

Child Protection Policy

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This policy is maintained by	Managing Head of Bedales

Child Protection

This policy was last updated September 2011. Our 3 yearly full staff CP training took place in September 2010.

The Three Schools' Child Protection Officer is Dominic Oliver, MHSS and Deputy Head Bedales Schools. The Three Schools Deputy Child Protection Officer is Alan Simmons, Deputy Head, Dunhurst School.

Every member of staff is CRB checked before they take up their post. Child protection training is compulsory for new members of staff. The annual INSET programme includes updates for all staff on child protection. Copies of the following key documents are held by the Child Protection Officer (Dominic Oliver) and may be consulted for further guidance: "Working Together to Safeguard Children" (2006); "Safeguarding Children and Safer Recruitment in Education" (2006); "What to do if you're worried a child is being abused" (2006).

All members of staff are asked to note the following good practice guidelines:

- treat all young people with dignity and respect
- watch your language, tone of voice and body language
- in one-to-one situations, keep the door ajar and ensure other adults are around
- don't invade a child's privacy, especially when toileting or washing
- don't play rough or provocative games
- don't be sexually suggestive about or to a child, even in fun
- don't touch a child inappropriately or obtrusively
- don't scapegoat, ridicule or reject a child
- don't show favouritism
- don't involve children in excessive attention seeking
- don't give lifts to children or young people on their own. If unavoidable, ask them to sit in the back of the car.
- don't share sleeping accommodation with young people
- don't invite a young person to your home alone: invite a group and ideally make sure another adult is present
- don't permit abusive peer activities e.g. bullying, ridiculing, initiation ceremonies
- don't allow unknown adults access to children in your care. Visitors should wear a label and be accompanied by a known person
- use the internet sensibly and responsibly

What is child abuse?

The NSPCC defines child abuse as:

"Child abuse is the term used when an adult harms a child or a young person under the age of 18. ... Child abuse can take four forms, all of which can cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.

Abuse is always wrong and it is never the young person's fault."

Abuse may take the following forms:

- physical abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise.
- emotional abuse which 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.
- sexual abuse which involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- neglect which is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development.

Evidence of abuse

Every member of staff must be vigilant in recognising possible signs of abuse of children. It is the responsibility of each member of staff to take action whenever abuse is suspected.

A child may be experiencing abuse if he or she is:

- *Frequently dirty, hungry or inadequately dressed*
- *Left in unsafe situations, or without medical attention*
- *Constantly "put down," insulted, sworn at or humiliated*
- *Seems afraid of parents or carers*
- *Severely bruised or injured*
- *Displays sexual behaviour which doesn't seem appropriate for their age*
- *Growing up in a home where there is domestic violence*
- *Living with parents or carers involved in serious drug or alcohol abuse*

Remember, this list does not cover every child abuse possibility. You may have seen other things in the child's behaviour or circumstances that worry you.

Action

If a student discloses any sort of abuse to a member of staff reassurance should be given, but it must be made clear to the student that confidentiality cannot be preserved. Staff should listen sympathetically, but take care not to ask leading questions, since this could invalidate any possible legal proceedings. Any disclosure or otherwise gathered information suggestive of child abuse must be investigated immediately. The following 10 key points may be helpful:

1. **Always stop and listen** to anyone who wants to talk to you about incidents or suspected abuse
2. **Write notes** – if not at the time then straight after
3. **Never make a promise** that you will keep it secret. Instead, give reassurance that only those who need to know will be told
4. **Do not ask leading questions**
5. Immediately after the discussion, **inform the Child Protection Officer** (Dominic) or the Deputy Child Protection Officer (Alan)

6. **Discuss** with the CPO whether steps need to be taken to protect the person who may be being abused
7. **Never attempt to carry out an investigation:** Social Services and the Police are trained to do this
8. **As soon as possible** the CPO should notify Hampshire Social Services
9. **Never think abuse is impossible** or that the accusation is bound to be wrong
10. **Young people often tell other young people**, rather than adults: ensure that other young people are aware of the issue of abuse and how to report it

Procedure:

A detailed record of any allegation of abuse must be made at the time of disclosure, and given to the MHSS. The student should be told that any disclosure must be reported to the MHSS who is the designated Child Protection Officer and will decide on the school's course of action, in consultation with the Head. Any child protection matter must be referred to the local social service department **within 24 hours** of the disclosure.

The MHSS will call in the appropriate assistance, including Hampshire Social Services Child Protection Unit, who will advise on the support of the child and the passing of information to parents and others.

If they haven't already done so, the student may then also wish to seek the support of House Staff or Tutors, and this should be encouraged. It is important to convey to the student a sense of support and sympathy.

If an allegation is made against a member of staff - including the MHSS - similar procedures should be followed, but the adult to whom the allegation has been made must go straight to the Head who will take over the liaison with Social Services and the member of staff at the earliest opportunity. The member of staff about whom the allegation has been made shall not continue their duties until the matter has been resolved. If an allegation is made against the Head, the disclosure should be notified immediately to the MHSS

Staff involved with a disclosure and the subsequent care of the child must write a follow up record of the case to its resolution.

Any child has the right to go direct to the Social Services to seek help, or to any other competent person or agency outside the school.

Staff responsibility

Staff must report to the designated Child Protection Officer, or to **The Local Authority Designated Officer (LADO) any concern or allegation** about school practices or the behaviour of colleagues, which may put students at risk of harm.

The LADO for the school's location is:

Barbara Piddington

Telephone: 01962 876265

E-mail: barbara.piddington@hants.gov.uk

Address:

The Safeguarding Unit

Children's Services Department

Clarendon House, Monarch Way

Winchester SO22 5PW

Intimate care and appropriate contact

Intimate care can be defined as care tasks of an intimate nature associated with bodily functions (examples include care associated with continence or menstruation). There are currently no students at the school who require intimate care. However, the school holds a model policy on intimate care. We hold to the guiding principle that every child's privacy, dignity and autonomy should be respected at all times.

Children's Services

Children's services for Hampshire may be contacted directly on the Professional Line: **01329 225379**.

Out of hours, call Hampshire Social Services Direct on **0845 600 4555** (Emergencies). Fax number is **01252 327755**.

Local Safeguarding Children Board

We fall under the stewardship of Hampshire LCSB. The designated administration officer for Schools and Education is Lyn Clarke, who acts as Child Protection administrator for the area and is based at the Alton/Aldershot Office (**01252 796418**).

Referrals and 'What if' advice should go through the Aldershot and Alton assessment team who may be reached on 01252 796213.

The Local Authority Designated Officer (LADO), Barbara Piddington may be contacted for 'what if' advice.

Telephone: 01962 876265

E-mail: barbara.piddington@hants.gov.uk

The LADO should be advised of all cases where it is alleged that a person who works with children has:
behaved in a way that has harmed, or may have harmed, a child
possibly committed a criminal offence against, or related to, a child; or
behaved towards a child or children in a way that indicated s/he is unsuitable to work with children.

Further more detailed training notes, advice and information can be sought from the CPO: never sit on a nagging concern – talk to someone about it.

Safer Employment Practices

Bedales School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff, and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by Governors annually. More detail is set out in our policy on Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors.

Child Protection – the Governors' role

Seona Ford is the Liaison Governor for Child Protection issues. *The Governors formally consider child protection issues once a year, with day to day issues being delegated to the Liaison Governor for Child Protection. That Governor is responsible for:*

- *Reviewing the procedures for and the efficiency with which the child protection duties have been discharged.*
- *Ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay.*
- *Approving amendments to child protection arrangements in the light of changing Regulations or recommended best practice.*

Induction procedures on child protection

Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, is required to attend a one hour training session on child protection. These sessions are led by Dominic Oliver, Managing Head of the Senior School who is also our designated Child Protection Officer. These sessions will be held either before the beginning of term or within the first week of term. Similar training is offered to all Governors.

CHILD PROTECTION OFFICER

Dominic Oliver the Managing Head of the Senior School is the designated Child Protection Officer (CPO) for Bedales Schools. He has been trained for the demands of this role and regularly attends courses with other child support agencies to ensure that he remains conversant with best practice, and that our policies and procedures are current and follow best practice. He receives refresher training every two years, and maintains close links with the Local Safeguarding Children Board (LSCB) for Hampshire. More details of the CPO's role are described in the Staff Handbook and whose contents form an important part of our training module.

Record keeping

The school's records on child protection are kept locked in the CPO's office, and are separated from routine pupil records. Access is restricted to the CPO, the Deputy CPO and the Head Master.

WHAT IS THE REASON FOR CHILD PROTECTION TRAINING?

Child protection is always our top priority.

Every member of staff needs to be confident that he or she understands his or her role in:

- Keeping children safe
- Promoting the welfare of pupils
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment

Everyone is required to take part in the training, no matter what their previous background or level of expertise. Refresher training for all staff is held at three yearly intervals.

The induction session will tell you about:

- The welfare system for pupils here at Bedales
- The legal framework for our Child Protection and Anti-Bullying policies
- The school's policies on Child Protection (Staff handbook pages xx-xx)
- Refresher training