

# Safeguarding and Child Protection Policy

## Hove Park School

|                 |            |                                |  |                     |                         |
|-----------------|------------|--------------------------------|--|---------------------|-------------------------|
| Committee       | <b>FGB</b> | Governor Link                  |  | Staff Link          | <b>Tony Childs</b>      |
| Date Ratified   |            | Frequency of Monitoring Report |  | Frequency of Review | Next Review date        |
| <b>15.10.09</b> |            |                                |  | <b>Annually</b>     | <b>Autumn Term 2010</b> |

## Child Protection

This policy links to the Sussex Child Protection and Safeguarding Procedures documentation produced by the Local Safeguarding Boards of Brighton & Hove, East and West Sussex (A copy of these procedures can be found in the staff area on the intranet)

### Shared Beliefs

The needs of the child are paramount and should underpin all child protection work and resolve any conflict of interests.

All children deserve the opportunity to achieve their full potential.

All children have the right to be safeguarded from harm and exploitation whatever their:

- Race, religion, first language or ethnicity
- Gender or sexuality
- Age
- Health or disability
- Location or placement
- Any criminal behaviour
- Political or immigration status

Responsibility for the protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.

Statements about, or allegations of abuse, or neglect made by children, must always be taken seriously.

The wishes and feelings of children are vital elements in assessing risk and formulating protection plans, and must always be sought and given weight according to the level of understanding of the child.

During enquiries, the involvement and support of those who have parental responsibility for, or regular care of a child, should be encouraged and facilitated, unless doing so compromises that enquiry or the child's immediate or long term welfare.

Practitioners should be aware that to facilitate social inclusion and equality of potential outcome, they should take all reasonable steps to support parents and children who have experienced racism and other forms of prejudice. This stance needs to be incorporated into planning, delivering, monitoring or providing training about child protection services.

### **Child Protection for Hove Park School and Sixth Form Centre.**

At Hove Park School we:

- strive to be a place where students, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect.
- believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance.

- Believe school is a place where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community.
- Believe everyone has a responsibility for safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.
- Believe all staff and volunteers working in the school have a duty to ensure that children are safe and protected and we all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child the Pan – Sussex child protection procedures are followed.
- will always try to work in partnership with families but in any conflict between the needs of the child or young person and those of parents/carers or professionals, the needs of the young person must come first.
- are committed to safe recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment, and to the provision of appropriate child protection training through the staff induction programme and within continuing professional development opportunities.

## Context

The Children's Act 1989 requires all Local Authorities and schools to:

- **Take action to safeguard and promote the welfare of any child who is suffering or likely to suffer 'significant harm'**
- **Safeguard and promote the welfare of any child who is 'in need'**

**There are two parts to safeguarding:**

- *A duty to protect children from maltreatment*
- *A duty to prevent impairment*

**Promoting welfare means:**

- *Creating opportunities to enable children to have optimum life chances*

## Significant Harm

The concept of Significant Harm introduced by the Children Act 1989 is the threshold by which compulsory intervention by Social Services may take place:

Harm means ill treatment or the impairment of health or development;

Development means physical, intellectual, emotional, social or behavioural development;

Health means physical or mental health; and ill treatment includes sexual abuse and forms of ill treatment which are not physical.

## Designated person

- All schools have to have a senior member of staff with responsibility for implementing the child protection policy. In our school the designated member(s) of staff with child protection responsibility is/ are:

**T Childs (Assisted by J Greener and K Puttuck.)**

**All Deputy Heads at Hove Park School and Sixth Form Center can be the main point of contact with Social Services.**

- As the designated person / team will have regular child protection training and will make sure that all staff and volunteers know how to recognise and report any concerns or indications that a child is or has been neglected or abused.
- The Designated Teacher will where relevant provide information to the governing body regarding the number, nature and outcomes of referrals made.
- The Designated Teacher (or J Greener, K Puttock through the Deputies) will make any necessary contact with the appropriate safeguarding team or the police and s/he will make sure that the school follows the Pan – Sussex child protection procedures and contributes fully to the child protection process.
- The Designated Teacher along with the Human Resources – B Cohen will be responsible for ensuring the central record of child protection training is kept up to date.

### **The categories of abuse**

Through their day-to-day contact with children and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect and referring those concerns to the appropriate investigative agencies (social services and police).

Training is provided to all staff on appointment and every 3 years by our designated person for child protection or a team of trained trainers – (allocated to areas of the School).

A copy of the Pan – Sussex child protection procedures and other associated information is available for staff.

Evidence of abuse can include:

**Physical Abuse:** non accidental injuries, bruising, wounding burns, fractures

- indicators include:

- obvious signs of injury;
- injuries which are unusual or unexplained; and
- injuries, which while explained are frequent.

**Neglect:** the chronic inattention to basic needs - indicators include:

- dirty, unkempt appearance;
- developmental delay;
- low self esteem; and
- hunger.

**Sexual abuse:** the involvement of children or young people in sexual activity, this includes the abuse of a position of trust by an adult with professional responsibility to a child - indicators include:

- physical difficulties such as wetting or soiling;
- extreme variations in behaviour;
- sexualised language, behaviour of play; and
- indirect disclosure through play, drawing or written work.

**Emotional Abuse or neglect:** persistent emotional ill treatment such as the extreme denial of love, affection or approval - indicators include:

- low self esteem, unhappiness, fear, distress or anxiety;
- attention seeking behaviours; and
- emotional developmental delay.

***Staff at Hove Park School and Sixth Form Center will be trained to recognise and respond to the categories and potential indicators of abuse.***

### **Action to be taken**

Sometimes concerns that a child or young person is suffering or is likely to be suffering some form of abuse will build up slowly over time, and some will be as a response to a child presenting an injury or mark or talking about a worrying issue. All concerns should be logged or recorded (school record keeping systems including 'Student Sensitive Log') and should be referred to the designated person / Team, who will provide support and guidance and if appropriate will make a referral to the safeguarding team and if necessary the police.

### **Disclosures**

Sometimes children and young people who are suffering abuse choose a trusted adult to tell. If a child discloses abuse in school, the person hearing the disclosure should:

- listen, allowing the child to recall freely;
- reassure the child that they are believed;
- make notes as soon as possible recording as accurately as possible the word used by the child;
- but be clear with the child that the information will have to be passed on and that there are people who will be able to help; and
- refer to the designated person who will contact the safeguarding team and the police if necessary.

***DO NOT ASK THE CHILD QUESTIONS: This is the role of specially trained social workers and police officers. Others posing questions to the child could contaminate potential evidence of a crime.***

### **Information sharing**

At Hove Park School and Sixth Form Center we share information with parents and partner agencies to:

- support early intervention to help children, young people and families who need additional services to achieve positive outcomes
- ensure we fulfil our duty to safeguard children and promote their welfare

The Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

At Hove Park School and Sixth Form we follow the guidance below to ensure we share information both professionally and lawfully

### **Six key points:**

1. Explain openly and honestly to parents/ carers at the outset what information will or could be shared, and why, and seek agreement, except where doing so puts the child or others at risk of significant harm
2. The child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them
3. Ensure information is accurate, up-to-date, necessary for the purpose for which you are sharing it, shared only with those who need it and shared securely.

4. Respect the wishes of children or families who do not consent to share confidential information unless in your judgement there is sufficient need to override that lack of consent
5. Seek advice when in doubt
6. Always record the reasons for your decision whether it is to share or not to share information

(Ref: Making It Happen: Working together for children, young people and families (DfES, 2006) - sets out six key points and guiding principles on information sharing)

At Hove Park School and Sixth Form Center the decision to share information when there are child protection concerns will be made by the designated person or other Deputies in his absence

## **Record keeping**

The Data Protection Act states that personal information held by agencies must be obtained and processed fairly and lawfully and stored securely. It must be accurate, proportionate to the purpose, not held longer than necessary and may only be disclosed in appropriate circumstances.

Record keeping is an important aspect of our school life, staff keep records on all areas of pupil welfare, development and attainment and this is made clear to parents through (insert school systems).

Where concerns arise about the safety or wellbeing of a pupil, or there are indications that the child may be suffering or at risk of suffering significant harm, staff will record:

- The reason for the concern;
- What was said or witnessed and details of any other persons present;
- Dates and times of incidents and when the notes were made;
- Date, time and outcome of any discussion with the parent or carer; and
- Date, time and outcome of any discussion with the head teacher, social services staff or other relevant professionals consulted.

Staff will use the Welfare Concern forms and will be careful to distinguish between fact, opinion and hearsay. Notes will be passed to the designated person who will keep all welfare concerns and child protection records in a locked cabinet.

These records form evidence and may be used in the child protection referral and any subsequent investigation or legal proceedings, they are exempt from the open file regulations and do not have to be made available to parents or carers requesting access to the pupil's file.

Unless to do so would put a child at significant risk, parents and carers may see these forms. Good practice and partnership working dictates that if anything is significant enough to be recorded it should be discussed with parents and carers unless this increases risks for the child or damages the potential for the collection of evidence.

Any welfare and child protection records will be passed on to the next school if the designated person believes they still constitute a concern. If their professional judgment is that the records do not constitute a concern they should be shredded when the child leaves.

Any formal records of child protection groups or meetings will be held by the safeguarding team and they will take responsibility for the appropriate storage of these records.

If a concern is current when the child/ young person leaves full time education, school records should be sent to the archiving facility at Newhaven. Contact 01273 336440 or newhaven.ro@eastsussex.gov.uk

### **Training**

- All members of staff will receive child protection training as part of their induction. This will be updated every 3 years by the designated person for child protection or one of a team of trained trainers.
- All volunteers and short term or supply staff will be informed of their responsibility to safeguard children and the name of the designated person
- The governors have a lead member for child protection: Bob Hinton and he will undertake training, and monitor child protection training and training records with the designated person for Child Protection / Human Resources and Headteacher.
- The designated person undertakes roles and responsibilities (single agency) training and Local Safeguarding Children Board (LSCB) inter-agency training at a minimum every 2 years. June Greener and Karen Puttock will also under go this intensive training. Appropriate training will be given to other members of the Leadership Team
- The Headteacher will attend roles and responsibility training every 3 years and other safeguarding training as appropriate. If they are not the designated person, they will also be included in the school based child protection training.

### **Confidentiality**

- All members of Hove Park School and Sixth Form Centre are entitled to privacy. In general confidential information about children, families or others within the school should be kept confidential and privacy respected.
- Where there are concerns that a child is suffering or likely to suffer significant harm, information must be shared with the designated person in the first instance and may subsequently be shared with the safeguarding team and the police.
- Where staff or other adults in school have concerns, either due to what they have seen or heard or in relation to a direct disclosure by a child, they cannot keep that information confidential and the child must not be given false guarantees that this is possible . It must be shared with the designated person in the interests of safeguarding that child.
- Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person after a referral has been made.
- Information should only be shared on a strict need to know basis.

### **Allegations against staff**

We believe that all members of the school community are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively. In the event that an allegation of abuse is made against a member of staff or other adult in school, the Headteacher will seek advice from the Local Authority Designated Officer (LADO) and will agree the procedure to be followed.

Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported.

Parents of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation.

Any member of staff facing investigation into an allegation of abuse will be subject to the procedures laid down by the joint Department for Education and Skills / National Employers

Organisation for School Teachers (DfES/NEOST) guidance and will be offered appropriate access to professional and personal support networks, and, will be kept informed of the progress and outcome of any investigation.

### **Working with outside agencies**

We recognise the authority of the LSCB and are committed to working in partnership with the CYPT and the police.

We are happy to comply with the procedures prescribed by the Pan – Sussex child protection procedures and will be proactive in working together to safeguard children. We will share through the designated person, appropriate information with investigating teams, and contribute to child protection conferences, core groups and care plans.

Any incident requiring advice from, or referral to, safeguarding teams and arising out of normal hours will be referred directly to the emergency/out of hours team or failing that directly to the police child protection team.

### **Links to other policies**

We will develop and evaluate all school policies with a view to safeguarding and promoting the welfare of all our pupils. We will take account of the principles outlined in this policy and ensure that all other policies and procedures support the protection of children from harm or neglect, in particular through:

- Recruitment and selection policy - to ensure suitable staff are appointed;
- Anti bullying policy - to ensure physical and emotional security for all our pupils and staff;
- Attendance and welfare policies - to ensure absence is followed up quickly and vulnerable children are supported appropriately;
- Discipline and restraint policy - to ensure that appropriate rules and boundaries are in place and to be clear about the sanctions which apply;
- Pastoral care policy - to ensure that children are supported and empowered to learn and able to thrive; and
- Curriculum policy: to assist children in understanding what is and is not acceptable behaviour towards them and staying safe.

We will ensure that throughout our other policies we are positively safeguarding and promoting the welfare of children and contributing to the child protection process appropriately in all areas of our practice.

## **Special Circumstances**

### **Recruitment**

The senior management team will ensure in keeping with the recommendations of the Bichard Inquiry, that our recruitment and selection policy is robust in following up references, CRB checks and career gaps and fulfills the requirements of the Independent Safeguarding Authority (ISA) . At least one member of the selection panel will have undertaken appropriate training to ensure that interviews to appoint staff reflect the importance of safeguarding children.

### **Induction**

All staff, including supply staff, on site contractors, support services and volunteers working in the school will be given induction information regarding this policy and will fulfill ISA requirements.

### **Particularly vulnerable children**

We recognise that for a number of reasons, children with special needs are more vulnerable to abuse, and may be less able to tell people about abuse happening to them. For these reasons, it is essential that rigorous child protection procedures are in place, especially with regard to

recruitment, checks on volunteers and paid workers, whistle blowing policies, and having clear guidelines setting out acceptable behaviour by those working with children with disabilities. **Support for children for whom English is an additional language and children in care may also require extra consideration.**

#### **Trips away from home**

We believe that educational and field trips enhance the learning experience available to our pupils. In order to ensure the children are kept safe when taking trips away from home, we will ensure our policies and procedures take account of:

- Health and safety procedures;
- Ensuring children know how to behave, e.g. through a behaviour policy;
- Getting written consent from parents and, if necessary, holding a meeting for parents to give them a briefing on the outing;
- Asking parents about any special needs or requirements for their children;
- Ensuring the accommodation is suitable; and
- Having a person trained in first aid and suitable equipment.

#### **Capital programme**

We will ensure that during the progress of any building or other on site works, contractors will be issued with relevant child protection information. This will include our expectation of their conduct whilst on site.

#### **Images of children, such as recording school events and school brochures**

We believe that images of children are an important record of school life and achievements.

We have a procedure for the use of images of children which is reinforced at school events. This procedure is reviewed annually and cross checked with the guidance on safeguarding children.

## **National Organisations**

### **National Association for People Abused in Childhood**

Support line: 0800 085 3330

Tel: 0207 378 6122

Website: [www.napac.org.uk](http://www.napac.org.uk)

Email: [peter@napac.org.uk](mailto:peter@napac.org.uk)

**BASPCAN:** The British Association for the Study and Prevention of Child Abuse and Neglect - aims to prevent physical, emotional and sexual abuse and neglect of children. Professional  
10 Priory Street, York YO1 6EZ

Tel: 0190 461 3605

Website: [www.baspcan.org.uk](http://www.baspcan.org.uk)

Email: [baspcan@baspcan.org.uk](mailto:baspcan@baspcan.org.uk)

### **Barnardo's**

Tanners Lane, Barkingside, Ilford, Essex, IG6 1QG

Tel: 0208 550 8822

Website: [www.barnardos.org.uk](http://www.barnardos.org.uk)

Email: [dorothy.howes@barnardos.org.uk](mailto:dorothy.howes@barnardos.org.uk)

### **NCH Action for Children (National Children's Home)**

85 Highbury Park, London, N5 1UD

Tel: 0845 762 6579

Website: [www.nchafc.org.uk](http://www.nchafc.org.uk)

### **National Institute for Social Work**

Mary Ward House, 5 Tavistock Place, London, WC1H 9SN

Tel: 0207 387 9681

Website: [www.nisw.org.uk](http://www.nisw.org.uk)

### **The Children's Society**

Edward Rudolf House, Margery Street, London, WC1X 0JL

Tel: 0207 841 4436

Website: [www.the-childrens-society.org.uk](http://www.the-childrens-society.org.uk)

Email: [info@childrenssociety.org.uk](mailto:info@childrenssociety.org.uk)

### **National Children's Bureau (NCB)**

8 Wakley Street, London, EC1V 7QE

Tel: 0207 843 6000

Website: [www.ncb.org.uk](http://www.ncb.org.uk)

### **NSPCC**

42 Curtain Road, London EC2A 2NH

Tel: 0800 800 500

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**ChildLine**

Freepost 1111, London, EC4 4BB

Tel: 0800 1111 (24 hour helpline for children)

Website: [www.childline.org.uk](http://www.childline.org.uk)

**Kidscape**

2 Grosvenor Gardens, London S, W1W 0DH

Tel: 0207 730 3300

Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

**ParentLine - *Organisation for Parents Under Stress (OPUS)***

106 Godstone Road, Wyteleafe, Surrey, CR3 0GB

Tel: 01702 55900

**Domestic Violence**

Women's Aid Federation

National Helpline

Tel: 0345 023468

**Local Organisations****Survivors' Network (for women sexually abused in childhood) t Helpline  
and Information Service 01273 720110**

Open Wed & Friday evenings 7 – 9pm. Twenty-four hour answer machine.  
[staff@survivors-network.com](mailto:staff@survivors-network.com)

**Threshold Women's Counselling Service w**

Tel: 01273 622886

Website: [www.thresholdwomen.org.uk](http://www.thresholdwomen.org.uk)

Email: [admin@thresholdwomen.org.uk](mailto:admin@thresholdwomen.org.uk)

**Women's Refuge Project - (Brighton & South Downs Area)**

Tel: 01273 622822