



## **Child Protection/Safeguarding Policy**

**Designated Child Protection/Safeguarding Officer:**  
**Mrs J Eaton**

**Deputy Child Protection/Safeguarding Officer:**  
**Miss H Johns**

**Designated Governor for Child Protection/Safeguarding:**  
**Mrs Jo-Anne Penn**

### **1. Introduction**

The governors and staff of Newstead Wood School fully recognise the responsibility they have to the safeguarding and protection of pupils. All governors and staff, including volunteers, have a full and active part to play in protecting children and young people from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual pupil.

### **2. Aims**

- To support the child's development in ways that will foster security, confidence and independence ensuring that the Every Child matters five outcomes are achieved.
- To raise awareness of all staff, including volunteers, of the need to safeguard children and of their responsibilities in identifying and reporting possible case of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- The school will have procedures and protocols which will be followed by all staff in cases of suspected abuse and /or the need for care.
- To develop and promote working relationships with other agencies. *See Working Together To Safeguard Children.*
- To ensure that all adults who have regular access to children or who see children on their own have been checked as to their suitability and have an enhanced CRB disclosure, as well as being checked against the Independent Safeguarding Authority's (ISA) barred list (replaces List 99). The school/college will implement

recruitment procedures as recommended in *Safeguarding Children and Safer Recruitment 2007*.

### **3. Procedures**

Our procedures will be in line with *Bromley and London Child Protection Procedures 2010*. We will ensure that:

- We have a Designated Member of Staff/Officer who will, in line with recommendations in the *Safeguarding Children and Safer Recruitment 2007*, (2.19) undertake training and refresher training at two yearly intervals. All other staff will undertake training and refresher training at three yearly intervals.
- All members of staff develop their understanding of the signs and indicators of abuse or need. *Appendix 1*
- All members of staff know how to respond to a pupil who discloses abuse. *Appendix 2 and 'What to do if you think a child is being abused'*.
- All staff will be kept up-to-date on safeguarding issues and will be able to identify concerns and understand procedures to protect and safeguard children and young people. Issues include: Children Missing from Care and Home, Sexually Exploited Children, Children Witnessing Domestic Violence, Young Carers, Young Runaways, Forced Marriages, Female Genital Mutilation.
- All members of staff are aware of any immediate/urgent action required to assist the child, e.g. emergency medical treatment.
- All parents/carers will be made aware of the school's Child Protection/Safeguarding Procedures.
- All staff are responsible for reporting concerns regarding a colleague's behaviour. *See Whistle-blowing Procedures*.
- The school's procedures will be regularly reviewed and up-dated.
- All staff will know where to access a copy of the school's policy and procedures
- Governors will receive regular reports about numbers of child protection referrals, allegations against school staff and other child protection/safeguarding matters.

### **4. Responsibilities**

The Designated Officer is responsible for:

- Adhering to the *London Child Protection Procedures 2010*, *Bromley Safeguarding Children Board and School/College policies* with regard to referring a child if there are concerns about possible abuse. *See Appendix Three –checklist for Recording*
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.

- Ensuring all records are kept confidentially and securely and are separate from pupil records.
- Ensuring that the following procedures are carried out for any pupil subject to a Child Protection Plan. On day **one** of any absence from school a trained member of staff will telephone the home. If there is no reply from the home and/or there are concerns for the child's wellbeing Social Care, and Education Welfare should be contacted. *See London Safeguarding Children Board Good Practice guidance for "Safeguarding Children Missing From School" procedures 3.3.1, 3.3.2 and 3.3.3.*

## 5. Supporting Children

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- We know that disabled children are more vulnerable to abuse than non-disabled children, and are especially liable to bullying and intimidation. (*See "Safeguarding disabled children 2009"*)

Support will be given to all pupils by:

- Encouraging self-esteem and self assertiveness while not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved with the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school, by ensuring that appropriate information is forwarded to the pupil's new school under confidential cover.
- Establishing and maintaining an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensuring that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Including in the curriculum opportunities for PSHCE and Citizenship which equip children with the skills they need to stay safe from harm and to know whom they should turn to for help.

## 6. Confidentiality

- We recognise that all matters relating to Child Protection are confidential.

- The Head Teacher or the Designated Officer will disclose any information about a pupil to other staff on a 'need to know' basis only.
- All staff must be aware that they have a professional responsibility to disclose information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets.

## **7. Supporting Staff**

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the Designated Officer and to seek further support as appropriate.

## **8. Allegations Against Staff**

- We understand that a pupil may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will a) take the allegation seriously b) ensure the child is safe and supported and c) inform the Head Teacher/Principal as soon as possible. The member of staff should then accurately record what they have been informed/observed.
- The Head Teacher/Principal, on all such occasions, will discuss the content of the allegation with the Local Authority Designated Officer (Lead Officer for Education Safeguarding).
- If an allegation is made against the Head Teacher/Principal then the Chair of Governors must be informed and they will then discuss the allegation with the Local Authority Designated Officer.
- The school/college will follow both the London and Bromley's Safeguarding Children Boards protocols for managing allegations. *Circular 095/07, Safeguarding Children and Safer Recruitment in Education (Chapter 5) and the London Child Protection Procedures.*

## **9. Safer Recruitment**

- The School/College will implement their responsibilities for safer recruitment strategies as recommended in *Safeguarding Children and Safer Recruitment 2007*.
- This will include appropriate training for Head Teachers/Principals and others who recruit and select staff and volunteers. These staff will attend the CWDC (formally NCSL) Safer Recruitment in Education training.
- As part of the Safer Recruitment process all staff being offered positions within the school should have their offers made subject to an enhanced CRB check.
- These checks should be renewed every three years.

## **10. Making A Child Protection Referral**

Who to contact:

Referral and Assessment Team

London Borough of Bromley

Old Town Hall

Tweedy Road

Bromley BR1 3FE

020 8461 7373/7379/7404/7309

Fax: 01689 897 475

E-mail: [referral.assessment@bromley.gov.uk](mailto:referral.assessment@bromley.gov.uk)

Out of Hours – Emergency Duty Team

020 8464 4848

Monday to Thursday 5.00pm-8.45am

Weekends and Bank Holidays 5.00pm – 9.00am the next working day

- Seek advice from the Duty Social Worker if you are unsure whether to make a referral.
- All referrals should be sent in writing using the multi-agency referral form. The exception is in the case of urgent child protection, where the referral will be taken over the telephone and followed up in writing by the next working day (24-72 hours).
- With few exceptions the parents should be informed a referral is being made. If you are unsure consult a Duty Social Worker prior to sending the referral.

## **11. Common Assessment Framework**

The CAF is designed as an assessment tool to facilitate early intervention and cooperation between agencies to improve outcomes for children/young people with additional needs.

You might use a CAF:

- If you are concerned about how the child/young person is progressing in terms of their health, welfare, behaviour, learning or any other aspect of their wellbeing.
- You receive a request from the child/young person or parent/carer for more support.
- You are concerned about the child/young person's appearance or behaviour, but their needs are unclear or are broader than your service can address.
- You want to use the CAF to help you identify the needs of the child/young person and/or to pool knowledge and expertise with other agencies to support the child/young person better.

For guidance about the threshold criteria for referrals to Children's Social Care, please see the Bromley Safeguarding Children Board (BSCB) *Partnership model for providing services to support children and families in Bromley*

## **12. Case Conferences**

- If invited to a Child Protection Case Conference staff will be given priority to attend.

- A full report should be taken to the Conference or sent (if unavoidably unable to attend). See *Appendix Four*

Please also refer to the School's policies on Bullying, Behaviour, Physical Restraint, Attendance, Health and Safety, First Aid.

## **APPENDIX ONE**

### **Definitions of Child Abuse and Neglect**

Whenever a concern is raised that a child may be being harmed in one or more of the following ways:

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, through it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

provide adequate food clothing and shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger, ensure adequate supervision (including the use of inadequate care-givers), ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

## APPENDIX TWO

### What to do when a child discloses abuse

- Stay calm and reassuring
- Arrange a time and place to talk privately immediately after the child has initiated contact
- Explain that you cannot promise to keep what the child tells you a secret - you may have to contact a social worker or the police
- Don't make any other promises to the child - the situation may cause you to react emotionally
- Listen and reassure
- **Do not press for details** - this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.
- Tell the child that s/he was right to tell - that s/he is not to blame for the incident. Let the child know that you understand how difficult it is to talk about such experiences. Thank the child.
- As soon as possible afterwards, record your conversation with the child. Remember the child's exact words. Record your own statements to the child
- **Refer**
- Debrief with your line manager

**Note:** A wide range of situations can fall into the category of "disclosure". Because it is impossible to know in advance what a child will say, it is advisable to always follow these suggestions.

Many victims of child abuse say that having the first person they told be supportive was the first step in recovering from their experience.

## APPENDIX THREE

### Child Protection procedures physical injury to children

#### Checklist for Recording

- When you notice an injury to a child which needs to be recorded, try to record the following information in respect of each mark:
  - Exact position of injury on the body, e.g. upper outer arm/left cheek
  - Size of injury - in approximate centimetres or inches (or use indicators e.g. size of one pence coin, etc.)
  - Approximate shape of injury, e.g. round/square or straight line
  - Colour of injury - if more than one colour, say so
  - Is the skin broken?
  - Is there any swelling at the site of the injury, or elsewhere?
  - Is there a scab/any blistering/any bleeding?
  - Is the injury clean or is there grit/fluff, etc.?
  - Is mobility restricted as a result of the injury?
  - Does the site of the injury feel hot/does the child feel hot?
  - Does the child feel pain?

**Note:** Do not attempt to guess at things beyond your own field of expertise, e.g. age of injury.

Only record visible injuries; do not strip children. If the child is injured Children's Social Care will arrange for a Child Protection Medical.

#### Also record

- Explanation for the injury:
  - Child (use child's own words)
  - Adult
- General appearance of the child:
  - Clothing
  - Hygiene
- Child's attitude/demeanour
- Parent's attitude
- Action taken/proposed
  - In your view, does the child need treatment?
- Your name, designation, agency, telephone number
- Date and time of your observation

**APPENDIX FOUR**

**Format for report for a child protection conference**

Reports for conference should aim to be not longer than two to three sides of A4.

Reports should contain principally fact and direct observation. Keep opinion to a minimum, and only opinion which can be evidenced by fact.

**Report for Child Protection Conference**

Name of Child:

Date of Birth:

Address:

1. How long child/children have been at school, and if appropriate names and dates of any previous schools

Reason for referral to agency if applicable

Services offered/ referrals made

2. Brief information re. the child

Health

General Progress

School Attendance

Who brings/collects

Communication Skills

Social Skills

Relationships peers/staff/family

Child's response to school

3. Comments, if any, re. the incident leading to the conference

4. Any historical information regarding the family and child, of relevance

5. Any comments regarding other members of the child's family - parents/carers/extended family/siblings

7 December 2011