



2.5 SAFEGUARDING POLICY

This document is a statement of the aims, principles and strategies for Frewen College Child Protection Policy.

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| Date of Development | September of each school year |
| Review Date | Annually or as is appropriate. A schedule for the review of this and all other policy documents is incorporated in the school development plan. |
| This policy is designed to assist staff, pupils and parents in cases of allegations or suspicions of abuse of children. It also lays down guidelines for the protection of staff in their everyday dealings with pupils. | |

Policy

The school follows the procedures detailed in "Safeguarding Children and Safer Recruitment in Education (2006)" which should be referred to for further details.

Frewen College acknowledges that it has a pastoral responsibility to its pupils who have a fundamental right to be protected from harm.

Children cannot learn unless they feel secure and this policy aims to ensure that all pupils learn in an appropriately safe environment.

All staff should be aware that children can be open to abuse by both those who care for them, fellow pupils and complete strangers. Any concerns should be immediately reported.

If you suspect a child is being abused in any way or if someone tells you this is happening, you should report it immediately to the Principal or Deputy Head, without discussing it with anyone else.

As soon as possible within twenty four hours the Principal should refer the matter in writing and by telephone to the Child Protection Team, Battle (telephone 01424 775599) who will advise the school on what to do next.

In the event of the concern arising in the evening or at weekends the Emergency Duty Team should be contacted on 07699 391462.

If someone has made an allegation about the Principal then you should contact the Chair of Governors, John Maudslay (01797 260331), who will follow the above procedure.

**The Child Protection Co-Ordinator at Frewen College is Mrs Linda Smith – Principal
In the absence of Mrs Linda Smith please contact Nick Oddy, Deputy Head**

You are required by law to pass on any information regarding suspicions of abuse or inappropriate behaviour. Failure to do so is a disciplinary matter.

Procedures

How to react if a Child makes a Disclosure to you

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Do not display shock or disbelief.
2. Write up the report using the child's own words as soon as practicable after the child has concluded. Write down phrases used and only what they say, not what you think they mean. These notes may become evidence if a court case was to follow. It is not necessary for these notes to be a tidy copy, just accurate. You must include the time and date on any such document. Do not destroy original notes. Draw a diagram where appropriate to indicate bruising etc. Do not under any circumstances ask a child to sign what you have written.
3. Do not give a guarantee that anything said to you will be totally confidential – it is your duty under the Children Act to report it. Explain to the child that you will have to tell the Principal as this needs to be dealt with but that you will only tell the people who need to know.
4. Do not ask leading questions, eg “did he/she do x to you?”. Ask questions such as “Is there anything else you would like to tell me? What would you like to tell me?”
5. The school should not try to interview people regarding suspected or alleged abuse. This could cause more harm or even spoil possible criminal proceedings.
6. Never think abuse is impossible in this school, or that an accusation against someone you know well and trust is bound to be wrong.
7. Never openly dismiss any allegation of abuse. It is important that the child feels they are believed and not made to feel guilty for making a disclosure.
8. Offer reassurance to the child that they have done the right thing in telling you.

**Explain to the child what you are going to do and why.
Reassure the child that they are not in trouble and have done nothing wrong.**

What Will Happen

1. The Principal or Deputy Head will contact the appropriate authorities, Child Protection Agency, immediately giving the following information:

Information Checklist for making referrals to Child Protection

- The child's name, date of birth, home address and current whereabouts.

- Other children in the family if details are known
 - Each parent's name, home address, telephone number, date of birth and parental responsibility, if known.
 - Any other significant relative or adult: name, relationship to child, address, phone number.
 - A factual and precise description of the causes for concern.
 - If the child has made an allegation/disclosure of abuse, a precise description of what the child has said.
2. The Principal or Deputy Head will ensure that there is continuing protection of the child and other children in the light of the allegation or suspicion and when and how to inform any person who is the subject of the allegation or suspicion in conjunction with the Police and Social Services.
 3. The Principal or Named Person will give prompt notification of the initiation and outcome of any child protection enquiries involving the school to the Commission for Social Care Inspection.
 4. The Principal or Named Person will notify the placing agency of any allegation or suspicion of abuse [Section 47 of the Children's Act 1989].
 5. The Principal or Named Person will maintain a written record of any allegations or suspicions of abuse and the actions taken.

These records will be monitored on a regular basis to check whether any “patterns” emerge.

6. There is also requirement to report to the police any evidence known of children becoming involved in prostitution, or of unauthorised persons picking children up, contacting children in the school, or observed trying to make contact with children outside the school;
7. Staff can be assured that there is a guarantee that the procedures can be invoked in ways that do not prejudice any “whistleblower's” own position and prospects if they have reported an allegation or concern in good faith.

ALL STAFF CAN DIRECTLY CONTACT OFSTED TO RAISE ANY CONCERNS THEY HAVE ABOUT PRACTICES WHICH THEY FEEL PUT CHILDREN AT RISK OR ABUSE OR SERIOUS HARM.

The contact number is – 08456 404040

Guidelines for Self-Protection of Staff

1. In the event of any injury to a child, accidental or otherwise, ensure that it is recorded and witnessed and any witnesses noted.
2. Keep records of any allegations a child makes against you or other staff. This should include everything from “You’re always picking on me” to “you hit me”, or comments such as “don't touch me”. Make a record of dates and times. Inform the Principal immediately.

3. If the incident is serious, take the child to the Principal as soon as possible and explain what happened. A record of that meeting should be also kept.
4. If a child touches you or talks to you in a sexually inappropriate way or place, record what happened and ensure that another adult also knows. It could be a totally innocent touch; do not make the child feel guilty. However, remember that ignoring this or allowing it to go on may place you in an untenable situation; also, if the child is allowed to go on doing this the next person may take advantage and then say the child instigated it.
5. If you take children on journeys, carry out a risk assessment, and have two members of staff present if at all possible. Check with the Principal (or in her absence the Deputy Head) before taking a child out in a car. If at any time you take a child by themselves in a car, **always** ensure that they sit in the back of the car.
6. Do not place yourself in a situation where you are spending excessive amounts of time alone with one child away from other people. If you tutor a student, ensure that the door to the room is open. Always tell another member of staff if you are going to see a child on your own.
7. If a child needs help or assistance during the night, two staff should be present prior to any help or action being given.
8. If you are in a residential setting **never**, under any circumstances, allow children into your accommodation – this applies to both residential accommodation and to sleepover rooms. If a child comes to you when you are in your accommodation for any reason, they should be taken to a suitable place so that the problem can be dealt with.
9. Do give firm guidelines on sexually inappropriate behaviour to a child. Explain that the behaviour is not acceptable and could get the child into difficulty, but be sure that you do not make the child feel guilty. Inform the Principal immediately if such a conversation has taken place.
10. If you are in a care situation and have occasion to change a child's clothing or bathe them, ensure that another adult is present.
11. Never do something of a personal nature for children that they can do for themselves; such an activity could be misconstrued.
12. Do not go into a toilet alone with children. Inform another member of staff if it is necessary to do so. Female member of staff should not go into the boys' toilets – they should summon a male member of staff.
13. Be very mindful of how and where you touch children.
14. All members of staff should carry identification when on journeys with children, such as a driving licence.
15. If you must physically restrain a child for any reason, be aware that it could be misconstrued as assault. Any such action should be recorded and reported to the Principal immediately. See also DfEE guidelines on restraint.
16. Never keep suspicions of abuse or inappropriate behaviour by a colleague to yourself. If there is an attempted cover up you may well be implicated by your silence.
17. If in any doubt, discuss your feelings with the Principal or Chair of Governors.

18. DfEE Circular 10/95 'Protecting Children from Abuse: the role of the Education Service' provides advice on action which should be taken within the Education Service to handle cases of suspected or identified child abuse. Copies are available in the Main Office.

Standards for Education identify 'Signs and Signals' of abuse in four areas. The following should be considered in the context of Frewen College:- this is presented in a check list form to assist you:

Physical Abuse

Fractures
Cigarette burns
Human bites
Bilateral bruised eyes
Fingertip bruising
Burns and scald marks
Bruising in sites not easily injured
Frequent 'accidents'
Unusual cuts or marks
Aggressive play/conduct
Preoccupation with own body/health
Account of injuries inconsistent with their appearance
Unusual degree of parental hostility
Unusual lack of parental concern
Different accounts of events
Injuries in different stages of healing
Reluctance to undress/participate in sport

Sexual Abuse

Bruising/scratching or other injuries to genital or anal areas
Sexually transmitted infections
Anal warts
Urinary tract infections
Soreness/itching or toilet pain
Recurrent abdominal pain, headaches or other psychosomatic features
Hints at sexual activity/secrets
Inappropriate sexual behaviour
Preoccupation of sex
Running away
Avoiding certain situations/people
Severe eating disorders
Self harming behaviour.

Neglect

Non organic failure to thrive
Growth failure
Developmental delay
Excessive hunger
Inadequate clothing
Poor condition in general – skin, hair, nails

Poor hygiene
Marked drop in height/weight
Tired, an apathetic presentation
Poor school attendance
Inability to play
Parents with mental health/drug/alcohol problems
Untreated illness or injury
Withdrawn
Attention seeking

Emotional Abuse

Rejection of the child
Scapegoating of child by family
Subjection to constant blame/criticism
Conflict in parental relationship
Major and repeated family changes
Domestic violence
Child responsible for family caring
Bizarre parental beliefs
Serious physical/psychiatric illness of parent
Fear, anxiety, depression, despair
Over compliant and passive behaviour
Dominating and controlling behaviour
Poor relationships

The safety of the child is paramount. If in any doubt talk to the Principal or Chair of Governors.

In designing this policy reference is acknowledged and has been made to the following documentation.

1. DfEE Circular 'Protecting Children from Abuse: the role of the Education Service. Circular 10/95. This contains a succinct summary of issues. A copy is attached as Appendix I.
2. National Care Standards – National Minimum Standards for Residential Special Schools. The Stationary Office March 2002.
3. Handbook on "Effective Child Protection: How to Recognise Abused Children and Act Sensitively, Safely and Confidently to Protect Them". SfE 2003.
4. Child Protection Procedures – East Sussex Area Child Protection Committee February 2001 and updates 2003.
5. Working Together to Safeguard Children