

## Safeguarding and Welfare Policy Child Protection

### **1. Introductory statement**

All staff at Derby Grammar School work under a statutory duty of care. The Children Acts of 1989 and 2004 and Education Act 2002 (S.157) for Independent Schools provide a legal framework for the care and protection of children at our school. All staff are aware that they have a statutory duty to safeguard and promote the welfare of our pupils and must report concerns about a child if they are worried that the child may be at risk of significant harm in accordance with DFES guidance.

There are policies, practice and procedures in place to safeguard and promote the welfare of all children at our school. All staff are aware that they have a legal obligation to be alert to possible signs of abuse in pupils and this must be reported immediately to Karen Stebbings as the designated teacher in charge of Child Protection. If Miss Stebbings is absent, staff should report their concerns to the Head.

This document has been generated with regard to the Derby and Derbyshire Safeguarding Policy and all staff have access as a pdf file on the Administration Server (Folder 4 Policy Documents). A hard copy is also held centrally by the Head and the designated person, in this case Miss Stebbings. This policy and practices within School are reviewed regularly. Derby Grammar School is committed to best practice and improvements to any weaknesses in child protection practice are introduced without delay. One of the Governing Body, Mrs Elizabeth Atkinson, has oversight of Child Protection and meets termly with the designated person to review the policy and its effective use, to report to the Governing Body.

### **2. Aims and Ethos**

We wish to promote an ethos in which pupils feel secure, their viewpoints are valued and they are encouraged to talk and feel listened to. All pupils in our care are encouraged to raise any concerns they might have and we take these seriously. We have a robust approach to safeguarding and promoting the welfare of all our pupils and we aim to help keep pupils safe and equip them to tackle the challenges and opportunities of daily life with confidence. The curriculum is used to reinforce this approach and raise pupils' awareness further. In Citizenship, pupils are given the tools and information necessary to help them recognise and manage risks in different situations and decide how to behave responsibly.

Pupils and parents at Derby Grammar School are made aware of our safeguarding policy particularly through Citizenship, School Council, and the Safeguarding Policy is available on the school website.

### **3. Definitions of Abuse**

**If staff have significant concerns about any child they should make them known to the schools Designated or Deputy Designated Child Protection Teachers. These concerns may include:**

#### **Physical abuse:**

This 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 fabricates the symptoms of, or deliberately induces illness in a child.

#### **Emotional abuse:**

This is the persistent emotional maltreatment 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. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, 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 maltreatment of a child, though it may occur alone.

#### **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. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Sexual abuse:**

Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **4. Recognition of indicators of abuse**

School staff who have day-to-day contact with pupils are particularly well placed to observe outward signs of abuse such as changes in behaviour or developmental concerns. Many children

will exhibit some of these indicators at some time and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as a death or crisis in the family, or the birth of a child, or a medical condition.

A child protection concern may come to the attention of school staff or volunteers in a variety of ways, for example:

- a pupil may disclose that he/she is being abused at home or elsewhere
- a staff member or volunteer may become suspicious that a child is being abused
- a third party, such as another parent, child or colleague, may share their concerns with a member of staff/volunteer

Any suspicion, allegation or incident of abuse must be reported to the Designated Teacher immediately and, when possible, well before the end of the school day.

It is not the responsibility of the Head, the Designated Teacher or any other staff member to investigate suspected or alleged abuse; this is the role of the Police and Social Services.

### **5. Role of the Designated Teacher**

The designated teacher at Derby Grammar School is Miss Stebbings and when she is absent the role will be filled by the Head. Mrs. Bruce has oversight for the Junior School but staff should report any concerns to Miss Stebbings. Their roles are as follows:

- dissemination of policy and good practice to all school staff
- consultation role for all school staff including de-briefing for staff following referral as necessary
- informing the Head and consulting with him
- to ensure that new staff at the school receive induction about CP procedures
- to keep a record of who and who has not received child protection training in the school as a whole
- maintenance of a school central record of any children on CPR and any children in need
- to ensure that child welfare records are kept separately from education records and keep written records of all relevant conversations and meetings
- referral and liaison role with social care and other agencies
- to prioritise attendance at multi-agency meetings and provide written contributions
- to follow procedures in cases where there are allegations made against a member of staff

### **6. Referral procedures**

Any member of staff with a concern, suspicion or direct disclosure must report this immediately to the Designated Teacher. The Designated Teacher may decide that it is appropriate to make a direct telephone referral to Children's Social Care Services. In these circumstances, the permission of the pupil and his/her parents would normally be obtained unless to do so would place the child at risk of significant harm.

The Designated Teacher may decide to discuss any concerns with Social Services without necessarily identifying the pupil. This can help establish whether or not a referral to social services would be appropriate in complex situations.

Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what he/she is saying is being taken seriously and without criticism. Staff and volunteers are aware that the way in which they talk to a child can have an effect on the validity of evidence which can be brought in any subsequent criminal proceedings. Staff and volunteers should therefore respond to pupils disclosing concerns or allegations of abuse (including allegations about a member of staff) in a supportive, calm manner and avoid asking detailed questions. In responding to pupils staff should follow the list of practical tips when communicating with children about welfare concerns to be found in **Appendix One** and note carefully any external signs of possible injury or neglect.

### **7. Confidentiality**

Sharing information with other professionals is essential for the purposes of safeguarding children, as often it is only when information from different sources is put together that risks can be properly identified. All staff need to be clear about when to share information to help keep a child safe or promote a child's welfare.

Current guidance about sharing information is contained in '**What to do if you're worried a child is being abused**' available at [www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/childabused/](http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/childabused/).

If a pupil confides in a member of staff or volunteer and requests that the information is kept secret, staff/volunteers must not make promises about confidentiality. Staff must tell the pupil sensitively that they have a responsibility to tell the named Designated Teacher so that the child can be helped and protected. It is important for staff to know they must not work in isolation. Equally, it is important for all pupils to know that the matter will only be disclosed to people who need to know. Information sharing will be proportionate to the level of concern related to the child's safety.

### **8. Recording**

Records will be kept separately from children's educational records. The names of any children on Child Protection Register will be kept centrally and securely in school and with a contents sheet confirming basic details, chronology of events and status.

All records must be written within 48 hours of an incident, should be signed and dated in black ink with names and any action taken included and be marked confidential. They should reflect a verbatim account of what the child has said and may include written documentation by the child. Records need to be objective and factual with a clear distinction made between fact, observation, allegation and opinion. Records could be used in criminal proceedings.

In the event of a pupil moving to another school, a copy of any information which will assist the new school in promoting or safeguarding the pupils' welfare would be sent to the Head of the new school. In the case of relevant medical records, copies of these would be sent to the Nurse at the receiving school. All such records would be marked 'Strictly Confidential'.

### **9. Activities and services delivered by the School and by partner agencies**

The Head is responsible for Safeguarding matters for out of hours activities at the Senior School and the Head of the Junior School for out of hours activities at the Junior School including ensuring that adequate staffing arrangements are in place, risk assessments drawn up and that children are properly supervised at all times.

Any adults, including volunteers, involved in school activities are given appropriate checks and appropriate training is provided for Sixth Form volunteers working with younger pupils. Equally, it is ensured that any partner agencies have adequate child protection procedures in place.

### **10. Out of school activities**

If staff organise, or are in some way involved in, social events for staff and pupils together, such as parties after plays or concerts, the agreement of the Senior Master, Paul Hilliam is required. This includes events that take place during normal school hours, after school, at the weekend or during the holidays, on or off school premises. The member of staff responsible will normally be expected to seek the agreement of the parents of the pupils concerned and to ensure that proper arrangements are made for supervision during the event and travel home afterwards. All members of staff present at such an event will be expected to be aware of their professional responsibilities and legal duty of care in respect of pupils present. They should ensure that the standards of behaviour normally expected of pupils are observed, be aware of the importance of maintaining proper professional standards and ensure that proper regard is shown at all times for the high standards and reputation of the school. *The member of staff in charge of each trip should ensure that arrangements for all pupils' collection after the trip are organised and parents/guardians are aware of collection times.*

### **11. Introducing new staff and volunteers to the safeguarding strategy**

On appointment, all staff will receive a full Staff Handbook and set of policies. As part of the new staff induction programme, there is a session on Safeguarding and child protection and the Designated Teacher will give training on all pertinent child protection issues.

### **12. Working in partnership with parents**

The school wishes to work in partnership with parents to build both an understanding of the school's responsibility to ensure the welfare of all children and a recognition that this may occasionally require cases to be referred to other investigative agencies as a constructive and helpful measure. We will always involve parents at an early stage, where possible, should welfare concerns be identified. A copy of our safeguarding policy and procedures are available for parents on the school website.

## Appendix One: What to do if .....

### Reporting to the designated teacher

Any concern must be discussed with the designated teacher or their named deputy in their absence, as soon as possible and at least by the end of the teaching session.

### Immediate response to the child

It is vital that our actions do not abuse the child further or prejudice further enquiries, for example:

- Listen to the pupil, if you are shocked by what is being said try not to show it
- It is OK to observe bruises but not to ask a child to remove or adjust their clothing to observe them
- If a disclosure is made the pace should be dictated by the pupil without them being pressed for detail by being asked such questions as “what did they do next?” or “where did they touch you?”. It is our role to listen not to investigate. Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”
- Accept what the pupil says. Be careful not to burden them with guilt by asking questions such as “why didn’t you tell me before?”
- Do acknowledge how hard it was for them to tell you this
- Don’t criticize the perpetrator, this may be someone they love
- **Don’t promise confidentiality**, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated teacher) and why. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “it will be alright now”.

### Recording Information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated.
- Location of observed injuries and bruises should be recorded in notes.
- Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into “proper terms”).
- It is important to keep these original notes and pass them to the designated teacher.
- All referrals to Social Services must be followed up within 24 hrs in writing using the referral pro-forma.

## **Appendix Two: Contact Details.**

If a member of staff has any concerns about the safety or welfare of a child they should in the first instance talk to Karen Stebbings the Safeguarding Officer for the school. In her absence staff should speak to the Headmaster.

The following contact details may be of use in certain circumstances.

### **Advice and Further Information**

Children's Social Care  
Ashtree House  
218 Osmaston Road  
Derby  
Derby DE23 8JX  
Tel. 01332 717118

Child Protection Managers  
Eastmead  
107 Duffield Road  
Derby  
DE22 1AE  
Tel. 01332 717818

### **For Referrals**

Children's Social Care  
Reception Services  
Ashtree House  
218 Osmaston Road  
Derby  
Derby DE23 8JX  
Tel. 01332 717118

Out of hours  
01332 711250

NSPCC  
Telephone: 0808 800 5000

## **Appendix Three: Safe Recruitment and Selection**

The school will ensure that all staff and persons whose duties include regularly teaching caring for, training, supervising or being in sole charge of pupils are subject to safe recruitment procedures including enhanced CRB disclosures. The Head, Deputy Head and Head of Junior School will complete the new DCSF Safer Recruitment training by January 2010.

### **Recruitment Process**

The school adopts recruitment and selection procedures that help identify and select people who are suitable to work with children:

- Advertisements explicitly state our commitment to safeguarding and promoting the welfare of children and the need for the successful applicant to have an enhanced CRB disclosure
- The personal qualities, qualifications and experiences needed for the successful applicant are provided in the application pack.
- Shortlisted candidates will be invited for interview and references obtained
- The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children.
- An offer of appointment will be made **subject to pre-appointment checks**

### **Pre-appointment checks**

- References (character and where appropriate professional)
- Identity
- UK resident/right to work in UK
- CRB enhanced disclosure and List 99 check.
- When it becomes applicable, registration with the Independent Safeguarding Authority under the new Vetting and Barring Scheme will be checked.
- Overseas criminal record checks where appropriate.
- Medical fitness
- Qualifications (where appropriate)
- Previous employment history
- Professional status
- Complete induction and/or probationary period required for the position

A confidential central register of appointments is kept according to ISI Regulatory Requirements for Independent Schools.

### **Supply staff**

Derby Grammar School will obtain written assurances that all appropriate checks have been carried out by the agency including child protection checks before a member of supply staff can commence work at the school and provision of photographic proof of identity.

### **Reporting**

Derby Grammar School will inform the Independent Safeguarding Authority within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because they are considered unsuitable to work with children.

## **Appendix Four: Allegations against staff.**

In the case of allegations against staff these should be reported to the Headmaster at the earliest possible opportunity. In the case of an allegation against the Head this should be reported to the Deputy Head who will contact the Chairman of Governors immediately. The Designated person will inform the parents of the pupil concerned as soon as possible as long as this will not impede the investigative process.

The school will inform the accused person about the nature of the allegation as soon as possible after conversation with Children's Social Care and/or the Police. The accused member of staff will be kept informed about the progress and outcome of any investigation where possible and will be informed of the implications of any disciplinary or related process.

### **Confidentiality.**

Every effort will be made to ensure confidentiality whilst an allegation is being investigated. Information will be restricted to those who need to know, in order to ensure the protection of the pupil and assist enquiries.

### **Suspension.**

The suspension of the accused person will be considered by the Headmaster and Chairman of Governors in any case where:

- There is reason to believe a pupil is at risk of significant harm.
- The allegation is under police investigation.
- The allegation is so serious that it may constitute grounds for dismissal.

**The suspension of a member of staff is a neutral act and does not imply guilt.**

### **Resignations and Compromise Agreements.**

Derby Grammar School is legally bound to report to the Independent Safeguarding Authority details of any member of staff, or volunteer, who is no longer employed because they are considered unsuitable to work with children. Compromise agreements **do not** apply in these circumstances.