

Safeguarding Information for Visitors

Welcome to International Community School.

We are committed to providing a safe, secure and nurturing environment for all our students. Safeguarding and promoting the welfare of children is everyone's responsibility.

If you are concerned about a child

If you see or hear anything that concerns you – whether it happens in person or online – **please report it immediately**. You do **not** need to decide whether it is abuse or neglect; simply share your concern with a designated safeguarding lead (DSL).

Speak to:

- **Designated Safeguarding Lead (DSL): Kathryn Honey** – *Primary Headteacher*
k.honey@ics.edu.jo - 0780888468
- **Deputy DSLs:**

Ben Hawkins	Deputy Head (Primary)
Aseel Qanaze	Counsellor (Secondary)

If your concern involves a member of staff, please report directly to the **Principal**.

If a child discloses something to you

1. **Listen carefully** – take what they say seriously.
2. **Stay calm** - do not promise confidentiality.
3. **Reassure the child** that they did the right thing.
4. **Record exactly** what was said using the child's own words.
5. **Report immediately** to the DSL or Deputy DSL - do not investigate yourself.

Visitor conduct & safeguarding expectations

- Always **wear your visitor badge** visibly.
- Stay within **authorised areas** only.
- **Never use your phone** or take photos/ videos of students.
- Keep information about students **confidential**.
- **In an emergency**, follow staff instructions and evacuation procedures.

In an emergency, follow staff instructions. Your cooperation helps us maintain a safe and supportive environment for every student.

“Safeguarding is Everyone's Responsibility.”

Thank you for helping us keep our students safe.