



*This policy applies to all pupils at Town Close House including those in EYFS.*

## CHILD PROTECTION POLICY

*The School will safeguard and promote the welfare of all children who are pupils at the School, including our EYFS children, in compliance with DCSF Guidance Safeguarding Children and Safer Recruitment in Education and Norfolk Safeguarding Children Board Protocols and Procedures.*

SENIOR DESIGNATED PROFESSIONAL (SDP): Mr. G. Lowe (Headmaster)

ALTERNATE SDP: PREP DEPARTMENT: Mr. K. Parker (Deputy Head of the Prep)

PRE-PREP DEPARTMENT: Mrs. R. Walwyn (Head of the Pre-Prep)

Mrs. J Pritchard (Deputy Head of the  
Pre-Prep)

NOMINATED GOVERNOR FOR CHILD PROTECTION: Mrs. S. Smart

**Should parents have a concern about any aspect relating to Child Protection they should contact Mr. G. Lowe who is the Senior Designated Professional.**

### Contents

- A - Child Protection – contact list and joint working with other agencies
- B - Introduction
- C - The aims of the Policy
- D - Keeping children safe at T.C.H. School
- E - Staff Awareness and Training
- F - Responsibilities of the SDP
- G - Early Years Foundation Stage Safeguarding
- H - School Reporting Procedures
- I - When to be concerned - pupils
- J - When to be concerned - staff
- K - Dealing with a disclosure
- L - Record Keeping
- M - Safe practice for staff
- N - Safe recruitment

Parents may contact the following outside agencies for additional help and support:

OFSTED

Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

Independent Schools Inspectorate

CAP House  
9-12 Long Lane  
London  
EC1A 9HA

**A Child Protection – Contact List**

Senior Designated Professional (SDP)	Mr Graeme Lowe (Headmaster)	01603-620180
Alternate Senior Designated Professional	Mrs Rosamund Walwyn	01603-626718
	Mr Keith Parker	01603-620180
	Mrs Jenny Pritchard	01603-626718
Nominated Governor for Child Protection	Mrs Susan Smart	(contact can be made through the School – 01603 6320180)
Chairman of Governors	Mr Richard Beck	(contact can be made through the School – 01603 6320180)
Local Area Designated Officers (LADO)	Grace Cheese	01603-223473
Safeguarding Advisor	Kelly Waters	01603-307729
Norfolk County Council Children's Services:		0344 800 8014
Norfolk Local Safeguarding Children's Board (LSCB)	Website: <a href="http://www.nscb.norfolk.gov.uk">www.nscb.norfolk.gov.uk</a>	01603-223409

## **A Joint Working with other agencies**

The School recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. We are therefore committed to initiating and supporting inter-agency work such as the:

- Common Assessment Framework
- CP Case Conferences, core groups and other multi-agency meetings
- Family Support Services

## **B Introduction**

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 the government publications: "Working Together to Safeguard Children" 2010, "What to do if you are worried a child is being abused" 2006. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007.

A hard copy of this policy is made available to parents on request and can be found on the parents' section of the School website.

The School takes seriously its responsibility under section 157 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 suffering harm.

We recognise that all adults, including temporary staff, 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.

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.

## **C The aims of this policy are:**

- To support the child's development in ways that will foster security, confidence and independence.
- 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.
- 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.

- 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.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structures procedure within the school that will be followed by all members of the school community in cases of suspected abuse.
- To ensure that all staff working within the school who have access to children have been checked as to their suitability, including verification of their identity, qualifications, references, medical fitness and a satisfactory CRB check (according to guidance). A single central record of these checks will be kept in line with statutory requirements.
- When pupils are on visits away from the School i.e. residential trips, the trip organiser will ensure the above checks have been carried out on centre staff.
- CVs, references and letters of application are all checked prior to staff appointments.
- Overseas security checks will be made on any applicant moving to the UK from abroad.

#### **D Keeping Children Safe at T.C.H. School**

We endeavour to keep the physical environment as safe and secure as possible. All members of staff are responsible for reporting hazards and completing risk assessments. Entry gates and doors are kept closed whenever possible and there are security locks on main entrances to the buildings. All visitors to the site are required to register in and out of school and wear identity badges. Parents visiting, delivering or collecting children are also required to wear identity badges. Staff at Town Close wear identity badges whilst on the school premises during their working day (Games staff are provided with polo shirts, a fleece and a jacket with the school logo on to identify them). Staff follow registration procedures at the start of the day, the start of the afternoon and for any 'After School Care' or class at the end of the day.

We follow a curriculum that reflects a safe ethos. Pupils learn how to use the internet safely. Parents are also advised about how to keep their children safe on the internet at home. Pupils develop an awareness of school values, they are taught about their rights and accompanying duties and they learn what makes them feel safe and what action to take in an unsafe situation. They learn to have confidence in the adults who are entrusted with their care. We develop quality relationships with our pupils that model and encourage the standards of behaviour expected. The School Rules and Code of Conduct are applied consistently and appropriate sanctions are agreed and imposed accordingly to an agreed policy.

We follow recommended procedures for the safe recruitment of staff, including CRB checks.

We also follow the recommended practices for the training of all staff and for the Head and Senior Staff as Senior Designated Professionals.

## **E Staff Awareness and Training**

We will ensure that:

- We have designated members of staff (SDP and Alternate SDPs) who have undertaken the relevant training and update this every two years.
- All part-time and voluntary staff are made aware of the School's child protection arrangements and know where to find the policy on-line.
- All staff receive child protection awareness training, updated by either the SDP or the Alternate SDPs every three years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy on request and reference to it in our introductory school pack.
- We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies.
- Our procedures will be annually reviewed and updated.
- All new staff members will be informed as to where they can find the Child Protection Policy on the school intranet in the section on 'Policies'. They are also provided with Child Protection Training during their initial induction session.

## **F Responsibilities of the SDP**

The SDP is responsible for:

- Referring a child if there are concerns about possible abuse, to the relevant authorities, and acting as a focal point for staff to discuss concerns.
- 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 pupil records.

- Liaising with other agencies and professionals.
- Organising child protection induction, and updating training every 3 years, for all school staff.
- Ensuring that there is a named Governor responsible for Child Protection, who will monitor the efficiency with which Child Protection duties have been carried out in the School.

## **G Early Years Foundation Stage Safeguarding**

The responsibility for safeguarding children within the Early Years Foundation Stage setting lies with the Head and Deputy of the Pre-Prep Department. They will, in consultation with the SDP, liaise with the local statutory children's agencies as appropriate. The school has a duty to inform Ofsted of any allegations of serious harm or abuse by any person working or looking after the children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations, and inform Ofsted of the above as soon as is reasonably practicable, but at least within 14 days.

## **H School Reporting Procedures**

- If any member of staff is concerned about a pupil they must inform either the SDP or the Alternate SDPs;
- 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 SDP will decide whether the concerns should be referred to the relevant authorities and will seek their advice whether to make a referral.
- Referrals to the Children's Services may be done without prior discussion with the parents/guardians if it is deemed that it is in the best interests of the child.
- If a referral is made to an outside agency, the SDP will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 24 hours of a disclosure or suspicion of abuse.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk or who is subject to a Child Protection Plan.
- If a pupil who is known to be subject to a Child Protection Plan changes school the SDP will inform the Social Worker responsible for the case and transfer the appropriate records to the receiving school.
- Any abuse by a pupil against another pupil will be dealt with by the same procedures. (This should be dealt with sensitivity in view of the age of the pupils).

## **I When to be concerned - pupils**

Staff should be concerned about a pupil if they:

- have any injury which is not typical of the bumps and scrapes normally associated with children's activities;
- regularly have unexplained injuries;
- exhibit significant changes in behaviour, performance or attitude;
- show extreme mood swings;
- show depression and become withdrawn;
- exhibit lethargy; an unwillingness to be involved;
- show unwillingness to communicate;
- indulge in sexual behaviour which is usually explicit and/or inappropriate for their age;
- exhibit signs that their basic and essential needs are being neglected - like food, clothes, warmth and medical care.
- discloses an experience in which they may have been significantly harmed.
- begin to soil/wet themselves.
- have frequent absences from school with unconvincing reasons.
- develop any nervous twitches
- show excessive weight loss/gain
- display evidence of self harming
- display avoidance of communal showers
- begin stealing eg. food

## **J When to be concerned – staff**

Staff should be concerned about a member of staff if they:

- observe unacceptable ways of touching, or comforting or assisting children.

- observe unacceptable force when restraining a child.
- observe a member of staff alone with a child in a secluded area of the School. (We have an open door policy at Town Close and all classrooms have windows, so that they can be viewed from outside the room).
- witness any inappropriate messages sent by text, email etc.
- become aware of a member of staff having a close relationship with children's families, which may cause issues for the child involved.
- observe a member of staff showing favouritism towards a child.
- generally observe any incident or receive any information which, to them, seems to indicate a relationship between a member of staff and a pupil which goes beyond that which is to be expected.

## **K Dealing with a Disclosure**

If a pupil discloses that they have been abused in some way or that another pupil is being abused 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 don't make promises which might not be possible to keep e.g. that things will get better
- not promise confidentiality - but assure the child that only the relevant people will be informed
- reassure the child 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. The 'tell me what happened' style of question is a useful prompt and should enable the child to say what they have to say in their own way and using their own words.
- not criticise the perpetrator.

- explain what has to be done next and who has to be told. Ask the child what they would wish to happen to ensure that they are protected. It is appropriate to agree to support the child through the investigation process but do not make promises that you may not be able to keep, such as promising to stay with the child throughout the investigation. The manner in which the investigation is conducted will be determined by the statutory investigating agencies in consultation with the School.
- consider the need for immediate protection and report the matter to the SDP without delay.

## **L Record Keeping**

If a pupil discloses that they have been abused in some way, 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;

NB Record statements and observations, rather than assumptions or interpretations.

## **M Safe Practice for Staff**

### **(i) Allegation against a staff member**

If 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 made aware of the information, will immediately inform the SDP (the Head).

***It will normally be appropriate to suspend from duty any member of staff who is alleged to have abused a child or children.*** This suspension is for the protection of the child and in the interests of the member of staff during the investigation and should not be taken as a prejudgement of guilt. If disciplinary proceedings are initiated, this is likely to mean that three parallel investigations are taking place:

- 1) The inter-agency child protection process where decisions will be made on professional judgement. Any civil court proceedings to protect the child will be based on the balance of probabilities.
- 2) The police investigation into whether or not a crime has been committed. In order to prosecute there must be sufficient evidence that beyond reasonable doubt an offence has been committed. If there is insufficient evidence to prosecute an alleged abuser, this does not mean that the child does not require protection or that the member of

- staff concerned should not face disciplinary proceedings.
- 3) The employers disciplinary procedure looks to discover whether a staff member has been guilty of misconduct in the course of their duties as an employee. This should include reviewing the recruitment and supervision of the staff member and the undertaking of any further checks which may be necessary.

All investigations must be pursued to a definite conclusion.

**(ii) Allegations against the Head (SDP)**

If the allegation concerns the Head, the person receiving the information will immediately inform the Chair of Governors, without notifying the Head first.

The procedure will be the same as that outlined in section (i)

**(iii) Inappropriate/Appropriate ways of working with children**

Through frequent staff training and induction programmes, staff are kept informed and alert to what may be considered inappropriate practices. These include staff guidance about:

- Individual coaching/mentoring/counselling.
- Individual personal care of children e.g. on hygiene issues.
- School sanctions - particularly for individual children.
- Restraining pupils.
- Acceptable ways of touching, or comforting or assisting young children.
- Treating all children fairly - not showing favouritism.
- Internet safety.
- Privacy of mobile/email details etc.
- Relationships with children's families.

A copy of the DSCF Safer Working Practice Guidance is available to staff on request. They are expected to work in accordance with the standards laid out in the document. Failure to adhere to these standards could result in disciplinary proceedings.

**N Safe Recruitment**

- Town Close House School regularly reviews its recruitment procedure to ensure the safety of its pupils by preventing, as far as possible, unsuitable people from working here. The following elements are part of the routine recruitment procedure for all teaching or non-teaching staff.

**Criminal Records Checks**

- The Enhanced Disclosure is required for anyone whose normal duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age.

**Identity**

- Check of identity against an official document such as a passport or birth certificate.

## **References**

- At least two written professional references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant. Neither referee should be a relative or friend of the applicant.

## **Veracity of References**

- Direct contact by the School with each referee to verify the reference.

## **Interview**

- A personal interview, with a written record of issues covered and the assessment by the interviewer(s). A member of staff who is qualified in Child Protection should be present at all interviews.

## **Veracity of Qualifications**

- Verification of any qualifications offered by the candidate, with a written record of those verified.

## **Full Employment History**

- Requirement that applicants supply a full employment history, stating that any previous employer may be approached by the school.

## **Exploration of Reasons for Termination of Previous Employment**

- Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

## **Explanation of Gaps in CV**

- Explanation of any gaps in the CV, with a written record by the school that explanations for any gaps have been sought and are satisfactory.

Where any staff are recruited from abroad, the School will try to obtain a “certificate of good conduct” or equivalent from the relevant authorities of the applicant’s home country where such facilities are available.

Where the School has not received the full CRB disclosure information before a member of staff arrives, as a result of a failure of CRB to respond to a disclosure application, the member of staff may start work but only under special supervision with no unsupervised access to pupils. The Headmaster will complete a risk assessment.

If the School discovers that an applicant has made a false statement in attempting to gain employment at the School, this will be reported to the DCSF for them to consider misconduct action against the applicant.

*Last Reviewed September 2011  
Next review September 2012*



Action taken by SDP

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse

Social Services

Connexions

Parents

Other

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

Student

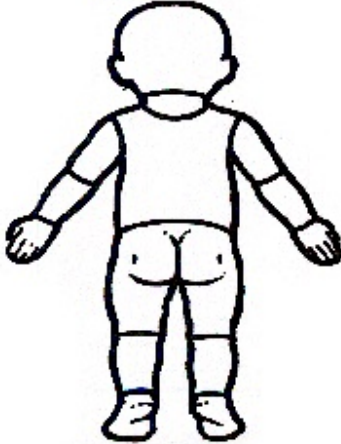
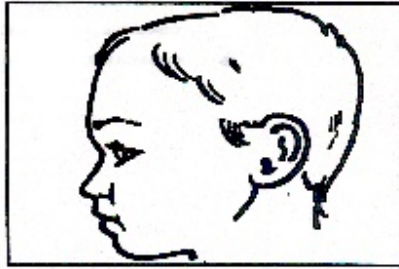
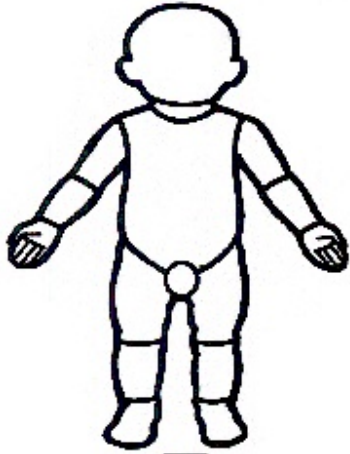
Person who recorded disclosure

Full name:

SDP Signature:

## Body Map

### Young Child



Older Child

