

# **KEW COLLEGE**

## **CHILD PROTECTION (SAFEGUARDING) POLICY**

**This policy applies equally to the Early Years Foundation Stage Setting, the Infant Department and the Junior House.**

**It is in accordance with locally agreed inter-agency procedures and is made available to parents on the Kew College Website.**

**For the purposes of this policy, the term “Staff” refers to the Headteacher, teachers, assistants, administration personnel, ancillary personnel, maintenance workers and caretakers**

### **AIMS**

- To raise awareness of all school staff of the importance of safeguarding and child protection, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse;**
- To ensure pupils and parents are aware that the school takes child protection seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff;**
- To promote effective liaison with other agencies in order to work together for the protection and welfare of all pupils;**
- To support pupils’ development in ways which will foster security, confidence and independence;**
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progress through all the Key Stages;**
- To make appropriate links and reference to policies in related areas such as discipline and bullying.**

### **GUIDING PRINCIPLES FOR INTERVENTION TO PROTECT CHILDREN**

**The governors will ensure that the principles identified below, many of which derive from the**

**Children Act 1989, are followed by all staff.**

- **All children have a right to be kept safe and protected from abuse;**
- **Child abuse can occur in all cultures, religions and social classes;**
- **Staff must be sensitive to the families cultural and social background;**
- **Children must have the opportunity to express their views and be heard**
- **If there is a conflict of interests between the child and parent, the interests of the child must be paramount;**
- **The responsibility to initiate agreed procedures rests with the individual who identifies the concern;**
- **All staff must endeavour to work in partnership with those who hold parental responsibility for a child**
- **Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know.**
- **All staff should have access to appropriate and regular training**
- **School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding**

**Kew College is committed to safeguarding children, working to prevent abuse and neglect, protecting children from harm, identifying and reporting concerns about child abuse as required by the UN Convention on the Rights of the Child (1989) Article 19. We are aware of and follow the requirements of the Children Act 2004, The Children Plan and the Every Child Matters (ECM) programme. We are committed to achieving the five desirable outcomes in ECM:**

- **Be healthy**
- **Stay safe**
- **Enjoy and achieve**
- **Make a positive contribution**

- **Achieve economic well-being**

**Kew College is committed to interagency working to safeguard children, as set out in the 2006 documents *Working Together to Safeguard Children* and *What to do if you're worried a child is being abused*.**

**The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with DCSF Guidance *Safeguarding Children and Safer Recruitment in Education***

**The Governors and the School comply fully with Safe Recruitment systems and procedures in compliance with the Independent Schools Standards Regulations.**

**All new members of staff and governors must have an enhanced CRB (Criminal Records Bureau) check. This is a condition of employment and the requirement is stated clearly in advertisements and at interview. All application forms and reference forms include questions about the suitability of the candidate to work with children. Child protection questions are part of the interview procedure. The Chair of Governors, Headteacher, Deputy Head and Head of Infants have completed the NCSL training in safer recruitment and all have certificates on file. We follow as far as possible the guidance contained in "Safeguarding Children and Safer Recruitment in Education" document (Jan 2007)**

**We also obtain assurance that appropriate child protection checks and procedures apply to any staff employed by another organization and working with our pupils on another site.**

**The school is aware of its obligation to report to the Independent Safeguarding Authority (ISA), within one month of leaving the school 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; the Independent Safeguarding Authority (ISA) commenced operation on 20 January 2009 and its address for referrals is PO Box 181, Darlington DL1 9FA (tel 0300 123 1111).**

### **The Governors**

**- The governing body will appoint a Named Governor (Dr Ros Stewart) to liaise with the school's Designated Person on safeguarding pupils issues.**

**- The governors will also appoint a Designated Person for Safeguarding Pupils in the whole school, including the EYFS. This person is the Head Teacher, Mrs Anne Dobell. They will**

ensure that she (and the Head of Middle School, Mrs Kathy Frost, who is the Designated Person in the absence of the Head ) are trained and receive further updating in interagency working procedures at least every two years.

-The governing body will receive and consider annually a report from the Designated Person for Child Protection on safeguarding pupils in the school.

The Named Governor will determine appropriate training (in liaison with the designated person) for the governing body.

The governing body will determine any changes to the school's policies and procedures as appropriate.

The governing body is responsible for reviewing and amending the policy annually and at other times if necessary. They will undertake an annual review of the efficiency with which the related duties have been discharged.

-The governing body requires and ensures that any deficiencies or weaknesses identified in the School Child Protection arrangements are remedied without delay

**THE HEAD TEACHER IS THE NAMED DESIGNATED PERSON (for the EYFS setting and the rest of the school) AND IN HER ABSENCE THE HEAD OF MIDDLE SCHOOL.**

- The Designated Person is responsible for the implementation of the policy in the Early Years Setting and the rest of the school (Key Stages 1 and 2 ) and for ensuring that the outcomes are monitored. The Designated Person will report annually to the governors on the working of the policy.

The Governors through the Designated Person will ensure that any deficiencies or weaknesses in Child Protection arrangements are remedied without delay;

School Procedures

## **CURRICULUM**

The governors believe that the school curriculum is important in the protection of children. They will aim to ensure that curriculum development meets the following objectives (these are often met through the PSHE and citizenship curriculum):

- Developing pupil self-esteem;
- Developing communication skills;
- Informing about all aspects of risk;

- **Developing strategies for self-protection;**
- **Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults;**
- **Developing non-abusive behaviour between pupils.**

#### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

**Governors recognise that children with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils. The Designated Person will work with the Learning Support Co-ordinator to identify pupils with particular communication needs and to ensure clear guidance is available for staff in relation to their responsibilities when working with children with intimate care needs.**

- **All staff and volunteers need to be aware of, and to follow, training and procedures on Child Protection.**
- **The school aims to create an ethos where children and parents feel valued, listened to and understood.**
- **Children are made aware that their happiness and safety are important.**
- **The school is committed to ensuring that all staff and volunteers receive training on Child Protection. All staff receive annual training and additionally the Designated Person is fully trained every two years in interagency working procedures. The Head of Middle School also has extra training in order to deputise as the Designated Person. Part time staff and volunteers will be informed of changes to this policy if they are unavailable for annual training and they must be trained at least every two years.**
- **The school will report to the Independent Safeguarding Authority (ISA), within one month of leaving the school, any person (whether employed, contracted, a volunteer or a student), whose services are no longer used because he or she is considered unsuitable to work with children. The ISA referral address is: PO Box 181, Darlington DL1 9FA (tel. 0300 123 1111). It is an offence not to report such cases.**

**Designated person . For the EYFS setting and both Key Stages.**

**THE HEAD TEACHER and in her absence the HEAD of MIDDLE SCHOOL.**

**These Senior staff are considered to have the appropriate status and authority to undertake and take responsibility for Child Protection matters**

- **The Designated Person is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with.**
  - **The Designated Person will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Governors, staff and volunteers informed as appropriate.**
  - **The Designated Person will ensure that appropriate training for all staff, academic and non academic, and volunteers is organised annually.**
  - **The Designated Person will liaise with the governing body's Nominated Governor for Safeguarding Pupils.**
- **The Designated Person will co-ordinate action in the school, refer and liaise with Social Services and other agencies over suspected or actual cases of child abuse within 24 hours of a disclosure or suspicion of abuse. Any serious concerns will be reported to the police in the child's home area if it is not possible to contact Social Services. Members of staff and volunteers must report concerns about child welfare to the Designated Person or Head of Middle School as soon as is practically possible, but always within 24 hours if the concern is serious. Concerns should be reported verbally and a record of concern completed by the teacher in writing, signed and dated. Unexplained injuries should always be reported. The record of concern will be kept in a confidential file to which only the Designated Person and the Deputy Designated Person have access. Referral will be followed up with a letter within 48 hours. A copy of the letter will be placed on the confidential Child Protection file.**

**The Designated Person must know:**

- 1) **How to identify the signs and symptoms of all types of abuse and when to make a**

referral.

- 2) The local LEA Child Protection procedures and his/her role within them.
- 3) The role and responsibilities of investigating agencies and how to liaise with them.
- 4) The requirements of record keeping.
- 5) The conduct of a child protection conference.

**Confidentiality is governed by the need to protect the child:**

If a child confides in a member of staff or a volunteer and requests that his/her confidences be kept secret, it is important to explain to the child in terms that he/she will understand, that there is a responsibility and a professional duty to refer it to the Designated Person and then to the appropriate agencies on a need to know basis.

Information should only be shared with the appropriate professionals and records kept securely locked (currently in the Head's office). Records must be objective and based on evidence. They can be kept secure on computer and are exempt from the disclosure provisions of the Data Protection Act 1994. The investigation will not be carried out by the school, but the school will co-operate fully with any investigating agencies.

Staff will be informed if a child is on the Child Protection register. Only details that are necessary for staff to safeguard the child's welfare will be shared. Details of any child protection matters relating to a particular pupil are confidential and **should not be discussed outside school.**

**Guidelines for staff and volunteers (see also Staff/Pupil Relationships Policy Document)**

- 1) Children must be listened to and heard. Children should not be asked leading questions about their allegations since this could jeopardise a police investigation.
- 2) Do not promise total confidentiality.
- 3) Inform the designated person immediately or as soon as possible.
- 4) Keep careful written records, signed and dated, of conversations
- 5) Ensure that these are locked up.

- 6) **Be vigilant and watch for tell-tale signs of abuse or neglect**  
(see attached information on signs of abuse).
- 7) **Inform the Designated Person (if both people are off site inform a senior staff member) if you are suspicious that there might be abuse or neglect.**
- 8) **Read the attached sheets to assist you in identifying suspected abuse.**

### **ALLEGATIONS AGAINST MEMBERS OF STAFF, VOLUNTEERS OR THE HEAD**

Allegations against staff or volunteers should be reported to the Headteacher. If the Headteacher is absent, the allegation should be passed to the Head of Middle School. If the allegation concerns the Headteacher, the person receiving the allegation should immediately inform the Named Governor without notifying the Headteacher first. In case of serious harm, the police should be informed from the outset.

Teachers are vulnerable to accusations of abuse as they come into contact with children in a variety of situations including the wider caring role. In the event of an allegation of abuse against a member of staff, he or she will be suspended on full pay pending a full and fair investigation of the matter. Please note that:

- the welfare of the child is paramount;
- staff are responsible for their own actions and behaviour and should avoid any contact that would lead any reasonable person to question their motivation and intentions;
- staff should work, and be seen to work, in an open way;
- staff should discuss and/or take advice promptly from their line managers or another senior member of staff over any incident that may give rise to concern;
- records should be made of any such incident and of decisions made or further actions agreed, in accordance with school policy for keeping and maintaining records;
- staff should apply the same professional standards regardless of gender or sexuality;
- all staff should know the name of their Designated Person for Child Protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect young children and young persons;
- staff should be aware that breaches of the law and other professional guidelines could result in

criminal or disciplinary action being taken against them.

-procedures will be applied with common sense and judgement. All allegations, including those appearing not to be serious will be followed up, taken seriously and examined objectively;

-parents of the child or children involved will be told about the allegation as soon as possible and kept informed of developments and outcomes including the outcome of any disciplinary hearing.

-the accused member of staff should also be informed as soon as possible after the Local Authority designated officer has been consulted and then be kept informed of the progress of the case. If the person is suspended he or she will be kept informed of developments at school;

-If there is an internal school investigation and the allegation does not involve a possible criminal offence, the investigation should be completed with 10 working days and a decision made whether or not to take disciplinary action should be made within a further 2 working days.

#### For staff protection:

1) Avoid physical contact with children if possible.

2) If you have to have physical contact with a child make sure that doors are open and others are about. Do not verbally discipline a child unless another adult is present or within earshot.

3) Distance yourself kindly if children stroke, hug or touch you, and help them to learn what is and is not appropriate towards adults outside the family.

4) Never administer corporal punishment.

Young children may need reassurance or comfort. Give this if appropriate but be aware of the guidelines above and below.

#### Additionally on residential field trips:

1) Never take a child into your room.

2) Hair drying using an electric dryer should be done by an adult in a central public place with another adult present.

3) Wake up another adult at night if a child takes more than a few minutes to settle.

4) **Keep careful records of medical aid administered.**

5) **Be careful when entering dormitories, shower rooms and bathrooms.**

#### **Parents**

**-Parents play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise professional advice will be sought prior to contacting parents.**

**- The school will work with parents to support the needs of their child.**

**- The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils and has a duty to refer cases to the Social Services in the interests of the child.**

#### **Other children**

**The school is aware that it is possible for children to abuse each other physically, emotionally and sexually and all staff will be vigilant in identifying, responding to and reporting any such incident. (See also anti bullying policy). The Designated Person will contact Child Protection agencies for advice on how to proceed, with due regard to the ages of the child/ren concerned.**

#### **POSSIBLE SIGNS OF PHYSICAL ABUSE**

**unexplained injuries or burns, particularly if they are recurrent**

**improbable excuses given to explain injuries**

**refusal to discuss injuries**

**untreated injuries**

**admission of punishment which appears excessive**

**fear of parents being contacted**

**bald patches**

**withdrawal from physical contact**

**arms and legs kept covered in hot weather**

**fear of returning home**

**fear of medical help**

**self-destructive tendencies**

**aggression towards others**

**chronic running away**

**POSSIBLE SIGNS OF EMOTIONAL ABUSE**

**physical, mental and emotional development lags**

**admission of punishment which appears excessive**

**over-reaction to mistakes**

**sudden speech disorders**

**fear of new situations**

**inappropriate emotional responses to painful situations**

**neurotic behaviour (e.g. rocking, hair-twisting; thumb-sucking)**

**self-mutilation**

**fear of parents being contacted**

**extreme of passivity or aggression**

**drug/solvent abuse**

**chronic running away**

**compulsive stealing**

**scavenging for food or clothes**

**POSSIBLE SIGNS OF NEGLECT**

**constant hunger**

**poor personal hygiene**

**constant tiredness**

**poor state of clothing**

**emaciation**

**frequent lateness or non-attendance at school**

**untreated medical problems**

destructive tendencies

low self-esteem

neurotic behaviour (eg rocking, hair-twisting; thumb-sucking)

no social relationships

chronic running away

compulsive stealing

scavenging for food or clothes

### POSSIBLE SIGNS OF SEXUAL ABUSE

#### Children under the age of five may:

become insecure or cling to parent in a fearful way

show extreme fear of a particular person

cry hysterically when their nappy is changed

become hysterical when clothing is removed, particularly underclothes

have some physical signs in the genital or anal areas: smell of semen etc

have soreness or bleeding in the throat, anal or genital areas

regress to a much younger behavioural pattern

behave in a way sexually inappropriate to their age, being obsessed with sexual matters as opposed to normal exploration

stare blankly, seem unhappy, confused, sad

become withdrawn. Stop eating, have chronic nightmares, begin wetting again when previously dry

play out sexual acts in too knowledgeable a way with dolls or other children

produce drawings of sex organs

stop enjoying activities with other children, such as stories or games

seem to be bothered or worried, but won't tell why as if keeping a secret

change from being happy and active to being withdrawn and fearful

repeat obscene words or phrases said by the abuser

say repeatedly that they are bad, dirty or wicked  
become aggressive and hurtful  
act in a sexually inappropriate way towards adults

**Children from the ages of five to twelve may:**

hint about secrets they cannot tell  
say that a friend has a problem  
ask you if you will keep a secret if they tell you something  
begin lying, stealing, blatantly cheating in the hope of being caught  
have unexplained sources of money  
have terrifying dreams  
start wetting themselves  
exhibit sudden inexplicable changes in behaviour, such as becoming aggressive or withdrawn  
stop enjoying previously liked activities, such as music, sports, art, scouts *or* guides, going to summer camp, gym club  
be reluctant to undress for gym  
become fearful of or refuse to see certain adults for no apparent reason; show dislike of a particular babysitter, relative or other adult  
act in a sexual way inappropriate to their age  
draw sexually explicit pictures depicting some act of abuse  
seem to be keeping secret something which is worrying them  
have urinary infections, bleeding or soreness in the genital or anal areas  
have soreness or bleeding in the throat  
have chronic ailments, such as stomach pains or headaches  
take over the parent role at home, seem old beyond their years (if a victim of incest)  
develop eating disorders, such as anorexia or bulimia  
become severely depressed. even attempt suicide

have a poor self-image, self-mutilate

continually run away

be suicidal

use drugs or drink to excess

self-mutilate, show self-hatred

have unexplained pregnancies

experience memory loss

become anorexic or bulimic

run away frequently

be inappropriately seductive

be fearful about certain people like relatives or friends

assume the role of parents in the house to such an extent that they do all the cooking, cleaning, child-minding and are taking care of everyone's needs except their own

not be allowed to go out on dates or have friends round

have soreness/bleeding in the genital or anal areas or in the throat

find excuses not to go home or to a particular place

have recurring nightmares/be afraid of the dark

be unable to concentrate, seem to be in a world of their own

have a "friend" who has a problem and then tell about the abuse of the friend

have chronic ailments such as stomach pains and headaches

sexually abuse a child, sibling or friend

exhibit a sudden change in schoolwork habits, become truant

be withdrawn, isolated. or excessively worried

have outbursts of anger or irritability

be fearful of undressing for gym

have unexplained sums of money

act in a sexually inappropriate way towards adults

**show discomfort when walking**

**revert to babyish behaviour such as thumb-sucking.**

**say that they are no good, dirty, rotten**

**be wary, watchful**

**repeat obscene words or phrases which may have been said during the abuse**

**attempt to sexually abuse another child**

**talk or write about sexual matters**

**find hundreds of excuses not to go home or to a friend's house after school (places where abuse may be happening)**

**act in a sexually inappropriate way towards adults**

**The internet can also make children vulnerable to abuse or give access to inappropriate material. The school provides instruction for parents and pupils on safe use of the internet. The school uses filters to prevent children viewing unsuitable material but staff need to be vigilant when children are using laptops. Children sign the “promise” about use of computers and parents are made aware of the content of this.**

### **CHILD PROTECTION CONTACT DETAILS**

#### **Initial Response Team**

**London Borough of Richmond upon Thames 0208 891 7629/7969**

**Emergency out of hours: 0208 744 2442**

**Police Child Abuse Line 0208 247 6331**

**Acton Social Services 0208 825 5242**

**Chiswick Social Services 0208 583 3190**

**Ealing Social Services 0208 825 5000**

**CAF coordinator for LBRUT Daniela Acosta Pagliari 0208 891 7973**

**Reviewed September 2010**