

# BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL



## CHILD PROTECTION POLICY

Last Trustee Review Date	November 2014
Policy endorsed by	The Trustees & Co-Principals
Policy is maintained by	Brockwood & Inwoods DSL
ISI reference	A6
Next review date	November 2015
Review body	Brockwood & Inwoods DSL

This policy has been approved by the School's Board of Trustees, is addressed to all members of staff and volunteers, and is available to parents upon request.

This policy was last updated in November 2014 and will be reviewed annually.

This policy document should be read in conjunction with other school policies and handbooks on behaviour and interactions between pupils/students and those who work with and to support them (eg. Anti-bullying and Staff Conduct).

### **The Designated Safeguarding Lead (DSL)**

The School has appointed a member of staff to be responsible for matters relating to child protection and welfare. The main responsibilities of the DSL are:

- To be the first point of contact for parents, students, teaching and non-teaching staff and external agencies in all matters of child protection.
- To co-ordinate the child protection procedures in the School.
- To maintain an on-going training programme for all School employees.
- To monitor the keeping, confidentiality and storage of records in relation to child protection. These records are stored in a file in the Co-Principal's office.
- To liaise with the Local Authority Designated Officer (LADO) appointed by the Social Services Department (SSD)

The Brockwood Park DSL is Maggie Alexander and she can be contacted on the school number 01962 771744 or by email at [maggie@brockwood.org.uk](mailto:maggie@brockwood.org.uk). The Inwoods and EYFS DSL is Mary-Ann Ridgway. She is responsible for liaising with statutory children's agencies as appropriate. She can be contacted by email at [mary-ann@inwoods.org.uk](mailto:mary-ann@inwoods.org.uk). Maggie Alexander will serve as the deputy DSL for Inwoods and Mary-Ann Ridgway will serve as the deputy DSL for Brockwood Park.

The DSL will:

- Advise and act upon all suspicion, belief and evidence of abuse reported to them.
- Keep the Co-Principals informed of all actions unless one or both of the Co-Principals is the subject of a complaint. In this situation, the DSL should consult with Wendy Smith or Gary Primrose, the Liaison Trustees, for Child Protection.
- Liaise with the SSD and other agencies on behalf of the School

### **Training and Vetting:**

The DSL has undertaken appropriate training and will attend refresher training at 2 yearly intervals.

Every member of staff is DBS checked before they take up their post. Child protection training is compulsory for new members of staff. There is a refresher course on child protection for all staff at the beginning of the school year. A copy of the full document which contains information about the responsibilities of governors (trustees), the recruitment, selection and pre-employment vetting processes and how to deal with allegations of abuse made against teachers and other staff can be downloaded from: <https://www.gov.uk/government/publications/keeping-children-safe-in-education> All Staff and volunteers are provided with a copy of part 1 of KCSIE.

The guidance should be read alongside ‘Working Together to Safeguard Children 2013’ which is available at: <https://www.gov.uk/government/publications/working-together-to-safeguard-children>

This policy is in line with locally agreed inter-agency procedures.

### **Good Practice Guidelines:**

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

- Treat all young people with dignity and respect
- Be attentive to 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 student's privacy, especially when toileting or washing
- Don't play rough or provocative games
- Don't be sexually suggestive about or to a student, even in fun
- Don't touch a student inappropriately or obtrusively
- Don't scapegoat, ridicule or reject a student
- Don't show favouritism
- Don't involve students in excessive attention seeking
- Don't share sleeping accommodation with students
- Don't invite a student 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
- Use the internet sensibly and responsibly
- Don't allow unknown adults access to children in your care.
- Visitors should wear a label and be accompanied by a known person

- Any taking of photographs or moving images should be in accordance with the Brockwood Taking, Storing and Using Images of Children Policy. Where possible avoid using personal devices; if you do use a personal device upload the images to the secure area and delete them from your device immediately.

The schools have a **staff code of conduct/behavior policy** that gives clear guidance to staff about their behavior and actions so as not to place pupils and staff at risk of harm or of allegations of harm to a pupil.

### **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, suffocation, or otherwise.
- **Emotional abuse**, which is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects of 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.

A **bullying incident** should be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. The schools’ **anti-bullying policy** outlines the procedures for dealing with serious bullying incidents.

### **Promoting Awareness**

Our curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching and medical staff to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy. Boarding house staff have a particularly important role to play.

## 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 behavior 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*
- *Runs away from home or school or goes missing*

*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 DSL or DDSL**
6. **Discuss** with the DSL 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 DSL 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 DSL. The student should be told that any disclosure must be reported to the DSL (or in

their absence the DDSL) who, in conjunction with the Co-Principals, will take advice on the school's course of action. **In the most serious cases contact with the police is required.** Any child protection matter must be referred to the local social service department **within 24 hours** of the disclosure.

The DSL 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 their tutor and/or other trusted adult in the school, 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 volunteer working in or on behalf of the school, or a member of staff - including the DSL or DDSL - similar procedures should be followed, but the adult to whom the allegation has been made must go straight to the Co-Principals 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.

When a member of staff is suspended pending the conclusion of an investigation of a child protection nature is also resident in boarding accommodation, arrangements will be made for alternative accommodation.

If an allegation is made against either of the Co-Principals the person receiving the allegation should immediately inform one of the Trustees without first notifying the Co-Principals.

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

In the case of serious harm the police should be informed immediately.

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 Co-Principals, or the trustees in their absence, any concern or allegations about school practices or the behaviour of colleagues that are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Safeguarding is everyone's responsibility. Although referrals are usually to be managed, anyone can refer a child to children's social care if necessary.

**The Local Authority Designated Officer (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
- Behaved towards a child or children in a way that indicated s/he is unsuitable to work with children

All allegations should be referred to the LADO for advice before any investigation takes place and within one working day. In borderline cases, these discussions can be held informally and without naming the individual.

There are 3 LADOs in the Safeguarding Unit: Barbara Piddington, Mark Blackwell and Eric Skates ([eric.skates@hants.gov.uk](mailto:eric.skates@hants.gov.uk)). Barbara covers: East Hampshire, Fareham, Gosport, Havant, Hart and Rushmoor; Mark covers: Basingstoke, Eastleigh, New Forest, Test Valley and Winchester. **Eric's role is to cover the independent and special schools across the whole county** but works part-time on Tuesday, Wednesday and Thursday. Barbara or Mark would cover in his absence.

They all have individual email addresses but the best way to contact them to ensure a prompt response from a LADO would be [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) - **but when sending a referral use the secure email address: [child.protection@hants.gcsx.gov.uk](mailto:child.protection@hants.gcsx.gov.uk)**

**They can all be contacted on the same phone number: 01962 876364**

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

### **Children's Services**

For professional advice or to place referrals **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.

### **Safer Employment Practices**

Brockwood Park and Inwoods Small School follow 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 Disclosure and Barring Service (DBS) before starting work. All Governors, volunteer helpers, contractors working regularly during term- time, and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by the Trustees annually.

Assurance is obtained that where they will not be supervised by a member of school staff, appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site.

The school has a duty to report to the DBS (within 1 month of leaving) any person whose services are no longer required by the school because they are considered unsuitable to work with children. Referrals on this basis are where the school has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children. Where a referral has been made to the DBS, it is not necessary for a referral also to be made to the National College for Teaching and Leadership (NCTL), as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration will be given to an NCTL referral.

## **The Trustees Role**

Wendy Smith and Gary Primrose are the Liaison Governors for Child Protection issues. The Trustees consider child protection issues at each Trustees meeting. The Trustees are 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

## **EYFS**

The DSL for EYFS in Inwoods is Mary-Ann Ridgway.

In specific relation to EYFS: the school must notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

In Inwoods all staff mobile phones with cameras must be stored in the school office during the day. Such phones can only be accessed and used in the school office during staff breaks.

Phones may be taken on outings and visits for emergency contact but not for photographic use.

Each class has its own camera that can be used by staff and children. Photos can only be downloaded onto the school system.

Parental use of mobile phones, cameras and other technology must only be for personal use and must not be uploaded onto any social media.

## **Contact numbers and resources**

The telephone numbers of the Hampshire Council Social Services Departments are as follows:

Children's Reception Team For professional advice or to place referrals. 01329 225379 <a href="mailto:csprofessional@hants.gov.uk">csprofessional@hants.gov.uk</a> This line is open 8.30-5.30 Monday to Thursday and 8.30-4.30 on Fridays	Hampshire Police 0845 045 4545
Hampshire Children's Services For general public, 8.30-5.00 0845 603 5620	NSPCC Child Protection Line 24/7 adult helpline 0808 800 5000
Out of Office Hours Emergency Social Work	Childline

<p>Service (Including out of hours Child Protection Referrals) 0845 600 4555 The Hampshire Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.</p>	<p>For students or adults who want to make an anonymous inquiry. 0800 1111</p>
<p>Consultation Line (9.30am - 11.30am Tuesday and Wednesday) This number is available for consultation, advice or when you just want to talk over a situation and case names are not required 01962 876364</p>	<p>Hampshire Safeguarding Children Board <a href="http://www.4lscb.org.uk/hampshire/">http://www.4lscb.org.uk/hampshire/</a></p>
<p>Local Authority Designated Officers (LADO) For allegations against staff or those in a position of trust 01962 876364</p>	<p>Hampshire Constabulary Child Abuse Investigative Unit <a href="http://www.hampshire.police.uk/Internet/Specialist+Units/crime/sid/caiu/index.htm">www.hampshire.police.uk/Internet/Specialist+Units/crime/sid/caiu/index.htm</a></p>

