

Member of staff responsible	: Child Protection Officer and Child Protection Governor
Date of policy review	: June 2010 - Annual
Approved by Governors	: June 2011 - Annual
Child Protection Officer	: Bill Sharrock Senior Master

King's House School

SAFEGUARDING CHILDREN / CHILD PROTECTION - Policy and Procedures (Parents)

General Statement of the School's Duties

To be updated annually by the Child Protection Officer who holds responsibility for Child Protection across the school from Early Years Foundation Stage to age 13. Last updated June 2009. The Chair of Governors is responsible for an annual review of this policy. The policy is in accordance with the London Child Protection Procedures under the auspices of the LSCB and locally agreed inter-agency procedures. It is made available to parents. The CPO liaises with the Early Years Foundation Stage Co-ordinator and the Head of Junior Department to ensure regular contact with Local Statutory children's agencies relating to the EYFS.

The Senior Master undertakes training within a period of a minimum of every two years. All members of staff develop their understanding of the signs and indications of abuse and access training on a regular basis (a minimum of every three years).

King's House School recognises

- the moral and legal responsibility of all members of staff to safeguard and promote the interests and well being of all children in their care.
- the value of working closely with all colleagues to protect children from harm, discrimination and degrading treatment.
- that raising awareness and understanding of the main forms of abuse, and making sure that all staff know what to do if they suspect abuse, will further safeguard the pupils and the adults working with them.

This policy sets out guidelines and lays down rules for all adults working at King's House School, including within the EYFS.

Aims

Our aims are to:

- create an environment in our school which is safe and secure for all children;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches;
- encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- work with parents to build their understanding of and commitment to the welfare of all our children.

In order to fulfil these aims:

- All our staff, including part time and administrative staff, receive training in Safeguarding Children every three years and the senior staff and child protection officers receive training in child protection and inter agency working every two years.
- We follow the guidelines laid down by the Local Safeguarding Children Board
- We have a policy for procedures for Safeguarding Children in the staff handbook which is available for parents to see if they wish, along with the publication 'What to do if you're worried a Child is being abused'.
- All members of staff, both teaching and non teaching, know the schools' procedures for recording and reporting incidents.
- In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework
- We notify the registration authority (ISA and Ofsted) of any incident or accident which affects the wellbeing of children.
- We have procedures for contacting the local authority team on safeguarding children issues

If a report is to be made to the authorities, we take advice from the Intake and assessment team in deciding whether we must inform the child's parents.

The Head is responsible for responding to requests from the ISA for information they hold already, but will not have to find from other sources. The ISA will then decide on any new referrals on or after 20 January 2009. The Head is also responsible for existing referrals at 20 January 2009 in cases where barring is not automatic and the Secretary of State had not yet written to the person inviting representations against being included in the barred list. References are taken up checking into career history and checked against Protection of Children Act List (PoCA) of any potential employees.

Any adult who has dealings with the pupils or the possibility of coming in to contact with the boys shall have completed a CRB check before commencing work. The school has a Safe recruitment policy which ensures operation of safe recruitment procedures and complies with Independent School Standards Regulations . We obtain assurance from any other organisation working within the school that appropriate child protection checks have been obtained and hold copies of their Safer recruitment policies where appropriate

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The governing body will undertake an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses in child protection arrangements will be remedied without delay.

Designated staff

There is a trained , designated member of staff for advice on each site. All Child Protection issues should also be brought to the attention of the Head, who will contact the relevant bodies where necessary.

Designated staff on each site

EYFS	Sally Crawley
Junior Department	Terry Barnes
Senior Department	Bill Sharrock

How we ensure that Children are safe and protected

Staffing and volunteering

- We provide adequate and appropriate staffing resources to meet the needs of children.
- All staff have a duty to maintain the wellbeing of children in their care.
- Applicants for posts within the school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out Enhanced CRB checks and take-up references, identity and qualification checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by ISI requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the school or has access to the children.
- We abide by the requirements of the Education (Provision of Information by Independent School) (England) Regulations 2003 in respect of any person who leaves our employment, in that we will report to the ISA ,within one month of leaving, details of any member of staff whose services are no longer used because he or she is considered unsuitable to work with children . Compromise agreements do not apply in this connection and we recognise that failure to do so would constitute an offence.
- We have procedures for recording the details of visitors to the school.
- We take security steps to ensure that we have control over who comes into the school so that no unauthorised person has unsupervised access to the children.

Training

All of our senior staff have received training on Safeguarding Children Issues. We seek out training opportunities for all adults involved in the School to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns in the school.

All staff are given guidance to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of to a pupil.

Definition of abuse

Child abuse is ill-treatment which causes injury, suffering or significant harm. An abused child is one who, is under the age of 17 and has suffered from a physical injury, neglect, failure to thrive or some form of emotional or sexual abuse.

Emotional Abuse

When adults persistently fail to show a child due care, love and affection. This may be in the form of threats, taunts or unrealistic pressures. The child may lose self confidence or become withdrawn. This may also be caused by persistent rejection.

Physical abuse

The physical injury of a child, or knowingly not preventing a physical injury. This can also include demanding a physical performance beyond a pupils' capacity, causing injury through over-training or giving pupils, or allowing them to get hold of, alcohol or drugs.

Sexual abuse

The involvement of dependent, developmentally immature children and adolescents in sexual activities that they do not truly comprehend, and to which they cannot give informed consent.

Neglect

The persistent or severe neglect of a child which results in serious impairment of their health or development, including failure to thrive or exposure of a pupil to an unacceptable risk of injury.

Curriculum

- We create within the school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.
- We introduce key elements of safeguarding children into our Early Years Foundation Stage curriculum, or activity planning so that children can develop an understanding of why and how to keep safe. (e.g. Stranger Danger, Road Safety)

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the school, which may include an allegation of abuse.
- We have a procedure on allegations made against a member of staff
- We notify Ofsted and ISA when we receive an allegation made about any member of staff, as soon as is reasonably practicable and at the latest within 14 days in line with our procedure
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

If we suspect abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.

- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the School investigates.
- We allow investigation to be carried out with sensitivity. Staff in the school take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals. We seek parents' permissions before making a referral unless by seeking this permission we put a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety

Disclosures made to us

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that she or he will take action.

The member of staff does not question the child – the golden rule is observe and listen but do not probe.

Recording and Reporting suspicions of abuse and disclosures

Staff make a record of:

- The child's name; address, date of birth;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time;
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file by the Head.

The member of staff will discuss the incident with child protection officer and a decision will be made about who should be notified. If a child's safety is at risk the local authority team will be contacted immediately (at least within 24 hours). We will take advice from them regarding information then given to parents.

In a case where a child is not in immediate danger we try to discuss the matter with parents before making any referrals. However it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

Informing Parents

We will always aim to involve parents in any referrals before they are made. However if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the local authority team and we will take their advice on informing parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within a school it is important that the child protection officer is made aware of them. However children will work with a number of different adults in a school and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board.

Support to families

- The school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Local Safeguarding Children Board.
- With the provision that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

LBRuT Social Services

0208 891 7963

Police

01234 841212

Concerns maybe discussed with:

- Barbara Murray – Assistant Director of Social Services
020 8891 7678
(Allegations against staff only)
- Social Services Initial Response Team
020 8891 7963 or Out of Hours Emergency 020 8744 2442
- Police Child Protection Team
Referrals desk – 020 7247 6336
General Office – 020 8247 6331
- Jill Jinks – Senior Education Welfare Service
020 8487 5479
j.jinks@richmond.gov.uk
- Childline
0800 11 11

Independent Safeguarding Authority

Tel 0300 123 1111

info@vbs-info.org.uk

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