



**British International School**  
of Ljubljana  
an Orbital Education School

# Student Safeguarding Policy 2023-2024

## How to Stay Safe



It is all adults around you looking after your health, safety and welfare.  
It is about everyone looking after each other.

**What is safeguarding?**

**Who is this policy for?**

We have a safeguarding school policy for staff and parents.  
This policy has been designed for children and young people as a guide to the main policy. It uses child-friendly language for students to be able to understand it.

**How will the policy help me?**

It will help you decide what could be a problem and where to get help and support. It is really important that you know who you can talk to and also to understand why you might need to talk to someone.

We provide a safe environment (indoor and outdoor) for you to learn. For example, we complete risk assessments to ensure that all potential dangers in activities have been identified.

We make sure that all staff working at the school know how to keep you safe and that students have someone to talk to.

We have themed assemblies, PSHE lessons and awareness weeks where we learn about how to keep you and others safe and recognise the risks in different situations such as e-safety, road safety and anti-bullying.

We treat everyone fairly with dignity and respect. We talk to other professionals and agencies about concerns to find the best way to help you.

The school's security guard makes sure that all visitors sign into the school at the entrance when they enter the building.

**How does our school keep you safe?**





Remember that it is the job of everyone that works at our school to keep you safe so you can talk to any grown up that you trust, if you are unhappy or upset, or you are worried about someone else. Staff have training on how to keep children safe as it is the most important part of their job.

**In every school there is a Safeguarding Team with a Designated Safeguarding Lead (DSL) who has an important role in helping everyone stay safe, therefore all staff must tell that person if they are worried about you.**



In our school, the person in charge of safeguarding (DSL) and student welfare is Ms. Zelezinger, together with Ms. Hitchcocks as the Principal and deputy DSL and Ms. Appleyard as Early Years DSL. They are a Safeguarding Team at our school and you want to, you can talk to one of them or ask to see them.



**KEEPING CHILDREN SAFE AT BISL**  
**WHAT IS SAFEGUARDING?**  
 WE ARE HERE TO:

- Keep you safe.
- Protect you from harm and maltreatment.
- Help you stay healthy and happy.
- Help you reach your potential.

**Need Help?**

- Hi, I'm in charge of the safety of the school, the building & the equipment. You can find me in admin area.
- Hi, I am the Head of school. You can find me on the 1st Floor.
- Teachers & Staff  
We are here for you.
- Wellbeing Team
- Hello, I am in charge of safeguarding & student welfare. You can find me in my office on 1st Floor.

We also have a Wellbeing Team of Staff whom you can talk to and seek some advice from.

You must tell someone at school  
so we can help you!

# BISL Wellbeing Team

Your story  
matters!  
Speak up!

Ms Železinger



You are not  
alone.  
We're here to  
support you.

Ms Fišter



Mr Hayes



If you feel  
**WORRIED**  
**SAD or UPSET**  
and need to  
**TALK**  
to someone  
we can  
**HELP!**

Mr Aycock



Ms Jones



Ms Fairchild



Ms Barrett



We are **HEAR**  
to listen -  
not judge!

Sharing  
is  
caring.



Has someone said something to you, or have you heard something that you do not like or upsets you?

Has someone touched you in a place that makes you feel uncomfortable (e.g. your private parts)?



Has someone hit, punched, smacked or hurt you in any way? This could be verbally e.g. by spreading rumours about you, calling you names or saying unkind things, including online (chat, messages, other platforms).

Have you seen something worrying on a phone, tablet or computer? This can include images (e.g. pictures, photos, videos, films) or text (social media, messages, chat..).

Has someone asked you to do something that you don't feel comfortable about or are unsure of (e.g. smoke, drink alcohol, take a tablet/pill, steal, damage property).

#### How we can help you

- ✓ All adults will listen to what you have to say with an open mind.
- ✓ They will never stop you from freely talking or sharing about significant events.
- ✓ They will not promise to keep any secrets and will explain whom they may need to share your worries if they are worried about your safety.
- ✓ They will let your DSL know. Please try and understand that staff and the DSL will only want to help you and make you feel supported and better about the situation.
- ✓ There are times when they may need to contact some other agencies for support, such as Hospitals, Children's Social Care (Social Workers) or Police, who are specialist trained professionals that help children, young people and their families.

If you have any questions or are unsure about something in this policy, don't worry, you can always ask the school DSL- Ms. Železinger or other trusted adult.

**Remember - if you are upset or worried about something that has happened to or you or someone else, you can be brave and talk to someone who will listen to you and help you.**

