

St. John's
SCHOOL



CHILD SAFEGUARDING POLICY

DATE: June 2009

**Those responsible:
Mrs F S Armour - Headteacher
Senior Management Team**

To be reviewed annually

St. John's School: Child Safeguarding Policy

This policy complies with the DCSF Guidance for Safeguarding Children and Safer Recruitment in Education. It is available on the school's website for parents to view. It applies to all students at St. John's School, including children undertaking the Early Years Foundation Stage.

1 Introduction

- 1.1** The aim of this policy is to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supporting climate. The pupil's welfare is of paramount importance. 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.
- 1.2** In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
- 1.3** Our teaching of Personal, Social and Health Education/Citizenship helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations and how to behave in response to them.

2 Aims and Objectives

- 2.1** Prevention: This is established by providing a positive school atmosphere. The teaching of Personal, Social and Health education develops positive attitudes and effective pastoral support is given in all areas of the school.
- 2.2** Protection: National legislation and guidance as well as Essex SET procedures developed by the Essex Safeguarding Children Board are the guidelines we follow in child protection cases. Staff are recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns.
- 2.3** Support: To pupils who may have been abused.

3. Framework

Child Protection is the responsibility of all adults, especially those working with children. Schools do not operate in isolation. Our school follows the local authority guidelines when dealing with allegations of child abuse.

If any deficiencies or weaknesses in Child Safeguarding are found at our school, then they will be remedied without delay.

4. Roles and Responsibilities

- 4.1** The designated person on the Senior Management team is the Key Stage 2 Co-ordinator, Mrs. A. Sullivan. The designated person for Early Years is the EYFS Co-ordinator, Mrs. A. Fleming.

4.2 Abuse can be of a physical, emotional or sexual nature. It can also be as a result of neglect. If a teacher suspects that a child is being abused they should:

Receive – listen and accept what the child is telling you.

Reassure – stay calm, do not promise confidentiality.

React – no leading questions or judgements.

Explain – what you will do next (i.e. inform the designated person)

Record – When, Where, Witnesses, Time, Date (in the child’s own words if possible.)
Use ‘Logging a Concern About a Child’s Welfare’ to record (Appendix A)

4.3 If any teacher suspects that a child in his/her class or elsewhere in the school may be a victim of abuse, they immediately inform the designated person for Child Protection about their concerns.

4.4 The designated person, in collaboration with the named person, that is, the Headteacher, will decide if action by other agencies is deemed necessary. If necessary, contact with Essex Social Care will be obtained within a period of 24 hours of the disclosure or suspicion of abuse. The school’s designated person works closely with the Children’s Social Care Services and Police when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.

4.5 If a child protection referral is made, the school expects that there will be a case conference held by Children’s Social Care Services with the specified framework of 15 working days. The case conference offers the opportunity to share information and to formulate a plan of action. Staff are expected to attend, participate in or send reports to all case conferences and meetings held under the Local Authority guidelines.

5. Types of Abuse

Abuse can be of a physical, emotional or sexual nature. It can also be as a result of neglect. Please refer to Appendices B-E for the types of abuse and how to recognise signs of possible abuse.

Physical Abuse (Appendix B)

Emotional Abuse (Appendix C)

Sexual Abuse (Appendix D)

Neglect (Appendix E)

6. Allegations of Abuse

6.1 In most circumstances when a child alleges abuse, the school will notify the parents at the earliest opportunity. However, in certain circumstances (usually in response to an allegation of physical or sexual abuse within the family) referral to Children’s Social Care Services (and thereby to the Police) may be made first.

In these circumstances, those agencies take responsibility for notifying the parents. This is to ensure the child is safeguarded, that he/she cannot suffer coercion or punishment for the disclosure and to try to ensure the preservation of any evidence.

6.2 Any allegation of abuse made by a pupil against another pupil will be dealt with fairly, quickly and consistently. It should be reported to the Designated Person and the named person, the Headteacher. A referral will be made to Essex Social Care. If further action is required, then we will investigate.

6.3 Any allegation of abuse made against a teacher (including the Designated Person for Child Protection) volunteer or other member of staff, will be dealt with fairly, quickly and consistently. All allegations should be reported straight away to the Headteacher. Any investigation will be carried out with the support and advice of the Local Authority Designated Officer for Essex. In the absence of the Headteacher, or if the Headteacher is the subject of the allegation, then a report should be made immediately to the Proprietor without notifying the head first. The Proprietor will manage the investigation with advice from the Local Authority Designated Officer.

6.4 If a child protection referral is made, Social Care leads the enquiry. An initial assessment must be completed within seven days. Any further action will be undertaken by Social Care or related outside agencies such as the Police Child Protection Unit. School staff are expected to attend and participate in Child Protection conferences.

6.5 Contact numbers if you are worried a child is being abused:

Essex Social Care (Normal Inquiries) 0845-603762 , Immediate Welfare or Safety 0845-6037634

Essex Police 01245- 491491

Essex Safeguarding Children Board 01245-430436

7. Confidentiality and Records

7.1 We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of the process, letting them know who is involved and what information has been passed on.

7.2 Child protection records are kept separate to general office files on individual children. They are kept locked and secure. Access to records is only available to the designated and named persons. If a referral has been made, an individual child's record will be shared with outside agencies such as Essex Social Care. This is in accordance with National and Essex guidelines.

8. Training

8.1 The designated person for Child Safeguarding undertakes training in Child Safeguarding every twelve months. This includes Level 2 Safeguarding Training and Inter-Agency Training.

8.2 All other staff and volunteers are trained every three years.

The aims of the training are:

- (a) To ensure understanding of what is abuse and to strive for common thresholds of concern.
- (b) To raise the awareness of all staff and identify responsibility in reporting possible causes of abuse.
- (c) To ensure effective communication between all staff when dealing with child protection issues.
- (d) To lay down the correct procedures for those who encounter an issue of child protection.

8.3 New staff to St. John's School are given Child Safeguarding training in procedures for identifying and recording abuse.

8.4 Staff are also given guidance regarding safer working practices. DCSF guidance (March 2009: Guidance for Safer Working Practices for Adults who Work with Children and Young People in Education Settings) is used to inform staff during training sessions.

This includes: dressing appropriately for the tasks and work they undertake, not inviting children into their home, not accepting gifts that could be construed as a bribe, remaining aware of the risks of child infatuation, ensure that their own technological use is safe and responsible, being aware of the possible risks involved with social contact and how it may be construed as 'grooming', to clearly understand that there must be no sexual contact with pupils, that a 'limited touch' culture should be adopted and that when administering intimate care it should be carefully and sensitively undertaken.

8.4(i) In training sessions, staff are instructed of the need to be vigilant and to take more reasonable care in relation to:

- One to one situations
- Transporting pupils in their own personal car or transport
- Educational visits, particularly overnight stays
- Use of the internet and access to inappropriate images
- Sports coaching

(ii) In training sessions, staff will be made aware of how to share concerns and record incidents. The school's Child Safeguarding Policy will be adhered to when an allegation against a member of staff is made.

9. Recruitment of Staff

9.1 We acknowledge that Safer Recruitment is an integrated element of safeguarding, and that the principles are on-going through induction, monitoring and performance management.

9.2 The Department for Children, Schools and Families (DCSF) requires all schools to practice safer recruitment.

Prior to 2002, newly appointed staff have been checked against the Police List 99, which details offences against children.

Staff appointed after 1 March, 2002 who come into regular contact with or have unsupervised access to children, have been subject to an enhanced Criminal Records Bureau disclosure.

9.3 A central record of recruitment and vetting checks is held in the School Office, indicating checks of their identity and qualifications (where appropriate), CRB/List 99 status, medical fitness, application form or curriculum vitae, references and any overseas relevant checks.

9.4 The specific vulnerability of volunteers and supply staff is recognised by the school and they are appropriately supported by senior staff. Child Safeguarding procedures are issued to all supply staff and volunteers whilst they are engaging with the children in the school. The school will ensure that checks and procedures apply to any staff who teach our children on another site and assurance will be obtained.

9.5 If a member of staff, a volunteer, a student or contractor leaves the school because they are he/she is considered unsuitable to work with children, then the Independent Safeguarding Authority will be informed within one month of that person leaving the school.

9.6 Address of ISA –

PO Box 181,
Darlington, DL1 9FA
Telephone: 0300 123 1111

10. Physical Restraint

There may be times when adults in our school, in the course of their duty, use physical intervention to contain children. The Headteacher requires the adult involved in any such incident to report this to her immediately, and to record it in the 'Interventions' book. Physical intervention is allowed if the pupil is in danger of harming themselves or others.

11. Governance

11.1 The Proprietor annually reviews procedures and policy with the designated person and Headteacher, and reviews the efficiency with which they have been discharged.

11.2 The Proprietor acknowledges her retained responsibility for any activities carried out with children on site or using the school's facilities – even if delivered by an external body or organisation.

11.3 In such circumstances the Proprietor satisfies herself that the group or organisation has its own safeguarding policy and procedures for safer recruitment of staff or leaders, or that the organisation signs up to the policy and procedure of the school.

12. Monitoring and Review

The Principals regularly review any incidents detailed in the 'Intervention' book.

The Child Safeguarding policy is reviewed annually by the Senior Management Team and by the Proprietor.

Signed: Mrs J Osen

Reviewer:

Date: 29th July 2009

Types of Abuse

Physical Abuse

Signs to look for:

1. Bruising:

- . in unusually places such as the trunk of the body, genitals, ears, inner arm.
- . pattern of bruising
- . shape of bruise such as finger marks.
- . age of bruise
- . size of bruise

2. Burns and Scalds:

- . cigarette burns
- . electrical burns caused by lengthy exposure to heat
- . immersion burns (an indicative line rather than splash marks)
- . rope burns

3. Human Bite Marks

4. Fractures, particularly spiral fractures

5. Swelling and lack of normal use of limbs.

6. Untreated or unexplained injuries

Types of Abuse

Sexual Abuse

Signs to look for:

Physical Signs

1. Damage of genitalia, anus or mouth
2. Sexually transmitted disease
3. Unexpected pregnancy, especially in young girls
4. Soreness in genital area, anus or mouth
5. Unexplained recurrent urinary tract infections, discharges or abdominal pain.

Behavioural Signs

1. Sexual knowledge inappropriate for age
2. Sexualised behaviour in young children
3. Sexually provocative behaviour
4. Inexplicable falling off in school performance
5. Sudden apparent changes in personality
6. Lack of concentration, restlessness, aimlessness
7. Socially withdrawn
8. Overly compliant behaviour
9. Acting out, aggressive behaviour
10. Poor trust in significant adults
11. Regressive behaviour, onset of wetting, by day or night
12. Onset of insecure, clinging behaviour
13. Arriving early at school, leaving late, running away from home
14. Suicide attempts, self-mutilation, self-disgust
15. Eating disorders, hysteria attacks in adolescents.

Types of Abuse

Emotional Abuse

Signs to look for:

- 1. Physical, mental and emotional developmental delay.**
- 2. Acceptance of punishment which appears excessive.**
- 3. Over- reaction to mistakes.**
- 4. Continual self-deprecation**
- 5. Sudden speech disorders**
- 6. Fear of new situations**
- 7. Neurotic behaviour such as rocking, hair-twisting, thumb-sucking**
- 8. Self- mutilation**
- 9. Fear of parents being contacted.**
- 10. Drug or solvent abuse.**
- 11. Running away**
- 12. Compulsive stealing or scavenging.**

Types of Abuse

Neglect

Signs to look for:

- 1. Regularly hungry**
- 2. Always dirty, underwear not changed**
- 3. Regularly forgotten to be picked up**
- 4. Untreated medical problems**
- 5. Pale, listless and underweight.**

Logging a Concern about a Child's Safety and Welfare

Pupil's Name:	Date of Birth:	Date:
	Age:	Time:
Name of person logging concern:	Position at school:	Signature:
Note the reason(s) for recording the incident:	1 3	2. 4
Record the following factually: (in the child's own words if possible)	1. Who was involved?	2. What occurred?
	3. Where did this happen?	4. When did this happen?
Witnesses? (Please provide names)	Action taken:	Please pass this form to your Designated Person for Child Safeguarding – Mrs. A. Sullivan (Key Stage 2 Co-ordinator)