

Child Protection (Safeguarding) Policy



TRURO SCHOOL
PREP

Introduction

This policy may be accessed from the following places: the staff handbook, the staff area of the network under [RMstaff / Staff Resources / Policies / Whole School](#) and on the website at www.truroprep.com/policies and on request by parents from the School Office.

For the purposes of this policy, the terms “the School” and “Prep School” apply to pupils aged 3 to 11 years old.

This policy was reviewed and updated on **27th January 2010** (with minor revisions on 26th June 2010)

*It will next be reviewed: **September 2011** (or before, if regulations necessitate)*

Aims and Objective

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 school has a duty to provide a safe, secure and comfortable environment for the children. No child should ever have to be subjected to any form of abuse and it is the duty of the school, on the one hand, to ensure abuse is not allowed to take place whilst the child is under the schools protection, but also, on the other hand, to be vigilant for signs of abuse that may be occurring outside of school and to provide all pupils with a safe forum for disclosure.

It is the objective of this policy to set out clearly the means by which the school shall create an environment and culture that facilitates the fulfilment of these aims.

This policy documents covers the following areas:

- Definitions
- Responsibilities within the school for dealing with child protection matters;
- Safer recruitment procedures;
- Arrangements for dealing with allegations of abuse against members of staff, volunteers and the head;
- Staff training: programme and record keeping;
- **Procedures for reporting concerns** Good practice when dealing with a disclosure.
- Review of effectiveness, and response to identified weaknesses or Serious Case reviews; by the school’s management.
- Annual review by the governing body.
- and signs of abuse.
- Safe behaviours.
- Related policies

Child Protection (Safeguarding) Policy

This policy reflects the procedures of the South West Safeguarding and Child Protection Group set out at: www.swcpp.org.uk

Further information in relation to the **Local Safeguarding Board** can be obtained by following the link from the above website to “Cornwall and Isles of Scilly”

The **contact number** for the Local Authority Designated Officer (**LADO**) is: **01872 254 549**

Definitions

Child Protection encompasses all aspects of pupil welfare in school and the obligation to assist in the protection and prevention of pupils from abuse. This includes:

1. In common with good practice and local authority procedures the school acknowledges four categories of abuse:

Physical	Emotional	Neglect	Sexual
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2. Protection and assessment of risk relating to all children on the school site from:
 - abuse or attack by visitors or intruders);
 - abuse or attack by staff members / parents / helpers / other pupils.
3. Protection and assessment of risk from abuse relating to all children when away from the school site but in the care of the school on:
 - residential or day trips;
 - sporting fixtures or sports practices (e.g. Truro School Astro, sailing and kayaking at Stithians).
4. Regard for signs of abuse that may be originating outside of school and whilst under the supervision of parents or people other than school staff.

Responsibilities within the school for Child Protection

The Designated Child Protection Office is:

- **Matthew Lovett** – The Headmaster (01872 243 121 / Ext.202)

The Deputy Child Protection Officers are:

- Prep School: **Jane Grassby** – Deputy Head (Ext: 223)
- Pre-Prep and EYFS: **Anne Allen** – Head of Pre-Prep (Ext: 221)

The Designated Governor with responsibility for Child Protection is:

- Mr Ron Spencer – *Prep Committee and Finance Committee*

All members of staff have a legal obligation to report any suspicions or concerns relating to suspected abuse of pupils in our care. This must be done according to this policy and it is the responsibility of each member of staff to ensure that they understand how the policy operates and what to do should they have concerns.

Child Protection (Safeguarding) Policy

General Practice

- All visitors to the school site during school office hours (other than parents arriving to drop off or collect pupils) are required to sign in on arrival and sign out on departure.
Barriers and signage at the front of school give clear direction to the Reception Office.

This includes all visiting staff from Truro School, peripatetic music teachers, activity club teachers, individuals attending the swimming pool (but not pupils from visiting schools) and trades people.

There are two signing in points. The vast majority of visitors will sign in at the Reception Office at the front of the school. Maintenance staff (from Truro School) and those making deliveries to the kitchens may sign in with the Domestic Services Manager (in the office at the rear of the main building).

- All visitors are given visitors' badges and are accompanied if they are not employees of the school (or contracted by the school for a specific purpose and therefore have undergone the appropriate pre-employment checks).
- Visitors to the swimming pool (from Monday to Friday 9am to 4pm and attending clubs organised by Truro School enterprises) receive a coloured sticky badge at Reception, the colour of which changes from week to week. The office has lists of attendees provided by the club organisers.
- Access to the Pre-Prep via the playground is through a lockable gate, which can be opened either by a keypad and code or via intercom with the Pre-Prep.

The main external door to the Pre-Prep is also locked and controlled by a code entry system.

- Other areas of the school are open from 8.15am to 5.15pm (or until the office closes), when doors will either be deadlocked or placed on code entry locks.
- **Staff who encounter unknown and unaccompanied adults or children should politely challenge them and take them to Reception if necessary.**
- Site security is risk assessed by the Headmaster and the Estates Department; the risk assessment currently identifies a low risk of uninvited intruders during school hours based on the very low number of intrusions over the previous six years and advice from external consultants. The current supervision of pupils at break time and the boundary and fencing arrangements are deemed adequate for the local circumstances. This is, however, constantly reviewed, and additional action taken when deemed necessary.
- **As a registered setting for EYFS the school undertakes to inform OFSTED of any allegations of serious harm or abuse by any person living, working, or looking after children at the school premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations; and this to be done at the earliest opportunity, and at the latest within 14 days.**

Child Protection (Safeguarding) Policy

Procedure for reporting concerns

- **It is not the duty of staff to investigate concerns.**
- Report any concern immediately to the Headmaster (CPO) or his deputies.
- Concerns should be written down in full and placed in an envelope marked private and confidential. Please distinguish clearly between **fact** and **opinion**. *These notes may be used as evidence in subsequent investigations and court hearings; it is imperative that they are clear, concise and objective in their reporting.*
- The Headmaster (CPO) will then place the concerns on file and assess whether an onward referral is required or whether the situation needs to be monitored further.

*In most cases it is likely that the Headmaster (CPO) would refer to Social Services; this is, however, a matter of judgement for him and **any anxiety about whether a report might lead to a referral should not inhibit the reporting of a concern by a member of staff to the headmaster (or the Headmaster of Truro School).***

If the Headmaster (or one of his deputy CPOs) judges that a referral is necessary, this will be done as soon as possible and within 24 hours of the concern being raised.

- **There is an absolute need to maintain confidentiality. Please do not discuss your concerns with other staff or parents. Should you need to “off-load” your concerns on someone other than the CPO, there is a Confidential NSPCC Helpline which is:**

0808 800 5000

Dealing with a disclosure:

- If a child approaches you (as a member of staff) to tell you something that appears to be a child protection issue, your responsibilities are:
 - **To listen immediately** - if circumstances dictate that it is impossible to stop what you are doing to do this, then **arrange a suitable time** to meet the child to listen to his/her concerns, that is at the earliest opportunity and definitely before the end of the school day).
 - **Do not ask leading questions or “push” for information** that could possibly be interpreted as “putting words into the child’s mouth” ie do not interpret or probe. **You can** ask for clarification of “when”, “where”, “what” and “who”, but you must not ask “Was it..... [and then give an example]?”

Best practice advises that you should not make notes during the interview, but should wait until the interview has been concluded and do so as soon after as is practicable. It is vital to distinguish in these notes between facts and your “opinion”.

Child Protection (Safeguarding) Policy

You must **not promise confidentiality** – you need to make it clear that you may have to pass the information on to the Headmaster / Child Protection Officer (or his deputies), if what the child discloses gives cause for concern about their safety and welfare.

- **before the end of the school day, and as soon as possible, to report the matter to Mr. Lovett (or in his absence the named deputies above).**

Mr Lovett will then:

1. Assess the situation and decide whether to make a referral to the relevant Welfare Services or not.
2. Log the report on the school's child protection register and place the notes into the confidential "Child Protection File".
3. Advise staff to monitor the situation as he feels is necessary or appropriate depending on whether a referral has been made and as to what advice has been received.
4. Keep notes on the case for as long as is required to ensure the matter has been resolved.

Child protection notes for each pupil, for whom there are concerns, are maintained in individual files in a locked filing cabinet in the Headmaster's office. There is a system in place to identify on the main pupil files, which pupils have Child Protection Notes; due to the public nature of this document, the exact system will not be made explicit. Further information for those who need to know can be obtained directly from the Headmaster.

Procedures for dealing with abuse by one or more pupils against another pupil

In this event,

- normal procedures for reporting apply.
- a risk assessment will be undertaken immediately to establish whether any or all of the pupils involved need to be separated or removed from school.
- the parents of the pupils involved will be informed immediately.
- Confidentiality is paramount; staff not directly involved in the investigation will be briefed that it is a serious disciplinary situation.
- Reference may be made to the LSCB and advice sought, only if deemed necessary.
- Disciplinary sanctions will be in line with the school behaviour policy.

Child Protection (Safeguarding) Policy

Staff training

- **All** staff (at all grades and including cleaners) are trained on induction to Tier One Level by the Headmaster. This includes giving them a leaflet that gives key contact numbers both for the school and the Local Safe Guarding Board.
- This training is renewed annually for all non-academic staff (ie those who are not trained to Tier 2 level).
- **All teaching staff** and those with particular pastoral duties (such as the First Aid Assistant) are trained to Tier 2 Level by the Headmaster, who is qualified to deliver this training (through Cornwall Council and the Local Safeguarding Board).
- This training is renewed at least once every three years.
- All records of training received are maintained by the Prep School Administrator; the records show who has trained, to what level and when.
- Volunteers and Work Experience students are briefed on arrival with basic information, such as who to report concerns to and sensible, safe behaviours.

Child Protection (Safeguarding) Policy

Safer recruitment procedures

The school wide policy relating to safer recruitment agreed in mid 2008 is entitled "Criminal Records Checking Policy". This is also supplemented by two related policy statements: "Disclosures Information - Secure Storage, Handling, Use, Retention and Disposal" and "Recruitment of Ex Offenders"

For the purposes of this document the term "staff" applies to anyone employed at Truro School Prep or Truro School (who may have regular or occasional duties at the Prep School).

The school's single central register of all staff is held and maintained at Truro School by the HR manager. A copy of the register for the Prep School staff is held by the Headmaster for reference only and updated as necessary by the HR manager.

In practical terms and in summary:

For salaried posts:

- Applicants must apply using the school's standard application form, which includes a voluntary disclosure of previous criminal convictions.
- All candidates for new posts are interviewed by at least one person who has passed the national Safer Recruitment Training programme. At Truro Prep, this can be one of Matthew Lovett (Headmaster of the Prep School), Paul Smith (Headmaster of Truro School), Robin Burdell (Business Director) and Mark Roby (HR Manager).

Candidates are interviewed by at least two of the above and in accordance with the Safer Recruitment training (ie accounting for gaps in employment) alongside interviews with Department Heads.

- All applications must be supported by at least two written references, which are followed up by phone calls to check their veracity.
- At interview, a candidate's identity is verified and an application for an Enhanced Criminal Records Check is initiated.
- A successful applicant must produce proof of identity and qualifications (where relevant) prior to taking up the post.
- Where possible, new post holders will not be allowed to take up their positions until the school has received a clear enhanced CRB check.

At times this may make the normal operation of the school very difficult. Under these circumstances, the post-holder may take up his or her post at the discretion of the Headmaster as long as the following pre-conditions have been met:

- *A check of List 99 / ISA Children's Barred List has proved satisfactory.*
- *The Headmaster has completed a risk assessment and is satisfied that any risks identified have been minimised.*

Child Protection (Safeguarding) Policy

- *The new post-holder is supervised at all times by an established member of staff and is not placed in a position of sole-responsibility for pupils.*

Supply teachers:

The school maintains its own list of supply teachers, all of whom are either former members of staff or have undergone the same employment checks and interviews as full-time staff. To maintain the validity of their CRB disclosures, the school commits to use them at least once per three month period.

All supply staff have a “Zero Hours” contract with the school.

Activity Coaches (under contract from outside Sports Clubs)

Where the school employs outside providers (such as Truro Fencing Club and Truro Golf Club), the school has a contract with the provider which is in line with the regulations for supply agencies; thus it becomes the providers responsibility to carry out the pre-employment checks (such as CRB checks). The school still requires coaches to sign in on arrival and where a coach unknown to the school is sent, the school office will check proof of identity (including photo id) against the list of coaches from the provider. It is a requirement of the contract between the provider and the school, that any disclosure made to the provider as a result of a CRB check about an individual, who is due to work at the school, is also copied to the school.

Peripatetic Music Teachers:

Peripatetic music teachers are subject to the same pre-employment checks as other salaried staff and have a specific contract. They are required to sign in and out at Reception.

Work Experience Students:

Students of school age (ie 18 or under) are not required to have CRB checks. But their application to undertake work experience must be supported by a reference from their school. A normal part of this process is a standard risk assessment and a set of guidelines are provided to ensure the students understand their roles, responsibilities and how to behave safely whilst on site.

Students (or potential students) who are over 18 years of age (in full-time education or not) seeking to undertake work-experience are required to undergo a CRB check. They will be interviewed by the Head, who will also seek references. On accepting the placement, written guidelines on conduct and expectations of behaviour will be given and on arrival, a short induction talk is given.

No work experience student will be given unsupervised access to pupils. They will be overseen or accompanied at all times.

Child Protection (Safeguarding) Policy

Volunteers:

The majority of volunteer helpers are parents (or occasionally grandparents). The school does not require parents or grandparents, who are helping with events at school to undergo CRB checks. However, parent volunteers will not be asked to supervise changing or be left in sole-charge of pupils or a pupil (if not their own child or grandchild).

The school rarely accepts volunteers from outside the parent body, but on the rare occasions when this happens, the volunteers are subject to the same checks as employees; an enhanced CRB check with proof of identity and references etc.

Governors:

The school governors are subject to Enhanced CRB checks on appointment.

Review of effectiveness

This policy, its implementation and effectiveness are reviewed as follows:

- **termly** at the Governors' Prep School Sub-Committee, where a child protection report is made that states how many cases have arisen since the last report, with outline information only and the context of any cases (whilst maintaining absolute anonymity for those involved), the school's response, a judgement as to the effectiveness of the procedures for dealing with each case and any actions identified as a result.
- **annually** at the Full Board of Governors, under the direction of the Governor responsible for Child Protection

The governor for Child Protection will visit and review the policy and procedures with the *Headmaster* at least annually (prior to the report to the full board).

Any serious weaknesses identified as a result of dealing with a child protection case or arising from a Serious Case Review, must be reported to both the Prep Sub-Committee as stated above and at the Full Board, and accompanied by an action plan for immediate implementation and approval. To avoid delay, the Headmaster will implement changes at the earliest opportunity and will report these to the Governor responsible for child protection; retrospective approval by governors will be sought and subsequent changes added if necessary.

Child Protection (Safeguarding) Policy

Arrangements for dealing with allegations of abuse against members of staff, volunteers and the head

(Please note that this section of the policy quotes directly from the school wide Truro School Policy: PROCEDURE REGARDING ALLEGED ABUSE BY A MEMBER OF STAFF IN CONTACT WITH CHILDREN, prepared by the HR Manager in liaison with the Heads and the Deputy Head Pastoral, TS)

To be implemented whenever allegations of child abuse concerning an employee of Truro School are made.

1.1 Introduction

Whenever allegations of child abuse concerning an employee of Truro School are made, the additional elements outlined below must be incorporated into the relevant Disciplinary & Capability Procedure. In all other aspects Truro School should follow the relevant **Disciplinary & Capability Procedure.**

1.2 What could constitute child abuse

Experience has shown that children can be subject to abuse by those who work with them in any setting. Abuse includes:

- ◆ physical abuse
- ◆ sexual abuse
- ◆ neglect
- ◆ emotional abuse

In most school situations allegations of child abuse would normally involve one or both of the first two named.

1.3 Notification

Whenever allegations of child abuse concerning an employee of Truro Prep are made, the Headmaster of the Prep School (who is also the Child Protection Officer) must be immediately informed and he will then take responsibility to ensure that the South West Child Protection Procedures are implemented. The Headmaster of the Prep School will inform the Headmaster of Truro School, (unless the allegation is against him) and then follow the procedures set out in Diagram 1 (at the end of this section).

If the allegation is against the Headmaster of the Prep School, the Headmaster of Truro School should be informed, who will then implement the procedures as set out for Truro School.

The Headmaster of Truro School is Paul Smith and his contact number is **(01872 246 008)**

As a registered setting for EYFS the school undertakes to inform OFSTED of any allegations of serious harm or abuse by any person living, working, or looking after children at the school premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations; **and this to be done at the earliest opportunity, and at the latest within 14 days.**

Child Protection (Safeguarding) Policy

2. Suspension

Suspension is a neutral act, and should not be automatic. Where possible, the decision to suspend should be informed by the Strategy Meeting arranged under Child Protection Procedures, and should only occur when the known facts relating to the allegation indicate:

- a child or young person may be at risk
 - the allegations are so serious that dismissal for gross misconduct is possible
 - suspension is necessary to allow the conduct of the investigation to proceed unimpeded
- There may be occasions where the indications are that the employee should be suspended but this cannot be confirmed until a more thorough investigation has taken place. In such instances consideration may be given to paid leave of absence.

3. Investigation

The investigation will be carried out by the Headmaster in liaison with the HR manager and the Headmaster of Truro School. The investigation is unlikely to be straightforward; if there is any concern that a crime has been committed, the police are likely to be involved and the South West Child Protection Procedures must be followed. A disciplinary investigation may have to await the conclusion of a police investigation. Whether a disciplinary investigation can run concurrently with a police and school investigation will be addressed at the Strategy Meeting.

4. Disciplinary Hearing

On completion of the investigation, which may be delayed by any police investigation, dependent on the evidence found, a disciplinary panel may be convened. This will be in line with the relevant Truro School Disciplinary Policy.

5. Recording

The record of the allegation, the investigation and any subsequent disciplinary proceedings in respect of child abuse will be held securely and confidentially.

6. Outcome

Victims of the alleged assault and/or their parents/guardians will also be advised of the outcome of the disciplinary proceedings in a manner which reflects the need for confidentiality and natural justice.

7. Return to work

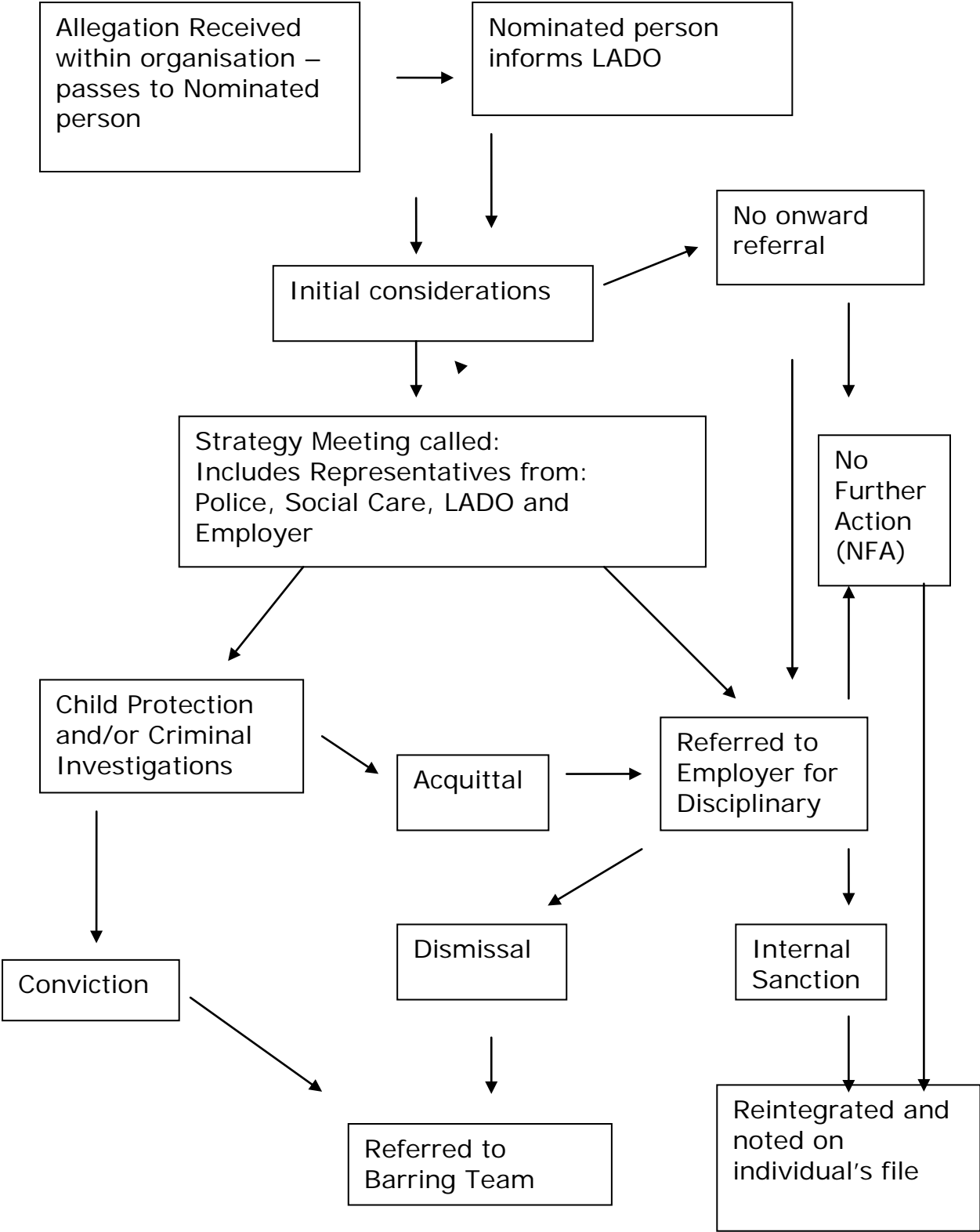
If it is established that the allegation is not well founded, then the person against whom the complaint has been made will normally be informed that the matter is closed. The Headmaster will also see the pupil making the allegation and explain why there will be no further action and will once again talk to the parents.

8. Counselling

During and after investigations of alleged child abuse, the school through Social Services if appropriate, should endeavour to ensure counselling is made available to the children, young people, parents/guardians and others concerned, including the employee against whom the allegation has been made, if it is required.

Child Protection (Safeguarding) Policy

Diagram 1



Child Protection (Safeguarding) Policy

RELATED POLICIES

- Anti-bullying policy: - *located on: website, staff handbook, pupil handbooks, staff area of the network*
- Behaviour Policy: - *located on: website, staff handbook, pupil handbooks, staff area of the network*
- Truro School - Procedure regarding alleged abuse by a member of staff in contact with children – *located at Truro School – HR manager (And see extract above).*
- Truro School Child Protection Policy – *located on website.*