



Child Safeguarding & Protection Policy

Enrichment Programmes for International Schools

Document owner FORMA Education	Designated Safeguarding Lead (DSL) Manuel Villasante
Version 1.0	Date 17 July 2026
Review date 17 July 2027 (annually, or sooner if required)	Applies to All FORMA staff, freelance facilitators, and volunteers delivering Music Production Lab, Real-World Maths Lab, and any other FORMA programme

1. Statement of Intent

FORMA Education is committed to creating and maintaining a safe environment for every child and young person who takes part in a FORMA programme, whether delivered on a partner school's premises, online, or at any other venue. The welfare of children is our first priority, and it overrides any other consideration.

This policy sets out how FORMA Education, its staff, freelance facilitators, and any subcontracted personnel will act to prevent harm to children, recognise signs of abuse or neglect, and respond appropriately when a concern arises. It applies alongside — and does not replace — the safeguarding policy of any host school, which will always take precedence on that school's site.

FORMA Education believes that:

- Every child, regardless of age, gender, ability, culture, race, language, religion or sexual identity, has the right to protection from abuse and neglect.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other factors.
- Working in partnership with children, their parents/carers, and host schools is essential to promoting children's welfare.

2. Scope and Purpose

This policy applies to all activities delivered under the FORMA Education brand, including but not limited to:

- Music Production Lab workshops and courses
- Real-World Maths Lab events and zone-based activities
- Any digital or interactive study materials involving direct pupil interaction
- Any other enrichment, holiday, or weekend programme delivered by FORMA staff or associates

It applies to all FORMA personnel, including directors, employed staff, freelance facilitators, subcontractors, and any volunteers, whenever they are working with, or in the presence of, children under 18.

3. Legal and Regulatory Framework

This policy has been developed with reference to recognised international safeguarding standards and good practice, including principles drawn from the UN Convention on the Rights of the Child, and is designed to be consistent with the safeguarding frameworks used by international schools (for example, those aligned with UK 'Keeping Children Safe in Education' standards).

Where FORMA delivers programmes in Thailand, this policy also has regard to the Child Protection Act B.E. 2546 (2003) and related Thai legislation on the protection of children. FORMA will always follow the specific legal reporting requirements of the country in which a programme is delivered.

[If FORMA operates in additional countries, add the relevant local child-protection legislation here.]

4. Definitions of Abuse and Neglect

Staff should be aware that abuse can take several forms:

- **Physical abuse** — hitting, shaking, throwing, poisoning, burning, or otherwise causing physical harm to a child.
- **Emotional abuse** — persistent emotional maltreatment causing severe, adverse effects on a child's emotional development, including humiliation, threats, or age-inappropriate expectations.
- **Sexual abuse** — forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening; this includes non-contact activities such as involvement in viewing sexual images or online exploitation.
- **Neglect** — the persistent failure to meet a child's basic physical and/or psychological needs.
- **Online abuse** — grooming, exploitation, or bullying facilitated through digital platforms, messaging apps, or online learning tools.

Abuse and neglect can happen inside or outside a child's home, in person or online. FORMA staff do not need to be certain that abuse is taking place — a concern or suspicion is enough to warrant action under this policy.

5. Roles and Responsibilities

5.1 Designated Safeguarding Lead (DSL)

FORMA Education has appointed a Designated Safeguarding Lead who holds overall responsibility for safeguarding across the organisation. The DSL is:

[Insert DSL full name, role, and contact details]

The DSL is responsible for:

- Acting as the first point of contact for any safeguarding concern raised by FORMA staff
- Liaising with the Designated Safeguarding Lead of each host school before, during, and after a programme
- Maintaining a confidential record of any concerns raised
- Ensuring all FORMA personnel receive appropriate safeguarding induction and training
- Reviewing and updating this policy at least annually

5.2 Deputy Safeguarding Lead

[Insert name if applicable, or state: 'To be appointed as FORMA staffing grows.']

5.3 All FORMA Staff and Facilitators

Every individual delivering a FORMA programme is responsible for:

- Reading, understanding, and acting in accordance with this policy
- Following the code of conduct set out in Section 7
- Reporting any safeguarding concern to the DSL without delay, using the procedure in Section 9
- Never investigating a concern themselves or promising a child confidentiality

6. Safer Recruitment

FORMA Education takes reasonable steps to ensure that anyone delivering a programme on its behalf is suitable to work with children. Before any individual works unsupervised with children, FORMA will:

1. Obtain a criminal background check appropriate to the country of work (e.g. a Thai police clearance certificate, a DBS check for UK nationals, or equivalent).
2. Verify identity and, where relevant, professional qualifications or teaching credentials.
3. Take up at least two references, including one from a previous role involving children where possible.
4. Conduct a face-to-face or video interview that includes safeguarding-specific questions.
5. Provide a safeguarding induction covering this policy before the individual's first session with children.

Records of these checks are kept securely by the DSL and made available to host schools on request, in line with the school's own safer recruitment requirements.

7. Code of Conduct for Staff Working with Children

All FORMA personnel are expected to:

- Treat all children with respect, patience, and fairness, regardless of background or ability
- Plan and deliver sessions in open, visible spaces wherever possible, and avoid being alone with a single child
- Use positive, age-appropriate language at all times; never use physical punishment, shame, or intimidation
- Only use physical contact that is necessary, appropriate to the activity (e.g. guiding a hand on an instrument), and something a reasonable observer would consider proportionate
- Never contact a child directly via personal social media, personal phone number, or personal email; all communication goes through the school or the child's parent/carer via FORMA's official channels
- Never share images of a child outside the purposes agreed with the host school and parents (see Section 10)
- Dress and behave professionally at all times when in the presence of children
- Report immediately if they are concerned about the behaviour of a colleague, freelancer, or any other adult towards a child

Breach of this code of conduct will be treated as a serious matter and may result in an individual no longer being engaged by FORMA Education.

8. Recognising Signs of Abuse or Neglect

FORMA staff are not expected to diagnose abuse, but should remain alert to indicators that may include:

- Unexplained injuries, or injuries inconsistent with the explanation given
- Sudden changes in behaviour, mood, or engagement during sessions
- Comments made by a child that suggest they are unsafe, frightened, or being harmed
- Signs of neglect, such as consistent hunger, poor hygiene, or inappropriate clothing for the activity or weather
- Withdrawal, over-compliance, or age-inappropriate knowledge or behaviour

A single indicator does not confirm abuse, but should always be noted and, where there is genuine concern, reported using the procedure below.

9. Responding to a Concern: Reporting Procedure

If a FORMA staff member has a concern about a child's welfare, or a child discloses something to them, they must:

1. Stay calm and listen carefully. Do not promise confidentiality — explain gently that the information may need to be shared with someone who can help.
2. Avoid asking leading questions. Let the child speak in their own words; do not press for details.
3. Do not investigate. It is not the role of FORMA staff to determine whether abuse has occurred.
4. Record what was said or observed as soon as possible, using the child's own words where possible, with times, dates, and any witnesses noted.
5. Report the concern to the FORMA Designated Safeguarding Lead immediately, and in any event within the same day.
6. The DSL will then inform the host school's Designated Safeguarding Lead without delay, since the school's own safeguarding procedures and local reporting duties will apply.
7. If a child is in immediate danger, contact local emergency services first, then inform the DSL and the host school as soon as safely possible.

If the concern relates to the behaviour of a member of FORMA staff, it must be reported directly to the DSL or, where the DSL is the subject of the concern, to:

[Insert an alternative named contact, e.g. a company director, for concerns about the DSL]

10. Confidentiality and Information Sharing

Information about a safeguarding concern is shared only with those who need to know, on a strict need-to-know basis. This normally includes the FORMA DSL and the host school's designated safeguarding staff. FORMA staff must never discuss a concern with colleagues, other parents, or on personal social media.

Written records of concerns are stored securely, separately from general programme administration, and retained only as long as necessary in line with data protection good practice and any host school or local legal requirements.

11. Online Safety and Digital Materials

Where FORMA delivers online content, interactive study materials, or uses digital tools during a session, staff must:

- Use only school-approved or FORMA-managed platforms for any online interaction with pupils
- Ensure any live online session is supervised by, or visible to, a member of school staff
- Ensure interactive materials do not collect unnecessary personal data from pupils
- Report any inappropriate content or contact encountered on a digital platform to the DSL immediately

12. Photography, Video, and Use of Children's Images

FORMA will only photograph or film children where the host school has confirmed that appropriate parental consent is in place. Images are used strictly for the purposes agreed with the school (for example, programme marketing or an end-of-programme showcase) and are never published with a child's full name or identifying school details without specific consent.

13. Anti-Bullying

FORMA is committed to ensuring its sessions are free from bullying, including physical, verbal, and online bullying between pupils. Facilitators will address any bullying behaviour observed during a session promptly and report it to the host school's pastoral or safeguarding team.

14. Whistleblowing

Any FORMA staff member who has a concern about the practice of a colleague, or about how a safeguarding matter has been handled, has the right and the responsibility to raise this without fear of reprisal. Concerns can be raised directly with the DSL, or with:

[Insert an external or independent contact where possible, e.g. a company director]

FORMA will not penalise any member of staff for raising a genuine concern in good faith, even if that concern later proves unfounded.

15. Training

All FORMA personnel receive safeguarding induction training before their first session with children, covering this policy, the code of conduct, and the reporting procedure. The DSL will review training needs annually and arrange refresher training at least every twelve months, or sooner if the policy is updated.

16. Working with Host Schools

Before delivering any programme, FORMA will:

- Request and read the host school's own safeguarding/child protection policy
- Confirm the name and contact details of the school's Designated Safeguarding Lead
- Agree the school's preferred process for reporting any concern that arises during a FORMA session
- Follow any additional site-specific safeguarding requirements set by the school, which take precedence over FORMA's own procedures while on that site

17. Monitoring and Review

This policy is reviewed at least annually by the Designated Safeguarding Lead, and sooner if there is a change in legislation, a safeguarding incident, or a change in the way FORMA delivers its programmes.

Appendix A: Key Contacts

ROLE	NAME	CONTACT
FORMA Designated Safeguarding Lead	[Insert name]	[Insert phone / email]
FORMA Deputy DSL	[Insert name or 'N/A']	[Insert phone / email]
Host school DSL (per programme)	[To be confirmed per booking]	[To be confirmed per booking]
Local emergency services	—	[Insert local emergency number, e.g. 191 police / 1300 Thailand social welfare hotline]

Appendix B: Concern Record Template

Use this format to log any safeguarding concern, then pass securely to the DSL:

- Date and time of concern / disclosure
- Child's name, age, and school/class
- Exact words used by the child (where applicable), and the question(s) asked, if any
- What was observed, in factual terms only (no opinions or interpretation)
- Names of any witnesses
- Action taken and by whom, including time the DSL and/or school were informed

This policy should be read alongside the safeguarding policy of any host school, which takes precedence on that school's premises. Bracketed items marked [] should be completed before this policy is issued to staff or shared with schools.