



**Vernon Lodge Preparatory School  
and Kindergarten**

**Child Protection and  
Safeguarding  
Policy**

**October 2010**

# **Child Protection and Safeguarding**

*This policy includes the Early Years Foundation Stage and before and after school provision. The school recognises the importance of working within the framework for 'Every Child Matters: Change for Children', and the five outcomes outlined within it.*

This policy has been written fully acknowledging the requirement under Section 157 of the Education Act 2002 and in compliance with the Independent School Standards Regulations (January 2010).

## **This Policy acknowledges and embraces:**

- Safeguarding Children and Safer Recruitment in Education (DfES 2006)
- Every Child Matters (2003)
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (produced by IRSC established by the DfES, February 2005)
- Staffordshire Safeguarding Children's Board
- What to do if you are worried a child is being abused
- Information sharing: Practitioner's Guide HM Government 2006 (updated 2008), [www.ecm.gov.uk/deliveryservices/informationsharing](http://www.ecm.gov.uk/deliveryservices/informationsharing)
- Safeguarding Children and Safer Recruitment in Education (Jan 2007)

## **The aims of the policy are:**

- To support the child's development in line with the framework of Every Child Matters
- To raise the awareness of both teaching and non-teaching staff for the need to safeguard children and of their responsibilities in identifying and reporting possible causes of abuse
- To emphasise the need for good levels of communication between all members of staff
- To develop a structured procedure within the school, which will be followed by all members of the school community in cases of suspected abuse
- To ensure that all adults within our school who have access to children have been checked as to their suitability

## **Forms of Abuse**

This school recognises that abuse takes a variety of forms:

- Physical abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware about what is happening; this includes non-contact situations, such as showing children pornography.

- Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless using sarcasm, humiliation, or too much pressure to achieve.
- Children are also abused if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child, eg allowing them to wear inappropriate clothes, or leaving them unsupervised.

### **The Signs of Possible Abuse**

Possible signs as listed below are not necessarily evidence of abuse or neglect, but if you are concerned about a child they may help you to consider why you are concerned.

Possible signs of physical abuse:

- Unexpected injury
- Multiple bruising to different areas of the body
- Different coloured bruising indicative of repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any size or shape

Possible signs of sexual abuse:

- A disclosure from a child
- A disclosure by a child to another person
- A child who displays inappropriate sexual behaviour during play or with others
- A child who shows signs of age inappropriate sexual knowledge
- Inappropriate behaviour of a sexual nature towards a child by an adult

Possible signs of emotional abuse:

- Excessive behaviour, eg rocking, head banging, excessive bed wetting or soiling, over eating or starving
- Self harming
- Displaying high levels of anxiety, unhappiness or withdrawal
- Withdrawal or avoidance of affection
- Children absconding from home or school
- An awareness of relationships with parents/carers who may be over-critical or emotionally distant or who do not appear to be meeting their child's emotional needs
- Children who attempt suicide

Possible signs of neglect:

- Continual tiredness or lacking in energy
- Overly dirty and unkempt appearance
- Inattention to health or developmental needs
- Reports of unhygienic or dangerous home conditions
- Frequent injuries which could indicate lack of supervision
- Undersized or underweight

Staff are required to keep records of any of these signs and to record details on an incident sheet to be kept confidentially by themselves in a specific class file. This file should be passed on to the next teacher, and made available to the Headteacher as a Designated Person who should be kept informed, if it is felt necessary.

### **Reporting an Incident**

Any concerns regarding a child must be logged and discussed with the Designated Members of Staff. Any information recorded will be stored securely in a file in the Headteacher's office.

### **Disclosure:**

In the event of a child making a disclosure, adults working within school should never promise confidentiality.

Staff must report immediately:

- Any suspicion that a child is injured, marked or bruised in any way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviour which gives rise to suspicions that a child may have suffered harm (eg worrying drawings or play)
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse from any person
- Any concerns regarding person(s) who may pose a risk to children (eg living in a household with children present)

Procedures for dealing with bullying by one or more pupils against another pupil are followed according to the Anti-Bullying Policy. The health, safety and well-being of all our children are of paramount importance to all the adults who work

in the school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

### **Designated Staff**

Child Protection Designated Person – Mrs Pat Sills, Headteacher

Deputy Child Protection Designated Person – Mrs Clare Wheeler, Deputy Head

Responsibilities:

Confidentiality cannot be promised to a pupil giving evidence. Adhering to the Staffordshire Safeguarding Children's Board and school procedures with regard to referring a child, if there are concerns about possible abuse.

The Designated Persons, if necessary, will in the first instance contact 'First Response' at Staffordshire County Council (SCC) 080 1313126. The school seeks advice and support from Staffordshire Safeguarding Children's Officer. Any allegations of abuse will be reported without delay and within 24 hours.

The school may also make referrals to the Local Authority Designated Officer (LADO), Chris Bowering 01-1785 278997.

If a child alleges abuse, the Headteacher will be informed and the school will contact the appropriate agencies without first communicating with parents; in some circumstances we inform parents first.

If a child protection referral is made, a case conference is held within eight working days of the decision. The case conference offers the opportunity to share information and formulate a plan of action.

### **Allegations of Abuse against Members of Staff/Volunteers/Head:**

Allegations against staff, volunteers or the Designated Person with responsibility for safeguarding should be reported to the Deputy Designated Person. If that person is absent, the allegation should be passed to the Proprietor. If the allegation concerns the Headteacher, the person receiving the allegation should immediately inform the Proprietor without notifying the Headteacher first.

On all such occasions, those people should follow the guidelines of Staffordshire Safeguarding Children's Board. In the case of serious harm, the police should be informed from the outset.

Whilst we acknowledge such allegations (as all others) may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

## **Staff Conduct within School**

All staff should be aware of their position of trust within school and at all times adopt a 'good practice' approach (Appendix 1).

There may be times when adults in school, in the course of their duty, use physical intervention to restrain children. The Headteacher requires the adult involved in any such incident to report this to her immediately.

All the adults in school share responsibility for keeping children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset by any investigation, will accept that the school acted in the child's best interests.

## **Safeguarding Information for Pupils**

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable, and how they can keep themselves safe. Our teaching of PSHE (personal, social and health education) and citizenship, helps to develop appropriate attitudes and makes children aware of the impact of their decisions on others.

We also teach children how to recognise different risks in varying situations and how to respond. School organises talks to be given by the local NSPCC (at the time of writing Mrs Gilly Hartley). There is differentiation for age groups within the school. They are given details of ChildLine and the contact number.

## **Confidentiality**

All child protection documents will be retained in a 'child protection' file, separate from the child's main file. This will be kept in a secure place in the Headteacher's office, only accessible to the Headteacher, as Designated Person, and the Deputy Designated Person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Child Protection Designated Person'. Original copies will be retained until the child's 25<sup>th</sup> birthday.

## **Monitoring and Review**

The Proprietor is responsible for regular monitoring and reviewing, according to new legislation. All adults in the school receive guidance to raise their awareness of abuse and their knowledge of the child protection procedures, according to the Staffordshire Safeguarding Children's Board.

We will ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Dates of staff training and details of course title and training:

Whole School	All staff / individual staff	Designated Person (P Sills)	Deputy Designated Person (C Wheeler)
NSPCC Assembly January 2010 (Gilly Hartley)	7 <sup>th</sup> Sept 2010 Level 1 Child Protection Training (All Staff)	NCSL Safer Recruitment Training NCSL Learning Gateway (2007)	29 <sup>th</sup> June 2007 Introduction to the Role of the Designated Teacher for Child Protection (Staffs County Council)
	Review staff training September 2013*	21/22 Nov 2006 Foundation Course for Working Together to Safeguard Children	5 <sup>th</sup> Nov 2009 Level 2 Multi-Agency Working Together to Safeguard Children (Staffs County Council)
	D Lodge 13 <sup>th</sup> Nov 2007 New legislation re Allegations of Abuse (Staffs County Cncl)	13 <sup>th</sup> Nov 2007 New legislation re Allegations of Abuse (Staffs County Council)	
	D Lodge CWDP Safeguarding Staff recruitment 2 <sup>nd</sup> March 2011	21 <sup>st</sup> Jan 2009 Training for Managers	
		Due May/June 2011 Level 2 Working Together to Safeguard Children (update)	

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## **Safer Recruitment and Selection**

All adults seeking employment at this school must have a List 99 or CRB clearance, in order to ensure that there is no evidence of offences involving the abuse of children, and the process for recruitment is in line with government regulations.

The school pays full regard to current guidance 'Safeguarding Children and Safer Recruitment in Education' (January 2007). We ensure that all appropriate measures are applied in relation to everyone who works in the school and are likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising the applicant, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate is medically fit for the job. It includes undertaking an interview and a CRB check.

The school will meet the requirements of the Independent Safeguarding Authority Scheme.

The school will keep an up to date central record of checks carried out on staff. All new appointments to the school who have lived outside the UK will be subject to additional checks as appropriate. Identity checks will be carried out on all appointments to the school workforce before the appointment is made.

## **Security**

The school takes security steps to ensure control over who comes in to the setting, so that no unauthorised person has unsupervised access to the children. There are procedures for recording details of visitors to the school.

## **Photographs**

The school recognises issues surrounding the use of cameras within school. Parents are requested to give their written consent regarding the use of photography. Parents need to be aware that on certain occasions the school cannot guarantee that other parents will not take photographs that contain their children.

**Review date** – October 2011

## **Appendix 1**

**Taken from**

### **Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (Feb 2005, IRSC for the DfES)**

A good practice approach to staff conduct when working with pupils in their care:

- Act as a good role model including wearing appropriate clothing
- Always put the welfare of the child first
- Never promise confidentiality to a child, reassure them that information will be shared with someone who can help
- Treat all children equally, with respect and dignity
- Work in an open and safe environment, avoiding private or unobserved situations and encouraging open communication
- Avoid spending excessive amounts of time alone with children away from others
- Be clear about the purpose you may have for taking photographs of children
- Ensure that if any form of manual or physical touching is required, it is with the pupil's consent
- In sporting situations, staff are encouraged to follow guidelines provided by the appropriate national governing body
- If a child misunderstands or misinterprets something you have done, inform the headteacher

The following should never be sanctioned - you should never:

- Engage in rough physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child, even in fun
- Deliberately reduce a child to tears as a form of control
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, uncorrected or acted upon
- Allow a child access to your home or mobile phone number or email address
- Allow a child to stay with you at home
- Share a room overnight with a child or invite a child into your room if away on a school visit