



Lighthouse Child Protection and Safeguarding Policy

REVIEWED: August 21, 2025

AMENDED:

APPROVED:

POLICY

Lighthouse International School is committed to providing a safe, supportive learning environment where all children are protected from harm, abuse, neglect, and exploitation. We adopt a proactive, whole-school approach to safeguarding that aligns with:

- The Alberta Education *Education Act* (Section 33 and Section 45.1) and *Teaching Quality Standard* requiring teachers to establish inclusive, safe, and caring learning environments.
- UK Department for Education guidance (*Keeping Children Safe in Education 2024*) and Cambridge International expectations for accredited schools.
- Thai Ministry of Education (MOE) regulations regarding child protection and teacher conduct.

Safeguarding is the responsibility of every member of staff. We recognise that children have a fundamental right to protection and that their welfare must always be paramount. Our policy aims to prevent harm, identify concerns early, respond appropriately, and support students in partnership with parents and external agencies where needed.

Definitions:

A child is any person under the age of 18. Safeguarding means all actions taken to keep children safe, including protecting them from maltreatment, preventing harm to health or development, ensuring they grow up in safe conditions, and taking action to enable them to have the best outcomes.

Child protection refers to the processes used to protect specific children who are suffering or at risk of significant harm.



PROCEDURES

1. Roles and Responsibilities

- **Safeguarding Lead:** The Head of Secondary acts as Designated Safeguarding Lead (DSL) responsible for policy oversight, case management, reporting to MOE/authorities, and liaison with Alberta Education where required.
- **Deputy Safeguarding Leads:** At least one deputy (HOD) supports implementation and casework.
- **All Staff:** Must read and sign this policy annually, complete annual safeguarding training, follow the staff code of conduct, and report concerns immediately. Staff must never promise confidentiality to a student but reassure them they will be listened to and supported.
- **Leadership Team:** Ensures safe recruitment, training, and adequate resourcing.
- **Parents and Students:** Are provided with guidance on safeguarding expectations, codes of conduct, and reporting routes.

2. Safe Recruitment

All new staff undergo background checks including Thai police clearance, international criminal record check (where possible), verification of identity, references with specific questions on child protection, and confirmation of professional qualifications. Recruitment decisions consider safeguarding suitability in line with Alberta's and UK safer recruitment standards.

3. Identification and Reporting of Concerns

Any staff member who suspects abuse (physical, emotional, sexual, neglect, exploitation, bullying, online harm) must report to the DSL the same day. Concerns are logged securely and confidentiality is strictly maintained. If a student is in immediate danger, emergency services are called.

4. Responding to Disclosures

When a student discloses harm:

- Listen carefully, stay calm, avoid leading questions.



- Do not promise confidentiality; explain that the information will be shared with those who can help.
- Record exact words as soon as possible and submit to the DSL.
- DSL will decide next steps including referral to Thai MOE, social services, police, or child protection authorities if required.

5. Preventative Curriculum and Culture

Safeguarding is embedded in the curriculum through health education, digital citizenship, anti-bullying initiatives, and student leadership programs. Assemblies and homeroom sessions regularly reinforce safety messages and the right to be heard.

6. Staff Conduct and Boundaries

Staff must maintain professional boundaries at all times (no romantic relationships with students, no private online communication outside approved channels). Physical contact should be appropriate, minimal, and for educational/safety reasons only. Staff must never be alone with a student in an unobservable space.

7. Digital Safety

Lighthouse provides filtered internet access and restricted school accounts. Students receive guidance on safe online behaviour. Any online abuse, sexting, cyberbullying, or harmful use of technology is treated as a safeguarding concern.

8. Record Keeping

All concerns, disclosures, and actions taken are documented in a secure safeguarding register. Access is restricted to the DSL and Leadership team. Records are kept until the student turns 21 or in line with Thai MOE record retention requirements.

9. Partnerships and External Reporting

We work with Thai MOE officials, Alberta Education (for incidents impacting student access to provincial assessments), and where appropriate, child protection agencies and medical professionals. Serious incidents may be reported to the police.



10. Training

All staff complete mandatory annual safeguarding and child protection training, refreshed annually with scenario-based workshops. DSLs undertake advanced training every two years.

11. Monitoring and Review

The policy is reviewed annually by the DSL and Leadership Team to ensure compliance with Alberta, UK, and Thai guidance. The policy is reapproved by the board each year and shared with parents via the school website.

12. Related Policies and Procedures

- Anti-Bullying Policy
- Behaviour and Sanctions Policy
- Staff Code of Conduct
- Digital Safety and Acceptable Use Policy
- Risk Assessment Policy

Key References and Links

- Alberta Education Act:
http://www.qp.alberta.ca/1266.cfm?page=e00p3.cfm&leg_type=Acts
- Alberta Teaching Quality Standard:
<https://www.alberta.ca/teaching-quality-standard.aspx>
- KCSIE (UK):
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Thai MOE Child Protection Regulations:
<https://moe.go.th>

This policy will be reviewed annually by the Leadership Team to ensure continued alignment with Alberta Education, Cambridge and the Thai Ministry of Education and Thai law.