

GLENDOWER PREPARATORY SCHOOL

**THE POLICY TO SAFE GUARD AND PROMOTE
THE WELFARE OF CHILDREN**

(Child Protection Policy)

2009

prepared by: ELIZABETH RICHARDSON (Deputy Head)

in discussion with: SMT

agreed on: 5th June 2009

to be reviewed in: June 2010, when a further review has been carried out by the governing body

Approved by the Governors at their Board meeting on 9th June 2009 after being supplied with the school's child protection policies and procedures and reviewing the efficiency with which the related duties have been discharged.

This policy also provides for those children in the EYFS. The Head of Lower School takes lead responsibility for the children in this setting and will liase with the local statutory children's agencies as appropriate. He does this in conjunction with the Headmistress.

Glendower Child Protection Policy

The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with the DCSF Guidance “Safeguarding Children and Safer Recruitment in Education”

Our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have a safeguarding and child protection policy and procedures in place which we refer to in our parent contract. All staff including our volunteers and supply staff must ensure that they are aware of our procedures. Parents and carers are welcome to read these on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first, unless such a discussion would place the child at risk of significant harm.

Our designated senior teacher for safeguarding and child protection is Rosamond Bowman. Elizabeth Richardson in the Upper school and Dominic Tucker in the Lower School deputise for her.

In her absence, her deputy designated senior teacher for safeguarding and child protection is Elizabeth Richardson.

If you have any concern that a child may be being abused, discuss this immediately with the designated senior teacher for safeguarding and child protection, giving her your written record, dated and signed.

This policy was reviewed in May 2009 by Rosamond Bowman.

It will be next reviewed in June 2010

In accordance with DfES guidelines, the designated senior teacher for safeguarding and child protection should receive training in child protection and inter-agency work every 2 years.

Dates of last training: 18th April 2008 and 1st February 2010 (R Bowman)

Safeguarding and Child Protection Training for Designated Teachers 22nd November 2007 and 24/25 November 2009 (E Richardson)

In accordance with DfES guidelines, all teachers on the staff should receive training in child protection matters every 3 years.

Staff who join the school between the training sessions are given one-to-one guidance on the school’s child protection policy. This includes all staff including Part Time and voluntary staff.

If any deficiencies or weaknesses are found in our arrangements they will be remedied without delay.

All part-time and voluntary staff are made fully aware of the arrangements which are in place.

Rationale

The school is a key front-line player, working in partnership with other children services, in accordance with locally agreed inter-agency procedures under the guidance of the Royal Borough of Kensington & Chelsea and staff should always be mindful of local policies and procedures, that must be followed, and which are under the direction of the Local Safeguarding Children's Board.

Glendower operates safe recruiting procedures including CRB checks and compliance with the Independent Schools Standards Regulations. The Head, Head of Lower School and Director of Studies hold the NCSL certificate in safer recruitment.

Everyone employed at our school has a responsibility in relation to child protection. In most cases this will be referral of concerns to his/her line manager. In day-to-day contact with children at risk, we have the opportunity to note concerns and to meet with parents and other associated adults, where this is appropriate.

Increasingly, schools are expected to work with, and support different agencies to enable the most appropriate form of intervention to take place. This policy aims to outline the role that the school will have, the procedures that staff should follow and guidance on issues related to child protection generally. It is not exhaustive. All staff should use as a rule of thumb the needs and safety of the child as being at the centre of any decision they may need to take.

Aims

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring, recording and reporting of concerns and cases
- To provide guidance on recognising and reporting suspected child abuse

Responsibilities

Headteacher/designated person

Mrs Rosamond Bowman is the designated teacher for child protection including the Early Years Foundation Stage. In her absence the deputy headteacher should be approached, Miss Elizabeth Richardson. The nominated governor for child protection issues is Miss Claire Ladsky and in the event of there being allegations brought against either of the above mentioned teachers they should be brought to her attention. In case of serious harm the police will be informed at the outset.

They are responsible for:

- Co-ordinating action within the school and liaising with Social Care and other agencies over cases of abuse and suspected abuse
- Acting as a source of advice within the school

- Ensuring that staff are familiar with the policy and procedures
- Referral of individual cases of suspected abuse
- Liaising with agencies about individual cases
- Organising training on child protection within school

Where verbal referrals are made to social care, the referral should be confirmed in writing within 24 hours.

Where there is uncertainty about making a full referral, advice can still be sought from the social care department without giving the child's details.

Teaching staff and support staff

New teachers and supply staff are informed of the main points of this child protection policy through the staff handbook.

All staff need to be alert to the signs of abuse as detailed in this policy. They should report any concerns immediately, where possible to the designated teacher or his/her deputy. If in any doubt they should consult with the designated teacher.

Apply the procedures detailed below for responding to a suspected case remembering that:

- You cannot promise confidentiality
- Information should only be shared with those who need to know
- It is important to stay calm and reassuring
- The needs and safety of the child must always come first
- When in doubt – ask

Non-teaching staff

Non-teaching staff may also be approached by children or have concerns. They should follow the same procedure as teaching staff in seeking referral at the earliest opportunity to the designated teacher or their deputy where appropriate.

Guidance on recognising suspected abuse

Child abuse is a term used to describe ways in which children are harmed by someone often in a position of power. It may not be our responsibility to decide whether child abuse is occurring but we are required to act on any concerns and report it to the appropriate party. **The health, safety and protection of a child is paramount.**

PHYSICAL ABUSE

Can include hitting, shaking, throwing, poisoning, burning, scalding, suffocating or causing any form of physical harm to a child. Possible signs include:

Unexplained injuries or burns
 Refusal to discuss injuries
 Improbable explanations of injuries
 Untreated injuries or lingering illness
 Admission of punishment which appears excessive

Shrinking from physical contact
Fear of returning home or parents being contacted
Fear of undressing
Fear of medical help
Aggression/bullying
Over compliant behaviour
Running away
Significant changes in behaviour
Deterioration in work
Unexplained pattern of absences

EMOTIONAL ABUSE

This is persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It can include:

- Conveying to a child that they are worthless or unloved
- Placing inappropriate age-related expectations on children
- Making children feel frightened or in danger on a frequent basis

Possible signs of emotional abuse include:

Continual self-deprecation
Fear of new situations
Inappropriate emotional responses to painful situations
Self-harm or mutilation
Compulsive stealing/scrounging
Drug/solvent abuse
"Neurotic" behaviour – obsessive rocking, thumb-sucking
Air of detachment "don't care" attitude
Social isolation
Attention-seeking behaviour
Eating problems
Depression, withdrawal

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. They can include non-contact activities such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Possible signs include:

Bruises, scratches, burns or bite marks
Scratches abrasions or persistent infection in the anal or genital regions
Pregnancy
Sexual awareness inappropriate to the child's age

Frequent public masturbation
Attempts to teach other children about sexual activity
Refusing to stay with certain people or go to certain places
Aggressiveness, anger, anxiety, tearfulness
Withdrawal from friends

NEGLECT

Neglect is also a form of abuse. It is the persistent failure to meet a child's basic physical and/or psychological needs and can affect the child's health and development. It might include failure to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, failure to ensure appropriate access to medical care and treatment.

Possible signs include:

Constant hunger
Poor personal hygiene
Inappropriate clothing
Frequent lateness or non-attendance
Untreated medical problems
Low self-esteem
Poor social relationships
Compulsive stealing or scrounging
Constant tiredness

BULLYING

Bullying can be defined as using deliberately hurtful behaviour, usually over a period of time, where it is difficult for those bullied to defend themselves. The three main types of bullying are:

- Physical
- Verbal
- Emotional

All incidents of bullying should be dealt with by the class teacher in the first instance, followed by year leader and/or headteacher as appropriate. A more detailed guide can be found in the school's anti-bullying policy.

SELF HARM

If it comes to the attention of a teacher/member of staff that a child is self-harming, they should alert the designated teacher for child protection. Actions by the designated teacher might include:

- Contacting parents
- Contacting Child Adolescent Mental Health Services
- Contacting Social Care if the child meets the referral criteria

Guidance on dealing with suspected abuse

All staff should refer concerns to the designated teacher as soon as possible. In the meantime, they should:

- Listen to the pupil, keeping calm and offering reassurance
- Observe bruises but should not ask a child to remove or adjust their clothing to observe them
- If a disclosure is made the child should lead the discussion. Do not press for details by asking questions “what did they do next?”
- Listen – don’t investigate, using questions such as “is there anything else you’d like to tell me?”
- Accept what the pupil says without challenge – reassure them that they are doing the right thing and that you recognise how hard it is for them
- Don’t lay blame or criticise either the child or the perpetrator
- Don’t promise confidentiality – explain that they have done the right thing and who you will need to tell and why

Procedures for monitoring, recording and reporting

At the time

Brief notes at the time or immediately after will help you to complete the **critical incident sheet** when you are able. You should note:

- Date and time of disclosure/incident observed
- Place and context of disclosure or concern
- Facts you need to report

When you can

Complete a **critical incident sheet** which is available from and stored in the office. This should then be passed to the designated person.

In the case of there being bruises or observed injuries the **Body Map** which is available from and stored in the office should be completed.

In addition, a “cause for concern” book is kept in the school office in which small concerns can be noted. Please ask administration staff for its location.

Remember to keep to factual information and not assumption or interpretation. Use the child’s own language to quote rather than translating into your own terms. Be aware that these sheets may be used at a later date to support a referral to an external agency.

Designated teacher

The designated teacher will:

- Follow-up the referral using the critical incident sheet as a basis for consideration before action
- Make additional records of discussions and any investigation that takes place

- Make a decision whether to continue to monitor the situation or take the referral further. This decision should be communicated to the individual making the initial referral
- Where a child is referred to social care a referral form should be completed and sent within 24 hours

Recording information from social care meetings and other reports are stored in separate document wallets next to the child's records in secure cabinets in the school office. Any documents for inclusion in this folder should be given directly to the Headteacher/designated teacher.

Allegations against staff

This is an extremely difficult and sensitive area to address. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff and volunteers should be aware of their duty to raise concerns, should they exist, about the management of safeguarding and child protection, which may include the actions of colleagues. Any such concerns should be raised with the Head Teacher or Local Authority designated Officer (LADO).

Local procedures, and the Government guidance 'Working Together to Safeguard Children, Appendix 5: Procedures for Managing Allegations against People who Work with Children' and DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education, Chapter 5: Dealing with Allegations of Abuse against Teachers and other Staff' will be followed.

Any concerns/allegations about adults who work in the school must be taken seriously and be dealt with immediately by the Head Teacher. He/she may contact and consult with the designated senior officer for safeguarding and child protection within Schools Directorate, Hilary Shaw, Principal Education Welfare Officer (telephone no. 020 7598 4876). The LA Designated Officer (LADO) Glen Peache, Head of Family Services Performance Audit and Review (telephone no. 020 7361 3317) **must** be informed. The LADO will record the consultation and will advise on the action to be taken. (Note: if the LADO is not available, there must be no delay in seeking advice from a Family Support and Child Protection Adviser.)

Due recognition will be paid to the stress caused by such all allegation and an appropriate approach adopted to balance the needs of the pupil and support for the member of staff whilst ensuring that the wellbeing of the child is always paramount. If a member of staff wishes to raise a safeguarding concern relating to the conduct of the Head Teacher or to refer a matter where an allegation has been made about the Head Teacher, the member of staff concerned should discuss the matter with an alternative member of the Senior Leadership team in the school. In this case it is Ms Clare Ladsky who is a School Governor. Then contact should be made with either the PEWO (above) or the Located Officer. The PEWO will inform relevant senior officers within Schools Directorate.

In order to minimise the risk of harm to pupils and of accusations being made against staff as a result of their daily contact with pupils, members of the Governing Body should ensure, through the Head Teacher, that all staff are aware of safe working practice and are provided with and adhere to guidance and training on effective behaviour management.

Inter-agency liaison

Social care meetings

At all times school staff will be called to participate in meetings organised and chaired by social care. These might be:

- Strategy discussions
- The child protection review conference
- Child protection conferences
- Family group conferences – for children in need, in a range of circumstances where a plan is required for the child's future welfare
- Professionals' meetings – in which representative professionals from different agencies are asked to meet to discuss children and their families with a view to providing support or making recommendations in terms of next stages of involvement
- Core group meetings – meeting in which a 'core' group of professionals associated with the family are asked to meet to review the progress of actions decided at case conferences and register reviews

At these meetings, representatives from the school should be ready to report providing information about

- Attendance and punctuality
- Academic achievement
- The child's behaviour and attitude
- Relationships with peer group and social skills generally
- Child's appearance and readiness for school
- Contact with parents/carers
- Any specific incidents that need reporting

Prior to the meeting, class teachers and other adults working closely with the child should be asked for their comments. Following the meeting feedback should be given and staff brought up-to-date with any actions that are needed.

The Child Protection Register

Children placed on the register will require additional support and monitoring. The social care department will inform a school receiving a child on the register and accompanying records should follow from the child's previous school.

Confidentiality

Where children are on the child protection register and leave one school for another the designated teacher must inform the receiving school and the key worker at the social care department. If the child leaves the school with no receiving school, details should be passed to the Principal ESW.

Education staff have a professional responsibility to share relevant information about the protection of children with the investigative agencies. Members of staff should not promise confidentiality but can let the child know that only those who need to know will be informed and that that will be for the child's own sake.

Time should be taken to reassure the child and confirm that information given will be treated sensitively. Reassurance should be given and the adult involved listen sympathetically and non-judgementally.

Staff should be careful and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

Members of staff, other than the designated member and those involved closely, should only have enough details in order to help them to act sensitively and appropriately to a pupil. Sensitive information regarding pastoral issues and for children on the child protection register is kept separately in a folder in the closed section of the office.

Discretion should be used when talking about the personal, and changing circumstances of children, eg, when a child goes into care. Care is particularly necessary after attending child protection meetings. Information received should be treated sensitively and discretion will be needed as issues emerge on a formal and informal basis.

Supporting children at risk

For children at risk, school may be the one stable place from which they can expect security and reassurance. It is not only being alert to potential abuse but providing the support to help children through difficult times. Providing them with the coping skills that can help avoid situations arising and deal with the emotional difficulties afterwards if they do.

The pastoral support programme

Children who are 'looked after' should have their own pastoral support programme which will be drawn up in discussion with social care, the class teacher, foster parents and the child themselves.

Support in school – nurture group

The nurture group provides children with the opportunity to work in a small group with dedicated staff who have time to listen and provide children with the opportunities to discuss concerns.

Children can be referred for a short period of time during times of crisis or for a longer, more extended period as the need arises. Many children benefit from the opportunity to feel secure and 'at home' in the relaxed 'family-based' ethos of the nurture room. The opportunity to discuss issues around a table whilst taking refreshments is particularly beneficial.

Support in school – pastoral care

All class teachers and year group leaders are responsible, in conjunction with other school staff, for the pastoral needs of the children in their care. This includes maintaining opportunity for children to share their concerns and following the

guidance in this document. Our curriculum includes 'circle time' during which children may be presented with issues included in our PHSE & C guidance. In addition, circle time can be used to raise issues spontaneously that are particularly relevant to the class at that time.

Care should always be taken in regard to the discussion of sensitive issues and advice should be sought where there are concerns. The PHSE & C coordinator has available a variety of resources to support circle time and the discussion of issues.

Support in school – the curriculum

Within our curriculum there will also be opportunities to discuss issues which some children might find sensitive and disturbing. Care should be taken particularly in relation to discussion about families and their make up. Assumptions about members of families and the presence of both parents should be avoided both in discussion and the presentation of materials. During health and safety discussion and sex education staff should be alert to the fact that some children will have very different experiences and may find content 'sensitive' within their own histories. Staff should make themselves familiar with the background of the children in their care in order to avoid children becoming distressed.

Physical contact with pupils

Some form of physical contact with pupils by teachers is inevitable. In some cases it is necessary for reassurance. However, all teachers should be aware of issues related to touching and the way in which this might be misconstrued. This relates particularly to any sensitive areas of the body.

In the event of physical restraint being used it is important that only the minimum amount is used in order to prevent the pupil from causing injury to themselves, others or property. Following such an intervention the critical incident form should be completed.

The majority of staff in school have had training in restraint. Where teachers or support staff do not, they should refer if possible to a member of staff who has.

Working with parents

It is important that school has an established approach to working with parents. Parents' and children's need for privacy should be respected. Attitudes to and contact with parents should be non-judgemental in order to obtain the most conducive working relationship. The priority is the needs of the child and effective liaison is crucial for this.

It should be recognised that families from different backgrounds and cultures will have different approaches to child-rearing. These differences should be acknowledged and respected provided they do not place the child at risk as defined earlier in the document. We do have access to support for parents where it is felt that this would be useful. This includes:

Home/school liaison: Mrs Bowman and/or Miss Richardson and/or Mr Tucker

Counselling support: The school can provide contact details of a professional counsellor.

Review and monitoring of policy

This policy will be reviewed on an annual basis or earlier if legislation should change. Any deficiencies or weaknesses which are identified in our child protection arrangements will be remedied without delay.

Further information

More detailed information is available in the ACPC Procedures located in the school office.

Key contacts include:

Social Services Department for the Royal Borough of Kensington and Chelsea
020 7361 3013

Hilary Shaw, Principal Education Welfare Officer (and Designated Officer for Safeguarding/Child Protection within the Royal Borough of Kensington and Chelsea Education Services)

Telephone number: 020 7598 4876

Mobile Number: 07967 347 670

Email: hilary.shaw@rbkc.gov.uk

The school undertakes to report to the Independent Safeguarding Authority, within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. The Independent Safeguarding Authority can be contacted at PO Box 181 Darlington DL1 9FA tel: 0300123111. Such reports would contain as much evidence as possible. The school recognises that failure to make a report constitutes an offence.

Dealing with disclosure

- Listen to the child
- Try not to show any shock you might feel
- Take what they say seriously
- Stay calm and reassure them that they have done the right thing in telling you
- Don't make promises about what might or might not happen next
- You cannot promise confidentiality
- You might consider using phrases such as 'you've done the right thing' or 'you're not to blame' or 'I understand'
- Allow the child to talk but do not interrogate or ask leading questions – use questions such as 'Do you have anything else to tell me?'
- Do not make judgements about the people children refer to – they may be people they love
- Explain what will happen next and who you will need to talk to
- Make brief notes at the time and write them up afterwards – keep both sets just in case
- Use diagrams to record the position of any bruising or marks
- Be objective in your recording

After the disclosure, appropriate support should be given to both the child and the members of staff receiving and dealing with the disclosure.