



CHILD PROTECTION POLICY

This policy is effective throughout the school, from the EYFS to Year 6.

Dair House School is concerned about the welfare and safety of all its pupils and strives to create an ethos in which pupils feel secure, listened to and fully supported. Child Protection concerns that arise will be dealt with as sensitively and effectively as possible.

This policy follows 'Safeguarding Children and Safer Recruitment in Education' and has been approved by the Buckinghamshire Safeguarding in Education team, the Independent Safeguarding Authority (ISA).

The Aims of the Dair House Child Protection Policy

- To support the child's development in ways that will foster security, confidence and independence.
- To provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues.
- To make explicit the school's commitment to the development of good practice and sound procedures so that child protection concerns and referrals are handled sensitively, professionally and in ways that supports the needs of the child.
- To promote effective liaison with other agencies in order to work together for the protection of all members of the community.
- To integrate Child Protection issues into the curriculum.
- To take account of policies in related areas such as the Anti-bullying and Behaviour Policy.
- 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 highlight the procedure for safe recruitment of staff.

Statutory Framework

'The Children Act 1989' requires all schools to follow procedures for protecting children from abuse. 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 is at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused or suspected of abuse. DfES Circular 'Working Together to Safeguard Children' (2006) places the following responsibilities on all schools:

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- Designated Persons should have responsibility for co-ordinating action within the school and for liaising with other agencies.
- All staff should receive Child Protection training appropriate to their role.
- Schools should have procedures, of which all staff is aware, for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse.
- Parents should be made aware of the school's Child Protection Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.

This policy is on the School's website and available to parents on request. We have also taken into account the statutory duties for schools and governing bodies introduced in section 175 of the 2002 Education Act and the guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2/2005 and section 157 of the Education Act of 2002, relating to independent schools.

Diversity Issues

Although no culture sanctions extreme harm to a child, cultural variations in child rearing patterns do exist. A balanced assessment must incorporate a cultural perspective but guard against being over-sensitive to cultural issues at the expense of promoting the safety and well-being of the child. 'Fear of being accused of racism can stop people acting when they otherwise would. Fear of being thought unsympathetic to someone of the same race can change responses. Every organisation concerned with the welfare and protection of children should have mechanisms in place to ensure equal access to services of the same quality, and that each child, irrespective of colour or background, should be treated as an individual requiring appropriate care' (Victoria Climbié Inquiry Report).

Research also tells us that children with special needs are at an increased risk of abuse. There are fewer signs and indicators and more possible explanations. Children with communication difficulties may be especially vulnerable. Some children and young people may be more vulnerable to abuse due to particular circumstances such as:

- Young women subject to honour based violence (where for instance they have transgressed the expectations of them as young women in their family and community).
- Children at risk of harm from abuse linked to a belief in spirit possession on the part of their parent, carer or wider community.
- Girls at risk of genital mutilation (usually being taken back to their country of origin for this procedure to be carried out).
- Children being trafficked into other families from abroad.
- Girls and / or boys at risk of being forced into marriage.

Types of Abuse (Taken from 'Working Together to Safeguard Children DfES 2006').

- a) Neglect - The persistent or severe neglect of a child which results in impairment of health or development.
- b) Physical Abuse - Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.
- c) Sexual – Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles.
- d) Emotional – actual or likely severe adverse effects on the emotional and behavioural development of a child by persistent or severe emotional mistreatment, inappropriacy, humiliation or denial of love.
- e) Potential abuse – situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser.
- f) Bullying – please see our Anti-bullying policy.

Signs of Possible Abuse (Taken from 'Working Together to Safeguard Children DfES 2006').

These are not exhaustive or necessarily indicative of abuse.

- a) Neglect – constant hunger or tiredness, frequent lateness or absence, poor personal hygiene, untreated medical problems, running away, stealing, low self-esteem.

- b) Physical - unexplained injuries/bruises, improbable or evasive excuses, untreated injuries, fear of treatment or medical help, fear of physical contact, fear of going home, over aggressive or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.
- c) Sexual - tendency to cling, tendency to cry, genital itching, acting 'like a baby', distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks.
- d) Emotional – physical/emotional/developmental delay, over-reaction to mistakes, tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Munchausen Syndrome by proxy (where a parent of child deliberately fabricates or induces illness in that child). Signs may include: perceived illness, doctor shopping, enforced illness, fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine. Child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.

Roles and Responsibilities within Dair House School

Designated Person for Child Protection: **Mr Terry Wintle.**

Deputy Designated Person for Child Protection (in the absence of the Designated Person):
Mrs Margaret Southerden.

Designated Person for the EYFS: **Mrs Kathleen Grant**

School Governor with responsibility for Child Protection: **Mrs Kate Hanson.**

She liaises with the school and Designated Person with regard to all issues relating to Child Protection and communicates these issues to the governing body.

The Responsibilities of the Designated Person are:

- To ensure all staff are familiar with Dair House School and Buckinghamshire Local Authority guidelines for identifying and reporting abuse, including allegations of abuse against staff.
- To ensure the school operates an effective Child Protection Policy.
- To ensure all staff receive foundation training in child protection.
- To be responsible for co-ordinating action and liaising with other agencies and support services over child protection issues.
- To liaise with all related child protection bodies in enquiring into allegations of child abuse. This will include ensuring the school is represented at child protection case conferences and that information about the child is provided as required.
- To follow as appropriate recommendations made by the Buckinghamshire Safeguarding in Education Team.
- To be aware of 'Every Child Matters'.
- To support and advise staff on child protection issues generally.
- To ensure all staff receive appropriate training, up-dated every three years.
- To monitor the attendance and development of children on the child protection register.
- To disseminate relevant information between agencies to the appropriate Staff.
- To complete CP records and send onto new schools (where relevant).
- To maintain accurate and secure child protection records in chronological order.

The Responsibilities of the Whole School Staff including Volunteers are to:

- Provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions.
- Act in accordance with the procedures outlined in this policy.
- Treat all children with respect within a framework of agreed and understood behaviour.
- Be aware of signs and symptoms of abuse.
- Report concerns to the Designated Person or other senior staff members as appropriate.
- Monitor and report as required on the welfare, attendance and progress of pupils on the local Authority's Child Protection Register.
- Keep clear, dated, factual and confidential records of child protection concerns.

School Procedures

- Any member of staff concerned about a child must inform the Designated Person immediately. If the allegation is concerning the Designated Person the member of staff should inform the Headmaster and if the allegation is against the Headmaster the Designated Person will inform the Designated Governor and Chairman of Governors.
- The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.
- The Designated Person will consult the Headmaster who will decide in consultation with Social Services whether the concerns should be referred officially to the Social Services Department. If it is decided to make a referral to Social Services, this will be done, if necessary, without prior discussion with the parents.
- Contact will be made within 24 hours of a disclosure being made or of suspicion of abuse.
- If a referral is made to Buckinghamshire Social Services, the Designated Person will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 48 hours.
- When, and if, the school registers with Ofsted for EYFS purposes, the school will inform Ofsted of any allegations or serious harm or abuse by any person living, working or looking after children (whether the allegation relates to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonable but at least within 14 days. This is also the case if there is a serious accident, illness or serious injury to, or death of, any child whilst in our care and action taken in respect of it.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the Child Protection Register.
- If a pupil who is on the Child Protection Register changes school, the Designated Person will inform the Social Worker responsible for the case and transfer the appropriate records to the receiving school.
- If a member of staff (including employed, contracted, volunteer or student) no longer works in the school because they are considered unsuitable to work with children the school will report this to the Independent Safeguarding Agency within one month of this person leaving the school.
- The procedure for searching for a pupil missing from school is in the Missing Child Policy.

Dealing with a Disclosure

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

- Listen to what is being said without 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 confidentially, as it might be necessary to refer the case to Social Services.
- Reassure the pupil that what has happened is not their 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 perpetrator.
- Explain what has to be done next and who has to be told.

Recording a Disclosure

When a pupil has made a disclosure, the member of staff should:

- Make some 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, 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.

Records and Monitoring

Well kept records are essential to good Child Protection practice. Concerns and disclosures should be recorded in writing by the member of staff who receives them and passed to the Designated Person without delay. Records are stored in a dedicated filing system maintained by the Designated Person.

When pupils with records in this filing system move to their next school the Headmaster is responsible for transferring information.

Confidentiality

Members of staff are expected to:

- Treat information they receive about children and young people in a discreet and strictly confidential manner.
- Seek advice from the Headmaster if they are in any doubt about sharing information they hold or which has been requested of them.

Principles for Safe Working Practice for All Staff and Volunteers at Dair House School

In order to minimise the risk of accusations being made against staff or volunteers as a result of their daily contact with pupils, governors will ensure, through the Headmaster, that all staff are aware of and follow 'Guidelines on the Use of Control and Physical Restraint by Staff' together with guidance given in Section 8 of the Education Department pamphlet entitled 'Child Protection: A Practical Guide for All Staff Working in Education Establishments'.

A 'no touch' approach is impractical for staff working with young children. It is not possible to be specific about the appropriateness of each physical contact: staff must use their professional judgement, but must be aware of their actions.

The following points of guidance were taken from Principles for Safe Working Practice for the Protection of Children and Staff in Education Settings (Feb 2005):

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead to any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way (especially when working with individual pupils). Staff should not allow pupils to visit their place of residence.

- Staff should not have any personal communication with pupils i.e. email, facebook etc.
- Staff should discuss and/or take advice promptly from a member of the SMT over any incident, which may give rise for concern.
- Records should be made of any such incident and of decisions made/further actions agreed, in accordance with school policy for keeping and maintaining records.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Governors will also ensure, through the Headmaster, that staff follow the Education Department Guidance and Procedures for School Visits.

Staff Training

All newly appointed staff receive Child Protection training as part of their induction process. The Child Protection Policy is agreed annually by all staff, with staff signing a pro forma that confirms they understand our Child Protection Policy.

All staff, the Headmaster and the Governor responsible for Child Protection, attend Child Protection up-date courses organised by the Buckinghamshire Safeguarding team every three years.

Volunteers and part-time staff meet with the Designated Person every year to be made aware of Child Protection issues.

The Designated Person attends Buckinghamshire Safeguarding team courses, specifically for Designated Persons, every two years.

Allegations of Abuse by Staff and Volunteers

If a child, or parent, makes a complaint of abuse against a member of staff or volunteer, the person receiving the complaint must take it seriously and immediately inform the Headmaster.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff or volunteer, either at school or elsewhere, must immediately inform the Headmaster. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

The Headmaster will investigate the allegation itself having taken advice from social services, and he will assess in conjunction with social services whether it is necessary to refer to the local Social Services team in accordance with the child protection procedures. In doing this, the Headmaster may consult with the Child Protection Education Welfare Officer, Headmaster of Education Welfare Service, or a Senior Officer from Social Services without delay.

If the Headmaster decides that the allegation warrants further action through child protection procedures, he must make a referral direct to the Buckinghamshire Social Services team or NSPCC. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff or volunteer. If it is decided that it is not necessary to refer to Social Services the Headmaster will consider whether there needs to be an internal investigation.

Allegations of Abuse by the Headmaster

If an allegation is made about the Headmaster, the Chairman of Governors- Mr John O'Brien, contact details are available from School Secretary or the Bursar - must be contacted directly by the person who is making the allegation or the Deputy Designated person.

The Chairman will contact Buckinghamshire Social Services without delay.

Support for Pupils and Staff

The Headmaster/Designated Person will make all reasonable attempts to protect and otherwise support pupils who have disclosed information about possible child abuse incidents.

Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/herself and discuss this with the Headmaster.

Appointment of Staff (Recruitment of Staff Policy)

Governors will, when appointing staff, take account of the guidance issued by the Education Department's Contracts and Personnel Section and observe the following safeguards:

- That documentation sent out to potential candidates will make it clear that child protection is a high priority of the school and those rigorous checks will be made of any candidate before appointments are confirmed.
- That a reference as to the suitability of a candidate to work with children will always be obtained from the last employer.
- That at interview candidates will be asked to account for any gaps in their career/employment history.
- That candidates will be made aware of systems established within the school for retaining duty rotas, work diaries and access to pupils' records.
- That Criminal Records Bureau Checks, checks against the DfES list 99 register and the similar list maintained by the Department for Health will be followed through for any staff appointed and regular helpers. Staff and helpers who have recently moved to the UK will be asked to produce a certificate of good conduct (or national equivalent) from the authorities representing the countries from which they have recently moved.
- That assurance is obtained that 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 must also meet any requirements of the new Independent Safeguarding Agency scheme once it has been implemented.

Child Protection and the Curriculum

The school curriculum is important in the protection of children. We aim to ensure that curriculum development meets the following objectives (these are often met through the PSHE curriculum):

- Developing pupil self-esteem;
- Developing communication skills;
- Informing about all aspects of risk;
- Developing strategies for self-protection;
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults;
- Developing non-abusive behaviour between pupils.

Communicating Policy to Parents and Pupils

All new parents receive copies of the Child Protection Policy and the policy is posted on the school's website. A copy of this policy is available to parents on request.

Pupils are also made aware of how the system works and who they should talk to if they have any concerns.

Review of this Policy

This is carried out annually by the Designated Person reviewing records, procedures and any new guidance. The revised policy will then be passed on to the governor responsible for child protection for information, approval and communication to the governing body.

Any deficiencies or recommendations will be remedied without delay.

Child Protection Summary

What to do if you are told of abuse:

- Stop and listen.
- Take dated notes and keep (verbatim).
- Use the child's language.
- Do not interrupt.
- Do not be judgemental.
- Do not promise confidentiality - staff must not work in isolation, but offer discretion.
- Avoid leading questions/coaxing, pressurising.
- Note concerns about going home, now he/she has spoken up.
- Inform the Designated Person promptly who will ask for a verbatim written record with time and persons present.
- Discretion should be maintained in the staff room and throughout the school.
- Never think it cannot happen.
- Do not work in isolation talk to the Designated Person.

What happens next?

- Member of staff with suspicion/concern/ disclosure informs Designated Person
- The Designated Person gathers information.
- All subsequent concerns are reported and recorded by the Designated Person.
- Where action is required either monitor or refer.

The Designated Person will refer immediately to Social Services where:

- There is a need for services or family support
- There is a likelihood of significant harm
- When in need of serious health or immediate welfare attention the child will be taken to the nearest A&E department or the police called.

CONTACTS

Dair House School contacts:

- Designated Person for Child Protection: Mr Terry Wintle - Headmaster
Tel: 01753 643964 or email: head@dairhouse.co.uk
- Deputy Designated Person for Child Protection: Mrs Margaret Southerden – Deputy Head
Tel: 01753 643964
- Designated person for the EYFS: Mrs Kathleen Grant- 01753 643964
- Nominated Governor: Mrs Anne Dyer c/o Dair House School - 01753 643964
- Chair of Governors: Mr John O'Brien - 07970648648

Contacts in Buckinghamshire:

Safeguarding in Education Team: 01296 382070

Lead Officer for Child Protection

Name: Bridget Day Phone: 01296 382070 Email: bday@buckscc.gov.uk

Safeguarding in Education Team (This team's main responsibilities are to attend Child Protection case conferences, to advise schools on child protection matters and to facilitate child protection training for Education staff).

Name: Rachael Bell	Jonathan Kempster
Phone number: 01296 382612	01296 383703
Email: rbell@buckscc.gov.uk	jkempster@buckscc.gov.uk

Name: Yvette Morello	Alison Byrne
Phone number: 01296 387820	01296 387820
Email: ymorello@buckscc.gov.uk	abyrne@buckscc.gov.uk

- Local Authority Designated Officer (LADO): 01296 382070
(Foe Education)
- Social Care - Aylesbury: 01296 387957
- Social Care - High Wycombe: 01494 475037
- Social Care - Out of Hours: 01494 675802
- Child Protection Conference Team: 01296 387815
- Thames Valley Police (CAIU): 08458 505505
- Local Safeguarding Children Board: www.bucks-lscb.org.uk
- Local Guidance: www.bucks-lscb.org.uk/EducationStaff.htm

Other Contacts:

- ISA Box 181, Darlington, DL19FA 03001231111
- Ofsted (child protection concerns) 08456404040
- Crimestoppers: 0800 555 111
- NSPCC: 0800 800500
- Childline: 0800 111111
- Kidscape Bullying Helpline: 0207 730 3300
- Samaritans: 0845 790 9090
- CEOP: www.ceop.gov.uk
(Child Exploitation and Online Protection Centre)
- Foreign and Commonwealth Office: 0207 008 8706
(Forced Marriages Section)