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EDUCATION



Safeguarding Policy

CJD International School

CJD Safeguarding Policy

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1. Introduction

This is a fundamental policy of Colégio Júlio Dinis (CJD) International School, which is included in the induction process for all staff members. All staff are required to have access to this policy and must sign to confirm they have read and understood its contents.

This policy will be reviewed at least once a year, and/or whenever there are updates to national or local guidance and procedures.

Key Contact Personnel in School

- **Designated Safeguarding Lead (DSL):** Helena Silva (Head of School)
- **Deputy Designated Safeguarding Leads (DDSL):**
- **Wellbeing Officer:** Helena Sayanda
- **SEND Coordinator:** Márcia Silva
- **Named Safeguarding Governor:** Marco Carvalho (School Principal)
- **Regulatory & Compliance Director:** (Dukes Education):
- **Head of Levels:**
 - **Head of Primary:** João Silva
 - **Head of Lower Secondary:** Lesley Ferreira
 - **Head of Upper Secondary:** Nuno Cunha
 - **Head of Advanced Studies:** Tomas Silva

By implementing this policy, CJD demonstrates its commitment to protecting children from harm and fostering a safe educational environment where every student can thrive.

2. Purpose and Scope

At CJD, we believe every child has the right to grow up in a safe and nurturing environment. We are deeply committed to safeguarding children from harm, a dedication that should reassure you of our unwavering commitment to their welfare in all school decisions and actions.

Our safeguarding policy is a testament to our dedication of to ensuring the safety, security, and Wellbeing of all children under our care. We strive to create a secure and nurturing environment where every student is free from the risk of harm, abuse, or neglect. Our commitment is evident in our comprehensive framework that outlines the measures we employ:

- **Creating a Protective Atmosphere:** Our commitment to creating a school environment that prioritises every child's physical, emotional, and psychological safety should reassure you of our dedication to your children's Wellbeing.
- **Promoting Welfare:** Actively fostering children's overall Wellbeing and development through preventive measures and timely interventions.
- **Empowering Staff and Volunteers:** We value our staff and volunteers as integral to safeguarding. We ensure that all of them are well-trained, informed, protected and vigilant in recognising and responding to safeguarding issues.
- **Supporting Children's Rights:** Upholding children's rights to be heard, express their feelings and opinions, and be involved in decisions affecting their welfare.
- **Engaging Parents and Guardians:** Collaborating with parents and guardians to reinforce safeguarding practices and promote a shared responsibility for the protection of children.
- **Adhering to Legal Standards:** We comply with Portuguese child protection laws and guidelines, including those set forth by the “*Comissão Nacional de Promoção dos Direitos e Proteção das Crianças e Jovens*” (CNPDCJ). This adherence to legal standards should provide you with a sense of security about our commitment to the safety and Wellbeing of your children.
- **Continuous Improvement:** We are committed to regularly reviewing and updating our safeguarding policies and procedures to reflect best practices and ensure ongoing effectiveness. This dedication to improvement should reassure you of our unwavering commitment to your children's safety. By implementing this policy, CJD demonstrates its steadfast commitment to protecting children from harm and fostering a safe,

educational environment where every student can thrive, instilling confidence in our dedication to your children's safety.

This policy applies to all students, staff, volunteers, parents, guardians, and visitors at CJD. It is a collective responsibility of each group to ensure the safety and Wellbeing of children. Each group has specific responsibilities, and together, we form a unified effort:

- **Students** are capacitated to safeguard their Wellbeing by being aware of their rights and responsibilities and recognising and reporting any form of abuse. It is also essential for them to practice safe behaviours.
- **Staff** members, in their critical position, are integral to our safeguarding efforts. They are responsible for observing changes in behaviour, identifying concerns, and providing early help to children. Their role is invaluable in ensuring the safety and Wellbeing of all students.
- **Parents and Guardians** should understand and adhere to the school's safeguarding policies, support the school's efforts, and communicate any concerns about their child's welfare. Failure to adhere to these policies may result in:
 - **meetings with school officials:** we value your role in the safeguarding process. Therefore, parents may be required to meet with school officials to discuss concerns and reinforce the importance of following safeguarding policies;
 - **restricted access to school premises:** if safeguarding policies are not respected, access to school grounds or participation in school events may be severely limited or even revoked.
 - **referral to external authorities:** in cases of serious breaches, the school may refer the matter to child protection services or law enforcement agencies to ensure the child's safety and wellbeing.
 - **termination of enrolment:** repeated or severe non-compliance with safeguarding policies could lead to the termination of the child's enrolment at the school. These measures are in place to ensure the safety and Wellbeing of all students, a goal we all share and are collectively responsible for.
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- **Volunteers and Visitors** must follow the school's procedures to ensure the safety of students while on the school premises.

3. Rights and Responsibilities of Students, Staff, and Parents/ Guardians

3.1. Rights and Responsibilities of Students

Students at CJD have the right to:

- Feel safe, be listened to, and have their wishes and feelings considered.
- Confidently report abuse, knowing their concerns will be treated seriously, and they can express their views safely.
- Contribute to the development of school safeguarding policies.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, recognise when they are at risk, and seek help when needed, including online.

3.2. Rights of Children with Special Educational Needs and Disabilities

CJD recognises that children with special educational needs (SEN) and disabilities may face additional safeguarding challenges due to their potentially reduced ability to resist or avoid abuse. The school is committed to ensuring that children with SEN and disabilities, particularly those with communication difficulties, receive the support needed to make their voices heard and acted upon.

Staff members are encouraged to remain vigilant to the fact that children with SEN and disabilities are disproportionately affected by safeguarding issues such as bullying. They should carefully investigate possible signs of abuse, such as changes in behaviour or mood and unexplained injuries, without assuming these are solely related to the child's disability. It is important to recognise that children with SEN and disabilities may not always show obvious signs of abuse.

CJD is dedicated to promoting equality and preventing discrimination. We ensure that all students are treated with respect and dignity, a commitment that should make every member of our community feel valued and respected, regardless of their condition or background.

3.3. Responsibilities of Staff

Staff members play a pivotal role in safeguarding CJD. Their ability to notice changes in a child's behaviour or appearance, identify concerns early, provide help, promote welfare, and prevent issues from escalating is crucial. Staff responsibilities include:

- Being vigilant about child welfare concerns, regardless of the context or severity. Their vigilance is integral to our safeguarding process. Recognise that warning signs and symptoms can vary widely and that children mature at different rates.
- Respond to warning signs early to provide appropriate support and services for the child and family.
- Be alert to parental behaviours indicating abuse or neglect, such as substance abuse, sudden mental health changes, or domestic abuse.
- Recognise that abuse can occur between children, necessitating awareness of Peer-on-Peer abuse
- Being familiar with CJD's safeguarding policies and systems.
- Undertaking regular and updated training.
- Knowing what to do if a child discloses abuse or neglect and knowing how to make referrals to children's social care and statutory assessment under Portuguese laws.
- Reassuring victims that they are taken seriously, supported, and kept safe. Victims should not feel they are causing a problem by reporting abuse, sexual violence, or harassment, nor should they feel ashamed for reporting.

To ensure everyone at CJD can identify and respond to child protection concerns:

- All staff and volunteers receive regular training on safeguarding.
- The safeguarding policy is reviewed annually and updated as needed.
- Safeguarding information is made accessible to all members of the school community.

It's important to understand that a warning sign does not automatically mean a child is being abused. This knowledge should guide your actions and ensure a cautious approach.

3.4. Responsibilities of Parents and Guardians

Parents and guardians have a responsibility to:

- Understand and adhere to stated school policies and procedures, such as the school's code of conduct, anti-bullying policy, and child protection policy.
- Discuss safeguarding issues with their children and support the school's safeguarding approaches.
- Identify behaviours, including online, that indicate their child might be at risk of harm and seek help and support from the school or other agencies, such as the local child protection services or the police. Parents can request a copy of the school's Child Protection Policy and other related policies or view them on the school website, knowing that comprehensive support and information are readily available.

4. Types of Abuse and Neglect

Abuse is a form of maltreatment where harm is inflicted on a child or not prevented. Harm can include non-physical ill-treatment such as verbal abuse, and witnessing ill-treatment of others, such as domestic abuse. For instance, a child who is constantly belittled or humiliated by a caregiver is experiencing emotional abuse. Abuse can occur in families, institutions, or community settings, and can be online or offline. Perpetrators can be adults or other children. There are several types of abuse:

- **Physical Abuse:** Involves causing bodily harm to a child through actions like but not limited to hitting, shaking, throwing, poisoning, burning, drowning, or suffocating. It can also involve fabricating symptoms or inducing illness in a child.
- **Sexual Abuse:** Involves forcing or enticing a child to participate in sexual activities, with or without violence, and whether the child understands what is happening or not. This includes physical contact, non-contact activities (such as looking at sexual images), and online abuse. Both males and females can perpetrate sexual abuse, as can other children.
- **Emotional Abuse:** Persistent emotional maltreatment causes severe effects on a child's emotional development. It includes making a child feel worthless, inadequate, or unloved, imposing age-inappropriate expectations, and witnessing the ill-treatment of others. Bullying and overprotection are also forms of emotional abuse.
- **Neglect:** The persistent failure to meet a child's basic physical and psychological needs, leading to serious health or developmental issues. It can occur during pregnancy due to maternal substance abuse and after birth through inadequate food, clothing, shelter, supervision, or medical care.

5. Identifying Potential Risks

At CJD, we recognise potential risks to children, including but not limited to:

- Inappropriate behaviour by staff, volunteers, parents/guardians or visitors.
- Peer-on-peer abuse.
- Bullying, including cyberbullying.
- Domestic abuse.
- Unsafe online activities.
- Unexplained withdrawal from school

5.1. Inappropriate Behaviour by Staff, Parents/Guardians, Volunteers or Visitors

At CJD, we are committed to maintain a safe and respectful environment for all. This includes a zero-tolerance approach to inappropriate behaviour by staff, volunteers, parents, or visitors. We believe that every member of our community deserves to feel safe and always respected.

Our school acknowledges the profound and lasting effects that inappropriate adult behaviour within the school environment can have on students and staff. It is of utmost importance that all reports of such behaviour are treated with the seriousness they deserve, and that appropriate measures are taken to support the victims and address the misconduct.

To ensure the safety and Wellbeing of our students, CJD maintains and upholds strict standards of behaviour for all staff, volunteers, parents, and visitors. Any behaviour that undermines these standards must be reported immediately and will not be tolerated.

Examples of unacceptable behaviour include:

- **Physical Misconduct:** Unwarranted physical contact or aggression, including maltreatment of a child under one's care (Article 152 of the Portuguese Penal Code).
- **Verbal Misconduct:** Inappropriate comments, jokes, or language, including verbal abuse, coercion, and the use of threatening or aggressive language.
- **Emotional Misconduct:** Bullying, intimidation, or manipulation, which can constitute maltreatment (Article 152 of the Portuguese Penal Code).

- **Misuse of Authority:** Coercing or manipulating students into inappropriate actions, including abuse of authority to engage in misconduct (Article 382 of the Portuguese Penal Code).
- **Boundary Violations:** Overstepping professional boundaries in relationships with students, including engaging in or attempting to engage in sexual activities with minors under 14 years old, regardless of consent (Article 171 of the Portuguese Penal Code).
- **Unsuitable Behaviour by Parents/Guardians:** Shouting, threatening, or becoming abusive towards staff, volunteers, students, or other parents. This includes using unacceptable language or displaying aggressive behaviour that creates a hostile environment.

It is the staff responsibility to:

- Make it clear that inappropriate behaviour is unacceptable and will not be tolerated.
- Report any concerns about inappropriate behaviour to the Designated Safeguarding Lead (DSL) or to another member of the Safeguarding Team. The reporting process is straightforward, and all reports will be taken seriously and handled with confidentiality and sensitivity. Staff should recognise that issues may be influenced by the perpetrator's position of authority and trust and the victim's potential vulnerability.

To minimise the risk of inappropriate behaviour, CJD:

- Implements a robust code of conduct for all staff, volunteers, parents, and visitors.
- Provides regular training on professional behaviour, boundaries, and safeguarding responsibilities.
- Ensures multiple channels to allow students to report concerns, knowing they will be listened to, and valued.
- Trains and supports the Safeguarding Team to efficiently manage and support issues and concerns in line with the policy.

Parent/Guardian Conduct

At CJD, we uphold a culture of respectful Engagement: Parents and guardians are expected to engage respectfully and constructively with school staff, volunteers, and other parents.

- **Prohibited Behaviour:** Shouting, threatening, using abusive language, or displaying aggressive behaviour towards anyone in the school community will not be tolerated.
- **Consequences:** Any parent or guardian exhibiting inappropriate behaviour will be subject to immediate action. This may include a formal warning, a meeting with school administration to discuss the behaviour and potential solutions, or restrictions on access to school premises. Repeated or severe misconduct may result in further actions, including legal measures if necessary. It's important to note that the severity and frequency of the misconduct will determine the course of action.

Possible indicators of neglect:

- Child is unwashed or hungry
- Parents are uninterested in child's academic performance
- Parents do not respond to repeated communications from the school
- Child does not want to go home
- Parents or legal guardians cannot be reached in case of emergency

5.2. Peer-on-Peer Abuse

CJD has a zero-tolerance approach to Peer-on-Peer abuse. It's crucial for our school staff to recognise that children, regardless of their age or sex, can be both victims and perpetrators of sexual violence and harassment. This includes instances where a group of children sexually assaults or harasses another child or group of children.

CJD understands that children who are victims of sexual violence and harassment often find these experiences extremely stressful and distressing, which can negatively impact their educational attainment. Sexual violence and harassment exist on a continuum, can overlap, and occur both online and offline (physically and verbally).

These behaviours are unacceptable; all victims must be taken seriously and receive appropriate support, including counselling, legal assistance, and academic accommodations. Staff should be aware that certain groups, such as girls, children with SEND, and LGBT children, are at greater risk.

Staff should be keenly aware of the importance of:

- By unequivocally stating that sexual violence and harassment are not acceptable, will never be tolerated, and are not an inevitable part of growing up, we are actively taking steps to ensure the safety and Wellbeing of our school community.
- We do not dismiss or tolerate sexual violence or harassment as 'banter,' 'part of growing up,' 'just having a laugh,' or 'boys being boys,' for example.
- Our zero-tolerance policy ensures that such behaviours are not accepted in our school environment, providing a sense of security and protection to all.
- Challenging behaviours that are potentially criminal, such as grabbing bottoms, breasts, and genitalia, flicking bras, and lifting skirts, is a commitment we uphold to prevent the normalization of such actions. This empowers our community and ensures they feel supported in our efforts to maintain a safe environment.

All staff have a role in challenging inappropriate behaviours between children. They should recognise that peer-on-peer abuse issues may be influenced by the gender, age, ability, and culture of those involved. For example, in gender-based abuse, girls are more likely to be victims, and boys are more likely to be perpetrators.

Staff should understand that even if there are no reports of peer-on-peer abuse at CJD, it does not mean it is not happening. If they have any concerns about peer-on-peer abuse, staff should speak to the DSL or to another member of the Safeguarding Team, who are trained to handle such situations and will ensure that the appropriate actions are taken to address the issue.

To minimise the risk of Peer-on-Peer abuse, CJD:

- Implements a robust anti-bullying policy.
- Provides an age-appropriate anti-bullying curriculum aligned with the Cambridge International curriculum.
- Ensures various staff members are available for children to approach with concerns at any time.
- Trains and supports staff to manage and support peer-on-peer issues and concerns efficiently in line with the policy.
- CJD implements a limited phone and computer use policy to minimise online exploitation and radicalisation risks. Students are permitted to use their phones and computers only during designated times. This policy aims to reduce unsupervised online activity, foster a safer school environment, and promote face-to-face communication.

Sexual Violence

Sexual violence includes offences under Portuguese law, specifically as outlined in the “*Código Penal Português*”. Relevant offences include:

- **Rape:** Intentional penetration of the vagina, anus, or mouth of another person without consent (Article 164 of the Portuguese Penal Code).
- **Sexual Coercion:** Using violence, serious threats, or taking advantage of a victim's incapacity to resist to force them into a sexual act (Article 163 of the Portuguese Penal Code).
- **Sexual Abuse of a Minor:** Engaging in sexual activities with minors under 14 years old, regardless of consent (Article 171 of the Portuguese Penal Code).

Consent involves having the freedom and capacity to choose. Consent can be given for one sexual activity but not another and can be withdrawn at any time. A child under 14 can never consent to sexual activity under Portuguese law. The age of consent is 16, and sexual intercourse without consent is considered rape. Creating or sharing sexual images or videos of individuals under 18 is illegal, including self-generated content by children.

Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that can occur online and offline. It violates a child's dignity and creates a hostile, offensive, or sexualised environment.

Examples include:

- Sexual comments, such as telling sexual stories, making lewd comments, and calling someone sexualised names.
- Sexual "jokes" or taunting.
- Physical behaviour, such as deliberately brushing against someone, interfering with clothes, and displaying sexual images.
- Online sexual harassment, including non-consensual sharing of sexual images and videos, sexualised online bullying, and unwanted sexual comments and messages.

Prevention

To minimise the risk of harm and allegations against students, the school:

- Provides a developmentally appropriate Relationships and Sex Education curriculum (to be covered in PSHE) through the syllabus, educating students on acceptable behaviour and self-protection, including online safety, in alignment with the Cambridge International curriculum.
- Has systems in place for students to raise concerns with staff, ensuring they will be listened to and valued.
- Develops robust risk assessments and provides targeted interventions for students identified as potential risks to others.

5.3. Bullying

CJD has a zero-tolerance bullying policy. Please consult our **CJD Bullying Policy** for comprehensive guidelines, procedures for reporting incidents, and strategies for prevention and intervention.

5.4. Domestic Abuse

CJD is committed to safeguarding all children and recognises the severe impact domestic abuse can have on their Wellbeing.

Domestic abuse is defined as any incident or pattern of incidents involving controlling, coercive, threatening behaviour, violence, or abuse between individuals aged 16 or older who are or have been intimate partners or family members, regardless of gender or sexuality.

Types of Domestic Abuse

Domestic abuse can take various forms, including but not limited to:

- **Psychological:** Emotional manipulation, threats, and verbal abuse.
- **Physical:** Hitting, slapping, pushing, and other forms of physical violence.
- **Sexual:** Any non-consensual sexual activity.
- **Financial:** Controlling or limiting access to financial resources.
- **Emotional:** Undermining an individual's self-worth or self-esteem.

Children can witness and be adversely affected by domestic abuse occurring within their home environment. Exposure to such abuse can lead to significant emotional and psychological distress, potentially resulting in long-term consequences. Children may blame themselves for the abuse or may experience disruption in their lives, such as having to leave their family home.

Responsibilities

Staff at CJD must be vigilant in recognising the signs of domestic abuse and understand the potential impact on children. It is crucial to:

- **Be aware:** Understand the various forms of domestic abuse and their potential signs.
- **Take action:** Report any concerns about domestic abuse to the DSL or another member of the Safeguarding Team.
- **Provide support:** Ensure that children affected by domestic abuse receive appropriate emotional and psychological support.
- **Maintain confidentiality:** Maintain the utmost confidentiality regarding all reports and disclosures, sharing information only on a need-to-know basis and as required by legal requirements.

5.5. Online Exploitation, Grooming of Minors, and Radicalisation

CJD is dedicated to safeguarding our students from the dangers of online exploitation, grooming, and radicalisation. We understand the significant risks these issues pose and are committed to creating a secure and supportive environment for our students.

To equip our students with the knowledge to navigate these risks, CJD focuses on:

- **Safe online practices:** Educating students about the importance of secure online behaviour, recognising suspicious activities, and understanding the tactics used by online groomers.
- **Recognising grooming:** Teaching students to identify signs of online grooming, such as excessive flattery, requests for personal information, or attempts to isolate them.
- **Understanding radicalisation:** Informing students about the process of radicalisation, the risks associated with extremist ideologies, and how to challenge these views.

5.6. Unexpected Withdrawals

Students must not miss school for extended periods or habitually without justification. Absence for more than three successive days without appropriate justification is a concern. Preventing a child from attending school without valid reasons is a criminal offence in Portugal.

All staff at CJD should be aware that unexpected withdrawals can act as a vital warning sign of various safeguarding concerns, including but not limited to:

- Abuse or neglect
- Child criminal exploitation
- Child sexual exploitation
- Mental health problems
- Substance misuse

Please refer to the student handbook for detailed attendance policies.

6. Children Going Missing from School

At CJD, the safety and wellbeing of our students are paramount. To ensure that every child is accounted for and protected, we have established this safeguarding policy to prevent students from going missing. This policy outlines the procedures and responsibilities associated with using digital swipe cards and monitoring student attendance.

Digital Swipe Card System

At CJD, we have implemented a digital swipe card system, a robust security measure designed to enhance student safety. Each student is issued a card they must swipe upon entrance and departure from the school. This system, along with other measures, is a testament to our commitment to ensuring the safety and Wellbeing of our students.

- **Swipe Card Usage:** All students must swipe their cards at designated card readers upon entering and leaving the school. This action is mandatory and recorded automatically.
- **Card Management:** Lost or stolen cards must be reported immediately to the school's administrative office. Replacement cards will be issued promptly.
- **Monitoring:** Staff members are responsible for ensuring the swipe card system functions correctly. Any malfunctions or discrepancies must be reported immediately to the IT department.

Missing Student Procedures

Should a student go missing or be unaccounted for, our comprehensive procedures are in place to guide our response. These procedures are designed to ensure a swift and thorough search, involving all necessary parties, to locate the student and ensure their safety.

1. **Initial action:** Immediately check the swipe card system for any recent activity or discrepancies related to the missing student. Verify the student's last known location and time.

2. **Inform staff:** Notify key staff members, including the school's designated safeguarding lead.
3. **Search:** Conduct an immediate and thorough search of the school premises and surrounding areas. Ensure all possible locations where the student could be found are checked.
4. **Contact authorities and parents/guardians:** If the student is not found within a reasonable timeframe or if there are concerns about their safety, contact parents and local law enforcement authorities for assistance.
5. **Document:** It's essential to document all actions taken when a student goes missing, including times, individuals involved, and outcomes. This information should be used to complete an incident report and submit it to the safeguarding lead, ensuring transparency and accountability in our procedures.
6. **Review:** After the incident is resolved, review the circumstances to identify any potential improvements in the policy or procedures. Share findings with staff to prevent future occurrences.

7. Raising Concerns and recording Safeguarding Concerns

The safety and Wellbeing of our students is a shared responsibility. CJD emphasises the importance of collaboration and open communication between the school, families, and friends to monitor and address any signs of online exploitation, grooming, or radicalisation. By working together, we can create a supportive network that ensures our students' safety online and offline. Anyone can raise concerns about a child's wellbeing at CJD by speaking directly to a Form Tutor, Head of the International Programme or contacting a member of the Safeguarding Team.

If a staff member has a safeguarding concern, they will record written, dated forms which are signed. They will then immediately speak to the DSL. The DSL will then record the action taken using the statutory guidance detailed below. Records must be completed as soon as the incident or event, using the as more quickly as possible child's words as much as possible.

All safeguarding concerns, discussions, and decisions (along with justifications for those decisions) will be documented in writing. If staff members are still determining recording requirements, they should discuss their concerns with the DSL.

Safeguarding records are kept for individual children and are maintained separately from all other documents relating to the child in the school on the safeguarding portal. Hard-copy safeguarding records are kept by data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are only shared with staff on a 'need to know' basis.

All safeguarding records will be transferred under confidential and separate cover to the child's subsequent school or setting in accordance with data protection legislation. These will be given to the new DSL, and a receipt of delivery will be obtained.

Records should include:

- A clear and comprehensive summary of the concern.
- Provide details of how the concern was followed up on and resolved.
- A note of any action taken, decisions reached the justification for those decisions, and the outcome.

The Head of School and Governors will be kept informed of any significant issues by the DSL through regular reports.

Safeguarding concerns should follow these steps:

1. Recognise and Document the Concern

If you observe any signs or indicators of abuse, neglect, or other safeguarding concerns, take note of the details on CPOMs and notify the respective head of level. Document the situation in writing, including the date, time, and relevant information.

2. Inform a Designated Safeguarding Lead (DSL) or a Head of Level

Immediately report the safeguarding concern to the DSL or Head of Level. They are responsible for overseeing safeguarding at CJD.

3. Provide a Clear and Comprehensive Summary

When reporting the concern, provide a clear and comprehensive summary. Include all relevant details, such as the nature of the problem, any individuals involved, and any supporting evidence or observations.

4. Follow the DSL's Guidance

The DSL or Head of Level will guide you on the necessary steps. They will provide further instructions on how to proceed with the safeguarding concern.

5. Maintain Confidentiality

Keep all information related to the safeguarding concern confidential. Share the information only with the necessary individuals involved in the reporting process.

6. Act

Based on the DSL's guidance, take appropriate action to ensure the safety and wellbeing of the child involved. This may include providing support to the child, involving external agencies if necessary, or implementing any necessary disciplinary actions.

7. Record the Concern

After reporting the concern, document it officially using the established safeguarding record forms. Include the details of the concern, the actions taken, and any decisions reached. Record the information accurately and timely.

8. Inform Leadership

Keep the Head of School and Board informed of any significant safeguarding concerns. Provide regular reports to ensure that the school's leadership is aware of any ongoing issues including allegations against staff members.

8. Legal Context

This policy is firmly rooted in and aligns with the robust framework of Portuguese child protection laws and regulations. These laws and regulations, including guidance and practices from the “*Comissão Nacional de Promoção dos Direitos e Proteção das Crianças e Jovens*” (CNPDCJ), provide a comprehensive framework for child protection, ensuring that every child's rights are upheld and protected.

CJD must intervene involving external authorities when:

- cases of extreme and immediate danger are evident
- the parents/guardians/legal representatives oppose the school's intervention
- the facts that indicated a situation of danger to the student constitute a crime
- there is a current or imminent danger to the student's life or physical integrity and there is opposition from the parental authority
- if a student exceeds the allowed number of absences (Refer to attendance and Tardiness Policy). and corrective measures are ineffective, as such absences may indicate neglect or abuse

If a student is involved in allegations, their parents or guardians will be informed, unless doing so would place the child at further risk of harm.

The school will cooperate fully with any external investigations conducted by law enforcement or child protection authorities, providing documentation and witness statements as requested.

Promptly investigating and taking necessary actions to protect students from online harm, including reporting extreme or obscene material, suspicious behaviour, or concerns to relevant authorities such as:

- [“Apoio a Vitima” \(APAV\)](#)
- [“Centro Internet Segura”](#)
- [“Seguranet”](#)
- [“Internet Matters”](#)

By adhering to this policy, CJD is committed to safeguarding and promoting the welfare of all children in our care. For further information, please refer to the comprehensive guidelines available at [CNPDCJ](#).

Date of Review: July 2025

Date of next review: January 2026



Colégio Júlio Dinis
INTERNATIONAL SCHOOL

**TOGETHER WE'RE
EXTRAORDINARY**



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