

SALISBURY CATHEDRAL SCHOOL SAFEGUARDING CHILDREN POLICY - Part A



INTRODUCTION

A range of documents, circulars and guidance govern child protection at Salisbury Cathedral School. Key documents and advice which inform this policy are:

- The Children Act 1989 / 2004
- Section 2.22 of Safeguarding Children and Safer Recruitment in Education January 2007
- Framework for the Assessment for Children in Need and their Families 2000
- Locally agreed inter-agency procedures: Wiltshire Multi-Agency Child Protection procedures
- Wiltshire Safeguarding Children Board (LSCB)

This policy is relevant to staff, governors, visitors, work experience students and volunteers including ancillary staff and adults working in the school, and older boarders in positions of responsibility. This policy refers to the whole setting including Early Years and out of hour clubs.

The Designated Teacher

The designated teacher for child protection is the Assistant Head Pastoral (DCP). Should the Assistant Head Pastoral be absent, any concerns should be referred to the Head Master who acts as Deputy DCP. Role of the designated teacher:

- To ensure that all staff know that the Assistant Head Pastoral is responsible (and in his absence the Head Master) for Child Protection issues within the prep, boarding house and Pre-Prep, including the EYFS setting. The DCP is the designated practitioner to take lead responsibility for safeguarding within the EYFS setting and liaising with local statutory children's agencies as appropriate.
- To communicate readily with a local safeguarding agency whenever an allegation or disclosure of abuse has been made. This allows the DCP not to make their own decision over what appear to be borderline cases
- To refer promptly (within 24 hours of a disclosure or suspicion of abuse) cases of suspected child abuse to the local social services department or the police child protection team. If a parent arrives to collect the child before the social worker has arrived then it must be remembered that we have no right to prevent the removal of the child. **However, if there are clear signs of physical risk, serious harm or threat, the police should be called.**
- To maintain and update the school's Child Protection Monitoring list.
- To organise annual training on Child Protection for all members of staff in the school. This will usually take place as part of in-service training at the start of the academic year. However, as a minimum the head and all staff will undertake child protection training (updated every three years). In addition, temporary and voluntary staff who work with children are made aware of the arrangement for child protection.
- To co-ordinate action where child abuse is suspected.
- To facilitate and support the development of a whole school policy on Child Protection.
- To attend case conferences or nominate an appropriate member of staff to attend.
- To maintain records of case conferences and other sensitive information about the child only on a need to know basis.
- To pass on records and inform the key worker when a child who is on the Child Protection register leaves the school. The custodian of the register must also be informed.

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- To raise staff awareness and confidence on child protection procedures and to ensure new staff are aware of these procedures.
- To keep up to date with current practice by participating in training opportunities wherever possible.
- To participate in the required training in child protection and inter-agency working every 2 years.
- Briefing senior pupils given positions of responsibility over other pupils on appropriate action to take should they receive any allegation of abuse

The Governors hold overall responsibility for Safeguarding and Safer Recruitment, and for reviewing and agreeing the policy annually. The Child Protection Governor is currently Laura Phillips.

A copy of this policy is available on request to parents, and is available on the school website.

AIMS AND OBJECTIVES

This policy aims to safeguard and promote the welfare of the children in our care; to develop awareness of Child Protection issues amongst the staff; to enable the pupils to access help and guidance and to inform the parents of the school's Child Protection responsibilities. It is in accordance with locally agreed inter-agency procedures. Our aims will be achieved by:

- continuing to develop awareness in all staff of the need for Child Protection and their responsibilities in identifying abuse.
- ensuring that all staff are aware of referral procedures within the school.
- monitoring children who might have been identified as being at risk.
- ensuring that outside agencies are involved where necessary
- creating an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.
- Ensuring that the appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site.
- Ensuring that 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 children is reported to the Independent Safeguarding Authority (ISA), P O Box 181, Darlington DL1 9FA (tel 0300 123 111) and understanding that compromise agreements cannot apply in this connection.

GUIDANCE NOTES - WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

PHYSICAL ABUSE

Physical abuse 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

Emotional abuse 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 overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve 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.

SEXUAL ABUSE

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 (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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. 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

GUIDANCE ON INTERACTION WITH PUPILS: HOW DO WE RESPOND TO IT? SCHOOL PROCEDURES

- If you see or hear anything which causes you concern relating to Child Protection, you must discuss it with the DCP as a matter of priority.
- All concerns or disclosures must be treated as CONFIDENTIAL, and not discussed generally.
- Firstly, stay calm and listen carefully to what is being said.
- Write down what you saw or heard, who was involved or present at the time, and the facts of what happened. Ensure it is dated. Discuss with the DCP and copy to him.
- If a child discloses any matters relating to child protection or if, as a part of discussion, you become concerned about their safety or well-being, you should write down the facts of what was said and discuss it with the DCP person.
- You should listen carefully to what is being said, write it down then or straight afterwards. Only ask open questions such as "Is there anything else you want to tell me?" Do not investigate the details at this stage by asking leading or direct questions about what allegedly happened.
- Reassure the child that they have done the right thing.
- It should be made clear to pupils that CONFIDENTIALITY CANNOT BE GUARANTEED IN RESPECT OF CHILD PROTECTION ISSUES.

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- Allegations of child abuse must always be given the highest priority and referred immediately to the DCP.
- Should you need it, there are blank record sheets and body diagram sheets which can be used to record specific details, kept in the Child Protection File in the staff room.
- Do NOT discuss what has happened or been said in the staff room or with other adults. This is a confidential process, unless directed otherwise by the DCP or Deputy DCP.
- See the flow chart “What to do if you are worried a child is being abused or neglected” displayed in the staff room and appended to this document.
- In line with National Minimum Standards any person can be assured of immunity from retribution or disciplinary action for ‘whistle blowing’ in good faith.
- These procedures should also be used for dealing with abuse by one or more pupils against another pupil.

FOLLOW-UP

- The DCP will retain all the written notes passed to him.
 - The DCP will then decide on a course of action having discussed the matter with the Head, in line with the school’s policy.
 - Written notes/evidence may be shared with the Head who holds the CP File. The DCP will also keep a copy in his Child Protection file. Both files are held securely at all times.
 - Any action taken or follow-up made, including notes from ongoing monitoring will be recorded and kept on file.
 - Where confidential details are held relating to Child Protection, a red piece of paper will be put in the pupil’s profile which states “Additional Confidential Information is held on this pupil” with their name clearly printed.
 - A period of monitoring may be necessary, and other staff involved in this process on a “need to know” basis. Any observations from monitoring should be recorded and dated, and copied to the DCP.
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- Outside agencies (Social Services or the Police) may be involved as necessary.
 - A referral to Social Services and/ or the Police would normally be made by the Head.

MONITORING AND RECORD KEEPING

Accurate records will be kept where there are concerns about the welfare of a child. These records will be kept in secure, confidential files which are separate from the school records. It is important to recognise that regulations published in 1989 do not authorise or require the disclosure to parents of any written information relating to Child Protection, although the preferred practice is for parents to be informed of and agree to any referral being made (unless it relates to Sexual Abuse).

Records will be kept in secure confidential files which are separate from the pupil school files. Documentation may be accessible to parents on request as required by the Data Protection Act (see WISEnet Guidance on Record Keeping)

The Governing body will undertake an annual review of the school’s Child Protection policies and procedures, and the efficiency with which the related duties have been discharged. Any weaknesses or deficiencies in child protection arrangements are remedied without delay.

CHILD PROTECTION (CP) TRAINING

- All new staff have in-house Child Protection Training as part of their induction.
- All staff present at the start of the academic year staff meeting are retrained and updated on Child Protection.
- The revised Safeguarding Policy will be re-presented to staff with the main changes outlined.
- The DCP (Assistant Head) should attend Level 3 (advanced) training or refresher training every 2 years.
- The Deputy DCP (The Head) should attend Level 2 (intermediate) refresher training every 3 years.
- The Boarding House Parents should attend Level 2 (intermediate) training or refresher training every 3 years.
- Other boarding staff should have in-house training.
- The Governor responsible for CP should attend suitable training for his/her role.
- The Independent Listener will be given in-house induction training and refresher training as needed.
- The ancillary staff will be given in-house training at least every 2 years.
- The peripatetic staff may be offered in-house training, but it is their own responsibility to ensure they have evidence of suitable CP training and refresher training.
- All training will be recorded with certificates being put into individual's school files as well as being copied to them.
- The school enlists the support of Wilts CC Child Protection Training and Support programme including training, audits, consultation, telephone support, advice, model procedures and information updates.

SUPPORT FOR THE PUPILS

- Children are encouraged, through the PHSE Life Skills programme to protect themselves from abuse.
- The school provides a wide range of contact points for children:
 - The Assistant Head (Designated Child Protection person)
 - The Chaplain
 - The House Parents
 - The Head (Deputy Child Protection Nominated person)
 - Form tutors
 - Matronal Team
- Telephones and access to Childline are always available in the boarding house and in the Bishop's Palace.
- There is a "listener" available who visits the boarding house at least termly; currently Jill Jordan
- There is a named "Child Protection, Safeguarding Children" Governor; currently Laura Phillips.
- Parents are informed of the school's responsibilities to follow these procedures.

ALLEGATIONS AGAINST SCHOOL STAFF / HEAD / VOLUNTEERS

- Staff need to protect their professional reputations and avoid situations in which innocent actions could be misinterpreted or misunderstood.
- Staff who hear an allegation of abuse against another member of staff, including the Designated person with responsibility for safeguarding, or who have a concern about the actions, behaviour or suitability of a colleague have a duty to report this to the DCP Assistant Head (Pastoral). It is

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also advised that the designated person should be contacted (unless he is the object of the allegation). In the Head's absence, the allegation should be passed to the Chair of Governors.

- If the allegation is against the Head it should be taken directly to the Chair of Governors, without notifying the Head first.
- If the allegations are against a member of the boarding staff who is suspended pending an investigation of a child protection nature then alternative accommodation away from the children will be arranged by the school.
- Please read Section B of this policy: Code of Conduct for Safe Practice
- See the flow chart: Allegations Against School Staff displayed in staff room and appended to this document

Examples of inappropriate staff behaviours / actions include:

- Belittling/embarrassing or intimidating pupils
- Threatening pupils with severe punishments
- Blocking a child's way or restricting his/her free movement
- Unnecessary or uninvited physical contact other than shepherding
- Repeatedly entering a pupils' personal space
- Favouritism or picking on pupils

Note related policy: Policy on Disclosures made by Staff (Whistleblowing)

GENERAL MONITORING OF PUPILS' WELFARE

Staff are asked to keep the Assistant Head Pastoral informed of:

- poor attendance and punctuality
- concerns about appearance and dress
- changed or unusual behaviour
- concerns about health and emotional well-being
- deterioration in educational progress
- discussions with parents about concerns relating to their child
- concerns about home conditions or situations
- concerns about pupil- on- pupil abuse (including serious bullying)

When there is suspicion of significant harm to a child and a referral is made, as much information as possible should be given about the nature of the suspicions, the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect.

EARLY YEARS FOUNDATION STAGE (EYFS)

All elements of this policy apply to the pre-prep department including the EYFS. The designated person for pre-prep is the Assistant Head (Pastoral), Mr D Hodson and he liaises with the Head of Pre-Prep and the Head Master and local agencies as appropriate. One of the teachers in the Pre Prep is going to carry out Child Protection training in September 2012. The Early Years link governor is Duncan Hodson and the Child Protection governor is Lady L Phillips.

REFERRALS

Any referral to Social Services or the Police by telephone will be confirmed with the Assistant Head (Pastoral) / Head Master in written form and a copy kept on the confidential school file. A note must

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be made of the Duty Social Worker spoken to and the time at which the call is made. If parents have not been informed about (or if they have agreed to) the referral being made this must be reported to Social Services.

Reports may be needed for Child Protection Case conferences or the criminal/civil courts. Consequently, records and reports should be:

- factual (no opinions)
- non-judgemental (no assumptions)
- clear
- accurate
- relevant

SAFEGUARDING AUDIT

The DCP will maintain a yearly audit as outlined by Wiltshire Safeguarding. This will take place in October, and the outcomes will be discussed at SMT level. An action plan would normally be generated following the audit. A further (Wiltshire) audit will be completed prior to the Wiltshire adviser reviewing the school's documentation and procedures. Recommendations may be outlined to Governors.

USEFUL CONTACTS

National Care Standards Commission : has the responsibility for the care standards offered by the school to boarder. Individuals may contact it on 023 8082 1300

Local Authority Designated Office for Allegations : South Area (Wiltshire) 01722 327551

Assistant Head : Work 01722 555318/300. hodson.d@salisburycathedral.com

USEFUL REFERENCES

SCS Physical Restraint Policy
SCS Complaints Policy
SCS Missing Pupil policy (including boarders)
SCS Anti-Bullying Policy
SCS Behaviour Policy and Behaviour Summary
SCS Staff/ Work Experience Induction Procedure
[Salisbury Cathedral Safeguarding Policy](#)

Type of Policy:	Governance and statutory
Person Responsible for this policy:	Governors, DCP, Assistant Head, Duncan Hodson
Revised:	November 2011
Last reviewed & approved by Governors:	17th June 2010, 21st September 2011
Date of Next Review:	Lent Term 2012 (following CP Governor audit)

ALLEGATIONS AGAINST STAFF- risk of harm to children **GUIDANCE FLOWCHART**

If you become aware that a member of staff may have:

- behaved in a way that may have harmed a child or
- possibly committed a criminal offence against a child or
- behaved in a way that indicates s/he is unsuitable to work with children

The child and/or alleged abuser **SHOULD NOT** be questioned but a record made of what has been reported.

Report immediately to your /a senior manager

Unless there is clear evidence to prove that the allegation is incorrect **the manager must:**

Report the allegation to the Local Authority Designated Officer for Allegations (LADO):

8.45am – 5.20pm, Monday – Thursday and 8.45am – 4.20pm Friday

LADOs - Nicholas Breakwell and Jeremy Fletcher 01225 713000

Secretary to LADOs – Louise Jefferies 01225 713682

Out of hours contact: Emergency Duty Team 0845 607 0888

Your LADO will:

1. Consider the relevant facts and concerns re the adult and child/ren, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

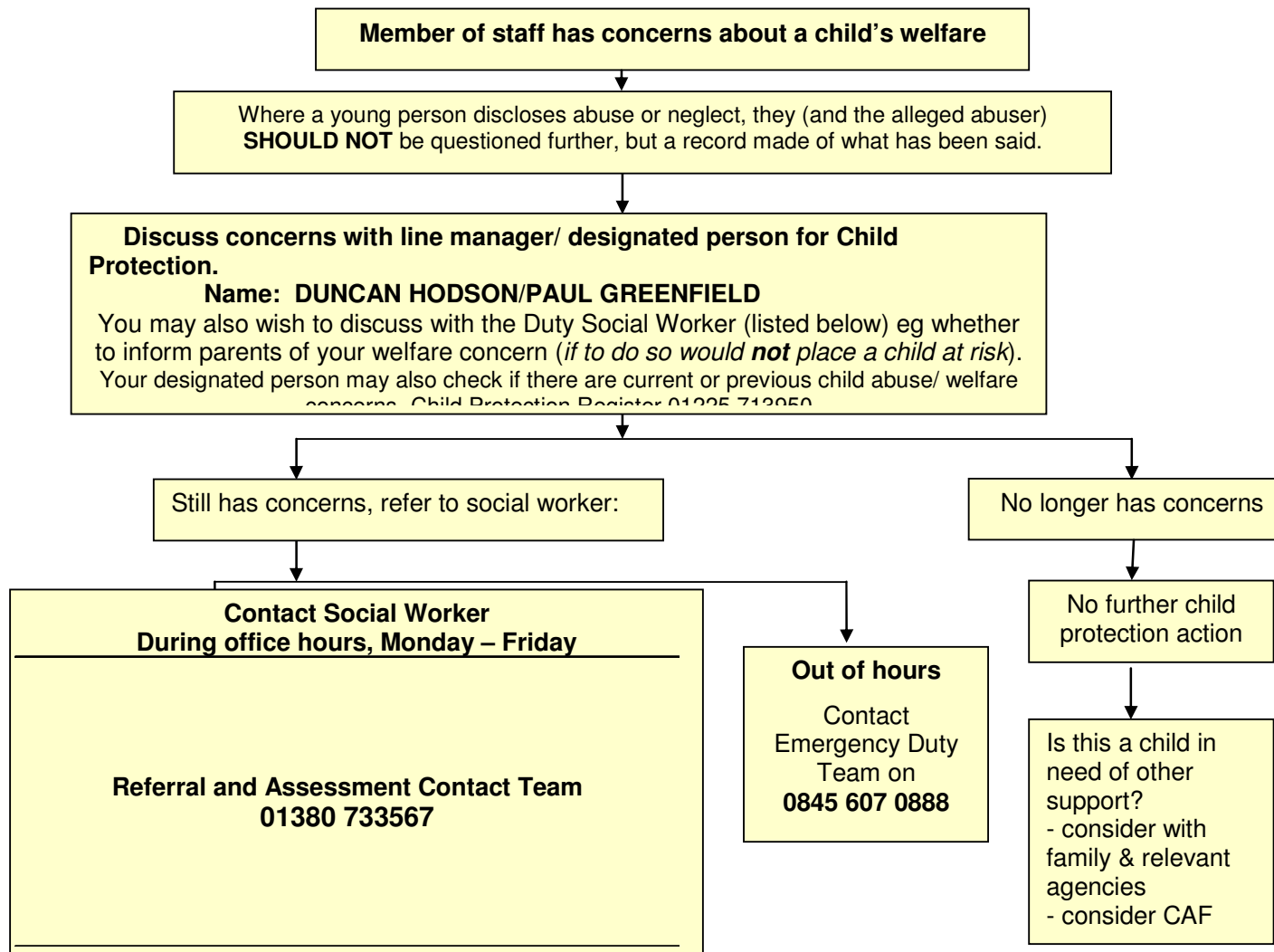
If the DfE multi-agency procedures are NOT indicated, the LADO will agree with you an appropriate response (*eg for the agency to undertake further enquiries or to make an investigation*)

If the DfE procedures ARE indicated, a multi-agency strategy meeting will normally be held either by phone or in person. Normally a senior manager, the LADO, HR and the Police are invited. Information is shared confidentially, risks to children are considered and appropriate action agreed –eg s.47 Children Act enquiries, further enquiries, disciplinary measures or (unusually) criminal proceedings. A record of the meeting will be made, and further meetings held every 4 weeks until a conclusion.

NB: This document is intended for use as a quick guide only. For more detailed guidance refer to:

1. **The Multi-Agency South West Child Procedures at www.swcpp.org.uk**
2. **The Multi-Agency South West Child Protection Procedures at www.wiltshirescb.org**

“WHAT TO DO if you are worried a child is being abused or neglected”¹



Social Worker & Manager

1. acknowledge receipt of referral
2. decide on next course of action (within one working day)
3. feedback decision to referrer eg:
 1. Initial Assessment or S47 Child Protection Strategy discussion
 - Or 2. No action required

References:
 1. 'What To Do If You're Worried A Child Is Being Abused' DfES 2006
 Ref: LSCB_What To Do Flow Chart June 10
 Review Date: July 11

