



The  
Grammar  
School  
Nicosia



1963

# SAFEGUARDING AND CHILD PROTECTION POLICY

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**PERSON RESPONSIBLE:** Mrs Andriana Demosthenos (School Psychologist)

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# SAFEGUARDING & CHILD PROTECTION POLICY

At the Grammar School Nicosia, we are fully committed to safeguarding the welfare of all students. Ensuring the safety and well-being of every child in our care is our top priority, and we aim to provide a safe and nurturing environment. This policy outlines the procedures we follow to protect students from harm and respond to concerns.

This policy aims to:

- Protect students from abuse and harm, including physical, emotional, sexual abuse, and neglect.
- Provide clear guidelines for staff, students, and parents on student protection procedures.
- Ensure all staff understand their responsibilities in reporting concerns or incidents of abuse.

## 1.1 Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** The school's designated safeguarding officer is Andriana Demosthenous (School Psychologist), responsible for overseeing student protection matters, offering support, and liaising with external agencies.
- **Deputy Safeguarding Lead:** In the absence of the DSL, a member of the Headmaster's Office and/or the GDPR Officer will take responsibility for student protection issues, with the Director General being informed accordingly.
- **All Staff:** Every staff member has a duty to report concerns regarding the safety and well-being of students. This includes all teaching, non-teaching, and support staff.

## 1.2 Types of Abuse

Abuse may take various forms, including:

- **Physical Abuse:** An injury deliberately inflicted upon a child by any person.
- **Emotional Abuse:** Persistent emotional maltreatment, including verbal abuse, humiliation, or rejection.
- **Sexual Abuse:** Any form of sexual exploitation or inappropriate behaviour involving a student.
- **Neglect:** Failure to meet a student's basic needs, including food, shelter, education, and emotional care.

### 1.2.1 Recognising Signs of Abuse

All staff should be vigilant in identifying signs of abuse, which may include:

- Unexplained injuries or bruises.
- Sudden changes in behaviour or emotional well-being.
- Fear of certain individuals or situations.
- Poor hygiene, inappropriate clothing, or chronic hunger.

### 1.2.2 Reporting Procedures

If any staff member suspects that a student is at risk of harm or abuse, they must follow these steps:

1. **Report to the Designated Safeguarding Lead:** Share the concern with the DSL immediately, either verbally or in writing.
2. **Record the Incident:** Provide a detailed written account of the concern, including dates, observations, and any conversations with the student.
3. **Confidentiality and Information Sharing:** All concerns must be treated with strict confidentiality. Information must only be shared with the DSL, relevant safeguarding staff, legal authorities, or external agencies where this is necessary to protect a student or respond properly to the concern. Any sharing of information must be limited to what is necessary and must follow legal, safeguarding and data protection requirements.
4. **External Agencies:** The DSL will assess the situation and, if necessary, contact the appropriate external agency, such as Social Welfare Services or the police. Where there is an urgent safeguarding concern, or where a student may be at risk of harm, abuse, neglect, exploitation, or where a criminal offence may have occurred, the DSL may make a referral without delay.

The Designated Safeguarding Lead (DSL) is responsible for assessing all safeguarding and child protection concerns and determining the appropriate course of action. Where a referral is required, the DSL will contact the appropriate external agency and will share only the information necessary to safeguard the student, in accordance with legal, safeguarding and data protection requirements.

Relevant external agencies may include:

- **Social Welfare Services of Cyprus (Child Protection Services)** – Tel: +357 22 804 600

- **Cyprus Police** – Emergency: 112 or 199
- Other relevant statutory or specialist services, as appropriate to the nature of the concern.

The school will cooperate fully with all external agencies and will share information where this is necessary to safeguard and promote the welfare of a child, in accordance with applicable legislation, safeguarding guidance, and data protection requirements.

Accurate, factual, and confidential records of all safeguarding concerns, referrals, decisions, and communications with external agencies will be maintained securely by the school.

### 1.3 Staff Training

- **Annual Training:** All staff will receive annual safeguarding and child protection training to ensure they are familiar with procedures and can recognize signs of abuse.
- **Continuous Professional Development:** Ongoing workshops and training sessions will be provided to update staff on changes in safeguarding laws and practices.

### 1.4 Parental Involvement

We encourage open communication with parents and guardians regarding their child's safety and well-being. However, if a student is at risk, the school is legally obligated to involve external agencies without prior parental consent.

### 1.5 Online Safety

With increasing use of digital platforms, safeguarding also extends to protecting students from online dangers such as cyberbullying, exploitation, and inappropriate content. The school has policies in place to monitor and control online activity within the school environment.

### 1.6 Record Keeping

All records of student protection concerns, investigations, and outcomes will be securely stored by the DSL. These records will be kept confidential and shared only with relevant authorities when necessary.

### 1.7 Contact Information for Safeguarding Leads:

- *Designated Safeguarding Lead (DSL):* Andriana Demosthenous, School's Counsellor
- *Deputy Safeguarding Lead:* Headmaster's Office, GDPR Officer

For further guidance or to report concerns, please contact the safeguarding team directly.