

ST. EDWARD'S SCHOOL

CHILD PROTECTION POLICY STATEMENT

The School has a legal obligation to work with other agencies in the protection of children from harm. This policy has been written with due regard to the DCFS publication 'Working together to safeguard children, 2006' and is compliant with the DCFS publication, 'Safeguarding Children and Safer Recruitment in Education'. It is in accordance with the Gloucestershire Safeguarding Children Board. (N.B. – The DCFS has now been replaced by the Department for Education)

The policy will be made available on the school website. Also parents will be advised that the school has a Child Protection Policy and that they have the right to receive a copy of this statement and of the implementation procedure.

The designated Child Protection Officer (C.P.O.) is the Deputy Headmaster, Mr John Lewis. The designated person will follow locally agreed inter-agency procedures.

IMPLEMENTATION AND PROCEDURES

Review

- This policy will be reviewed annually
- A designated Trustee will annually review the procedures and the efficiency with which related duties have been discharged.
- Any deficiencies, or weaknesses in child protection arrangements will be remedied without delay, whenever they might be discovered

Recruitment and visitors

- The school operates 'Safe Recruitment Procedures', which include Criminal Records Bureau (CRB) clearance for all appointments. It also fulfils other checks as required by the Independent School Standards Regulations.
- The school will report to the Independent Safeguarding Authority, **within one month of leaving the school** any person whose services are no longer used because he or she is considered unsuitable to work with children (see Appendix).
- The school, where appropriate, may insist that employees of other organizations visiting or working on the school site have had a C.R.B. check.
- The school will ensure that assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation, who are working with the School's pupils on another site (for example, in a separate institution).

Training

- The designated Child Protection Officer will undergo training in child protection and inter-agency working. This will be updated every two years (maximum).
- The Headmaster and all other staff will undergo training in child protection every three years (maximum). Temporary and voluntary staff who work with children will be made aware of the arrangements.
- Part-time staff will be included in training where possible. Where that is not possible the C.P.O. will train them separately. This also applies to PGCE students.

- New staff will have an induction programme which includes a session on child protection delivered by the C.P.O.

Process when there is concern

1. Staff need to be aware of signs of abuse (see below), alert to its possibility and up-to-date with the procedures. Our pastoral system gives the opportunity for children to be heard by tutors, Heads of Section or indeed any staff. Suspected abuse should be reported to the C.P.O. and not investigated by the member of staff.
2. If a child begins to disclose information to staff it is very important that **confidentiality is not promised** to the child. This point needs to be made tactfully to the child as soon as is practical in any discussion. It is also very important that staff **DO NOT** ask leading questions.
3. Physical abuse, emotional abuse, sexual abuse or neglect should be reported by the teacher to the Child Protection Officer. If the child needs immediate attention then the C.P.O. should contact a G.P, or a hospital for treatment. Parental consent is not required for this. For any cases of abuse the CYPD (Children & Young People's Directorate) should be contacted on 01452 426565. The incident can be discussed with the social care practitioner on that number either for advice, or if the evidence is clear enough, to make a referral. Advice should be taken from the CYPD as to whether the parents are informed or not. If contact with the CYPD is deemed appropriate by the C.P.O. it will be made within 24 hours of the concerns coming to him.
4. Any concerns, and/or the child's comments should be accurately recorded by the C.P.O. at the time and be dated. They should be retained (confidentially) as further concerns may be raised later.
5. The C.P.O. may be asked to arrange for a child to be interviewed to substantiate the concern. This should be carried out by a member of staff who has received appropriate training and guidance.
6. **If concern is substantiated then any further investigation will be carried out by Social Workers or Police officers.**

Note :- at no time should the alleged abuser be contacted.

7. If the complaint has been made against a member of staff or volunteer, the C.P.O. should immediately contact the Headmaster, who in turn must contact the Local Authorities Designated Officer, L.A.D.O. (as of 24/11/10 Jane Bee, 01452 426994). The L.A.D.O. will follow the procedure as laid down in 'Working together, 2006' and advise the school accordingly.
8. If the alleged abuse is by the Head then the C.P.O. would contact the Chairman of Trustees, who would then follow the above procedure.
9. If the complaint has been made against the C.P.O. then the teacher would report it to the Head, who would then follow the above procedure.

10. Any complaint made against a member of staff or a volunteer by a parent should be made to either the Head or Deputy Head who will then meet to discuss the appropriate procedure.
11. If abuse of a child by another child or children is discovered (rather than bullying) the CYPD should be contacted for advice.
12. In case of serious harm, the police should be informed from the outset.

Child's rights during an investigation.

1. All those involved in Child Protection investigations must act throughout in the best interests of the child or young person.
2. Children and young people are entitled to be protected from harm and neglect.
3. Children should be listened to and treated with respect.
4. The views and wishes of the child must be sought. However, the child's best interests may mean that action has to be taken against the child's wishes. The reason for this must be carefully explained to the child.
5. Children and young people must always be given explanations for the actions taken to protect them.
6. Children and young people should not be repeatedly interviewed about the same events.
7. Children and young people's consent should be obtained before a video recording of an interview is made or before a medical examination.
8. Medical examinations should only be undertaken when there is a clear purpose. They must be conducted by appropriately qualified staff and in suitable surroundings.

Children who are felt to be at risk of harm are given a Child Protection Plan. A list of those children for whom this is the case is kept by the Gloucestershire Safeguarding Children Service.

Guidance for staff

It is important that staff do not leave themselves at risk of harm or of allegations of harm to a pupil. Whilst recognising that St. Edward's School provides a wide range of activities at various times of the day, and in various venues, staff should be mindful of managing that risk. Examples of situations where this may be more relevant might include;

- One-to-one tuition
- Sports coaching
- Conveying pupils by car
- Electronic communication, e.g. texts and email

Examples of actions that staff should take to minimize such risk might include;

- Informing colleagues of their whereabouts and situation
- Minimising time spent one-to-one with a student
- Asking colleagues to 'check in' on them occasionally
- Keeping doors open
- Checking that emails/texts can not be misconstrued

Possible signs of abuse

Physical Abuse

- Black eyes without bruising to the forehead
- Finger tip bruising and bruises in various stages of healing
- Cigarette type burns anywhere, patterned burns (irons), rope burns. Contact burns in abnormal sites.
- Lacerations to the body or mouth
- Multiple fractures. Evidence of old fractures.
- Fading injuries noticeable after an absence from school
- Seems frightened of parents, does not want to return home at the end of the day
- Shrinks markedly (backs away) at the approach of adults
- Suffers from frozen watchfulness
- Constantly asks in words/actions what will happen next

Sexual Abuse

- Difficulty walking or sitting
- Pain/itching/bleeding/bruising/discharge to the genital area/anus
- Urinary infections/sexually transmitted diseases
- Persistent sore throats
- Eating disorders
- Self mutilation
- Refuses to change for gym or participate in physical activities
- Exhibits an inappropriate sexual knowledge for their age
- Exhibits sexualised behaviour in their play or with other children
- Lack of peer relationships, sleep disturbances, acute anxiety/fear
- School refusal, running away from home

Emotional Abuse

- Excessive behaviour, such as extreme aggression, passivity or become overly demanding
- Children who self-harm, for instance by scratching or cutting themselves
- Is either inappropriately adult or infantile
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal

Neglect

- Frequent absenteeism from school
- Begs or steals money or food

- Lacks needed medical or dental care, immunizations or glasses
- Lacks appropriate clothing, e.g. for weather conditions, shoes are too small, ill-fitted clothes
- Clothes are consistently dirty
- Teeth are dirty, hair quality is poor and contains infestations
- Hands are cold, red and swollen
- The parent or adult caregiver has failed to protect a child from physical harm or danger

The Parent or Other Adult Caregiver:

- Denies existence of or blames the child for the child's problems at home or at school
- Sees and describes the child as entirely worthless, burdensome or in another negative light
- Unrealistic expectations of the child i.e. demands a level of academic or physical performance of which they are not
- Offers conflicting or unconvincing explanation of any injuries to the child
- Appears indifferent to or overtly rejects the child
- Refuses offers of help for the child's problems
- Isolated physically/emotionally

NB IT IS CONSIDERED BEST PRACTICE FOR THE CPO TO DISCUSS ALL ISSUES WITH THE LADO - NAMES WILL NOT NECESSARILY BE DIVULGED AT THIS STAGE. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the School will endeavour not to do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

Review of Policy and Procedures

The Child Protection Policy and procedures will be reviewed annually by the Board of Trustees, as will the efficiency with which the related duties have been discharged. Any action required from this review will be implemented immediately.

Up-dated	November 2011
To be reviewed	Annually
By whom	Headmaster & Deputy Head, Designated Trustee
Endorsed by	Trustees' Board

Appendix:

Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence and the School may be removed from the DfE register of independent schools.