

SAFEGUARDING POLICY
(CHILD PROTECTION POLICY) AT PACKWOOD HAUGH

INTRODUCTION

Packwood Haugh adheres to the main principles outlined in The Children Act 1989, believing that all children have a right to be protected from abuse. It is the intention of the procedures within this policy to ensure that the appropriate action is taken immediately where it is alleged that a pupil is suspected of being abused. The prime concern at all times must be the interests and safety of the pupil(s), whether boarders or day children.

The Children Act 1989 (“the most comprehensive piece of legislation which Parliament has ever enacted about children”) brings together in a single coherent framework THE LAW RELATING TO CHILDREN. It aims to strike a balance between the rights of children to express their views on decisions made about their lives, the rights of parents to exercise their responsibilities towards the child and the duty of the state to intervene where the child’s welfare requires it. The Act came into operation on 14 October 1991.

Much of the content of the Act has no connection with life in boarding schools but every member of staff has a duty to make sure that he/she is aware of any parts of the Act that are relevant to boarding school life and to his/her behaviour and way of life.

The main principle that is relevant to boarding schools is that the children are living away from their parents and that therefore the highest of standards for their welfare should be laid down.

Some particular elements are as follows:

1. **Inspections**
The School must, by law, be formally inspected by OFSTED once every 3 years but other less formal inspections, some even unannounced, may take place.
2. **Accommodation**
High standards are expected of privacy, hygiene, furnishings, food, etc., in both sleeping and study areas.
3. **Records**
The school has a duty to maintain full records available to the SSD relating to pupil welfare, health, punishments, accidents, absconds, fire complaints etc.
4. **Staff**
All staff, both academic and non-academic, must be checked through the Criminal Records Bureau.

5. Behaviour

Clear standards of behaviour between staff and pupils and between pupil and pupil are laid down. All members of staff must be aware of the possibility of pupils suffering abuse of any sort and be on the look-out for indicators of abuse.

Packwood takes note of the guidance laid out in the Department of Health “Working Together to Safeguard Children” and the National Care Standards.

AIMS

- To ensure staff understand the different types of child abuse.
- To raise awareness of staff regarding the signs of abuse.
- To ensure staff are aware of the own responsibilities regarding the child protection procedures.
- To ensure staff are aware of the role of the Child Protection Liaison Officer.
- To recognise the dilemmas of confidentiality.
- To provide support for both staff who have experienced disclosure and for pupils who have disclosed.
- To provide further training for staff and include discussion of child protection issues in programmes of induction for new staff.

ROLES & RESPONSIBILITIES

Staff Members:

All members of staff must know that they have a duty under the law to be aware of the possibilities of child abuse.

All members of staff have a responsibility to be aware of the procedures to be followed in cases of suspected child abuse. Staff in regular contact with pupils are well placed to notice signs of physical, sexual or emotional abuse, bullying, neglect, behavioural change or failure to develop as expected.

If a member of staff suspects a pupil may be at risk or hears a disclosure from a pupil, the CPLO must be informed. The member of staff will then be asked to complete a recording form, if they have not already done this, to provide an accurate account of any discussions or observations regarding the pupil concerned. Any records are then passed to the CPLO as they are confidential documents and are kept in a separate locked child protection file.

If the complaint is about the CPLO/Headmaster, then the Deputy CPLO (Mr Oliver Lee) should be informed.

It is strongly recommended that all staff spend time looking at the “Working Together to Safeguard Children” manual, and the Shropshire Child Protections Procedure Manual which is now an electronic document and can be found at the following address:

<http://www.shropshire.gov.uk/childrenfamilies.nsf/open/3CFF4BEE973745F38025753D0050A4C3>

Each member of staff has a personal copy of the staff handbook and open access to our Child Protection Policies and Procedures file for reference.

The Bursar should ensure that all ancillary staff are aware of the correct channels of reporting.

Child Protection Liaison Officer (CPLO)

The designated CPLO for Packwood Haugh is Mr Nigel Westlake, the Headmaster.

The designated CPLO for EYFS is Mr Nigel Westlake, the Headmaster.

The role of the CPLO is to:

- ensure child protection procedures are in place and updated as appropriate
- ensure all staff are aware of school policy
- be available to provide advice/support to staff and for confidential discussion about concerns
- be available to provide support to pupils
- liaise with Social Services in accordance with Shropshire procedures
- keep records of any concerns/suspected cases of abuse/referrals
- co-ordinate arrangements for monitoring of pupils on roll who have been identified as being in need of protection.

Governor with responsibility for Child Protection

The designated governor is Mrs Candida Mostyn-Owen.

Multi-agency partnership:

As a boarding school, we work with child protection teams in both our locality and pupils’ home areas. All cases of abuse or suspected abuse will be communicated to Social Services when necessary.

The school Medical Officer and the Child and Family Consultation Service may also offer support to staff and/or pupils as appropriate when involved in child abuse investigations.

SCHOOL PROCEDURES

- The designated CPLO for the school and for the Early Years Foundation Stage will undergo training in child protection and inter agency working every two years.
- Training in child protection will be provided and updated every three years for the Headmaster, all staff including part-time and voluntary staff who work with the children and Early Years Foundation Stage children.

- Any weaknesses or deficiencies that are identified in the School's child protection arrangements will be remedied without delay.
- The Governing Body will undertake an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged.
- In the event that a member of staff, who is resident on the School site, is suspended pending an investigation of a child protection nature, then that member of the staff who be provided with alternative accommodation away from the School in an hotel or bed and breakfast.

Any member of staff having concerns that a pupil may be at risk of abuse should always discuss them with the CPLO. Staff may be asked at this stage to complete a written record of their concerns using form CP1 (see Appendix 2). This record is then kept by the CPLO in a confidential file. The CPLO (Headmaster) will discuss the necessary response and inform Social Services according to each individual situation. Where there is a disclosure of abuse having taking place or a suspicion of abuse having taken place contact will be made with the Social Services Department at Shropshire County Council within 24 hours (see Appendix 5 for contact numbers). If appropriate, it is the responsibility of the CPLO to seek further advice. The CPLO would then share relevant information confidentially with the member of staff who had raised the concern and the pupils' key-workers on a need-to-know basis.

If a pupil discloses abuse to a member of staff, they should be guided by the following:

- listen to the child rather than directly question him/her
- never stop the child who is freely recalling significant events
- make a note of the discussion.

See Appendix 1 for an easy reference flow chart and checklist.

HANDLING DISCLOSURES

Although you may not seek information and there should be no investigations, a pupil may wish to confide in you about having suffered some kind of abuse. In such situations the following guidelines taken from "KIDSCAPE" should be helpful:

- find somewhere quiet to talk as soon as possible
- stay calm and reassuring
- explain that you cannot promise to keep what you are told a secret – you may have to inform the CPLO
- listen to and believe what the pupil tells you – tell them that, whatever the circumstances, they are not to blame
- do not press for details – some cases of abuse may need further investigation. It is better for the pupil not to have to repeat details unnecessarily
- ask the pupil if he/she has told anyone else
- don't make any promises to the pupil – the situation may cause you to react emotionally. Whilst this is an understandable reaction, at such times it is possible that you could make promises you cannot fulfil

- tell the pupil you are pleased he/she has decided to tell someone and that this was the right thing to do
- let the pupil know you understand how difficult it is to talk about such experiences

CONFIDENTIALITY

It is most important that anyone concerned with a suspected case of abuse maintains confidentiality at all times on a “need-to-know” basis. The Headmaster will have been informed at once by the person suspecting abuse. He will decide who else will be informed.

If a pupil requests confidentiality, they must be told that this cannot be promised and it should be explained that staff have a responsibility to share information with those adults who will be able to help protect him/her from harm. The pupil should be reassured that only staff who need to know about it will be told. This could result in the pupil not continuing the conversation, in which case the matter should not be pursued but concerns reported to the CPLO.

RECORDING

As outlined in the section on School Procedures, all concerns about or disclosures from pupils regarding any form of abuse or risk of being abused should be recorded using the form CP1. The record includes space for stating the time, circumstances and who else was present as well as giving exact details of what the pupil said. Any comments by the pupil should be recorded as soon as possible after they have been made – preferably quoting the exact words used as contemporaneous notes.

Any records/reports are kept by the CPLO and may be passed to Social Services when a referral is made. In cases of alleged child abuse which go to court, the court may require the school to provide child protection records. All child protection records are kept in a locked filing cabinet by the CPLO.

TYPES OF CHILD ABUSE

Abuse can happen peer on peer, parents on children, staff on children and by any adult who comes into contact with a child.

Taken from “Working Together to Safeguard Children”, Department of Health, Home Office and DfEE (1999)

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy” (Para 2.4 Page 5)

Emotional Abuse

“Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to the 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. It may involve 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 ill-treatment of a child, though it may occur alone.”(Para 2.5 Pages 5-6)

Sexual Abuse

“Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production or, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.” (Para 2.6 Page6)

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.” (Para 2.7 Page 6)

ALLEGATIONS MADE IN RELATION TO STAFF MEMBERS

All staff are advised to take sensible precautions, especially in tutoring, pastoral and/or one-to-one or small group situations.

Any member of staff hearing an allegation of abuse against another member of staff, volunteer, or any adult involved in the work of the school must inform the CPLO (Headmaster) unless the allegation involves the Headmaster, in which case the Deputy Head (Mr Oliver Lee) should be informed.

If a disclosure or suspicion of abuse involves a member of staff, the CPLO (Headmaster) should still refer the matter to Social Services. The Chairman of Governors should be informed.

The school will report to the Independent Safeguarding Authority within one month where a member of staff (whether employed, contracted, a volunteer or student) has left the School because he or she is considered unsuitable to work with children. The Safeguarding Authority can be contacted at the following:

PO Box 181, Darlington, DL1 9FA
Tel: 0300 123 1111

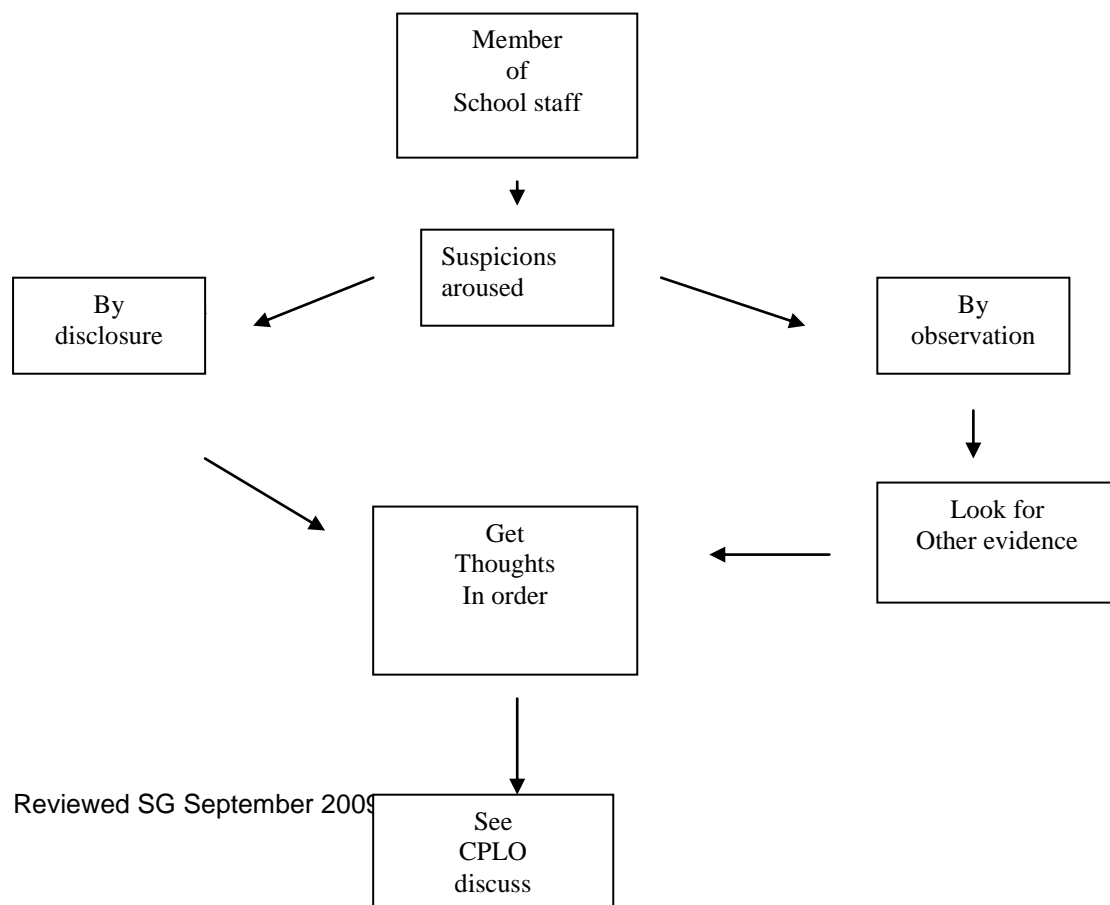
Children who report abuse must be listened to: just that. On no account should suggestions be made to children as to alternative explanations for their worries. It is important not to ask leading questions.

Record keeping

It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

Appendix 1

PROCEDURE FOR REPORTING CHILD ABUSE



Appendix 2

C.P.1

Child Protection Recording Form

For

a) Disclosure between: _____ and _____

or

b) Cause for concern raised by: _____

Date and Time: _____

| |
|------------------|
| Persons present: |
|------------------|

| |
|----------------|
| Circumstances: |
|----------------|

| |
|-----------------------|
| Disclosure / concern: |
|-----------------------|

Skin maps attached: yes/no

Signed: _____ date/time: _____

Report passed to CPLO/Head _____

Report passed to relevant authority by: _____ on _____

Appendix 3
C.P.2**Child Protection Liaison Officer Referral/Action**

Name of pupil: _____ D.O.B. _____

| Date & Time | Record of Conversation | Action |
|-------------|------------------------|--------|
| | | |

Appendix 4

Guidance for Staff

You must refer – you must not investigate

Do NOT delay

If you are concerned that a child has suffered a non-accidental injury or some kind of abuse you should follow the following guidelines:

- It is not your task to investigate the concerns – this is the statutory duty of the Social Services Department.
- It is vital that subsequent enquiries into the welfare of the child are NOT prejudiced by questions at this stage.
- It is NOT your task to examine the child for any sign of injuries – that is the task only of a doctor.
- You should listen carefully to anything the child tells you.
- Do NOT pass judgement on what the child tells you.
- Do NOT ask questions of the child.
- Do NOT promise confidentiality to the child – you cannot deliver this.
- Do NOT contact the child's parents or carers.
- IMMEDIATELY CONSULT the CPLO about any observations, allegations or suspicions no matter how insignificant they may seem to be or when they may have occurred.
- Carefully record IN WRITING what the child has told you and/or what you have observed as soon as possible and pass to the CPLO.
- Where emergency medical help is required DO NOT DELAY – make arrangements for the child to be taken to hospital or seen by a GP.

Appendix 5

Phone Numbers

Below are phone numbers that may be useful.

- Children with Disability Team – 01743 282370
- Social Services – 0345 678 9006 (This number is a 24hr number)
- Ofsted – 0845 6 40 40 40
- NSPCC – 0808 800 5000
- Police – 08457 444 888 (ask for the child protection officer)

Appendix 6

Child Protection in Shropshire – working with the Local Authority

Concerned about a child?



All children have the right to achieve their potential to be protected from all forms of harm. These include:

- physical abuse
- neglect
- emotion abuse
- sexual abuse

We are all responsible for making sure children are safe, whoever we are and whatever we do! It is very important that you report any concerns that you have over the safety of a child.

If you think a child or a young person you know is suffering harm you can report your concerns by:

- calling your local Children and Young Peoples Services Team.
- alternatively contact your local police station

Children and Young Peoples Services

Shrewsbury 01743 253 600 or 0345 678 9006 (ask for the Stay Safe team)

Emergency Duty Team 08456 789 040 (out of hours)

Alternative Numbers:

Public Protection Unit (West Mercia Police) 0300 333 3000

NSPCC 0808 800 5000

Childline 0800 1111

What happens next?

You can talk about your worries to someone in Children and Young People's Services without giving your name but it is better if you can.

If the concerns are really serious it might be necessary to visit the child and talk to the family. (You will be told what happens if you have given your name).

What happens next if Children and Young People's Services feel the child or young person is suffering harm?

If concerns are raised that a child may be suffering harm Social Care and Health with other agencies must make enquiries to ensure that the child is properly cared for and safe. Parents should be told what the concerns are and usually a Social Worker and possibly a Police Officer will visit the family. If they decide there are no concerns they may offer support or take no further action.

If they believe that a child or young person is suffering significant harm Social Care and Safeguards will organise a Child Protection Conference. This is a meeting of professionals and the parents/carers to discuss what support and services are needed by the family and to develop a child protection plan. The main aim is to help families stay together. However, if a child is in danger Social Care and Safeguards may apply to the courts for an Emergency Protection Order or Interim Care Order.

Bringing up children is not easy and most parents will need advice and support at sometime. Further information on support services.

Data protection statement

Shropshire County Council will use the information provided for collation of information relating to situations of potential abuse. Any concerns about possible abuse will be discussed with other agencies, including the Police.

The source of information will be treated as confidential and will only be shared with others if it helps to protect the vulnerable adult: if information needs to be passed on to others expect: to be told before the information is shared; to be kept informed about what is happening. Information will be used only for the monitoring of potentially-abusive situations and will be retained for a maximum period of 2 years from submission.

Child protection in Shropshire

Safeguarding children

Safeguarding is about keeping children safe from all kinds of harm, in all kinds of places:

- at home
- at school
- at youth clubs
- at swimming
- at all sports events
- on the roads
- just about everywhere

We are all responsible for making sure children are safe, whoever we are and whatever we do!

If you think a child or a young person you know is suffering harm it is vital that you report it. Please link to '**Concerned about a child**' on this page.

Who are Social Care and Safeguards and what do they do?

Our team works to protect and safeguard the welfare of children in need.

We define "Children in Need" as any child or young person whose health and welfare may suffer significantly if they do not receive our help.

We work closely with children, young people and their parents, relatives or other carers and also with other organisations to find the best solution to any difficulties.

We try to support the child or young person and their families, because our aim is to keep families together wherever possible.

We will always take into account the child and family's religious, cultural and social background.

Definition of child in need

Under Section 17 (10) of the Children Act 1989, a child is a Child in Need if:

- he/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority;
- his/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or
- he/she is disabled.

This authority has expanded the definition into categories of need and eligibility criteria, which are used during Initial Assessments and Core Assessments to determine the type of service which may be provided to a Child in Need.

Shropshire's Safeguarding Children Board



In April 2005, the Area Child Protection Committee (ACPC) ceased to exist and its responsibilities were transferred to the Shropshire's Safeguarding Children Board (SSCB).

The SSCB is a representative group of agencies in Shropshire involved in Safeguarding Children and Child Protection. Shropshire's Children and Young People Services Directorate has lead responsibility for the effective working of the SSCB but all agencies are responsible for contributing fully and effectively to the work of the SSCB.

The following organisations are currently represented on the SSCB:- Shropshire County Council, NSPCC, Ministry of Defence, Telford & Wrekin PCT, Stoke Heath YOI, Shropshire County PCT, District and Borough Councils, CAF/CASS, Youth Offending Service, West Mercia Probation Service, Connexions, Youth Offending Service, West Mercia Police, Shropshire Primary Head Teachers, Shropshire Secondary Head Teachers, Further Education Colleges, British Transport Police, Ambulance Service, Shropshire Fire and Rescue.