a safe environment for everyone in our school community.

Incidents are situations in which deliberate behaviour leads to harm, or can lead to harm. This can include one person, for example when involving self harm, pupils amongst each other (child-on-child abuse) or an adult and a child. It can include all types and categories of abuse, including:

- Physical
- Emotional
- Sexual and
- Neglect

Accidents are situations in which unintentional behaviour leads to harm, which can include one or two individuals or a group of people. Though the prevention of significant risks, either by adults or children when they are playing, fall under the banner of neglect and are harmful, all accidental injuries need to be considered in the light of the age of the child, their stage of development and their social background, as bumps and bruises can occur during regular, everyday play, in recess or during social interaction.

In the event of an accident, incident or emergency, the educational visit leader will:

- be in charge of handling it
- account for all members of the group
- ensure all injuries are dealt with
- contact the emergency services for assistance
- ensure an appropriate adult accompanies any casualties to the clinic or hospital
- alert the administration or DSL of the nature of the accident/incident/ emergency
- contact parents/carers in the case of an accident/incident/emergency, or ensures the administration does so for them
- record and report all accidents/incidents/emergencies using the appropriate forms

Consequences

When less than appropriate behaviour occurs, this is followed with consequences to try and steer the behaviour in the right direction and avoid future incidents from occurring. Where this is not the case, further measures are taken for follow-up incidents.

Though exceptions and tailored consequences are implemented for incidents of a graver nature, such as heavy bullying, physical abuse, sexual abuse and other cases, the normal flow-through of consequences (for one off incidents, bullying, neglect, physical abuse, etc.) are as followed:

- First offence: no recess for one day. Parents/carers are informed via ManageBac or via phone call.
- Second offence: removal from all school events, included but not limited to MMUN, educational visits and events inside the school. Parents/carers are informed and involved via a face-to-face meeting.
- Third offence: suspension for three days. Parents/carers are informed and involved via a face-to-face meeting.
- Fourth offence: expulsion from the school. Parents/carers are informed and involved via one, or multiple, face-to-face meetings.

Consequences taken are put in writing and sent to the DSL. This is done via filling in the 'Actions taken' section of the Incident Report Form, detailing said consequences.

Related Information

This policy is reviewed annually at a minimum by the Designated Safeguarding Lead and is adapted based on past year's experiences, as well as updates to safeguarding and child protection practices and measures. All members of staff are required to familiarise themselves with the Educational Visits Policy, alongside all other policies in place at Planete Montessori International School.

The next review date for this policy is July 2024.

Related policies:

- Anti-Bullying Policy
- Fire Safety Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy