



MALDON COURT PREPARATORY SCHOOL Safeguarding Children: CHILD PROTECTION POLICY

This policy and related Safeguarding Children Policies are available to all parents on request.

Safeguarding Children Policy
Child Protection Policy
Behaviour Policy
Health and Safety Policy
Site Security Policy
Educational Visits Policy
Pastoral Policy
First Aid Policy
Anti-Bullying Policy

We have written our Child Protection Policy document with regard to the following:

DCFS Safeguarding Children in Education – September 2004
DCSF Dealing with Allegations of Abuse against Teachers and Other Staff – November 2005
DCSF – What to do if you are worried a child is being abused - 2005
CEOP - Child Exploitation Online Protection
DCSF: The Guidance of Health and Safety on visits (HASPEV)
Health and Safety responsibilities and Powers
Every Child Matters: Staying safe and making a positive contribution

Key Agencies

Essex Safeguarding Children Board – SET Procedures April 2006
PCT (Health) Helen Mullen 01621 – 727200
Education Safeguarding Pupils Board 01245 430436 – County Hall
Police – Chelmsford CPU 01245-490608
PC 70856 – Local PC Yasmina Sakauloo 07970 844179



School Aims

- To foster a love of learning in which the varied talents and life experiences of each child are recognised and valued.
- To provide a stimulating curriculum through which the children can flourish and become enthusiastic and independent learners, enabling them to reach their full potential.
- To promote the traditional values of Kindness, Respect and Courtesy.
- To encourage a social awareness and respect for others by involvement in the local community.
- To create confident and happy children, ready to step into the wider world.

Rationale

With regard to 'Every Child Matters: Staying Safe'

Every child deserves to be safe. At Maldon Court Preparatory School every step is taken to safeguard children and to give them an environment which is secure and in which they can thrive and develop. Our Child Protection policy sets out procedures for staff identifying concerns to refer to the appropriate Child Protection Officer or Agency. The school takes its responsibility to work together with key agencies extremely seriously and will refer any concerns immediately.

Any deficiencies or weaknesses in the school's Child Protection arrangements will be remedied without delay.

The Proprietor, Mr. S Guest and the Board of Visitors will review the Policy annually and assess whether it has been discharged effectively.

Contents

- School Detail & Areas of Policy
- Definitions of Abuse
- The Processes for Safeguarding Children in Education
- Recognising and Responding to Abuse
- What To Do If You Suspect Abuse May Have Occurred
- Allegations of Physical Injury or Neglect
- Allegations of Sexual Abuse
- What to Do: Once a Child Has Talked to You About Abuse
- How to Respond to A Child Wanting to Talk About Abuse
- Staff Recruitment
- Allegations against a member of staff
- Appendix 1 – CRB Secure Storage Policy
- Appendix 2 - Employees Action Sheet
- Appendix 3 – Policy Statement Notice
- Appendix 4 – SET Procedure
- Appendix 5 – Inter Agency Referral Form (Hard copy in school)

This policy document has been written using, in part, information and guidance provided by
DCSF Working Together to Safeguard Children 2006

Essex Safeguarding Children Board – SET Procedures April 2006
DCFS Safeguarding Children in Education – September 2004
DCSF Dealing with Allegations of Abuse against Teachers and Other Staff – November 2005

DCSF – What to do if you are worried a child is being abused - 2005
CEOP - Child Exploitation Online Protection

Child Protection Policy

Name: of the School:	Maldon Court Preparatory
Location:	Silver Street, Maldon, Essex
Headteacher	Mrs Loraine F Guest, B.Ed (Hons)
Child Protection Team:	Mrs L F Guest – Coordinator Mrs A Olive – Deputy Coordinator Mrs P. Thomson – Head of PrePrep Mr S O’Byrne – Board of Visitors

Areas of Policy

Maldon Court School recognises that the welfare and protection of pupils is paramount and accordingly the school sets out agreed guidelines relating to the following areas:

- * responding to allegations of abuse, including those made against members of staff, the Headteacher, volunteers and proprietors of Maldon Court Preparatory School.
- * The appointment of staff to Maldon Court Preparatory School.
- * responding to allegations made against those whom pupils may live with or meet with outside of school.
- * responding to evidence observed, heard or witnessed within school.

The local Social Services office telephone number between 9.00am and 5.00pm is –
01621 854011.

The out of hours number known as the **Emergency Duty Team is 01245-434083**

<u>PCT (Health)</u>	Helen Mullen	01621 – 727200
<u>Education Safeguarding Pupils Board</u>		01245 430436 – County Hall
Urgent or immediate concerns		0845 – 6037634
Emergency fax line		0845 – 60216230
Out of office hours		0845 – 6061212
Non Urgent referrals and enquiries		0845 - 603 7627
Email	escb@essexcc.gov.uk	
Police – Chelmsford CPU -		01245-490608

DEFINITIONS OF ABUSE

“What to do if you’re worried a Child is Being Abused” – 2003 gives the following definitions:-

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Pupils and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

PHYSICAL ABUSE

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health to a child.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include involving pupils in looking at, or in the production of, pornographic material, or encouraging pupils to behave in sexually inappropriate ways.

**Sexual exploitation represents the involvement of dependent, developmentally immature pupils and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos of family roles (Kempe and Kempe 1978).
Kempe, TS & Kempe C H (1978) Child Abuse, London.. Fontana Open Books)*

NEGLECT

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, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child’s basic emotional needs.

EMOTIONAL ABUSE

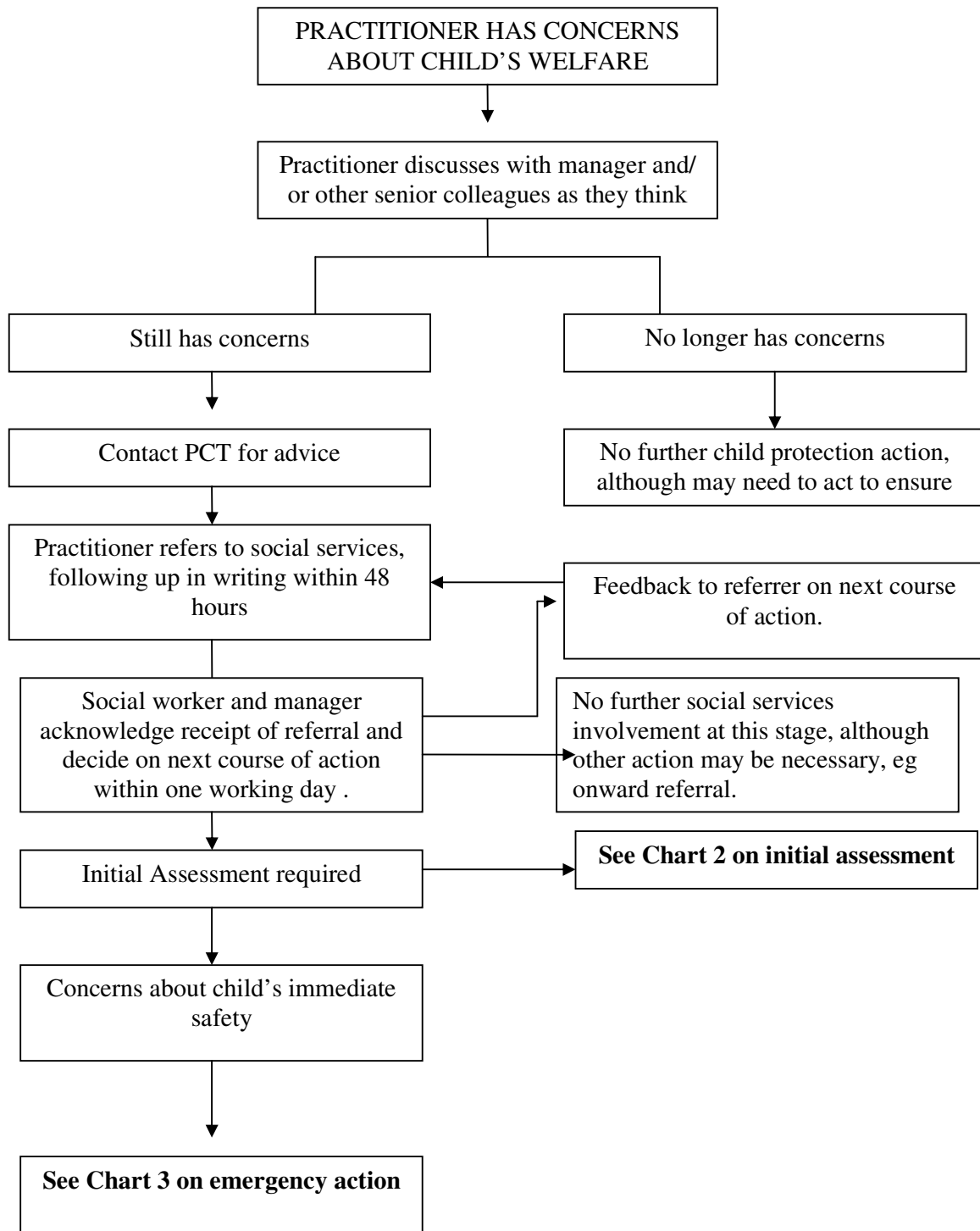
Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to pupils that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on pupils, causing pupils frequently to feel frightened, or the exploitation or corruption of pupils.

THE PROCESSES FOR SAFEGUARDING CHILDREN

Four key processes underpin work with children in need and their families, each of which needs to be carried out effectively in order to achieve improvements in the lives of children in need. They are assessment, planning, intervention and reviewing (Department of Health, 2002). At any stage, a referral may be necessary from one agency to another, or received from a member of the public.

The flow charts in this document illustrate the processes for safeguarding and promoting the welfare of pupils:

- From the point that concerns have arisen about a child and are referred to a statutory agency that can take action to safeguard the child (Chart 1 & Inter Agency Referral Form, Appendix 5)
- Through initial assessment of the child's situation and what happens after that (Chart 2)
- Taking urgent action, if necessary (Chart 3)
- To the strategy discussion, where there are concerns about the child's safety, and beyond that to the child protection conference (Chart 4)
- What happens after the child protection conference, and the review process (Chart 5)



Flow Chart 1 Flow charts 1-5 on following pages .

RECOGNISING AND RESPONDING TO ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

1. Any injuries not consistent with the explanation given for them.
2. Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
3. Injuries which have not received medical attention.
4. Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
5. Reluctance to change for, or participate in, games or swimming.
6. Repeated urinary infections or unexplained tummy pains.
7. Bruises, bites, burns, fractures etc. which do not have an accidental explanation.
8. Cuts/scratches/substance abuse.

INDICATORS OF POSSIBLE SEXUAL ABUSE

1. Any allegation made by a child concerning sexual abuse.
2. Child with excessive preoccupation with sexual matters and detailed knowledge of sexual behaviour, or who regularly engages in age-inappropriate sexual play.
3. Sexual activity through words, play or drawing.
4. Child who is sexually provocative or seductive with adults.
5. Inappropriate bed-sharing arrangements at home.
6. Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
7. Eating disorders - anorexia, bulimia.

EMOTIONAL SIGNS OF ABUSE

1. Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging also depression/ aggression, extreme anxiety.
2. Nervousness, frozen watchfulness.
3. Obsessions or phobias.
4. Sudden under-achievement or lack of concentration.
5. Inappropriate relationships with peers and/or adults.
6. Attention-seeking behaviour.
7. Persistent tiredness.
8. Running away/stealing/lying

ALLEGATIONS OF PHYSICAL OR EMOTIONAL ABUSE

If a child has a physical injury or symptom of neglect, the Coordinator will instigate the flow chart procedure - Flow Chart 1

1. Where the Coordinator is unsure whether or not to refer a case to the Social Services, then advice from The Primary Care Trust or the N.S.P.C.C. will be sought and followed. The outside agencies will be asked to confirm its advice in writing in case this is needed for reference purposes in the future. (See Appendix 3)
2. Contact Social Services for advice in cases of deliberate injury or where there is concern about the child's safety. The parents should not be informed by the school in these circumstances.
3. Where emergency medical attention is necessary it will be sought immediately. The Coordinator will inform the doctor of any suspicions of abuse.
4. In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
5. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
6. Where the parent/carer is unwilling to seek help, if appropriate, the School Coordinator will offer to go with them. If they still fail to act, the Coordinator should, in cases of real concern, contact Social Services for advice.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Coordinator will instigate the flow chart procedure.

- 1 Contact the Social Services duty social worker for pupils and families or Police Child Protection Team directly. The Coordinator will **NOT** speak to the parent (or anyone else).

2. If, for any reason, the co-ordinator is unsure whether or not to follow the above, then advice from the Primary Care Trust or the N.S.P.C.C. will be sought and followed. The N.S.P.C.C. will be asked to confirm its advice in writing in case this is needed for reference purposes in the future. (See Appendix 3)

3. Under no circumstances will the Coordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Coordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task is to investigate the matter under Section 47 of the Pupils Act 1989.

4. Whilst allegations or suspicions of sexual abuse will normally be reported to the co-ordinator, the absence of the co-ordinator or deputy should not delay referral to the Social Services Department and this should be done through Mr S O'Byrne, Board of Visitors or the school secretary.

5. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Coordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED

Step 1 When a member of staff has concerns about the welfare of a child

When a member of school staff, volunteer or visitor to the school has concerns about a child's welfare. Discuss your concerns with the Designated Child Protection co-ordinator or in their absence the head teacher or deputy. Designated Co-ordinator to share information and decide whether a referral Essex Social Care is appropriate.

The Education Safeguarding Service is able to provide advice and consultancy –

Tel 01245 436744

Step 2. Referral to Social Care Services

Where schools staff and professionals have **urgent** and **immediate concerns** for the safety and welfare of a child or young person **during office hours** – **Telephone: 0845 606 1212**

For all non urgent referral and enquiries: telephone: **0845 603 7627**

To make urgent referrals out of office hours – telephone: **0845 606 1212**

Step 3. Confirming the referral

All professional making a telephone referral to Essex children's Social Care Services must confirm in writing the referral using the Inter-Agency Referral Form.(see master CP Policy) The referral form can be downloaded from Essex County Council website by following the path set out below.

- a) Click on the **Health and Caring** menu on the main home page.
- b) Click on the **Children and Young People's Service** menu item. This takes you to the *Children and Young People's Service homepage*.
- c) At this homepage, click on the **assessing needs** first item on the menu on the left hand side of the page). This takes you to the *Assessing needs page*.
- d) You will see the inter agency referral form *icon* on the right hand side of this page as well as the icon for the **Notes of Guidance**.
- e) Double clicking on the *icon* will open the document.

You can then either:

Print off the form and complete it by hand enabling you to post it (under confidential cover by first class mail) to Essex Social Care Direct, Essex House, 200 The Crescent, Colchester CO4 9YO or save the document and complete it electronically enabling you to either e-mail it as a

**WHAT TO DO: ONCE A CHILD HAS TALKED
TO YOU ABOUT ABUSE**

The Procedure

1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said using their language for body parts. Record what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely even if these have been typed subsequently.

2. You should not discuss your suspicions or allegations with anyone other than a member of the child protection team.

3. Once a child has talked about abuse the co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that they do not return home. Police are a 24 hour “blue light” emergency service, therefore if immediate action to safeguard the child is required; the police should be the first point of contact.

**HOW TO RESPOND TO A CHILD WANTING
TO TALK ABOUT ABUSE**

The following guidance is intended to be of help:

GENERAL POINTS

Show acceptance of what the child says (however unlikely the story may sound). Keep calm. Look at the child directly.

Be honest.

Tell the child you will need to let someone else know - **DON'T PROMISE**

CONFIDENTIALITY Even when a child has broken a rule, he/she is not to blame for the abuse. Be aware that the child may have been threatened or bribed not to tell. Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. It may be appropriate for you to ask them at a later time if they want to talk.

For example:

i) HELPFUL THINGS YOU MAY SAY

I believe you (or showing acceptance of what the child says)

Thank you for telling me

It's not your fault

I will help you

ii) DON'T SAY

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where? (You are not permitted to investigate)

Never make false promises

Never make statements such as "I'm shocked, don't tell anyone else"

CONCLUDING

Again reassure the child that they were right to tell you and show acceptance. Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Care or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse). Contact the Child Protection Coordinator who will contact other outside agencies as recommended such as The Primary Care Trust or the N.S.P.C.C. for advice. Consider your own feelings and seek pastoral support if needed.

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when/ s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity).

Record dates and times of the events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

ALLEGATIONS AGAINST A MEMBER OF STAFF

It is the duty of the proprietors of Maldon Court Preparatory school to ensure that all staff, full time part time and voluntary will have Child Protection training every three years. The child protection officer will have training updated every two years.

The child protection officer will guide staff to ensure that their behaviour does not place pupils or themselves at risk of harm or of allegations of harm to a pupil.

In dealing with allegations of abuse against teachers and other members of staff we will follow the guidelines given in the DCSF publication *Safeguarding Pupils in Education: Dealing with Allegations of Abuse against Teachers and Other Staff – DfES/2044/2005*. A summary of which is detailed below:

If it is alleged that a teacher or member of staff in school (including volunteers) has;

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or pupils in a way that indicates s/he is unsuitable to work with pupils

This should be reported immediately to the Headteacher unless the allegation is about the Headteacher in which case it would normally be reported to the Proprietor. However as the Headteacher is one of the proprietors and her partner the other, we recognise a conflict of interest. Therefore we have established a Board of Visitors with Mr S O' Byrne having responsibility for child protection in case of need.

Parents or carers of a child or pupils involved should be told about the allegation as soon as possible if they do not already know. They will also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution. This will include the outcome of any disciplinary process.

Where a child may have suffered significant harm, or there may be a criminal prosecution, pupil's social care, or the police as appropriate, should consider what support the child involved may need.

The subject of any allegation will also be kept informed on the progress of the case and consideration will be given as to what support may be appropriate for the individual. If the person is a member of a union or professional association s/he should be advised to contact that body at the outset.

It is the statutory duty of the school to inform the DCFS to make a referral to List 99 where circumstances require it. This may include a compromise agreement by which a person agrees to resign and no further disciplinary action is taken.

We will make every effort to ensure to maintain confidentiality and guard against unwanted publicity while an investigation is taking place.

THE APPOINTMENT OF STAFF TO
MALDON COURT PREPARATORY SCHOOL

Maldon Court Preparatory School operates a stringent system of staff employment in accordance with guidance given in “DCSF publication “Safeguarding Pupils and Safer Recruitment in Education” – January 2007.

Candidates are asked to send in their CV together with a completed application and the names of two referees. Any gaps in employment will be explored together with the reasons for leaving previous posts. Candidates are requested to bring to interview their passport, a copy of their qualifications, a utility bill and the completed medical questionnaire. An appointment will only be made on a temporary basis until a satisfactory Enhanced Disclosure has been obtained from the Criminal Records Bureau. A List 99 clearance will be necessary until the CRB Disclosure has been obtained.

Evidence of the CRB/ List 99 checks will be retained by the school in accordance with the guidelines given by the CRB’s Code of Practice DIP 012/09 2005. See Appendix 1.
If required, further evidence may also be requested should the candidate need permission to work in the UK.

Volunteers to the school are parents of pupils in the school and are informally interviewed by the Headteacher or Deputy Headteacher. There is a rota system in place for ICT, classrooms and Library duties. Volunteers do not exceed the time guidelines given in the *Safeguarding Pupils and Safer Recruitment in Education 2007* publication. However it is this schools policy to obtain satisfactory CRB Checks from all regular volunteers.

A report will be sent to the Secretary of State via the DCSF of any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with pupils. This report will be sent within one month of the person leaving the school.

Appendix 1

Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Maldon court Preparatory School complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Appendix 2

EMPLOYEES ACTION SHEET

Name of Child/ Young Person:
.....

Address:
.....
.....
.....
.....
.....

Date of Birth:

Name of Person Reporting Event:
.....

Date: Time:

Sequence of Events/ Actual Words Used/ Observations – *continue on another sheet if necessary*

Action Taken

Name of Person Contacted:
.....

Date Time:

**MALDON COURT PREPARATORY SCHOOL
CHILD PROTECTION POLICY STATEMENT**

This Child Protection Policy was authorised by Mrs Loraine F. Guest on

We are committed to supporting our parents and families.

As employees of Maldon Court Preparatory School we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable.

We recognise that child protection is everyone's responsibility.

We are committed to following the agreed procedures and following statutory and specialist guidelines.

We review this policy annually.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as Child Protection Coordinators for this school.

A copy of the full policy can be seen in the School Office

Signed

_____ Dated: _____

_____ Dated: _____

Date reviewed January 2010 Signed.....

Next Review January 2012 Signed.....