

Ewell Castle School Child Protection Policy



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Designated Persons [alternatively Child Protection Liaison Officers (CPLO)]:

Senior School: Mr. M. Holder Williams

Junior School: Mrs. H. M. Crossley

Early Years: Mrs S. Fowler/ Mrs H. M. Crossley

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: “Working Together to Safeguard Children” 2006, “Framework for the Assessment of Children in Need and their Families” 2000, “What to do if You are Worried a Child is Being Abused” 2003. The guidance reflects “Safeguarding Children and Safer Recruitment in Education” DfES Jan 2007, and Surrey Safeguarding Children Board SSCB Child Protection Procedures¹
- 1.2 The Governing body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
 - 1.5.1 To support the child’s development in ways that will foster security, confidence and independence.

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- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties, believing they will be listened to effectively.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or Enhanced CRB check (according to guidance), and a single central record is kept for audit.

2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the governing body understand and fulfil their responsibility to ensure that they, and the school, safeguard and promote the welfare of children through all policies, arrangements, and activities, raise concerns where recognised, and annually review safeguarding arrangements including this policy (see 3.1.9).
- 2.1.2 We have a designated senior member of staff, our Child Protection Liaison Officer, and at least one deputy, all of whom have undertaken the Modular 3 Day Child Protection Foundation Training delivered through the SSCB (or the previous 2 day Surrey ACPC course) and who undertake other training as required by the LA, to update their training at least every 2 years.

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- 2.1.3 All members of staff, volunteers and temporary staff are provided with child protection awareness at induction, including in their arrival pack, the school safeguarding statement "Safeguarding Children at Ewell Castle School" so that they know with whom to discuss a concern.
- 2.1.4 The Principal and Heads of School, where they are not the CPLO, and all other staff and governors, have child protection awareness training within their first term, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.5 All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse through delivery of the awareness raising pack "What to do if you are worried a child is being abused".
- 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Child Protection Policy, and reference to it in our introductory school pack and our child protection statement on our website.
- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 2.1.8 Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- 2.1.9 We will ensure that child protection type concerns or allegations against adults working in school are referred to the Local Authority Designated Officer (LADO) for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer. In addition, in the Early Years Foundation Stage (EYFS) setting, Office for Standards in Education (OfSTED) will be informed as soon as is practicable, but at the latest within 14 days.
- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 The name of the designated members of staff for Child Protection, the Child Protection Liaison Officer, (CPLO) will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLOs' names clearly displayed, as part of their induction into the school.

2.5 Parents are made aware of the policy in the Parents handbook, and their entitlement to have a copy of it.

3.0 Responsibilities

3.1 The designated teacher, CPLO, is responsible for:

3.1.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children's Team, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call.

3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.1.3 Ensuring that all such child protection records are kept confidentially and securely, separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.

3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.

3.1.5 Liaising with other agencies and professionals.

3.1.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.

3.1.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred without delay to their key worker's Social Care Team.

3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.

3.1.9 Providing, with the Principal, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised).

3.1.10 Notifying local child protection agencies of any serious accident or serious injury to, or the death of, any child whilst in their care and acting on any advice given.

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2 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.
- 4.3 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 aggressive or withdrawn.
- 4.4 Our school will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Social Care as soon as there is a significant concern.
 - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school or F.E. College and ensuring the school medical records are forwarded as a matter of priority.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Head of School or CPLO will disclose any information about a pupil to other members of staff **on a need to know basis only**.
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Contact Centre Children's Team on this point.

6.0 Supporting Staff

6.1 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.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.

7.0 Allegations against staff

7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

7.2 All Staff should be aware of the school's own Behaviour Management Policies.

7.3 Guidance about conduct and safe practice will be given at induction.

7.4 We understand that a pupil may make an allegation against a member of staff.

7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Head of School.

7.6 The Head of School on all such occasions will discuss the content of the allegation with the Principal. The Principal (or the Head of School in the Principal's absence) will discuss the content with the Duty LADO for Independent Schools and all other services.

7.7 If the allegation made to a member of staff concerns the Head of School, the person receiving the allegation will immediately inform the Deputy Head of School, who in turn will inform the Principal. If the allegation concerns the Principal, the member of staff receiving the allegation will immediately inform the Head of School who in turn will consult with the Chair of Governors who will consult as in 7.6 above, without notifying the Principal first.

7.8 The school will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

7.9 Suspension of the member of staff, excluding the Principal and Heads of School, against whom an allegation has been made, needs careful consideration, and the Principal (or Head of School in the Principal's absence) will seek the advice of the LADO and Personnel Consultant in making this decision.

7.10 In the event of an allegation against the Principal or Head of School the decision to suspend will be made by the Chair of Governors with advice as in 7.8 a

7.11 In the event of an allegation against a community user i.e. a person engaged by contract with an external organisation, the organisation will be advised and the school will be satisfied that appropriate action has been taken in accordance with the above procedures.

8.0 Whistle-blowing *(see also separate policy)*

8.1 We recognise that children cannot be expected to raise concerns in an environment where the staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO, following the Whistleblowing Policy.

9.0 Physical Intervention

9.1

Our guidance on physical intervention by staff is defined by the DCSF "Safe Practice" document and acknowledges that staff must only use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times such intervention may only represent the minimal force necessary to prevent injury to another person.

9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.

9.4 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.

9.5 We recognise that touch is appropriate in the context of working with children, and all staff have been given DCSF "Safe Practice" guidance to ensure they are clear about their professional boundaries.

10.0 Bullying

Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents.

11.0 Racist Incidents

Our policy on Promoting Racial Harmony is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12.0 Prevention

12.1 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.

12.2 The school community will therefore:

12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Include across the curriculum, including PSH(C)E, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

Any deficiencies or weaknesses in this policy will be rectified without delay.

Compiled by: MHW/HMC	Revision Number4	Spring 2012
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