

## **Eaton Square School Safeguarding Policy**

This policy has been updated in June 2010 and is due for review in June 2011 by the Designated Senior Person (DSP) and the Deputy Designated Senior Persons (DDSP's). This policy is a whole School policy including coverage of the EYFS.

This policy is available is available to read on the School website and on request in the School offices.

Eaton Square School fully recognises its responsibilities for safeguarding pupils. We follow the procedures set out by the London Safeguarding Children Board (formerly the London Child Protection Committee) and also follow DCSF guidelines. This policy is in accordance with the Westminster and Chelsea and Kensington inter-agency procedures.

Our policy applies to all staff and volunteers working in the school.

### **Aims of this policy**

- To ensure a Designated Senior Person for the EYFS and the School and at least one Deputy are appointed and that all staff and volunteers know the names of the designated officers and their roles;
- To ensure that all staff and volunteers understand the nature of abuse, and the correct procedures, should concern over a child in our care arise;
- To provide a safe environment for the children to learn and develop;
- To identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at Eaton Square School;
- To support children who have been abused in accordance with their agreed child protection plan;
- To prevent unsuitable people working with children at Eaton Square School.

### **Designated Senior Person (Child Protection Officer)**

The DSP for Eaton Square School, including the EYFS is the Headmaster, Mr Paul David. Camilla Balfour, Deputy Head and Zanna Clarke, Head of Nurseries are designated Deputy Designated Senior Persons (DDSPs). These members of staff are provided with relevant on-going inter-agency Safeguarding training, which is updated every two years.

## **Responsibilities of the DSP**

- Arranging training for all staff, including the Headmaster and part time staff, every three years and training for all new volunteers and members of staff as part of their induction training
- Producing and updating the School's Safeguarding Policy and Procedures
- Being familiar with and understanding the London Safeguarding Children Board procedures and the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" and "What to do if you're worried a child is being abused"
- Keeping all staff and volunteers updated with current procedure through induction training and annual refresher training carried out in staff meetings
- Providing support and advice for staff and volunteers
- Referring any concerns as soon as they become apparent to the Social Services Department (SSD).
- Ensuring that relevant information about a child is disseminated to appropriate staff and volunteers within the school
- Maintaining accurate and secure child protection records
- Monitoring attendance and development of any child with a Child Protection Plan in consultation with the SSD
- Ensuring complete records are sent to receiving schools, where necessary
- Remedying any deficiencies or weaknesses in the school's safeguarding arrangements without delay
- Provide the Proprietors with the policy and school arrangements to enable them to carry out an annual review of the school's policies and procedures including the efficiency with which the related duties have been discharged.
- To 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

## **Staffing at Eaton Square School**

The School will operate safe recruitment procedures. In order to minimise the risk of employing or engaging an individual who poses any risk to the children at Eaton Square School, the following procedures are followed:

- A check of List 99 and ISA barred list (from Jan 2010) and individual ISA registration going forward.
- The employer will apply to the Criminal Record Bureau for an enhanced disclosure for all staff, including the Proprietors and regular volunteers (including parents) to verify their declaration concerning any convictions,

cautions or bind overs, which they have incurred. If a disclosure comes back, the Headmaster will assess whether the disclosure will affect the role the applicant has applied for.

- Compliance with the Independent School Standards Regulations.
- When employing agency teaching staff, the agency will be asked to provide assurance that a check has been made and to confirm the validity of this document, the disclosure number will be sought and the individual's identity will be checked on arrival by requesting to see a form of Photo ID.
- Staff identity is checked by seeing the applicant's passport.
- Verification of the applicant's qualifications, including QTS, NQT induction, registration with the GTC and checking the applicant has the right to work in the UK.
- Staff employment history is checked through the use of an application form.
- Staff, including part time staff, declare their medical fitness on their application forms and complete medical fitness questionnaires on appointment.
- References are always taken up and are always obtained directly from the referee. Two written references are followed up, one of which includes the last employer. The referee is asked to comment on the applicant's suitability to work with children and to give any details of disciplinary procedures the applicant has been subject to.
- Assurances are obtained from external organisations that appropriate safeguarding checks have been carried out on any staff working with the school's pupils on a site other than the school.

### **Potential Risks**

Eaton Square School strives to minimise risks of harm. As a School, we consider a child's social, moral, spiritual, emotional, physical and intellectual development and growth in relation to safeguarding. (Please refer to our Equal Opportunities, Disability, Special Educational Needs, Bullying and Health and Safety Policies). The 5 'Every Child Matters' outcomes are regarded when considering the well being of all pupils. Potential risks to minimise may include:

- Risk of accident or injury;
- Risk of children being abused, being bullied, becoming lost or being taken by someone;
- Risk of children becoming significantly distressed or upset
- Risk of children suffering any form of harm that a reasonable person would consider significant rather than negligible

To minimise these risks the following procedures are in place:

- Adequate supervision at all times within School;

- Constant supervision of the children when outside School, including Park visits, Sport, on School buses, at the Swimming Pool or on School trips;
- Supervision of children is by CRB checked members of staff. Any parental volunteers will undergo CRB checks and contract workers are never left unsupervised with the children. CRB checks are obtained for any adult who could potentially have unsupervised access to the children throughout the School day;
- A staff induction policy, which includes information and training on safeguarding;
- Assemblies follow moral issues and PSHE/PSED lessons and form time are also linked towards encouraging children to raise concerns or problems and to look at how they can stay safe;
- A strong pastoral care system, with weekly meetings among staff;
- Promoting tolerance of 'difference';
- Security is strongly linked to supervision. On arrival at the School buildings, visitors report to the School Office, where identity checks may be made and visitor passes issued. Staff are aware of the need to challenge the presence of anyone in the building they are uncertain of. The School doors are manned by senior members of staff during morning drop off and afternoon pick up.

Risk assessments are reviewed as necessary for risks within the School buildings and off site (see Health and Safety Policies) and as a minimum these reviews take place on an annual basis.

### **Staff Protection Code of Practice**

The following guidelines are made clear to staff and volunteers on appointment:

- The importance of being even-handed in relationships with pupils;
- The issue of unambiguous behaviour towards pupils (e.g. the child should initiate the hug, not the teacher and appropriate responses to such actions);
- To avoid secrecy, and understand confidentiality;
- To share concerns and worries with colleagues;
- To endeavour to avoid being misinterpreted;
- To understand issues concerning physical restraint;
- To consider their supervision of pupils, especially if alone with a child;
- To consider the physical contact involved when working with children e.g. administering first aid and coaching sport/teaching music;
- To consider the effects of giving personal information to pupils;
- To read the School Guidelines when accompanying children on School trips;
- To consider their behaviour at all times e.g. teasing pupils, favouritism, losing their temper and the effect these might have;
- To record in writing anything that might be misinterpreted;
- To take caution in electronic communication with a pupil;

- The School's Policy on not working with children of the School outside School e.g. tutoring or accompanying children to and from School;
- The School's Safeguarding procedures and the identity of the DSP and DDSP's.

## **Signs of Child Abuse and Neglect**

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

### **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, though 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*Working Together April 2006 (4<sup>th</sup> Edition)*

Staff should familiarise themselves with [Appendix F5a](#) - recognising physical and behavioural indicators of child abuse and neglect. **This list gives examples and is not exhaustive in anyway.** Staff must be aware that many children can show some these symptoms (especially the behavioural ones), but are they:

- Out of the ordinary?
- Uncharacteristic?
- Showing consistent unhappiness or anger?
- Sufficient to affect normal physical, sexual, emotional, educational or social development?

## **Responding to Suspicions and Evidence of Child Abuse**

Once part of the school, members of staff have an important role, which includes: daily contact with the children, observing the children's work, drawings, watching them play and noticing changes in their behaviour. Through conversation alone the child may disclose information to someone at school they trust. This may be a teacher or volunteer, and therefore all staff and volunteers need to be aware of the appropriate action, should any indications become apparent.

Staff and volunteers must be careful to take note of anything, which may give cause for concern, irrespective of how trivial it may seem at the time. Note keeping enables the School to build up a rounded picture and a context within which to assess anything that concerns us about the particular child. Note taking should take into account the date, time, place, people present and what was said and should be given to the DSP or DDSP immediately. Staff and volunteers need to familiarise themselves with the "Guidelines for responding to the Child" ([Appendix F5b](#))

### **Following up on an allegation**

The DSP will assess the situation and decide whether the information needs to be shared with other professionals, particularly investigative agencies e.g. SSD and the Police. The DSP will lead the processing of referring a child to the SSD within 24 hours of a disclosure or suspicion of abuse. A referral will be followed up in writing within 48 hours, using a Common Assessment Framework (CAF) form with the appropriate cover sheet. Where possible, concerns will be discussed with the parents and agreement sought for a referral to the SSD, unless this may place the child at harm. If the parents are not informed, the DSP will record reasons for this. The SSD may also be consulted for advice without naming the child.

The SSD will then decide whether the child is in need or at risk of significant harm within one day. If a child is viewed to be at risk of significant harm an initial assessment will be carried out by the SSD within 7 working days. Core assessments should be completed within a maximum of 35 days. Investigations may be single agency and carried out by the SSD or Joint, which means they are also carried out in conjunction with the Police Child Abuse Investigation Team (CAIT).

### **The School's primary concern at all times is to safeguard the child's welfare.**

A summary for staff and volunteers on the process of dealing with a child suffering from suspected child abuse can be found in [Appendix F5c - Core responsibilities – responding to concern about a child](#). If the SSD are consulted and a referral is made the SSD will contact the police if necessary and keep the school informed of the process (staff should familiarise themselves with [appendix F5d – Action taken by the Social Services following a child protection referral](#)). The SSD may be contacted at any time if advice is needed regarding a child protection issue.

Urgent referrals should be made if anyone suspects actual physical injury, disclosure of abuse, or clear evidence of neglect. It is vital that members of staff do not seek to take on the role of investigators and that the School's procedures are followed strictly.

### **Allegations against Eaton Square School members of Staff and volunteers**

If any allegation of abuse is made against a member of staff or volunteer, the London Safeguarding Children Board Procedures will be followed and we shall regard the guidelines on practice and procedure found in 'Safeguarding Children and Safer Recruitment in Education' (DfES publication). Allegations may involve behaving in a way that has harmed or may have harmed a child; possibly committing a criminal offence against or related to a child; or behaving towards a child or children in a way that indicates s/he is unsuitable to work with children. The following procedures are followed:

- We ensure that all parents and members of staff know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We respond to any disclosure by children, parents, volunteers or staff that abuse by a member of staff or volunteer may have taken, or is taking place, by first recording the details of any such alleged incident.
- A member of staff or volunteer receiving an allegation of abuse should report this immediately to the DSP and the Headmaster, unless the DSP is the one against whom the allegation is made, which should be reported directly to the Headmaster. An allegation against the Headmaster should be reported to the Chair of the directors.
- An initial assessment of an allegation should be made by the DSP to judge whether there is need for immediate action to protect the child. All allegations are thoroughly investigated.
- Enquiries are conducted in the strictest confidence so that information can be given freely and without fear of victimisation and in a way that protects the child, facilitates the enquiries, manages disciplinary/complaints aspects and protects the rights of the alleged perpetrator.
- The DSP should consult the Local Authority Designated Officer and obtain written details of the allegations, signed and dated, from the person who received the allegation (Not the child).
- The DSP should record any information about dates, times, locations and names of potential witnesses.
- Where a referral is made because the child has suffered or is likely to suffer significant harm or the alleged abuse is a criminal offence the appropriate procedure will be followed. We co-operate entirely with any investigation carried out by the SSD in conjunction with the police. The SSD will decide whether to authorise a child protection enquiry (S. 47 enquiry). The SSD will liaise with CAIT.
- After liaison with the SSD, a strategy meeting is usually held, which the DSP would attend. This meeting would decide whether it's a Child Protection issue or a practice issue, and in discussion with the DSP a decision would be made whether the teacher needed to be suspended.
- The DSP will not undertake any enquiry or investigation where a case is referred to the child protection agencies or police. The DSP will lead enquiries at school level if the matter is agreed to be a disciplinary issue.
- In the case of a referral and investigation, the DSP must ensure there is no objection by the police before contacting any interested parties. Where there are no objections the DSP should:
  - Ensure the parents of the child who is the alleged victim have been informed about the allegation and the likely course of action. They should be kept informed of the progress and the outcome.
  - Inform the member of staff or volunteer against whom the allegation is made and explain the likely courses of action. The DSP may need to approach the SSD/CAIT prior to this.
  - Keep a written record of how the allegation was followed up, take a note of any action taken and decisions reached and ensure this is kept on the person's confidential personnel file, and a copy provided to the alleged.

- The ‘alleged’ person may be suspended on full pay, after careful consideration if this is deemed the best course of action until the allegation is resolved. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- Where an allegation is proved to be without foundation the Head will decide whether disciplinary actions are required. Child protection enquiries take priority over disciplinary investigations and the disciplinary process must be clearly separated from the child protection enquiries.

### **Disciplinary Action Against a Member of Staff**

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct from the setting or internally disciplined because of the misconduct relating to the child, we notify the ISA to provide information about individuals working with children or vulnerable adults where we consider them to have caused harm or pose a risk of harm.

### **Arrangements for dealing with abuse by one or more pupils against another**

Please refer to the School’s Behaviour Management Policy and Anti-bullying policy. In extreme circumstances it may be necessary to refer an incident to an external agency.

### **Liaison with other bodies**

- We have a copies of ‘What to do if you are worried a child is being abused’, ‘Safeguarding Children and Safer Recruitment in Education’ (DCSS publications) and copies of ‘London Child Protection Procedures’ (produced by the London Safeguarding Children’s Board) for parents and staff, which supplement this policy and all staff are familiar with what to do if they have concerns.
- We have procedures in place for contacting the local authority on child protection issues. Any concerns should be directed initially to the Headmaster (DSP) on 0207 931 9469 or to the Deputy Head (DDSP) on 020 7931 9469 or Head of Nurseries(DDSP) on 020 7823 6217in his absence. He/she will then liaise with the duty manager/team manager at our local SSD. They are available on 0207 641 7665 for all cases in the borough of Westminster and 0207 361 3013 or 0207 373 2227 for cases in Kensington and Chelsea.
- We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements which may affect the well being of children. For our registered Nursery settings, OFSTED will be informed of any allegations of serious harm or abuse by any person working or looking after children at the school’s premises and of the action taken in respect of these allegations within 14 days.
- Details of The Local National Society for The Preservation of Cruelty to children (NSPCC) contacts are also kept. Their national helpline telephone number is 0808 800 5000

**Useful telephone numbers at a glance**

Police for emergency situations	999
Belgravia Police Station	020 7730 1212
Westminster Duty and Assessment Team (Referrals)	0207 641 7665
Westminster Child Protection Unit (Advice)	020 7641 7668
Westminster Emergency Duty Team (out of hours)	020 7641 6000
Kensington Police Station	020 8246 0826
Kensington and Chelsea Referrals	020 7361 3013
Kensington and Chelsea Advisers	020 7361 3085
Kensington and Chelsea Duty Team (out of hours)	020 7373 2227
Independent Safeguarding Authority	0300 123 1111

This policy is agreed and supported by:

**The Headmaster**

Name	Signature	Date
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**The Directors of Palatinate Schools**

Name	Signature	Date
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Name	Signature	Date
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