

The Grey Coat Hospital School

Safeguarding and Child Protection Policy

This policy was written and adopted in 2009

The policy to be reviewed 2011

Introduction

The governors and staff of The Grey Coat Hospital fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm. All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school this will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services
- To ensure that all adults within our school who have access to children have been checked as to their suitability via their references and the Criminal Record Bureau (CRB). These records will be kept on a single list. We have commitments from agencies that we work with that they have carried out the CRB checks for agency staff. WE are sent CRB disclosure numbers when staff are sent to us.

Procedures

Our school procedures for safeguarding children will be in line with LEA and ACPC procedures.

We will ensure that:

- We have a designated member of staff who undertakes training at least every two years, Janette Parish
- We have a member of staff, Peter Shaw, who will act in the designated teacher's absence and has been kept up to date with recent CP developments by the designated teacher.
- SLT have ongoing awareness training with regard to safeguarding and Child Protection and Westminster multiagency working
- We have a member of the Governing Body designated to monitor Child Protection
- The designated teacher will run training sessions at the start of each academic year as part of our CPD programme and make sure all staff are kept updated with any new advice and develop their understanding of the signs and indicators of abuse.
- All staff will receive a 'quick guide' to Child Protection at The Grey Coat Hospital
- All members of staff know how to respond to a student who makes an allegation or appears to be vulnerable or at risk
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- All new members of staff will be given a copy of our child protection procedures as part of their induction into the school.
- All students are made aware of the Child Protection Policy and who they can speak to in school if they are worried or concerned
- Our procedures will be regularly reviewed and up-dated

All staff will be given a quick Guide with details outlined below

You might become involved because:

- You may see an injury that cannot be explained
- A child may want to tell you about what is happening to him or her
- Another person may express concern for a child's well being
- You may have noticed significant changes in the way a child performs in school

What to do:

- Listen – non-judgementally
- Do not promise confidentiality – explain you may need to talk to someone else
- Inform the designated teacher of your concerns immediately

- Reassure the child but avoid unnecessary physical contact.

Record:

- What the child has said – using the child’s words (Note the context, time and date on your record and sign it)
- Avoid judgements and opinions
- Ask for advice about what to do next
- Maintain contact with the child for reassurance
- Be professional. Do not discuss the matter openly

Responsibilities

The designated teacher is responsible for:

- Adhering to the ACPC, LA and school procedures with regard to referring a child if there are concerns about possible abuse
- Keeping written records of concerns about a child even if there is no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely and are separate from student records
- Ensuring that an indication of further record-keeping is marked on the student records
- Ensuring that any student currently on the child protection register who is absent without explanation for two days is referred to Social Services
- Ensuring that staff are kept up to date annually with Safe Guarding and Child Protection briefings and training that is recorded and monitored.
- Once an incident has been reported, the designated teacher will consult with or report any disclosures by making a referral to the duty, referral and assessment team of the appropriate borough (Westminster 02076417560)
- If the young person is already known to social services, the allocated social worker or the named team with responsibility should be contacted
- An E-CAF should be sent within 48 hours of any telephone referral.

Supporting and Safeguarding Children

- We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless

end humiliated. We recognise that a child may feel self blame.

- 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.
- 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.

Our school will support all students by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying Social Services as soon as there is a significant concern.
- Providing continuing support to a student about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the student's new school.

Confidentiality

- We recognise that all matters relating to Child Protection are confidential.
- The Headteacher or Designated Teacher will disclose any information about a student to other members of staff on a “need to know” basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.
- Child Protection information must be sent through a secure electronic system or courier if required
- Pupil records must not be sent by post (To be clarified with June Wallace)

Supporting Staff (including supply staff)

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

Allegations against staff

- We understand that a student may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher unless the allegation is about the Headteacher.
- The Headteacher on all such occasions will discuss the content of the allegation with the LA Lead Officer for Safeguarding and Child Protection or the Local Authority Designated Officer (LADO)
- If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LAs Lead Officer for Safeguarding and Child Protection or LADO
- The school will follow the LA and LSCB procedures for managing allegations against staff, a copy of which will be readily available in the school.
- The Headteacher, Deputy or Chair of Governors may ring the LADO or LA Lead Officer for consultation at any time.

Safe Recruitment

- All members of staff including supply staff must have a current Criminal Records Bureau (CRB) check
- New staff employed on a permanent basis by the school will undergo a new CRB check
- All staff will require **rechecking every three years**
- The Head teacher, Deputy head teacher and Bursar have attended safer recruitment training

Whistle blowing

- We recognise that children cannot be expected to raise issues that worry them if they feel unsafe or they feel that they will not be taken seriously or where staff fail to act in response to their concerns
- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues in regard to their behaviour or treatment of students.

Acceptable Physical Intervention or Restraint

- Our policy on physical intervention by staff is set out in the Westminster LA policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 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.

Bullying

- Bullying is a safeguarding and Child Protection Issue. A separate policy on bullying is held by the school and details the action that will be taken in respect of an allegation of bullying.
- Bullying includes physical, verbal, written as well as cyber bullying on the internet, computers or mobile phone.

Domestic Violence

Domestic Violence is a safe guarding and Child Protection issue.

- Any child or young person who has been witness to or involved in incidents of domestic violence will have suffered a degree of trauma, likely to be at risk of emotional damage and or physical injury.
- Allegations of domestic violence or the risk of or witnessing of such incidents will be referred to the Duty and assessment Team under the child protection procedures.

Forced Marriage

Forced marriage is a safe guarding and Child Protection

- All staff need to be aware of any signs that would indicate a pupil is concerned that they may be taken away
- We will maintain close checks on requests for holidays abroad or requests for leave of absence
- We will monitor attendance and reasons for absence closely

Child Trafficking and Sexual Exploitation

- We will put in place systems to request proof that parents or carers are who they say they are and confirm parental responsibility (Clarification from June Wallace about the best extra document to

request)

- We will maintain our procedures for passing on information to schools when students move
- We will contact LA Education Welfare service if students do not return or they are being removed from roll.

Racist Incidents

- Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for PSHCE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Ensure all students do not have access to internet chat sites at school and warn them of the dangers of using these sites outside school.

Health & Safety

- Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visit.