



BANANA ISLAND SCHOOL

A Happy School with High Expectations

Accredited Member British Schools Overseas (BSO)

Escalation Policy

January 2022

First Implementation Date: January 2021

Review period | Annual

Date last reviewed: August 2025

Responsible person: Mr Brad Sailes

Introduction

Escalation Policy

This policy should be read in conjunction with the Schools Child Protection Policy 2020, the Keeping Children Safe in Education Policy 2018.

Keeping children safe from harm whilst at school is a prime concern for all of the school community. We also want children to be safe outside of school and at home as well by working alongside parents and carers in their child's best interests. All staff in the school are trained in identifying "Signs and Symptoms of Abuse" in children so that they are able to spot any signs that a child is being hurt or harmed in any way whether that be physical, sexual, emotional or through neglect.

We have procedures in place if anyone suspects that a child is in danger and needs protecting. If an adult is concerned about a child, they must report that to the Designated Safeguarding Lead, (the DSL) who in this school is Mr Brad Sailes the headteacher. He is assisted by a Deputy Designated Safeguarding Leads (DDSL's), Mrs Mary Ahimie. The report should initially be word of mouth and recorded via email anonymised so that a written record is in place straight away. This record will then be entered as the first part of chronology on the confidential monitoring records on the shared drive on the school intranet. The DSL or DDSL will ask for and ensure that the particular concern is recorded on the appropriate "cause for concern" forms which are kept in the Head Teacher's office, are in the back of the Child Protection Policy as an appendix and are on the shared drive of the school intranet.

The DSL or DDSL in his/her absence, will after due consideration, take the following action depending on the nature of the concern:

- Discuss the matter with the parent if deemed appropriate.
- Discuss concerns with the Governor in charge of Safeguarding.

The teacher of the child will also be informed confidentially so that there is full communication on the outcome as this may have a bearing on how the child presents in the classroom.

- If necessary, with parental permission, he/she may ask for support from outside agencies
- Depending on the seriousness of the concern and definitely in the cases of physical and sexual abuse, parental permission will not be sought before referring to the social services until their advice is sought
- All of the above is recorded and kept on file electronically

Children who are on the Child Protection register, will have a separate file with their records kept in hard copy. Once the child moves schools these records are copied and passed to the next school in a sealed file marked confidential, any electronic information will be passed on confidentially.

Peer to peer reporting

If a child has a concern about another child or indeed needs to make a disclosure, they are able to report this to any adult in the school directly or use the “Class worry box” as a means of reporting concerns, these boxes are checked and emptied every day by the class teachers.

If a member of staff has a concern about another member of staff or colleague this must be reported to the Headteacher in his role as Head and DSL. If the concern is about the Headteacher the concern must be reported to the chair of governors - her contact details are available from the office.

Please see the “Whistleblowing Policy 2016”

No matter how small any concern made and dealt with by the DSL or the DDSL’s, it will be fed back to the person raising the concern both verbally and in writing on the running record so that all is aware of the outcome and that the issue has been dealt with appropriately in the interests of the child.

The DSL, Mr Brad Sailes has overall responsibility for safeguarding, the DDSL’s must keep him informed at all times of any occurrences that may have happened without his knowledge preferably by email so that there is a written record.