



## HIGH MARCH SCHOOL

### CHILD PROTECTION AND SAFEGUARDING POLICY

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<b>Useful Websites</b>	
<a href="http://www.isi.net">www.isi.net</a>	
<a href="http://www.education.uk">www.education.uk</a>	
<a href="http://www.ncsl.org.uk">www.ncsl.org.uk</a>	

# HIGH MARCH SCHOOL

## CHILD PROTECTION POLICY

### The Welfare of the Child is Paramount (Children Act 1989)

#### Aims of the Policy

- To provide an understanding of how staff can protect children at High March School.
- To explain what to do if a Child Protection issue occurs.
- To promote an understanding that child abuse transcends class, ethnicity and culture.
- To ensure that all adults within our school who have access to children have been checked as to their suitability.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse. (See Appendix 1)
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.

#### Procedures

Our school procedures for safeguarding children will be in line with Buckinghamshire Safeguarding Children Board procedures. We will ensure that:

- The procedures and this policy are reviewed every year by the School Management Team and the Governing Board. This review includes the efficiency with which the related duties have been discharged. Please see Appendix 1 for the School's procedure regarding Child Protection.
- We have a Designated Person, the Headmistress, who undertakes regular training every two years and also a Deputy Designated Person, the Deputy Head (Pastoral), who has received training every two years. This training is in child protection and inter-agency working.
- All members of staff receive training every three years to develop their understanding of the signs and indicators of abuse. For types and signs of abuse see Appendix 2.
- All members of staff, including part-time and regular volunteers, are trained to know how to respond to a pupil who discloses abuse. For guidance on how to respond to a child wanting to talk about abuse see Appendix 3.
- As part of their induction all new staff and regular volunteers are given INSET training on Child Protection before they start working with children.
- Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

#### Responsibilities

The Designated Person is responsible for:

- Safeguarding children throughout the School, including the Early Years Foundation Stage.
- Adhering to the, Buckinghamshire Safeguarding Children Board and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if a referral is not being made.

- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any pupil currently on the Child Protection Register who is absent without explanation for two days is referred to Social Care.
- Supporting Children.

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggression or withdrawal.

### **Our school will support all pupils by:**

- Encouraging self-esteem and self-confidence whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

### **Confidentiality**

- We recognise that all matters relating to Child Protection are confidential.
- The Designated Person will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

### **Supporting Staff**

We recognise that staff working in the school who have become Involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support as appropriate.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

### **Allegations against Staff or Volunteers**

We understand that a pupil may make an allegation against a member of staff or a volunteer. If such an allegation is made, the person receiving the allegation will immediately inform the Headmistress who is the Designated Person. The Headmistress on all such occasions will discuss the content of the allegation with the LEA Lead Officer for Child Protection.

*If the allegation made to a member of staff concerns the Designated Person (ie the Headmistress), the Chairman of Governors, Mr Colin Hayfield, and the Governor responsible for Child Protection issues, Mrs Belinda Avery, must be informed and they will consult with the LEA's Lead Officer for Child Protection.*

The school will follow the LEA procedures for managing allegations against staff. In case of serious harm, the police will be informed.

### **Physical Intervention**

Our policy on physical intervention by staff is that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under Child Protection or disciplinary procedures.

### **Bullying**

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under Child Protection procedures.

### **Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **Health and Safety**

Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

## APPENDIX 1

### Child Protection Procedure

Designated Person: Mrs Sue Clifford

Deputy Designated Person: Mrs Kate Stuhldreer

Allegations of emotional, physical or sexual abuse or neglect are to be reported immediately to the Headmistress (Designated Person). When information is received regarding abuse by a member of staff or other adult then:

- Questioning should be limited and should avoid leading questions.
- Tell the child what is likely to happen next.
- Ask the child what they wish to happen to ensure they are protected.
- Make a written record as soon as possible, including, where relevant, a copy of any written statements by staff (and, in certain cases, by pupils). Remember that anything in writing may have to be produced in court.
- A guarantee of confidentiality cannot be given to children.

See also guidance notes as to how to respond to a child wanting to talk about abuse (Appendix 3).

Parents do not always have to be informed or consulted, especially in cases where a parent may be the perpetrator of any alleged abuse.

Do not attempt to investigate reports of abuse. Note: other parties, including staff and pupils, are only involved / consulted as part of an investigation by the Designated Person if they are likely to be able to clarify certain issues or need to be involved on a need to know basis.

The Designated Person:

- 1) Takes steps to protect the child from harm
- 2) Within 24 hours, refers the matter to or seeks advice from:
  - For general child protection queries: Safeguarding in Education Team, Bucks County Council. Phone: 01296-382912
  - For allegations against staff: Bridget Day, Local Authority Designated Officer for Child Protection, Bucks County Council. Phone: 01296-382070 Email: [bday@buckscc.gov.uk](mailto:bday@buckscc.gov.uk)
  - Ms Coral McGookin, Business Manager, Buckinghamshire Safeguarding Children Board. Phone: 01296-382537 Email: [cmcgookin@buckscc.gov.uk](mailto:cmcgookin@buckscc.gov.uk)
  - Social Care – Referral and Assessment. Area Office: High Wycombe. Tel: 01494 475211. Out of hours service: Tel: 01494 675802. Enquiries – Tel: 0845 3708090

In their report to the duty officer the designated member of staff must:

- 1) Provide factual information only and not speculation.
- 2) Make a record of the conversation including time/date/information given/name of Social Care contact.

## **Notification of Children Missing Education to the Local Authority**

If a child of compulsory school age leaves High March without a confirmed alternative destination:

- After 10 days of absence preliminary checks will be carried out.
- Form CME1 and Checklist (Schools) will be completed and sent to the Children Missing Education Officer at Buckinghamshire County Council.
- The forms can be found in the Buckinghamshire County Council Protocol on their website under the following link:  
[http://www.buckscc.gov.uk/bcc/schools/support/children\\_missing\\_education.page?](http://www.buckscc.gov.uk/bcc/schools/support/children_missing_education.page?)
- The contact details for the above are telephone 01296 382835 and email: [childrenmissingeducation@buckscc.gov.uk](mailto:childrenmissingeducation@buckscc.gov.uk)

## **Abuse of children by children**

Listen to the child and ascertain the seriousness of the situation. Refer the matter to the Headmistress (Designated Person).

Bullying can be very subtle and staff should be aware of problems that can arise with older pupils misusing their powers over younger pupils, pupils of the same age and a dominant character. Please refer to the policy on Anti-bullying.

It is rare that bullying constitutes abuse, and all serious cases of bullying must be referred to the Headmistress before further action is taken.

## **School procedure in the event of an allegation against a member of staff**

Any allegation that a member of staff (or volunteer) has harmed a child should be initially referred to the Local Authority Designated Officer before any other action is taken. The LADO is currently Mrs Bridget Day and her contact details are:

- Phone: 01296-382070 Email: [bday@buckscc.gov.uk](mailto:bday@buckscc.gov.uk)

Depending upon the advice from the LADO, a member of staff accused of abuse will be suspended from duty so that the allegation can be investigated fairly. A suspension does not imply guilt, it is for the protection of both child and adult. The Headmistress and the Governors will then investigate the allegation immediately and a decision as to the course of action will be arrived at with all expediency. If the allegation is not substantiated, the member of staff will be reinstated immediately. However, should there be any substance to the allegation, disciplinary procedures will be initiated and investigations may take place, involving:

- Social Care
- Police
- If abuse is reported, the Social Care Inspection Unit will:-
  - Decide to what degree the school did not safeguard and promote the welfare of the child.
  - Decide whether the school acted appropriately according to Child Protection procedures.
  - Decide whether the child was safeguarded after the allegation of abuse.
  - Decide what lessons may be learned from the experience.

## APPENDIX 2

### Different Types of Child Abuse

There are many components in child abuse and neglect. Whilst one may try to define them individually, often there is an overlap and one child may be subjected to one or more of the different forms of child abuse and neglect.

#### **Physical Abuse**

A carer deliberately inflicts an injury on the child. Some of the more common injuries encountered are caused by punching, slapping, kicking and shaking the child. Hitting him/her with an implement is unlawful.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

#### **Neglect**

This includes emotional deprivation and is where a child, over a long period of time, does not have his/her needs met. All children need love, shelter, protection, security, food, drink, warmth, education and medical care. If these are not supplied on a regular basis, there could well be neglect. Also failure to protect a child from harm is neglect.

#### **Sexual Abuse**

This occurs when an adult, or another child or adolescent, uses a child for his/her own sexual gratification. This can take many forms that include exposure, fondling, masturbation, sexual intercourse and showing pornographic videos. It is important to warn sensitively children about the possibility of stranger abuse, but it should be remembered that 85% of children who are abused are assaulted (often regularly and frequently) by someone they know or a family member.

Sexual abuse also occurs when a child is encouraged to behave in a sexually inappropriate way.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, though it may occur alone.

#### **Incidence**

Child abuse and neglect is not rare and is present in every strata of society.

#### **Recognising Child Abuse**

1. There are many ways in which child abuse may come to your notice:
  - The child may tell you - see below
  - A child's friend or relative may tell you

- You may notice injuries
- You may notice signs of neglect
- The child may behave in a very sexually explicit manner

2. These are examples of signs that should cause concern:

- Unnaturally compliant to/fearful of parents
- Over reaction to mistakes
- Running away/ fear of going home
- Compulsive stealing, scavenging
- Low self-esteem
- Extremes of passivity or aggression
- Self-harm

### **Disclosure**

DO the following

- Listen carefully
- Make accurate notes using the child's own words
- Inform the Designated Person for Child Protection
- Tell the child they have done the right thing by telling you

DON'T

- Ask leading questions
- Use your own words to describe events
- Investigate
- Promise confidentiality
- Discuss with anyone other than the Designated Person

### APPENDIX 3

#### Guidance on how to respond to a child wanting to talk about abuse:

GENERAL POINTS	DON'T SAY
<p>Show acceptance of what the child says (however unlikely the story may sound).</p> <p>Keep calm.</p> <p>Look at the child directly.</p> <p>Be honest.</p> <p>Tell the child you will need to let someone else know – <b>don't promise confidentiality.</b></p> <p>Even when a child has broken a rule, they are not to blame for the abuse.</p> <p>Be aware that the child may have been threatened or bribed not to tell.</p> <p>Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.</p> <p><b>HELPFUL THINGS YOU MAY SAY</b></p> <p>I understand what you are saying.</p> <p>Thank you for telling me.</p> <p>It's not your fault.</p> <p>I will help you.</p>	<p>Why didn't you tell anyone before?</p> <p>I can't believe it!</p> <p>Are you sure this is true?</p> <p>Why? How? When? Who? Where?</p> <p>Never make false promises.</p> <p>Never make statements such as "I am shocked, don't tell anyone else".</p> <p><b>CONCLUDING</b></p> <p>Again reassure the child that they were right to tell you and show acceptance.</p> <p>Let the child know what you are going to do next and that you will let them know what happens.</p> <p>Contact the Designated Person for Child Protection (the Headmistress).</p> <p>Consider your own feelings and seek pastoral support if needed.</p>

## **APPENDIX 4**

### **Guidance on Safe Recruitment of Staff**

The following is adhered to:

- The Headmistress (Mrs Sue Clifford), the Bursar (Mr Peter Honiball) and the Governor responsible for Child Protection (Mrs Belinda Avery) have completed the on-line training course on Safer Recruitment. Mrs Clifford, Mr Honiball or Mrs Avery are always a member of any interview panel for new members of staff.
- Any advertisements placed for posts state the school's commitment to safeguarding children.
- An application form is used which requires applicants to state all qualifications, previous employment and the contact details of two referees. Any gaps in employment have to be explained. It is made clear on the application form that the post is exempt from the Rehabilitation of Offenders Act 1974, and therefore full details of all criminal history must be disclosed in confidence. A signed statement is required to confirm that there are no reasons why an applicant has been disqualified from working with children and that the details provided on the application are correct.
- Identity checks are made against official documentation such as a passport.
- Medical fitness is ensured to check the applicant is fit to work with children and all staff are required to complete a medical form prior to the commencement of employment.
- Character and professional references are sought directly, both in writing and verbally, which include questions regarding Child Protection issues. One referee is always the applicant's current or most recent employer. Where possible, references are obtained in advance of interview.
- Qualifications are checked, together with the right to work in the UK.
- At interview, questions are asked of all candidates to establish their views on issues connected with the safety of children and the creation of a safe and caring school community. A written record is made of the outcome.
- Everyone in the School (both existing and new recruits) is checked against List 99 before they take up work.
- An "enhanced" criminal record check from the Criminal Records Bureau is required for all staff employed in the school. The Bursar's Office arranges the CRB checks of all staff except the catering staff. This is done by the catering company and the details passed to the Bursar. The CRB check is carried out before the person starts working for the school.
- Assurance is obtained that appropriate child protection checks and procedures have been applied to any staff employed by another organisation and working with High March pupils on another site.
- The Bursar's Office maintains a single central record of recruitment and vetting checks for the whole workforce. This record includes identity, qualifications, overseas checks and permissions to work in the UK.

- The Headmistress will report to the Independent Safeguarding Authority (ISA), within one month of leaving the School, any person (whether employed, contracted, a volunteer or student) whose services will no longer be used because he or she is considered unsuitable to work with children. The address for referrals is PO Box181, Darlington, DL1 9FA and the telephone number is 0300 123 1111 or 01325 953 795.
- CRB checks are also undertaken for all regular volunteers. List 99 checks are undertaken for all parental volunteers who help on an occasional basis, such as by accompanying school trips or assisting on curriculum days.

## APPENDIX 5

### POLICY FOR PHYSICAL CONTACT WITH CHILDREN (EYFS)

At High March School, we recognize 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 would be easy for physical contact to be misconstrued by a pupil, parent or observer.

#### **Times when physical contact is acceptable**

- There may be occasions where a distressed pupil needs comfort and reassurance which may include physical comforting such as a caring parent would give. Examples of this would include when children are injured or unwell, missing a parent, upset about an incident in the classroom or playground, etc. It is perfectly normal for a child to receive a cuddle, an affectionate arm around them or to sit on an adult's lap at these times. Staff should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same pupil over a period of time. Where a member of staff has particular concern about the need to provide this type of care and reassurance they should seek the advice of the Head of Junior House.
- Young children at High March can also thrive from some form physical contact when they receive praise and encouragement. This is in the form of a cuddle, an affective arm or pat on the back that is carried out in the manner of a caring parent. These gestures are not excessive or exclusive and offered to all children at the discretion of each member of staff.
- It may also be necessary to have physical contact with a child who is reluctant to separate from their parent. This is always done with the permission of the parent and done in such a way to separate their child from their parent without causing physical injury. Where a member of staff has particular concern about the need to provide this type of support for a child regularly they should seek the advice of the Head of Junior House.
- There may be occasions when it is necessary for staff to restrain a pupil physically to prevent them from inflicting injury to others, self-injury, damaging property, or attempting to leave the premises. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where an employee has taken action to restrain a pupil physically they should make a written report of the incident to the Head of Junior House, who will in turn inform the parents of what action was taken and why. A Physical Restraint Record Form can be found in Appendix 6 of the Child Protection and Safeguarding Policy.
- Some children may require intimate care, either as part of an on-going need or for isolated incidents. Our procedure for this kind of physical contact is specified in Appendix 7 of the Child Protection and Safeguarding Policy.

#### **Times when physical contact is not acceptable**

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. It is particularly important that staff understand this, both to protect their own position and the overall reputation of the school. Further information about not using corporal punishment is available in our Safeguarding Children Policy.



Date .....

## **APPENDIX 7**

### **INTIMATE CARE**

- Staff who work within the Early Years Foundation Stage (EYFS) realise that the issue of intimate care is a sensitive one and will require staff to be respectful of children's needs.
- Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence as well as more ordinary tasks such as help with washing or bathing.
- Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at High March work in partnership with parents/carers to provide continuity of care to children wherever possible.
- Staff address the issue of personal safety with the children as part of the EYFS curriculum. This is at a level that is appropriate to their developmental level and degree of understanding.
- High March is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. High March recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **OUR APPROACH TO BEST PRACTICE**

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Staff are given guidance at Induction on how intimate care is to be provided at High March. Health and Safety training in moving and handling is provided as the need arises. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- There is careful communication with each child who needs help with intimate care to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans may be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer, and health.

- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Our Safe Recruitment procedures mean that it is acceptable for one adult to provide intimate care without the presence of another adult but each situation will be determined individually.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed as per the School's Child Protection and Safeguarding Policy.