



Oakhyrst Grange School

OAKHYRST GRANGE SCHOOL SAFEGUARDING CHILDREN POLICY

BASED ON THE SURREY MODEL CHILD PROTECTION POLICY FOR SCHOOLS

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This policy is recommended to all Surrey maintained schools, and may also be adopted by independent schools
An alternative version is available for residential schools.

Updated 24th March 2009

Updated 5th May 2010

Reviewed 14th January 2011 (AG/LP)

Telephone numbers correct at this time

Safeguarding Children Policy Oakhyrst Grange School

This policy was developed at our inset day 7th January and adopted on 8th January 2009

The Child Protection Liaison Officer for the school is Mr Alex Gear, Headmaster and Mrs Lynnette Powell is the Assistant CPLO and has a specific responsibility for children within the EYFS setting.

**The policy is to be reviewed on 6th January 2011 at Inset meeting
Next Review January 2012**

1.0 Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007, and Surrey Safeguarding Children Board SSCB (formerly the Surrey Area Child Protection Committee), Child Protection Procedures.
- 1.2 The Governing body takes seriously its responsibility under section 175¹ of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:

¹ Section 157 in the case of an Independent School

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
- 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or CRB check (according to guidance)², and a central record is kept for audit.

2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the governing body understand and fulfil their responsibilities.
- 2.1.2 We have a designated senior member of staff, our Child Protection Liaison Officer, Mr Alex Gear and a deputy, Mrs Lynnette Powell both of whom have undertaken the 3 day module child protection training delivered through the SSCB and who undertake other training as required by the Allegations Manager, to update their training at least every 2 years.
- 2.1.3 All members of staff are provided with child protection awareness at induction, including in their staff handbook, the school safeguarding statement "Safeguarding

² Guidance regarding CRB checks is currently in "Safeguarding Children and Safer Recruitment in Education" Jan 2007

- Children at Oakhyrst Grange School”³ so that they know who to discuss a concern with.
- 2.1.4 The Headteacher, where he/she is not the CPLO, and all other staff and governors, have child protection awareness training⁴, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse.
 - 2.1.5 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of Inset.
 - 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools’ Child Protection Policy, and reference to it in our parents handbook.
 - 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
 - 2.1.8 Community users organising activities for children are aware of the school’s child protection guidelines and procedures.
 - 2.1.9 We will operate safe recruitment procedures in line with statutory regulations.
 - 2.1.10 We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies including the DfES⁵ for consideration for inclusion on List 99 for education staff (The same DfES team can access POCA, the Protection of Children Act list, where necessary).
- 2.2 Our procedures will be regularly reviewed and up-dated immediately should any deficiencies or weaknesses be identified.
 - 2.3 Governors will undertake an annual review of the school’s Safeguarding Children Policies and Procedures and of the efficiency with which the related duties have been discharged. The school review will be inclusive of the whole setting from EYFS to Year 6.
 - 2.4 The name of the Designated member of staff for Child Protection, the Child Protection Liaison Officer, or CPLO will be clearly advertised in the school, with a statement explaining the

³ www.surreycc.gov.uk select learning/Teachers and education staff/Safeguarding Children including Child Protection

⁴ Whole school awareness training half day sessions, and supplementary materials are available at the website at footnote 3. The same course can be presented by trainers from FourS personnel if preferred, at cost

⁵ For independent schools, reports to the Children’s Safeguarding Operations Unit (List 99) can be made to 01325 392192 or 392247, email address tsm.casework@dfes.gsi.gov.uk See DfES website for guidance

school's role in referring and monitoring cases of suspected abuse.

- 2.5 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLO's name clearly displayed, as part of their induction into the school.

3.0 Responsibilities

- 3.1 The designated teacher, CPLO is responsible for:
- 3.1.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children's Team⁶, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, using the Inter agency Referral and Assessment Form⁷
 - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
 - 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
 - 3.1.5 Liaising with other agencies and professionals.
 - 3.1.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
 - 3.1.7 Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to their key worker's Social Care Team.
 - 3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.
 - 3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised)³

⁶ All new referrals from 21.8.06 go to the Contact Centre Children's Team 08456 009009 (Fax 020 8541 9204) operating 8.00am to 6.00pm. CPLOs may consult with an Assistant Team Manager by telephoning 0208 541 7041/7043. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

⁷ On line forms available at www.surreycc.gov.uk

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2. 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.
- 4.3. 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. Members of staff should be vigilant in observing physical and emotional signs that might be indicators of a possible cause for concern. Physical signs might include: bruising, cuts, burns or scars. Emotional signs could range from overt attention seeking to a display of timid or withdrawn behaviour. Any observations should allow for unexpected changes in behaviour or appearance.
- 4.4. Our school will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the school.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying Social Care as soon as there is a significant concern. The CPLO will contact the Social Care Services (SCC) within 24 hours of a disclosure or suspicion of abuse.
 - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school or FE College and ensuring the school medical records are forwarded as a matter of priority.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only.⁸
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Contact Centre Children's Team³ on this point.

6.0 Supporting Staff

- 6.1 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. Staff should ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one to one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil and so on).
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.
- 6.3 Appropriate checks should be made on all staff dealing with pupils from our school in another organisation on another site. Residential courses and day trips led by staff members from another institution apply here. The school undertakes as a part of it's risk assessment that all appropriate safeguarding checks are made on these staff members.

7.0 Allegations against staff

⁸ Guidance about sharing information, can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003 www.doh.gov.uk and as at footnote 3

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction⁹
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher¹⁰.
- 7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer, who is the Local Education Officer (LEO) for maintained schools¹¹, or the Allegations Manager (Schools and Education Services) AM¹² for independent schools and other local authority education services.).
- 7.7 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.5 above, without notifying the Headteacher first.
- 7.8 The school will follow the Surrey procedures for managing allegations against staff³. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a Strategy Meeting¹³.
- 7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LEO/AM and Personnel Consultant in making this decision.

⁹ The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is available at www.teachernet.gov.uk and as at footnote 3

¹⁰ or Chair of Governors in the event of an allegation against the Headteacher

¹¹ LEOs at NW 01483 518106, NE 01483 518181, SW 01483 517835, SE 01737 737961

¹² Allegations Manager 01372 833341, or 07968 834948

¹³ The term Strategy Meeting covers any urgent formal strategy discussion which may take place by telephone between the police, social care, and education managers, requiring action prior to the first meeting.

It is a requirement to report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person (whether employed, contracted, a volunteer, or student) whose services are no longer used because he or she is in the above context, ceasing to use a person(s) services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible.

7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.

7.10 We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

8.0 Whistle-blowing

8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LEO/AM^{11,12} following the Whistleblowing Policy³.

9.0 Physical Intervention

9.1 Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

9.2 Such events should be recorded and signed by a witness.

- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.
- 9.4 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.

10.0 Anti-Bullying

- 10.1 Our policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic and gender related bullying. All forms of physical, emotional and physiological abuse perpetrated by one or more pupil (s) against another pupil (s) should be viewed in the light of the school's anti-bullying policy. The staff member or responsible adult who first becomes aware of any such situation should bring it to the attention of the Headmaster (CPLO) or Mrs Powell (Assistant CPLO). The Headmaster will then decide whether the case should be regarded as a Safeguarding matter and thereby fall into the established pattern of procedure and action for dealing with such cases under our Safeguarding Policy. This relates to children across the whole setting from EYFS to Year 6.

11.0 Racist Incidents

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

12.0 Prevention

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The school community will therefore:
 - 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to. In creating a dialogue with the child it is important that members of staff do not ask leading questions. It is essential that the child's own views and words are expressed freely and openly. Any record should be a clear account of the child's actual words and reflect his or her demeanour.

- 12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 12.2.3 Include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Health & Safety

- 13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

Surrey would like to acknowledge the following, whose documents were referred to during the preparation of this model policy:
Kent
London IRSCs