

Approved and ratified by Governors – November 2009

CHILD PROTECTION POLICY (SAFEGUARDING)

This School recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse in accordance with *Every Child Matters 2003*, *DCFS Circular 0027/2004* and *Safeguarding Children and Safer Recruitment in Education (2007)*. CRB checks/Vetting and Barring procedures are followed for the appointment of **all** staff, who also undergo training every three years; every two years for the Designated Persons. Parents can feel confident that procedures are in place to ensure that all teaching and support staff and voluntary helpers appointed are suitable to work with children.

Staff adopt an open and accepting attitude towards pupils as part of their responsibility for pastoral care. Child protection (Safeguarding) issues may be addressed through the curriculum as appropriate, especially in personal, social and health education and tutorial time. They hope that parents and pupils feel free to talk about any concerns and see School as a safe place if there are any difficulties at home. Pupils' worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Staff who observe injuries which appear to be non-accidental or significant change in a pupil's behaviour, or who are told anything significant related to child protection by a pupil must report their concerns immediately to the Designated Person. A factual written record will be made. If staff have significant concerns about any pupil which may indicate physical, emotional or sexual abuse or neglect, they are required to discuss them with the Designated Person. School staff do not carry out investigations themselves, nor decide whether children have been abused. Concerns must be referred to the Designated Person, who will liaise with the specialist agencies. Accurate records relating to child protection are kept secure.

The School will endeavour to ensure that bullying is identified and dealt with, so that any harm caused by other pupils can be minimised. All pupils are encouraged to show respect for others. Parents are expected to help children behave in non-violent and non-abusive ways.

If it is necessary to use physical force to protect a pupil from injury, to prevent a pupil from harming others or if any pupil is injured accidentally, parents will be informed immediately. School punishments will not involve any form of degrading treatment. Any complaints about staff behaviour from pupils should be made to the Designated Person, the Principal or to the Chair of the Governing Body, who may conduct an internal investigation or refer the matter to Social Services. All those involved, both pupils and staff, are entitled to a fair hearing.

Role of Designated Person

The School has two Designated Persons, Mrs A Clancy and Mr D Brown. Teachers are by law 'in loco parentis' whilst a child is in their care. Responsibilities include:

- protecting a child and promoting his/her welfare by following safeguarding procedures;
- liaising where appropriate with local statutory children's agencies, as outlined in the diagram and procedure given below.
- Informing the Governor with responsibility for Child Protection issues (Safeguarding), Mr W Winfield, as soon as is reasonably practicable.
- Reviewing and updating the School's Child Protection Policy. Any deficiencies or weaknesses in the Child Protection policy and procedures must be remedied without delay.

MEMBER OF STAFF HAS CONCERNS

Member of staff discusses with Designated Person
Discussion/decisions recorded and securely stored

Still has concern

No longer has concern

CONTACT
Children, Schools & Families on
0300 123 4043
If child is at risk of immediate harm call 999

No further child protection action, although
may need to act to ensure services are
provided

If a social care case does not already exist,
Client Services will electronically record the
information and refer it to the relevant social
care team manager who will decide whether
the referral meets the threshold for a social
care service

If CAF is recommended, the Designated
Person must ensure the practitioner/worker
contacts CAF Administrator is contacted
with the intention to undertake a CAF on:

Tel: 01438 737575
Fax: 01438 737355
Address:
Client Services, PO Box 153
Stevenage, Herts. SG1 2GH

Social Care Team acknowledges receipt of
referral and decides on next course of action
within one working day

Social Care
Intervention

Not meeting
CP threshold

Social Care feeds back to referrer. If CAF
recommended, social care to contact CAF
Administrator giving contact details of child
and person undertaking the CAF

School Procedure

Upon receiving an allegation of physical/sexual abuse, the Designated Person will:

- Limit questioning to the minimum necessary to seek clarification, avoiding ‘leading’ the pupil or adult by making suggestions or asking questions that introduce ideas about what may have happened.
- Stop asking any more questions as soon as the pupil or adult has disclosed that he or she believes that something abusive has happened to him/her or to someone else.
- Tell the informing pupil/adults that he/she will now make sure the appropriate people are brought in.
- Ask the informing pupil/adult what steps they would like taken to protect them now that they have made an allegation and assure them the School will try to follow their wishes.
- Take any steps needed to protect any pupil involved from risk of immediate harm.
- Ensure the Principal is aware of the allegation:
 - a. The Principal will inform the person against whom the allegation has been made about the next steps.
 - b. The Principal will suspend from duty, pending investigation, any staff member alleged to have abused a pupil or pupils and inform the Chair of Governors.
- Refer the matter immediately (within 24 hours) to the School Liaison Officer at Hertfordshire CSF (Tel: 0300 123 4043) either in writing or with written confirmation of telephone referral. Follow any requests given by the local Social Services Department with regards to
 - informing a pupil’s parents
 - seeking a medical examination or treatment for the pupil
 - ensuring immediate protection needed for a pupil who has been the victim of abuse, a pupil who has given information about abuse and a pupil against whom an allegation has been made.
 - informing people at School (including any other members of staff) of the allegation
- Inform the pupil/adult who made the allegation of what the next steps are to be having agreed these with School Liaison Officer.
- Take any necessary steps for the longer-term protection and support of each pupil who has made allegations of abuse, or is alleged to have suffered from abuse, taking the pupil’s wishes fully into account.
- Ensure that any pupil being interviewed by the police has a supportive member of staff of their own choice to accompany them.
- Notify DCFS of any allegation by the School.
- Ensure co-operation by the School in any subsequent investigation by SSD or police.
- Make arrangements where feasible for any pupil who has been the subject of abuse to be able to receive any necessary continuing counselling and support (by agreement where appropriate)?
- Inform (as an instance of ‘serious harm to a pupil’) both –
 1. The Local District Health Authority
 2. The Department of Health at CS2C, Room 2-6, Wellington House, 133-155 Waterloo Road, London SE1 SUG
 3. Ofsted, within 14 days of the allegation.
 4. The Independent Safeguarding Authority (ISA) provide the name of any person whose services are no longer used because he or she is considered unsuitable for work with children, within one month of leaving the School.
PO Box 181, Darlington DL1 9FA
Tel 0300 123 111

The School will consider taking disciplinary action against any member of staff, or agent of the School, where it believes pupils are at risk of abuse from that member of staff, even in cases where there is to be no criminal prosecution.

Where the School has 'low level' concerns that do not amount to allegations or suspicions of specific abuse but which may indicate the possibility of abuse occurring, one of the Designated Persons will discuss these with the School Liaison Child Protection Officer

Early Year Provision (EYFS)

Within the EYFS setting, there is a Designated Person in the Preparatory School for Early Years Provision, Mr D Brown, Second Deputy. In consultation with Mrs A Clancy, the Designated Person, he would inform Ofsted of any serious allegations of harm or abuse, by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. The school would inform Ofsted of the above as soon as is reasonably practicable, but at the latest, within fourteen days.

Involvement of Governors

Child Protection issues are discussed termly at the Education Committee meeting, where it is a standing item. There is a designated Governor, Mr W Winfield, who has responsibility for liaising with the Designated Person over Child Protection, undertaking an annual review of the school's Child Protection policy and procedures and of the efficacy with which the related duties have been discharged.