

Member of staff responsible : Child Protection Officer and Child Protection Governor
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Child Protection Officer : Deputy Head Martin Shore

KING'S HOUSE SCHOOL SAFEGUARDING CHILDREN POLICY AND PROCEDURES (Parent)

King's House School will safeguard and promote the welfare of children who are pupils at the school, in compliance with DFES (now DfE) Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006 and all associated documentation.

- At King's House School, Mr Mark Turner, Headmaster, is the Designated Senior Safeguarding person for Child Protection. (DSP)
- The Deputy Head, Mr Martin Shore, is the Deputy Designated Senior Safeguarding Person. (DDSP)
- Mrs Jenny Budgen is the Designated Senior Safeguarding Person for The Junior Department
- The Head of Nursery , Mrs Sally Crawley, is the Designated Senior Safeguarding Person for EYFS & Before and After School

King's House school Safeguarding Children Policy and Procedures applies to the EYFS, the Junior School and the Senior School of King's House School

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1. INTRODUCTION

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's life chances.

All children, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

This Child Protection Policy forms part of a set of documents and policies which relate to the safeguarding responsibilities of the school. In particular there are links with the Physical Contact Policy EYFS & Staff Conduct Policy, Sex Education & Relationships Policy, Pastoral Care Policies, Behaviour Policy, Anti-Bullying and Equal Opportunities Policies and Procedures, Recruitment Selection & Disclosure Policy & Procedures, Health & Safety Policies, E-Safety Policy & Whistle blowing Policy.

It is approved and endorsed by the Governing Body and applies to all staff and volunteers. Parents are informed of the policy and procedures through the Website and the School Prospectus.

All concerns and allegations of abuse will be taken seriously by the Governing Body, Staff and volunteers and responded to appropriately. This may require a referral to Children's Services and in emergencies, the Police.

King's House School has a commitment to Safe Recruitment, Selection and Vetting. The King's House School Safeguarding Policy & Procedures is reviewed annually by the Senior Management Team and by the Governing Body.

'Every Child Matters' is the Government's plan to reform and improve children's care and was written in response to the inquiry into the death of eight-year-old Victoria Climbié.

It affects all children, aged from birth to 19 and aims to improve educational achievement and reduce the levels of ill health, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.

'Every Child Matters' is intended to help children and young people achieve the five outcomes that matter most to them and their parents and carers.

These are:

- being healthy;
- staying safe;
- enjoying and achieving;
- making a positive contribution to society; and
- social and economic well-being.

King's House School embraces this initiative.

The school takes all possible steps to ensure that unsuitable people are prevented from working with children through its recruitment practices, CRB checks and Induction

procedures, including legislation in March 2009 regarding referrals to the Independent Safeguarding Authority.

All staff have total commitment to child protection. They raise children's awareness about themselves through Personal, Social, Health Education and Citizenship and develop a trusting climate through Circle Times, Form Times and House Meetings, so that children feel able to talk and share their thoughts and feelings. The School's pastoral care system is co-ordinated by the Deputy Head, and heads of Nursery and Junior department whose specific responsibilities are to oversee the pastoral care within the school, to coordinate care in specific cases of need and inform staff of all progress that is made. They constantly review procedures and policies concerned with both pastoral care and personal and social development.

All staff, through their care of children, try to ensure that children keep safe, remain healthy and are able to say "NO". Suspected cases are reported, procedures adhered to and subsequent actions are undertaken by the appropriate agencies. We also care for children who have been abused and understand their problems.

The School does not use Corporal Punishment. Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. The DCSF (now DfE) issued revised Guidance on the use of force to control or restrain pupils in 2007.

There may be occasions where it is necessary for staff to restrain a pupil physically to prevent them from inflicting injury to others, self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where a member of staff has taken action to physically restrain a pupil they should make a written report of the incident to the Head immediately. (Please refer to the Staff Code of Conduct Policy from the Staff Employment Manual).

At King's House School we recognise that good practice within the Early Years Foundation Stage (EYFS) should define when it is acceptable, or not, to have physical contact with children. As part of our aim to provide a caring and nurturing environment for our young children, physical contact is both necessary and encouraged. However, it is possible that physical contact could be misconstrued by a pupil, parent or observer. **Please refer to the King's House School Physical Contact Policy (EYFS) and the Staff Handbook for the Code of Conduct for Staff.**

This guidance will ensure that behaviour and actions do not place pupils or staff at risk of harm or of allegations of harm.

We follow the procedures set out by the Local Safeguarding Children Board (LBRuT) and also take account of the guidance 'Safeguarding Children in Education' from the DfE (formerly DCSF) to:

- Ensure we have designated senior persons for child protection who have received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body know the names of the Designated Senior Persons responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Senior Persons responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the school website.
- Ensure that the child welfare officer of the appropriate Local Authority is informed if there is an unexplained absence of more than two days of a pupil who is on a Child Protection Plan (formerly referred to as the child protection register).
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school Behaviour Policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a pupil is the subject of a Child Protection Plan (formerly referred to as the child protection register) leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

2. STATUTORY FRAMEWORK

In order to protect children from harm King's House School will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act (2002), section 175
- LBRuT Safeguarding Children Board, Child Protection and Safeguarding Children Procedures (2010)
- Safeguarding Children and Safer Recruitment in Education (DfES 2006) including legislation in March 2009 regarding referrals to the I.S.A. (Independent Safeguarding Authority) and October 2009 regarding VBS (Vetting & Barring Scheme) and any associated updated legislation
- HM Government 'Working Together to Safeguard Children' (HM Government 2010)

HM Government 'Working Together to Safeguard Children' (2010) requires all schools to follow the procedures for protecting children from abuse which are established by the Local Safeguarding Children Board. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfES (now DfE) guidance Safeguarding Children and Safer Recruitment in Education (2006) places the following responsibilities on all schools:-

- Schools should be aware of and follow the procedures established by the Local Safeguarding Children Board
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- A Designated Senior Person should have responsibility for co-coordinating action within the school and liaising with other agencies
- Staff with designated responsibility for Child Protection should receive appropriate training

Safeguarding Children and Safer Recruitment in Education guidance (2006) also states that “All parents need to understand that schools and FE colleges have a duty to safeguard and promote the welfare of children who are their pupils or students, that this responsibility necessitates a child protection policy and procedures, and that a school or FE college may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare.”

3. THE DESIGNATED SENIOR PERSONS (DSP)

The Designated Senior Person for Safeguarding Children at King’s House School is:

- Mr Mark Turner, Headmaster

In the absence or the unavailability of the DSP:

The Deputy Designated Senior Person for Safeguarding Children at is:

- Mr. Martin Shore, Deputy Head

The Designated Senior Person for Safeguarding Children for Junior Department

- Mrs Jenny Budgen

Nursery and Before & After School Care is:

- Mrs Sally Crawley, Head of Junior School & Early Years

The role of the Designated Senior Person for Safeguarding Children is to:

- Ensure that he/she receives refresher training at two yearly intervals to keep his or her knowledge and skills up to date
- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively and that this is kept up to date by refresher training at least three yearly intervals

- Ensure that newly appointed staff receive a child protection induction within 7 working days of commencement of their contract
- Ensure that temporary staff and volunteers are made aware of the school's arrangements for child protection within 7 working days of commencement of their contract
- Ensure that the school operates within the legislative framework and recommended guidance
- Ensure that all staff and volunteers are aware of the LBRuT Safeguarding Children Board Child Protection Procedures
- Ensure that the Headmaster is kept fully informed of any concerns
- Develop effective working relationships with other agencies and services
- Decide upon the appropriate level of response to specific concerns about a child e.g. discuss with parents, offer an assessment under the Common Assessment Framework (CAF) or refer to Children, Schools and Families social care
- Liaise and work with CSF social care teams over suspected cases of child abuse
- Ensure that accurate safeguarding records relating to individual children are kept separate from the academic file in a secure place and marked 'Strictly Confidential' and that these records are passed securely should the child transfer to a new provision
- Submit reports to, ensure the school's attendance at child protection conferences and contribute to decision making and delivery of actions planned to safeguard the child
- Ensure that the school effectively monitors children about whom there are concerns, including notifying CSF social care when there is an unexplained absence of more than two days for a child who is the subject of a Child Protection Plan
- Provide guidance to parents, children and staff about obtaining suitable support

4. THE GOVERNING BODY

The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in their establishment.

The named Governor for Safeguarding Children is Mrs Clare Linden.

In particular the Governing Body must ensure:

- Child protection policy and procedures are in place

- The school follows Safe Recruitment procedures
- The appointment of a DSP who is a senior member of the school leadership team
- That relevant child protection training for school staff/volunteers is attended
- The safe management of allegations
- Deficiencies or weaknesses in child protection arrangements are remedied without delay
- A member of the Governing Body (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher
- Safeguarding policies and procedures are reviewed annually and information provided to the local authority about them and how the above duties have been discharged