**BRITISH COUNCIL POLICIES AND GUIDELINES**

**Child Protection**

The British Council firmly believe that all children have potential and that every child matters - everywhere in the world. Children are a top priority as they have a unique honesty and willingness to exchange knowledge and ideas that can meaningfully build trust and make a sustainable difference in the future worldwide.

Child protection is everybody's responsibility. We recognise that we have a fundamental duty of care towards all children we engage with including a duty to protect them from abuse. We aim to achieve this through compliance with child protection laws in each of the countries we operate and to adhere to the.

As an educational institution a school should seek to protect children by:

* valuing, respecting and listening to children
* ensuring all necessary checks are made when recruiting staff
* maintaining strong child protection systems and procedures for staff
* training its staff and providing a common understanding of child protection issues to inform planning and practice
* sharing information about child protection and good practice with children and parents/carers
* sharing information about concerns with agencies who need to know, and involving parents and children appropriately
* providing effective management for staff through clear processes, supervision and support.

A school should provide adequate and appropriate resources to implement this policy and ensure it is communicated and understood.

**Data Protection**

The British Council will use the information that you are providing for the purpose of implementation of the International School Award programme. It will also be used to contact you for other British Council projects, programmes and events.

We may also pass your information to other departments of the British Council so that they can use it to inform you about the details of their activities, services and events (including social events) which might be of interest to you.

Use of any photographs, materials and any personal information about British Council and staff members is restricted and the school should seek written consent from us before using the same.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office or see our website: **www.britishcouncil.org/privacy**

I have read British Council’s policies for Child Protection and Data Protection and agree to abide by them.

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Signature of School Head along with School stamp