

# EVERSFIELD PREPARATORY SCHOOL



## CHILD PROTECTION POLICY AND PROCEDURES

### MISSION

At Eversfield Preparatory School we undertake:

- To provide a first class education for girls and boys, preparing them for entry to the leading senior schools at the age of 11.
- To offer a curriculum which values academic excellence while also retaining the breadth which nurtures the creative, sporting, technical and social skills and abilities of each child.
- To build a strong sense of community where small classes, a well ordered routine and good pastoral support help pupils to feel secure and develop their self confidence.
- To promote high moral standards and responsible attitudes based on clear and relevant Christian teaching.

### INTRODUCTION

**This Policy applies to all staff, governors and volunteers working in the school and will be reviewed annually.**

We comply with the procedures approved by the Solihull Local Safeguarding Children Board. We intend to create in our school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. The policy should be read in hand with the following government documentation:

- *What to do if you are worried about a child being abused (2006)*
- *Safeguarding Children and Safer Recruitment in Education (2007)*
- *Working together to Safeguard Children (2010)*

Copies of each of these documents are kept in each staff area and in the Headmaster's Study.

### PRINCIPLES

- The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have the right to be safe.
- In our school we respect our children. We encourage all children to do their best and feel valued and secure. We provide opportunities that enable our children to take and make decisions for themselves. We teach them how to recognise different risks in different situations, and how to behave in response to them.
- We believe it is important to offer children the opportunities to talk with adults and share worries and problems.
- This Policy should be read in conjunction with our Anti- Bullying Policy, PHSE Policy, Sex Education Policy and Equal Opportunities.

### AIMS AND OBJECTIVES

This Policy ensures that all staff are clear about the actions necessary with regard to a Child Protection issue. It's aims are:

- To raise awareness of all staff and governors and identify responsibility in reporting possible cases of abuse.

- To ensure effective communication between all staff and governors when dealing with a child protection issue.
- To lay down the correct procedures for those who encounter an issue of child protection.
- To clarify roles and responsibilities for staff and governors.

## **PROCEDURES**

- The named person in our school who is the Designated Member of Staff for Child Protection (referred to as the DMS) is Mr Robert Yates (Headmaster). Mrs T. Ellman is the named person for Child Protection in EYFS until Mrs Karen Shipley receives her DMS training in Spring 2010. At all times the Headmaster is kept informed of all issues requiring decisions.
- If **any** member of staff suspects that a child may be a victim of abuse, they immediately inform the DMS about their concerns. Advice will then be sought and a referral will be made to the relevant Social Services Department. All parties involved handle such investigations in a sensitive manner, but the interests of the child are of paramount importance. Parents are not always contacted first. (Refer to LSCB Procedures – chapter 3.1.1 section 7.1).
- Abuse can be of a sexual, emotional or physical nature. It can be result of neglect. For definitions and indicators of abuse please refer to the Child Protection Procedures Framework, kept in the Upper School Staff Room and the Lower School Staff Room.
- A record must be kept using the child protection book kept in the Headmaster’s study. The Record of Concern will include the name and age of the child, the time and date of the observations describing objectively the child’s behaviour / appearance without comment or interpretation, where possible the exact words spoken by the child and the name and signature of the recorder.
- All information relating to individual child protection issues are kept confidential, and only shared with those who need to know. The people most commonly involved will be the child’s Form Teacher, the Upper School Co-ordinator, the Deputy Head and the Headmaster (DMS).
- All applicants for work will be interviewed before an appointment and procedures will be followed as laid out in DCSF publications *Safeguarding Children and Safer Recruitment in Education (2007)* including CRB checks and compliance with Independent School Standards Regulations.

## **ACTION TO BE TAKEN IF ABUSE IS SUSPECTED**

- If a child has an injury but no explanation is volunteered it is acceptable to ask how the injury was sustained. If this gives rise to concerns then a referral should be made.
- When a child discloses information, listen to the child. To prevent contamination of possible future legal evidence the only questions to be asked are: What happened? Where? When? Who was involved? Only trained officers ie Police or Social Workers should conduct more in-depth interviews.
- Never stop a child who is freely recalling significant events.
- A child should NEVER be asked to repeat their story to a colleague or asked to write it down or be pressurised into offering more information.
- Children who have made a disclosure need to know;
  - That what they say is believed
  - They are safe and will be supported
  - They are not responsible for their abuse
  - That you will need help from others to help them
  - What will happen next
- Do not promise confidentiality. Be honest.
- Report the incident to the DMS (Headmaster.)

- The DMS shall make a referral to the DART team on 0121 788 4300 within 24 hours of the disclosure

### **ALLEGATIONS AGAINST STAFF**

- If an allegation is made against a member of staff or volunteer (an accusation of any form of child abuse) it shall be reported to the Head or if he is absent, to the Chairman of Governors. The Head shall inform Steve Martin (Chief Education Welfare Officer) prior to any interview taking place with the person whom the allegation is made against. If Steve Martin cannot be contacted then contact will be made with the DART team. (Duty Assessment Referral Team – 0121 788 4300). If the allegation has been made about the Head, the person receiving the allegation should immediately inform the Chair of Governors without first notifying the Headmaster. In the case of serious harm, the police should be informed from the outset.
- The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will normally be with the Headmaster and Deputy Head.
- The person against whom the allegation is made will be informed of the allegation and may be suspended, depending on the details of the allegation made and recommendation from Steve Martin.
- If an employee or volunteer feels that his/her actions have been or may be misconstrued he/she must discuss the matter with the Headmaster. The employee or volunteer must prepare a written record of the incident and it must be kept on record. It may also be advisable to seek advice from a union representative.

### **THE ROLE OF THE DMS**

The DMS must:

- receive regulatory update training every 2 years in Child Protection and inter-agency working. (Records of this attendance is recorded with the LA)
- Ensure that all staff and the named governor have appropriate training, updated regularly
- Monitor the implementation of this policy.
- Ensure that all cases of suspected abuse are reported appropriately.
- Ensure all staff (including part-time & volunteers) are aware of the school's child protection and safeguarding procedures. (All staff must sign a copy of Child Protection Policy to confirm their understanding of it).
- Ensure that all staff are aware of procedures regarding allegations made against staff.
- Ensure that all staff know who the DMS is.
- Ensure that confidential documentation is kept secure.
- Offer support to staff who report suspected abuse, or to whom a disclosure is made.
- Liaise with Social Services and the Education Welfare Service.
- Maintain a record of the children who are on the Child Protection Plan and ensure that information about such children is passed on to the receiver schools.
- Keep a record of child protection conferences and attend as required.
- Keep accurate records of any disclosures made by a child.
- Make sure that monitoring procedures are in place for children about whom there are concerns.
- Attend appropriate inset in particular LSCB Core Training in child protection.
- Make use of the services of SPACE (0121 788 1505).
- Attend meetings of the DMS support group.

## **THE ROLE AND RESPONSIBILITIES OF THE GOVERNING BODY**

- The Governing Body is accountable for reviewing this policy annually and ensuring that it is implemented and that procedures are followed. Governors are not involved in dealing with individual cases, nor do they have a right to know the details on an individual case.
- The Governing Body should ensure that we have a Child Protection Policy and make it available to parents on request.
- The Governing Body operates safe recruitment procedures and makes sure that all staff and volunteers have the appropriate level of CRB check.
- The Chairman of the Governing Body is responsible for liaising with other agencies if an allegation is made against the Headmaster.
- The Governing Body must ensure that the named governor has training for child protection. This is currently Dr Sara Chamberlain.

## **TRAINING**

- All adults including administrative and domestic staff receive training, on a 3 yearly basis, to raise their awareness of abuse and their knowledge of agreed local child protection procedures. On appointment, the DMS attends multi-agency child protection training. Training should be updated every two years, which must be multi-agency training.

## **USEFUL CONTACTS**

- Children's Services : **0121 788 4300**  
**0121 605 6060** (Out of hours)
- Child Protection Unit : **0121 788 4310**
- Child Abuse Investigation Unit : **0121 712 6143**
- Education Welfare Service : **0121 788 1505**  
*Steve Martin Chief Education Welfare Officer and Sheila Wyatt Senior Education Welfare Officer have made a commitment to respond within 60 minutes to any contact from a school wishing to discuss/clarify a child protection concern.*
- NSPCC Young Person's Centre : **0121 770 3000**

## **EQUAL OPPORTUNITIES**

In accordance with the school's Equal Opportunities Policy, all children at Eversfield Preparatory School must be given full access to the school's curriculum. Staff will endeavour to help all children to learn and achieve and extend the boundaries of their potential, irrespective of race, gender, age or ability.

## **MONITORING AND REVIEW**

This Policy is reviewed annually and monitored by the Governing Body. Any deficiencies or weaknesses identified will then be remedied without delay.

## **APPENDIX 1: Inter-agency Referral Forms**

Signed on behalf of the Governing Body Ethne Owen (Chair)

Signed on behalf of the school [Signature] (Headmaster)

Date March 2010

All Staff will be issued with two copies of this Policy. Please sign both copies, return one to the Headmaster and keep the other copy for your own reference in a safe place.

I confirm that I have read and understood the school's Safeguarding Children Policy and Procedures:

Signed .....(Member of staff)

NAME \_\_\_\_\_ (Member of staff)  
(please print)

Date .....

Reviewed & updated RY, TH  
Reviewed June 2009  
Revised June 2009  
Approved June 2009  
Revised July 2009  
Revised March 2010, Headmaster.