

## CHILD PROTECTION AND SAFEGUARDING POLICY

All staff have a common law duty of care to safeguard and promote children's welfare and to seek to protect them from actual or potential harm.

Specific responsibilities of the Governing Body are outlined in 'Safeguarding Children and Safer Recruitment in Education'; a copy of which is available as a 'pdf' document on the intranet, see 'BRA Shared' area 'Child Protection' folder. The Governing Body is required to have regard to such guidance under the Non-Maintained Special Schools Regulations 1999.

This Policy is particularly concerned with formal child protection issues aimed at preventing or identifying, reporting, and supporting pupils in cases of suspected child abuse. It relates to the 'Sussex Child Protection and Safeguarding Procedures' which can be found as 'pdf' documents on the intranet, see 'BRA Shared' area 'Child Protection' folder.

The head of care is the named designated person responsible for child protection at Brantridge. For reasons of expediency and efficiency the headteacher or assistant headteacher will take appropriate action if the head of care is unavailable. In practice this means that there is always a member of the senior management team available 'on call' to whom staff can refer. These arrangements recognise the practicalities of a residential school.

It is essential that every member of staff recognises and accepts their responsibilities in this area. Staff should be alert to the early stages of suspicious small injuries and bruises, neglect and distress all of which are often significant, but can be easily overlooked. **ALWAYS SHARE YOUR SLIGHTEST CONCERNS.** Failure to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

The school has a system of recording on C.P. Incident/Concern Sheets. There is an A4 loose-leaf file in the locked filing cabinet in surgery. This file contains potentially very sensitive information which must be treated with the strictest confidence. When not in use the file must always be secure. (Generally, sensitive child protection information is secured in the head of care's office.) Any member of staff who, having discussed the situation, is still concerned has the right and a duty to commence a C.P. Incident/Concern Sheet.

**DO NOT LEAVE IT TO SOMEONE ELSE.**

### **KEY POINTS FOR ACTION**

1. Any member of staff who has any suspicion must discuss the situation immediately with a member of the senior management team.
2. Commence a C.P. Incident/Concern Sheet if appropriate.
3. The member of senior management will gather any further necessary information e.g. talk to pupil, parents, social worker etc.
4. The member of senior management in consultation will decide and implement the appropriate course of action; having regard to the Sussex Child Protection and Safeguarding Procedures and Care Standards Act 2000 requirements outlined below.
5. The member of staff who raised the concern will be informed of the current situation.
6. The C.P. Incident/Concern Sheet will be completed.

This remainder of this Policy includes sections on:

- The Care Standards Act 2000
- Safeguarding Children and Safer Recruitment in Education
- Sussex Child Protection and Safeguarding Procedures
- Safeguarding and promoting children's welfare
- Safe recruitment
- Managing allegations against staff
- Appendices

## **THE CARE STANDARDS ACT 2000**

### **National Minimum Standards for Residential Special Schools.**

A statement of National Minimum Standards for Residential Special Schools is published by the Secretary of State for Health under section 23(1) of the Care Standards Act 2000. These Standards apply to all special boarding schools as defined by the Education Act 1996. This definition covers both maintained and non-maintained schools.

Section 3, National Minimum Standards 5, 6, 7 and 8, specifically relate to Child Protection; Appendix 1 gives guidance on 'School procedures for responding to allegations or suspicions of abuse'. This part of our own Child Protection and Safeguarding Policy is intended to incorporate into our policy and procedures any requirements of the Act, Standards or guidance which is not explicitly mentioned elsewhere.

1. Any allegations or suspicions of abuse, or other actual or likely significant harm to a pupil, must be referred to the local social services department within 24 hours (in writing or with written confirmation of telephone referral), rather than be investigated by school.
2. There must be joint consideration between the school and the local social services department of subsequent actions, including continuing protection of pupils in the light of the allegation or suspicion, and when and how to inform any person who is the subject of the allegation or suspicion, and the parents of each child involved.
3. The placing authorities of any pupil(s) involved must be notified of any allegation or suspicion of abuse, and the initiation and outcome of any child protection enquiries (under section 47 of the Children Act 1989) involving the school. The Commission for Social Care Inspection has advised that this should include the social services department of the placing authority when the matter relates to any welfare issue.
4. There must be prompt notification to the Commission for Social Care Inspection of the initiation and outcome of any child protection enquiries involving the school.
5. Consideration must be given to any measures that may be necessary to protect individual pupils following an allegation or suspicion of abuse being made.
6. Any evidence known of pupils becoming involved in prostitution, or of unauthorised persons picking pupils up, contacting pupils in the school, or observed trying to make contact with pupils outside the school must be reported to the police.
7. Any person can raise concerns they have about practices in the school, which put children at risk of abuse or serious harm, directly with the Commission for Social Care Inspection.
8. Any adult working in the school is required to report to the appropriate body any concerns they may have about practices in the school, or the behaviour of colleagues, which they consider likely to put children at risk of abuse or serious harm. Failure to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.
9. The Standards require a guarantee that the procedures can be invoked in ways that do not prejudice any whistleblower's own position and prospects if they have reported an allegation or concern in good faith.

### **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT IN EDUCATION [2.18 & 2.19]**

As mentioned above, this document (which is available on the intranet) places certain duties on the Governing Body. These include:

- 2.18 Governing bodies are accountable for ensuring their establishment has effective policies and procedures in place in accordance with this guidance, and monitoring the school's compliance with them... it is helpful if all members of the governing body undertake training about child protection to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities.

2.19 Governing bodies should ensure that:

- the school has a child protection policy and procedures in place that accord with local procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures;
- the school has procedures for dealing with allegations of abuse against staff that comply with local procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff and liaising/working with other agencies;
- the designated person receives appropriate training at 2 yearly intervals;
- all staff receive appropriate training at 3 yearly intervals;
- they remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention;
- they review their policies and procedures annually.

## **SUSSEX CHILD PROTECTION AND SAFEGUARDING PROCEDURES**

The Sussex Child Protection and Safeguarding Procedures were introduced on 4<sup>th</sup> December 2006. The Procedures are now organised into two volumes, the contents of which are:

Volume 1	Volume 2
1. Introduction	8. Specific Circumstances (33)
2. Information sharing/confidentiality	9. Roles and Responsibilities
3. Recognition and referral	10. Risk Management
4. Response & assessment	11. Strategic Management
5. Child protection enquiries	12. Serious Case reviews
6. Child protection Conferences	Appendices
7. Implementation of protection plan	
8. Specific circumstances (4) Appendices	

Copies of the Sussex Child Protection and Safeguarding Procedures are available for information on the intranet, see 'BRA Shared' the 'Child Protection' folder.

## **SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE**

It is recognised that 'Safeguarding and promoting children's welfare' is a much broader concept than the formal child protection procedures, with which this Policy is primarily concerned. Safeguarding is a response to: Safeguarding Children: A Joint Chief Inspectors' Report on Arrangements to Safeguarding Children (DoH, 2002); the Education Act 2002; The Victoria Climbié Inquiry Report by Lord Laming (2003); the Every Child Matters Agenda; and the Children Act 2004.

**Safeguarding and promoting the welfare of children** is defined in 'Working Together to Safeguard Children', 2006, HM Government (available on the intranet, see 'BRA Shared' the 'Child Protection' folder) as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Safeguarding encompasses issues such as pupil health and safety and bullying, arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse etc. For many of our pupils it includes: recognising vulnerability and promoting keeping safe messages; improving social relationships with other young people and adults; reducing verbal and/or physical aggression; promoting resilience, raising self-esteem and self-confidence. Specific National Minimum Standards concerned with the Every Child Matters outcome 'Staying Safe' include Standards 3, 4, 5, 6, 7, 8, 10, 26 & 27.

## **SAFE RECRUITMENT**

Grafham Grange Special Educational Trust complies with the requirements for recruitment as contained in 'Safeguarding Children and Safer Recruitment in Education', DfES, 2006.

## **ALLEGATIONS AGAINST STAFF**

It is essential that any allegation of abuse made against a member of staff is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

The framework for managing cases of allegations against people who work in non-maintained schools is included in 'Safeguarding Children and Safer Recruitment in Education' at 'Chapter 5: Dealing With Allegations of Abuse Against Teachers and Other Staff'. The publication is available on the intranet at 'BRA Shared' in the 'Child Protection' folder.

## **APPENDICES:**

1. Definitions of child abuse.
2. Possible risk indicators (signs and symptoms) of child abuse.
3. Skin map - common sites of accidental and non-accidental injuries.
4. Notes on C.P. Incident/Concern Sheet.
5. Sample C.P. Incident/Concern Sheet.
6. Responding to disclosure of abuse.
7. How can we help children overcome abuse?
8. The school's Anti-bullying Policy.
9. Resources for Promoting Child Protection.
10. Reading list.
11. Sexuality.
12. National Minimum Standards for Residential Special Schools