

# Redcliffe School Child Protection and Safeguarding Children Policy



**Designated Person: Mo Wild**  
**Governor: Henrietta Corbett**

**Statement:** All statements contained in this policy document also apply to the EYFS department of Redcliffe School. Throughout this policy, we have made due regard to the five outcomes contained in Every Child Matters (Children’s Act 2004), namely: Be healthy; Stay safe; Enjoy and achieve; Make a positive contribution; Achieve economic well-being.

## **Introduction**

- A child is defined as a person under the age of 18 (The Children Act 1989).
- For the purpose of this policy document
  - The term ‘child’ will be used to describe all children at Redcliffe including those in EYFS.
  - The term ‘staff’ will be used to describe those employed on a contract of employment at Redcliffe, including those working on a voluntary/unpaid basis.
- Staff should implement this policy using the following guidelines to protect the safety and well-being of both children and our staff.
- For all activities and events involving children at Redcliffe, a named member of staff will lead on child protection, raising awareness of this policy and its guidelines among other staff and, where appropriate the children, accompanying carers and parents.
- A member of the Board of Governors has responsibility for Child Protection
- The “Lead member of staff” referred to in this Policy is the Deputy Head or, in her absence, the Head. The ‘Lead member of Staff’ for EYFS is the Head of Lower School

### **Children's Rights**

All children have needs and rights:

- The need for physical care and attention
- The need for intellectual stimulation
- The need for emotional love and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect, abuse and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual

### **Redcliffe School Child Protection and Safeguarding Children Policy**

In our provision for our pupils Redcliffe School will ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff have a responsibility to report concerns to the appropriate child protection lead member of staff.

### **Policy statement**

Redcliffe staff have a professional duty to take such steps that are reasonable to see that every child is safe from harm while involved in school activities. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Redcliffe School will ensure the safety and protection of all children involved in its activities through adherence to the Child Protection guidelines it has adopted.

***Policy aims***

The aim of the Redcliffe School Child Protection and Safeguarding Children Policy is to promote good practice:

- Providing children with appropriate safety and protection whilst visiting/ in the care of the school.
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

This policy will be reviewed annually by the Designated Person.

### ***Policy implementation***

The Redcliffe Child Protection and Safeguarding Children Policy will be implemented by adhering to the policy guidelines contained within this document.

The guidelines cover three main areas:

- Staff recruitment, support and training
- Staff conduct
- Child protection procedures

### **Staff recruitment, support and training**

For staff working at Redcliffe safe recruitment will be ensured by checking their suitability to work with children.

- At initial recruitment to Redcliffe an application form is completed. The application form will ask for information about an applicant's past.
- Staff are selected on their suitability for the post and responsibilities and their ability to demonstrate that they can work safely with children. References will be checked by the Head and a CRB (enhanced disclosure) check will be carried out.

All appropriate staff will receive a copy of the Redcliffe Staff Handbook containing a copy of the Child Protection Policy.

Awareness of child protection issues will continue to be addressed through ongoing training. The designated member of staff for child protection will update her training every 2 years and the rest of the staff, every 3 years. Staff attention will be drawn to the Redcliffe Child Protection procedures annually by the Deputy Head at the staff meeting at the beginning of the academic year.

### **Staff Conduct**

#### **Good practice guidelines**

All staff should demonstrate exemplary behaviour in order to protect themselves from allegations of misconduct. Staff should maintain their standards of behaviour therefore acting as role models.

The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Staff must never allow him/herself to be left alone with a child. There may be rare occasions when a confidential interview or a one-to-one meeting is necessary and in such circumstances, the interview should be conducted in a room with an open door or visual access. Where this is not possible, the member of staff should ensure that there is another adult nearby.

- Staff should never make gratuitous physical contact with a child. [There may be occasions where a distressed child needs comfort, which may include physical comforting, and staff should use their discretion to ensure that it is appropriate and not unnecessary or unjustified contact. ]
- Staff should be cautious about physical contact in games. Where physical contact is inescapable (e.g. to demonstrate equipment or a particular exercise/move) staff should be aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact.
- Staff should treat all children equally, and with respect and dignity. Staff should ensure that children are protected from discrimination on any grounds, including ability, and challenge discriminating comments and behaviour. Activities should be designed to include all children and to promote positive attitudes towards differences.
- Staff should be clear about what the objectives of the activity are before it begins and always put the welfare of each child first, before winning or achieving goals.
- Staff should maintain a safe and appropriate professional distance with children e.g. it is not appropriate for staff to encourage an ‘over-familiar’ approach generally or to share a room with children during residential activities.  
All staff at Redcliffe are to be addressed by their title and surname by the children to encourage and maintain an appropriate distance.
- Staff should build balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Staff should ensure that at residential events, adults do not enter children’s rooms (unless it is essential because a child is ill and in these circumstances, adopt the procedures set out above in relation to private interviews). Staff should never invite children into their rooms.
- Staff should conduct themselves in a manner that sets a good example to the pupils. Be an excellent role model.
- Staff should give enthusiastic and constructive feedback rather than negative criticism.
- Staff should never use physical force against a pupil, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a pupil because they are an immediate danger to themselves or others or to property, then the minimum amount of force should be used for the shortest amount of time. Staff should remain calm and get the attention and support of other staff. Any incident of misbehaviour requiring restraint should be recorded in writing on a Serious Incident form. This should be given to the form teacher to be kept in the child’s record file and a copy given to the Head immediately.

The **Head** will decide **whether** parents need to be informed and **who** will impart the information to them.

#### Staff should

- record in the Accident Book in the office any occasion when the need arises to administer first aid and report to the form teacher who will inform the parent or carer.
- keep a written record of any injury that occurs, along with the details of any treatment given.
- request written parental consent if required to transport children in their or other parents' cars. Insurance details for all cars must be checked in advance.
- always refer any problems to the child protection lead member of staff.
- question any adult who is not wearing a Visitor's Badge who enters Redcliffe premises and/or who attempts to engage with the children off the premises.

#### **Practices never to be sanctioned:**

- Engaging in rough, physical games, including horseplay.
- Sharing a room with a child on a residential trip.
- Engaging in any form of inappropriate touching. Staff should be aware that the notion of personal space varies from person to person and this should always be respected.
- Children's inappropriate use of language and/or behaviour. This should always be challenged.
- Sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature for children or disabled adults that they can do for themselves (e.g. apply sunscreen).
- Inviting or allowing children to stay with you at your home or arranging meetings with children out of school, either at their home or elsewhere without the presence of a parent.

### **Use of photographic/filming equipment**

Written consent to take and use images of children will be obtained prior to the taking of photographs and/or video footage to be used outside school. Parents will be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the general public, the participating children and their families, other organisations and institutes.

### **Child Protection Procedures**

Redcliffe School will follow the procedures set out by the Area Child Protection Committee (RBKC) to:

- Ensure we have a lead member of staff for child protection who has received appropriate training and support for this role.
- Ensure every member of staff knows the name of the lead staff member responsible for child protection and their role.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Deputy/Head.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the Redcliffe website.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter to other agencies immediately. Ensure all records are kept securely by the Head in a locked location.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Adopt a procedure for dealing with concerns about possible abuse.

### **What is abuse?**

**Child Abuse** *A term to describe a range of ways in which people, usually adults, harm children. Often the adult is a person who is known and trusted by the child.*

*Child abuse is neglect, physical injury, sexual abuse or emotional abuse inflicted or knowingly not prevented, which causes significant harm or death.*

NSPCC (1999)

### **Awareness of actual or likely occurrence of abuse**

There are a number of ways in which abuse becomes apparent:

- A child discloses abuse.
- Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused.
- A child may show signs of physical injury for which there appears to be no satisfactory explanation.
- A child's behaviour may indicate that it is likely that he/she is being abused.
- A member of staff's behaviour, or the way in which he/she relates to a child causes concern.

### **Issues of Disclosure**

Becoming aware of abuse can cause a multitude of emotional reactions, which are personal to each individual. Whatever the reaction and however the abuse has become apparent, actual or suspected, it must be responded to in the correct manner according to the procedure outlined here. Even if the truth of the disclosure is uncertain – an appropriate response has to be made. A response in accordance with the procedure outlined here will be supported by the lead member of staff and ultimately the school.

## What to do upon suspicion or disclosure

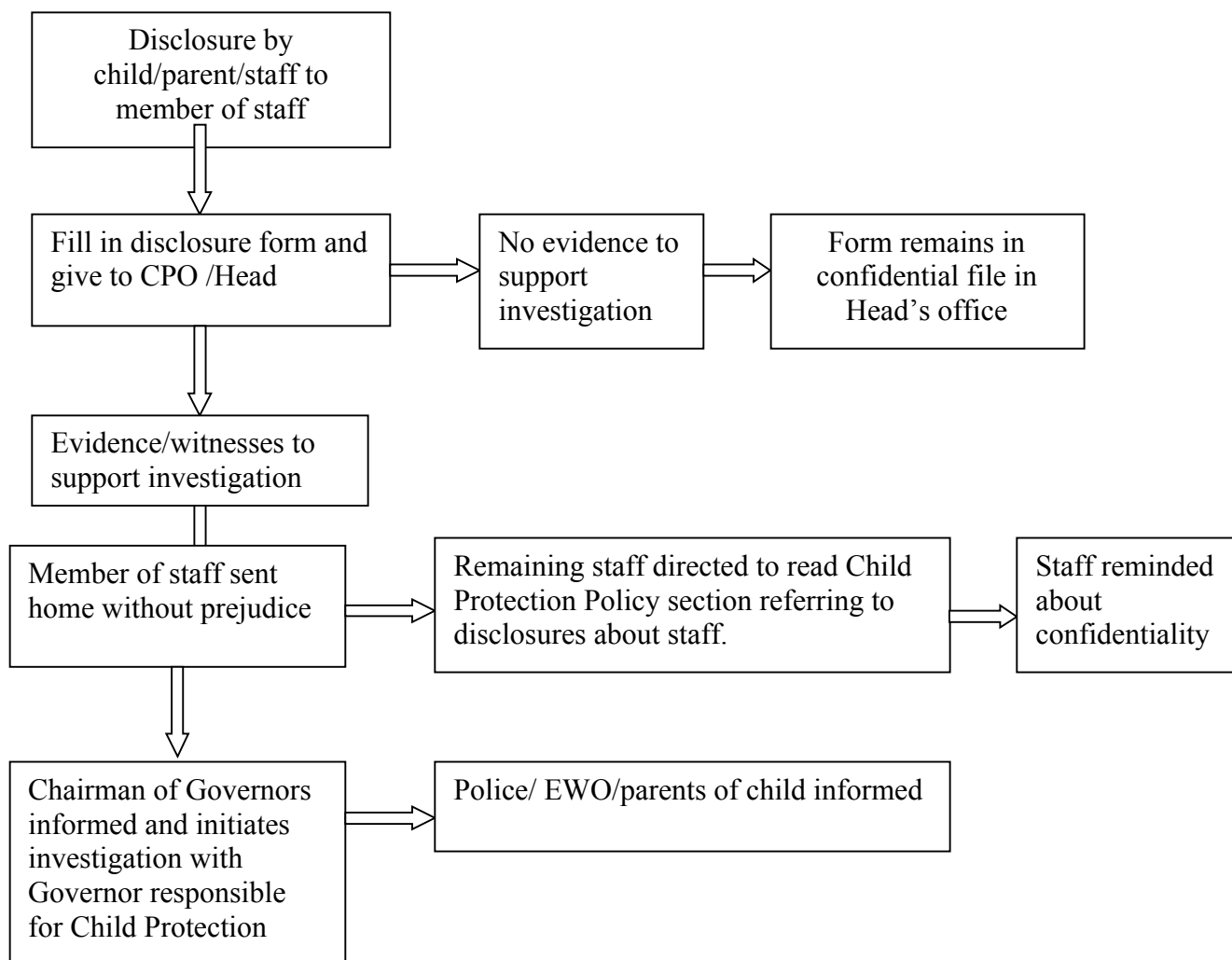
What to do	What not to do
<p>Stay calm</p> <p>Listen, hear and believe</p> <p>Give time to the child to say what they want</p> <p>Reassure &amp; explain that they have done the right thing in telling. Explain that only those people who need to know will be informed</p> <p>Act immediately in accordance with the procedure in this policy</p> <p>Record in writing as near as verbatim as possible what was said as soon as possible , including the date and time</p> <p>Report to the Deputy or the Head</p> <p>Record your report on the attached form and give to the Deputy/Head for secure filing.</p>	<p><b>Don't panic.</b> Don't over-react. It is extremely unlikely that the participant is in immediate danger.</p> <p><b>Don't probe</b> for more information. Questioning the child may affect how the child's disclosure is received at a later date.</p> <p><b>Don't make assumptions</b>, don't paraphrase and don't offer alternative explanations</p> <p><b>Don't promise confidentiality</b> to keep secrets or that everything will be OK (it might not)</p> <p><b>Don't try to deal with it yourself</b></p> <p><b>Don't make negative comments</b> about the alleged abuser</p> <p><b>Don't 'gossip'</b> with colleagues about what has been said to you</p> <p><b>Don't make a child repeat a story unnecessarily</b></p>

The Head/Deputy will make the decisions about who/when to contact parents or other agencies.

## **REMEMBER:**

1. LISTEN and RECORD
2. COMPLETE disclosure form (attached)
3. DO NOT discuss with members of staff
3. SPEAK to Deputy/Head
4. HAND in form to Deputy/Head
5. EXPECT a response from the Deputy/Head within ONE WEEK.
6. If a member of staff is not fully satisfied with the response of the Deputy/Head within one week and would like further advice, it is that member of staff's personal responsibility to contact RBKC on the numbers below.

## Disclosure concerning a member of staff



N. B. In cases of alleged sexual abuse RBKC Social Services should always be contacted **before** any approach to parents.

RBKC Education Officer: 020 7221 4002; RBKC Social Services: 020 7937 5464

**This document will be reviewed annually by the Deputy Head.**

**MW July 2009**