

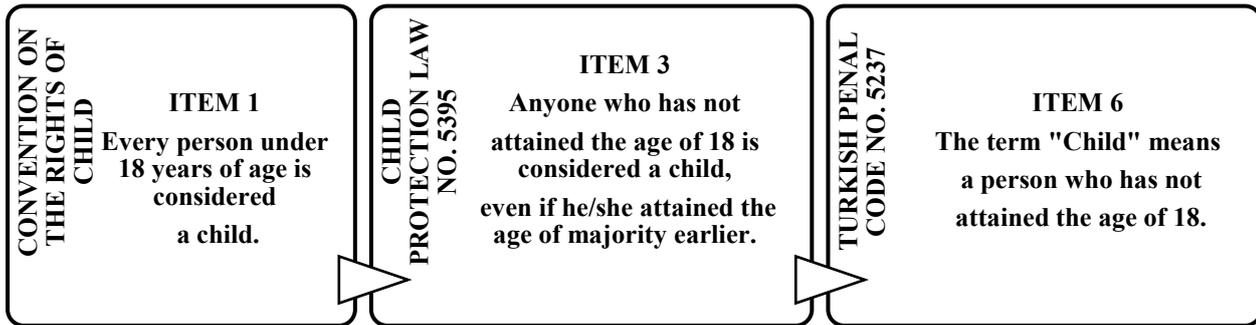
Date: August,2023

Review: March,2026

NESİBE AYDIN EDUCATION INSTITUTION
CHILD PROTECTION AND SAFEGUARDING POLICY

DEFINITION OF CHILD

For the purposes of this policy, a child is any person under the age of 18. This policy applies to all students enrolled in Nesibe Aydın Educational Institutions who are under the age of 18, including students in the Diploma Programme. Even where older adolescents demonstrate increasing independence, the school remains committed to safeguarding, well-being, and appropriate protective procedures in all school-related contexts.



ITEM 1-Purpose:

The primary purpose of this Child Protection and Safeguarding Policy is to ensure the safety, security, and well-being of all children within Nesibe Aydın Educational Institutions.

This policy outlines procedures and protocols designed to prevent, detect, and respond to any form of abuse, neglect, exploitation, or harm affecting children attending our school.

Safeguarding refers to all actions taken by the school to protect students from harm while promoting their physical, emotional, psychological, and social well-being.

One of our most important responsibilities as an educational institution is to ensure that children are in the safest possible learning environment and to create an atmosphere in which they can understand and exercise their rights.

This policy reflects the school's commitment to safeguarding in line with international child protection standards and the expectations of the International Baccalaureate (IB).

ITEM 2- Scope:

The Child Protection and Safeguarding Policy has been established to create a safe educational environment where children are protected from neglect, abuse, exploitation, and unsafe conditions. All school procedures and practices are carried out in accordance with this policy regardless of any challenges that may arise.

This policy applies to:

- all school staff
- administrators
- volunteers
- contractors
- visitors
- external service providers
- guest speakers, mentors, supervisors, and outside providers involved in school programmes

The policy applies to all school-related activities, including:

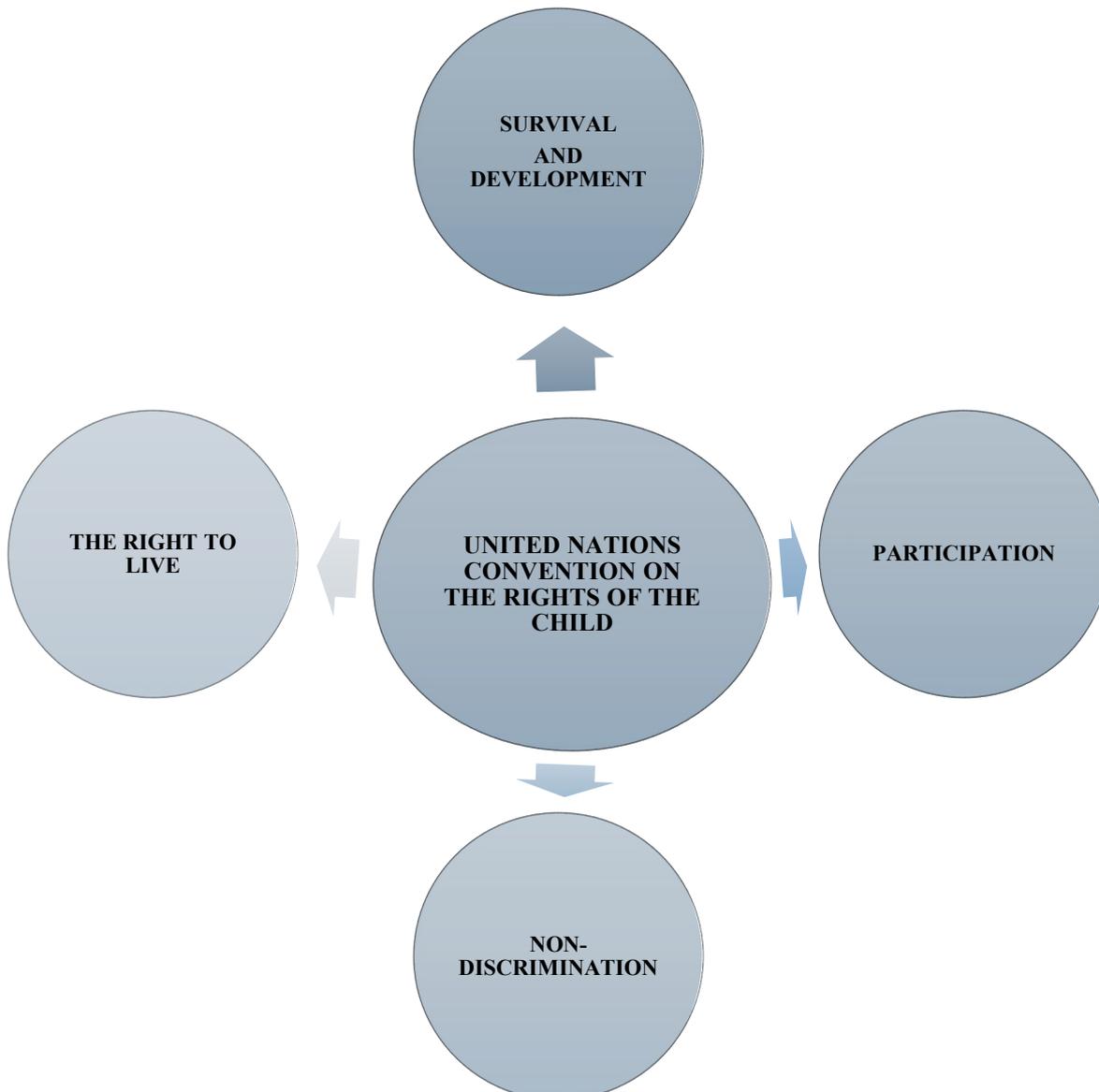
- activities on campus
- school trips and excursions
- extracurricular activities
- online learning environments
- events organised or sponsored by the school
- counselling and student support processes
- Creativity, Activity, Service (CAS) experiences
- off-campus service learning and community-based activities
- activities involving external supervisors, partners, or outside providers

ITEM 3-Legal Framework:

Nesibe Aydın Educational Institutions undertakes to comply with all relevant laws and regulations regarding the protection of children, including but not limited to:

- United Nations Convention on the Rights of the Child
- relevant Turkish child protection legislation
- Child Protection Law No. 5395
- Turkish Penal Code, including Article 278 on the obligation to report crime
- relevant Ministry of National Education regulations and guidance
- guidelines and standards established by relevant education and child protection authorities

In addition, for students in international programmes, the school implements safeguarding practices in a manner consistent with the values and expectations of the International Baccalaureate, including student well-being, safe learning environments, ethical conduct, and responsible programme implementation.



ITEM 4-Basic Principles:

a) Zero Tolerance

Nesibe Aydın Educational Institutions maintains a zero-tolerance approach to all forms of child abuse, neglect, or exploitation.

b) Child-Centred Approach

The best interests of the child are paramount in all decisions and actions taken by the school.

c) Prevention

Preventive measures include awareness raising, training, and maintaining a safe school environment.

d) Reporting and Intervention

Any suspicion, allegation, or disclosure of child abuse must be taken seriously and reported promptly according to established procedures.

e) Confidentiality

All information relating to child protection concerns is handled confidentially and shared only with relevant authorities on a need-to-know basis.

f) Student Voice

Students are encouraged to share concerns regarding their own safety or the safety of others with trusted adults in the school community.

g) Safe Participation in Extended and Off-Campus Learning

The school ensures that safeguarding principles apply not only during regular school hours but also during trips, extracurricular activities, CAS experiences, community partnerships, and other learning activities involving outside providers or external environments.

h) Clear Reporting and Accountability

All members of the school community must understand how to report concerns, who is responsible for receiving and acting on reports, and how safeguarding concerns are documented, reviewed, and followed up in a timely and lawful manner.

ITEM 5 – Types of Abuse

Child abuse may occur in different forms. These include but are not limited to:

- a) **Physical Abuse:** Intentional use of physical force that results in injury or harm to a child.
- b) **Emotional Abuse:** Behaviour that harms a child's emotional development, self-worth, sense of safety, or psychological well-being.
- c) **Sexual Abuse:** Any form of sexual activity involving a child, including exploitation, inappropriate contact, coercion, harassment, or grooming.
- d) **Neglect:** Failure to meet a child's basic physical, emotional, educational, or medical needs.
- e) **Online Abuse / Cyber Exploitation:** Abuse that occurs through digital platforms, including cyberbullying, online grooming, coercion, exploitation through social media, image-based abuse, or harmful online contact.
- f) **Peer-on-Peer Abuse:** Abuse may also occur between students. This may include bullying, cyberbullying, intimidation, sexual harassment, coercion, harmful behaviour in relationships, discriminatory abuse, social exclusion, or other forms of harmful conduct between peers.
- g) **Discriminatory Abuse:** Abuse or harmful behaviour based on race, ethnicity, language, religion, gender, disability, learning difference, appearance, or any other protected or sensitive characteristic.

ITEM 6 – Code of Conduct:

All staff members, visitors, and volunteers must follow the school's professional conduct expectations.

Staff members are informed about the Child Protection Policy during recruitment and orientation.

All adults working with students must:

- a) Treat all children with respect and dignity.
- b) Maintain appropriate professional boundaries with students.
- c) Avoid situations where they are alone with a student in isolated settings.
- d) Avoid behaviour that could be interpreted as abusive, intimidating, or discriminatory.
- e) Avoid any physical, emotional, or sexual misconduct.
- f) Immediately report any concerns, suspicions, or allegations of abuse.

ITEM 7 - Safer Recruitment

Nesibe Aydın Educational Institutions follows **safe recruitment procedures** to ensure that individuals working with children are suitable for their roles.

These procedures include:

- Verification of professional qualifications
- Reference checks
- Background and criminal record checks where applicable
- Evaluation of candidates' communication skills with children
- Orientation and safeguarding training before employment

The Human Resources Unit ensures that all staff members understand the **Child Protection Policy and Code of Conduct** before beginning work.

ITEM 8-Roles and Responsibilities:

Effective child protection requires coordinated action, clear responsibilities, appropriate supervision, and timely reporting.

Child Protection Team

The following staff members serve as the Child Protection Team:

- Primary School Principal
- Secondary School Principal
- High School Principal
- IB DP Coordinator, where relevant to Diploma Programme students and activities
- School Counsellor(s)
- School Nurse
- Human Resources Representative

The Child Protection Team is responsible for:

- overseeing the implementation of this policy
- coordinating safeguarding responses where necessary
- supporting staff and students in child protection matters
- ensuring compliance with legal and institutional obligations
- reviewing cases when a coordinated response is required

- supporting follow-up actions, student protection measures, and reintegration where appropriate

Designated Safeguarding Lead (DSL)

The High School Principal and/or Vice Principal shall serve as the Designated Safeguarding Lead (DSL).

The DSL is responsible for:

- receiving safeguarding reports and disclosures
- coordinating the initial response to safeguarding concerns
- ensuring timely communication with relevant school leaders and staff
- overseeing the implementation of child protection procedures in accordance with school policy and legal requirements
- ensuring that documentation is completed, stored securely, and followed up appropriately
- deciding when the Child Protection Team should be convened

Deputy Designated Safeguarding Lead (Deputy DSL)

The school counsellor(s) shall serve as the Deputy Designated Safeguarding Lead(s). The Deputy DSL supports the DSL in:

- safeguarding procedures and case follow-up
- student guidance and emotional support
- documentation and continuity of response
- communication with relevant staff where appropriate
- acting in place of the DSL when the DSL is unavailable

School Leadership

School leaders are responsible for ensuring that safeguarding systems are implemented consistently, that staff understand this policy, and that appropriate supervision, reporting, and follow-up procedures are in place throughout the school.

Staff and Volunteers

All staff members and volunteers are required to:

- familiarise themselves with this policy
- maintain appropriate professional boundaries with students
- report any concern about student safety immediately
- cooperate fully with safeguarding procedures and investigations
- participate in induction and safeguarding awareness activities as required

Counsellors and Support Staff

Counsellors and relevant support staff contribute to prevention, early identification, emotional support,

student guidance, and follow-up processes in cooperation with school leadership, the DSL, and the Child Protection Team.

Parents and Guardians

Parents and guardians are encouraged to communicate concerns about their child's safety, cooperate with school procedures where appropriate, and participate in safeguarding awareness initiatives organised by the school.

Students

Students are informed about personal safety, privacy, responsible behaviour, healthy relationships, and how to seek help. Students may report concerns to a trusted adult, the school counsellor, the DSL, the High School Principal, the DP Coordinator where relevant, or another appropriate member of staff.

Supervision and School Environment

Common areas within the school are monitored carefully as they may present higher supervision needs during free time activities. Teachers on duty are assigned by the administration and supervise relevant student areas.

DP-Specific Responsibilities

For the Diploma Programme, safeguarding responsibilities also apply to CAS experiences, off-campus activities, external supervisors, mentors, guest speakers, and outside providers. Where relevant, the DP Coordinator and CAS Coordinator support the implementation of safeguarding expectations, communication with staff and students, and alignment between child protection, risk assessment, and programme procedures.

ITEM 9 – Digital Safeguarding:

The school recognises that children may face safeguarding risks in digital environments. Therefore, the school promotes:

- safe internet use
- responsible social media behaviour
- awareness of cyberbullying
- protection against online exploitation and grooming
- respect for privacy and digital boundaries
- responsible use of images, recordings, messaging platforms, and digital communication tools

Students are educated on digital citizenship, online safety practices, and how to report harmful online behaviour. Staff members are also expected to act responsibly in digital communication with students and to follow school expectations regarding professional boundaries, confidentiality, and digital safeguarding.

For Diploma Programme students, digital safeguarding also applies to online collaboration, research communication, CAS-related communication, external supervision, and the responsible use of digital platforms connected to learning and school-related activities.

ITEM 10 – Reporting Procedures:

Obligation to Report

In accordance with relevant legal and ethical responsibilities, all safeguarding concerns, suspicions, allegations, or disclosures must be taken seriously and reported without delay.

Actions to be Followed in Case of a Safeguarding Concern

Step 1

Any person (teacher, staff member, student, visitor, volunteer, or external provider) who suspects a child protection concern must complete the Case Notification Form (APP-1) and report the concern immediately to the Designated Safeguarding Lead (DSL). If the DSL is unavailable, the concern must be reported to the Deputy DSL or, if necessary, to the Head of School / Principal without delay.

Step 2

The DSL, together with relevant school staff where appropriate, reviews the available information, considers the indicators of risk or harm, and determines whether there is reasonable cause for concern. If necessary, the Child Protection Team is convened.

Step 3

Where a case requires coordinated action, the Child Protection Team prepares a written action plan and records meeting minutes. Measures may include:

- informing relevant school leadership
- consulting the relevant district education authorities or specialist services where appropriate
- contacting the Guidance and Research Centre (RAM) where relevant

- taking immediate protective or administrative measures where a staff member or external adult is involved
- planning support, supervision, and follow-up actions for the student

Step 4

All documentation related to child protection concerns is stored securely and confidentially in a safeguarding file under the authority of the school leadership and the DSL. Access is limited to authorised personnel and information is shared only on a need-to-know basis and within the legal framework.

Step 5

The case is monitored regularly and appropriate follow-up actions are taken. Where needed, the school provides continued emotional, academic, and pastoral support to the student and reviews whether additional safeguarding, counselling, inclusion, or family communication measures are required.

Important Note

In situations involving immediate danger or serious risk, the school acts without delay and may proceed directly to protective measures, emergency reporting, or referral to relevant authorities in accordance with legal obligations.

ITEM 11 – Whistleblowing:

Staff members who observe unethical behaviour, professional boundary concerns, or safeguarding risks involving colleagues, external adults, or service providers must report the situation to the DSL, Deputy DSL, or school leadership without delay.

The school ensures that whistleblowers are protected from retaliation and that all reports are treated seriously, confidentially, and in accordance with school policy and legal requirements.

ITEM 12– Review, Monitoring, and Training:

This policy is reviewed regularly to ensure alignment with:

- national legislation
- international safeguarding standards
- best educational practices
- the needs of the student population

- the safeguarding expectations of the school’s educational programmes

Feedback may be collected from staff, students, parents, and the Parent–Teacher Association during the review process.

The school also ensures that:

- new staff receive safeguarding information during induction
- staff are reminded regularly of safeguarding responsibilities and reporting routes
- safeguarding awareness is revisited through periodic review and training
- where relevant, staff involved in the Diploma Programme receive safeguarding guidance related to CAS, off-campus activities, outside providers, online communication, and student well-being

ITEM 13 – Conclusion:

Nesibe Aydın Educational Institutions is committed to creating a safe, respectful, and nurturing environment in which children can develop academically, socially, emotionally, and ethically. By implementing this Child Protection and Safeguarding Policy consistently and working together as a school community, we aim to uphold our duty of care and protect the welfare and dignity of every child entrusted to our care.

ITEM 14- Effectiveness:

This Child Protection and Safeguarding Policy enters into force on the day it is approved by the Board of Directors of Nesibe Aydın Educational Institutions and published on the school portal.

The policy is reviewed annually by the Board of Directors, unit managers, the Psychological Counselling and Guidance Unit, and relevant school leaders. Where relevant, the review also considers student safeguarding needs in the Diploma Programme, off-campus activities, digital safeguarding, and stakeholder feedback.

ITEM 15 – Relationship with Other Policies:

This policy operates in conjunction with the school’s Inclusion Policy, Student Code of Conduct, Language Policy, Academic Honesty Policy, and, where relevant, the Assessment Policy.

- Where safeguarding concerns affect participation, access, emotional support, or individual needs, the **Inclusion Policy** may also apply.
- Where harmful behaviour, bullying, harassment, discrimination, or unsafe peer conduct affects school life, the **Student Code of Conduct** may also apply.

- Where safeguarding concerns involve language barriers, respectful communication, multilingual access, or intercultural misunderstanding, the **Language Policy** may also be taken into account.
- Where online behaviour, misuse of digital tools, or harmful communication overlaps with academic conduct or school expectations, related procedures in other school policies may also be considered as appropriate.

ITEM 16- Implementation:

On behalf of Nesibe Aydın Educational Institutions, the General Manager, school leaders, the Designated Safeguarding Lead, the Child Protection Team, and the Psychological Counselling and Guidance Unit are responsible for implementing, monitoring, and supporting the provisions of this Child Protection and Safeguarding Policy.

References

British Council. *Child Protection Handbook*.

International Baccalaureate Organization. (2015). *Diploma Programme: From principles into practice*.

International Baccalaureate Organization.

Ministry of National Education. Relevant child protection and safeguarding guidance documents.

Republic of Türkiye. *Child Protection Law No. 5395*.

Republic of Türkiye. *Turkish Penal Code* (including Article 278).

The United Nations. *Convention on the Rights of the Child*.

UNICEF Türkiye. Child rights and child protection resources.

Nesibe Aydın Educational Institutions. (2026). *Academic Honesty Policy*.

Nesibe Aydın Educational Institutions. (2026). *Assessment Policy*.

Nesibe Aydın Educational Institutions. (2026). *Inclusion Policy*.

Nesibe Aydın Educational Institutions. (2026). *Language Policy*.

Nesibe Aydın Educational Institutions. (2026). *Student Code of Conduct Policy*.

(App-1) CASE NOTIFICATION FORM

This form is used by any member of the school community to document and report a safeguarding concern, suspicion, disclosure, or allegation involving a student. The completed form must be submitted **without delay** to the **Designated Safeguarding Lead (DSL)**.

If the DSL is unavailable, the form must be submitted to the **Deputy DSL** or, if necessary, to **school leadership**.

All information recorded in this form must be treated as **confidential** and handled only by authorised personnel in accordance with the school's Child Protection and Safeguarding Policy and relevant legal requirements.

A. Person Reporting the Concern	
Name/ Surname:	Date:
Position / Relationship to School:	Time:
B. Student Information	
Name/surname:	Grade/Class:
Student Number:	Date of birth:
<i>Other information about the child (e.g. family situation, physical and mental health, communication problems):</i>	
C. Nature of Concern	D. Description of Concern
<i>Please tick the relevant category or categories:</i> <input type="checkbox"/> Physical abuse <input type="checkbox"/> Emotional abuse <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Online abuse / cyber exploitation <input type="checkbox"/> Peer-on-peer abuse <input type="checkbox"/> Discriminatory abuse <input type="checkbox"/> Safeguarding concern related to CAS / off-Campus activity / external provider <input type="checkbox"/> Other: _____	<i>Please describe the concern clearly and factually. Include what was observed, disclosed, reported, or suspected. Avoid assumptions or personal interpretations.</i>

E. Source of Information	F. Date, Time, and Place of Incident / Disclosure
<p><i>How did this concern come to your attention?</i></p> <p><input type="checkbox"/> Direct observation</p> <p><input type="checkbox"/> Disclosure by student</p> <p><input type="checkbox"/> Disclosure by parent / guardian</p> <p><input type="checkbox"/> Disclosure by staff member</p> <p><input type="checkbox"/> Disclosure by another student</p> <p><input type="checkbox"/> Online / digital evidence</p> <p><input type="checkbox"/> External provider / supervisor report</p> <p><input type="checkbox"/> Other: _____</p>	<p>Date:</p> <p>Time:</p> <p>Location / Context:</p> <hr/> <p>G. Immediate Action Taken</p> <p><i>Please state whether any immediate action was taken to ensure the student's safety.</i></p>
H. Persons Informed	
<p><i>Please indicate to whom the concern was reported.</i></p> <p>Please indicate to whom the concern was reported.</p> <p><input type="checkbox"/> Designated Safeguarding Lead (DSL)</p> <p><input type="checkbox"/> Deputy DSL</p> <p><input type="checkbox"/> Head of School / Principal</p> <p><input type="checkbox"/> Other: _____</p>	<p>Name of person informed:</p> <p>Date:</p> <p>Time:</p>
I. Supporting Evidence	
<p>Please indicate whether there are any supporting records or evidence.</p> <p><input type="checkbox"/> Written statement</p> <p><input type="checkbox"/> Screenshot / digital evidence</p> <p><input type="checkbox"/> Medical / nurse note</p>	<p><input type="checkbox"/> Witness account</p> <p><input type="checkbox"/> Counsellor note</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> No supporting evidence at this stage</p>
J. Signature	
<p>Name and Signature of Reporting Person:</p> <p>Date:</p>	

NESİBE AYDIN EDUCATIONAL INSTITUTIONS GAZİANTEP CAMPUS CHILD PROTECTION

TEAM

Alev Sökücü
Head of Primary School- PYP Coordinator

Murat Kalkan
Head of Middle School

Dr.Burcu Ağca Karakaya
Head of High School
DP Coordinator

Ayça Hamurcu
Vice Principal
IGCSE Coordinator

Beyza Nur Alpdoğan
Guidance and Psychological Counselling

Asena Diken
School Nurse

Sibel Turan
Human Resources