

## **SAFEGUARDING – STAFF GUIDE**

2025

This document is a practical guide for staff to our safeguarding procedures at Concordia. It is a complement to our Safeguarding Policy. All Safeguarding documents can be found on the Staff shared drive under Safeguarding.

### **SAFEGUARDING TEAM**

- Tim Brock
- Ishbel Glen-Murdoch
- Florence Fournier
- Nareh Astourian

### **SAFEGUARDING PLATFORM: MyConcern — our new central registry for safeguarding concerns**

1. All staff have been sent a log in by email to connect to the MyConcern platform. Staff will be offered training on the platform regularly.
2. What happens next:
  - a. Your concern will be automatically logged and reviewed by the Safeguarding Jury (Tim, Florence and Ishbel).
  - b. The Jury will meet promptly to discuss the concern and determine next steps.
  - c. You will not always be informed of the outcome or subsequent actions due to confidentiality, but you will always receive an acknowledgment of your report.
3. Confidentiality is critical. Do not discuss the matter with colleagues, students, or parents unless specifically instructed to do so by the Safeguarding Jury.
4. In urgent situations where immediate danger is suspected, please take immediate action to secure safety and inform the designated safeguarding lead or their deputy in person, in addition to sending the report.

### **OUTCOME**

Depending on the nature of the concern, different outcomes may follow, in line with French law. These include:

- Internal follow-up and monitoring by the team
- Contact with the family to offer support or guidance
- Referral to external professionals (e.g., school doctor, psychologist)
- Official report (signalement) to the Cellule de Recueil des Informations Préoccupantes (CRIP) or to Justice, in cases where a child may be in danger or at risk

### **TES Develop Safeguarding Training Platform**

All staff have access to the TES Develop training platform.

You will soon receive a reminder email to help you to reconnect to this training tool. All staff are requested to complete, as a minimum, the Child Protection Basics for International Schools module:

<https://develop.tes.com/course/view.php?id=868>

Staff are encouraged to go beyond the basic training and take advantage of the excellent child protection and wellbeing courses available on Develop.

Thank you for your vigilance and professionalism in safeguarding the wellbeing of our community.