

Hockerill Anglo-European College

CHILD PROTECTION POLICY

The purpose of this policy is to inform staff, parents and governors about the College's responsibilities for safeguarding children and to enable everyone to have a clear understanding of how these responsibilities should be carried out.

The College follows the procedures established by the Hertfordshire Safeguarding Children Board - a guide to procedure and practice for all professional staff in Hertfordshire who work with children.

A copy of the Hertfordshire ACPC Child Protection Procedures is held in the Director of Studies' Office (a soft copy is available in the shared area).

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

They should be aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

The College works in compliance with the 'National Minimum Requirements for Boarding Schools' published by the Secretary of State under section 23(i) of the Care Standards Act 2000. The statement is applicable to boarding schools under the Education Act 1996.

There is a copy of the "Working Together To Safeguard Children" in the Policies area of shared documents.

A copy of 'Safeguarding Children in Education' is available from the Principal's PA, Amanda Everett.

Staff have received a copy of the 'Code of Conduct for Teachers and Other Employees Working with Young People'. There are copies of this document together with the policy on Physical Intervention available in the Policies folder on the College network and hard copies are available from the Principal's PA.

Hockerill documents relating to Child Protection:-

- 1) This document: (The Child Protection Policy) which explains procedures handling a disclosure, child protection case conferences.
- 2) Policy for the Use of Physical Restraint.
- 3) Whistleblowing Policy

MISSION STATEMENT

At Hockerill every individual is important. Each individual is entitled to good pastoral care and to be protected from neglect or abuse.

At Hockerill, all members of staff should:-

- strive to create a community atmosphere in which each student may feel secure are encouraged to talk, and are listened to when they have a worry or concern.
- ensure children know that there are adults in the school whom they can approach if they are worried.
- include opportunities in the Wellbeing curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- strive to create relationships with students that are based on trust
- be aware and alert to symptoms of neglect and abuse
- be aware of and implement correct procedures for dealing with suspected or reported neglect and abuse
- take action, not ignore, suspected or reported cases of neglect and abuse.

There is a folder called 'Child Protection – useful documents' in the staff-shared area of the Hockerill network, including guidance on Safe Practice as well as a Power Point of Hockerill training.

STATUTORY FRAMEWORK

In order to protect children from harm the school will act in accordance with the following legislation and guidance:

The Children Act 1989
The Children Act 2004
Education Act (2002), section 175
Hertfordshire Safeguarding Children Board Child Protection Procedures (2007)
DfES guidance Safeguarding Children and Safer Recruitment in Education (2006)
HM Government 'Working Together to Safeguard Children' (2006)

HM Government 'Working Together to Safeguard Children' (2006) requires all schools to follow the procedures for protecting children from abuse which are established by the Hertfordshire Safeguarding Children Board. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfES guidance Safeguarding Children and Safer Recruitment in Education (2006) places the following responsibilities on all schools:-

- Schools should be aware of and follow the procedures established by the Hertfordshire Safeguarding Children Board
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- A Designated Senior Person should have responsibility for co-coordinating action within the school and liaising with other agencies
- Staff with designated responsibility for Child Protection should receive appropriate training

DfES guidance Safeguarding Children and Safer Recruitment in Education (2006) also states that “All parents need to understand that schools and FE colleges have a duty to safeguard and promote the welfare of children who are their pupils or students, that this responsibility necessitates a child protection policy and procedures, and that a school or FE college may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare.”

THE DESIGNATED SENIOR PERSON

The Designated Senior Persons for Child Protection in this school are:

NAME: Gareth Roberts; Lynne Ketteridge

It is the role of the Designated Senior Person for Child Protection to:-

- Ensure that the school operates within the legislative framework and recommended guidance
- Ensure that all staff and volunteers are aware of the Hertfordshire ACPC procedures
- Ensure that appropriate training and support is provided to all staff
- Ensure that the headteacher is kept fully informed of any concerns
- Develop effective working relationships with other agencies and services
- Decide whether to take further action about specific concerns (e.g. refer to Children, Schools and Families Social Work Team)
- Liaise with Social Work Teams over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place and marked 'Strictly Confidential'
- Submit reports to, and ensure the school’s attendance at Child Protection Conferences
- Ensure that the school effectively monitors children about whom there are concerns
- Provide guidance to parents, children and staff about obtaining suitable support

COLLEGE PROCEDURES

If any member of staff is concerned about a child, he or she must inform one of the Designated Senior Persons for Child Protection (or if they are unavailable, the Principal)

Information regarding the concerns must be recorded and referred by the member of staff on the same day. The recording must be a clear, factual account of the observations. A proforma is available as an appendix to this policy.

The designated Senior Person will:

- liaise with the Child Protection School Liaison Officer for the East Area (01992 556974 / 07788 567908) and then refer to Children, Schools and Families if appropriate. Child Protection referrals are made directly to Client Services by telephone on 0300 1234043. Non Child Protection referrals are made on 01438 737500. All referrals must be followed up in writing within 2 working days on the multi-agency Referral Form. The Designated Senior Person will decide whether the concerns should be referred to Children, Schools and Families. If it is decided to make a referral to Children, Schools and Families this will be done with prior discussion with the parents, unless to do so would place the child at further risk of harm.
- seek medical advice if necessary.
- record all information and actions in detail as soon as possible but within 24 hours. All information pertaining to Child Protection must be filed in the locked Child Protection filing cabinet held in the Director of Studies’ office.
- report any concern or allegation of child abuse of boarders to the to Ofsted National Business Unit (NBU), Royal Exchange Buildings, St Ann’s Square, Manchester M2 7LA. Telephone: 08456 404040 Email: enquiries@ofsted.gov.uk

Referrals should be addressed to:-

Client Services,
P.O. Box 153
Stevenage
Herts SG1 2GH

Tel : 0300 123 4043
Fax: 01438 737402.

Children's Social Care must acknowledge referrals in writing within one working day of receipt. If no acknowledgement is received within three working days, the referrer must contact Children's Social Care again to establish the current status of the referral.

Recording by Referrer

The referrer should keep a written record of:

- Discussions with child
- Discussions with parent
- Discussions with managers
- Information provided to Children's Social Care
- Decisions taken (clearly timed, dated and signed)

Hertfordshire Safeguarding Children Board
Child Protection Procedures (May 2007)
Sections 5.3.10 – 5.3.13

Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan (formerly referred to as the Child Protection Register) and a written record will be kept

If a Hockerill student who is/or has been the subject of a child protection plan changes school, the Designated Senior Person will inform the social worker responsible for the case and transfer the appropriate records to the Designated Senior Person at the receiving school, in a secure manner, and separate from the child's academic file

WHEN TO BE CONCERNED

Staff should be concerned about a student if he or she:-

- has any injury which is not typical of the bumps and scrapes normally associated with children's injuries.
- regularly has unexplained injuries.
- frequently has injuries (even when apparently reasonable explanations are given).
- confused or conflicting explanations are given on how injuries were sustained.
- exhibits significant changes in behaviour, performance or attitude.
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age.
- discloses an experience in which he or she may have been significantly harmed.

DEFINITIONS:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, an institutional setting or, more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated or induced illness, factitious illness by proxy or Munchausen syndrome by proxy. There are three main ways of the carer of a child fabricating or inducing illness in a child:

- fabrication of signs and symptoms. This may include fabrication of past medical history:
- fabrication of signs and symptoms, and falsification of hospital charts and records, and specimens of bodily fluids. This may also include falsification of letters and documents:
- induction of illness by a variety of means.

Emotional Abuse

Emotional abuse 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. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involved forcing or enticing a child or young person 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 (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

DEALING WITH A DISCLOSURE

RECEIVE

If a student discloses that he or she has been abused in some way, the member of staff should:-

- listen to what is being said with out displaying shock or disbelief
- accept what is being said
- allow the child to talk freely.
- reassure the child but not make promises which it might not be possible to keep.
- not promise confidentiality – it might be necessary to refer to Children, Schools and Families.
- reassure him or her that what has happened is not his or her fault.
- stress that it was the right thing to tell.
- listen, rather than ask direct questions.
- ask open questions rather than leading questions.
- not criticise the alleged perpetrator.
- explain what has to be done next and who has to be told.

RECORD

When a student has made a disclosure the member of staff should:-

- make brief notes as soon as possible after the conversation.
- not destroy the original notes in case they are needed by a court.
- record the date time, and place and any noticeable non-verbal behaviour and the words used by the child.
- draw a diagram to indicate the position of any bruising or other injury.
- record statements and observations rather than interpretations or assumptions.

REFER

After receiving and recording, the member of staff should:-

- inform the Designated Senior Person
- pass on the records and information
- not ask the child to repeat what they have already disclosed

SUPPORT

Dealing with a disclosure from a child, and a Child Protection case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the Designated Senior Person.

CONFIDENTIALITY

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children Schools and Families and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

ALLEGATIONS INVOLVING COLLEGE STAFF

If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform the Principal.

If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child at the school, or elsewhere, they must immediately inform the Principal. They should also make a record of the concerns including a note of anyone else who witnessed the incident/alleged incident.

If the concerns are about the Head Teacher, then the **Chair of Governors** should be contacted.

The Principal will not investigate the allegation itself, or take written or detailed statements, but he will assess whether it is necessary to refer to Children Schools and Families in consultation with the Local Authority Designated Officer (07920 283106 or 07995 288271)

If it is decided that the allegation warrants further action through Child Protection Procedures the Head Teacher must immediately make a referral to CSF Client Services (01438 737511).

Under these circumstances the member of staff against whom an allegation has been made should not be informed of said allegation until future action is agreed with the Social Work Team Manager. It may be necessary to discuss appropriate steps to ensure other children are not at risk. The allegation will be investigated in accordance with Section 10 of the Hertfordshire Safeguarding Children Board Child Protection Procedures.

If it is decided that it is not necessary to refer to Children Schools and Families, the Head Teacher and Local Authority Designated Officer will consider whether there needs to be an internal investigation. Advice must be sought from the College's Human Resources Advisers.

For further information see:

- Hertfordshire Safeguarding Children Board Child Protection Procedures: Section 10

Designated Senior Persons for 2008 – 2009:
Gareth Roberts, Director of Studies
Lynne Ketteridge, Learning Support Co-Ordinator

Policy agreed by Senior Management Team: 24 January 2003

Ratified by Governors: May 2003

Reviewed in October 2003 in the light of Inspection of Boarding under Section 87 of the Children Act 1989.

Reviewed: October 2005

Reviewed: May 2006 and November 2006

Reviewed: April 2007 in light of change from NCSCI to Ofsted for Inspections.

Reviewed: September 2009 in light of new Model Child Protection Policy for Schools issued by Herts

Policy agreed by Senior Leadership Team: September 2009

Ratified by Governors: September 2009