

BANK VIEW HIGH SCHOOL



Bank View High School

Child Protection and Safeguarding Policy

Chair of Governors

Date/...../ 20.....

Review Date/...../ 20.....

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SAFEGUARDING CHILDREN IN BANK VIEW HIGH SCHOOL

The term SAFEGUARDING means more than child protection. It is broadened to include: bullying, dealing with attendance issues, making provision for children who are excluded from school, for meeting the needs of sick children, providing first aid, pupils' health and safety etc. There may be other safeguarding issues that are specific to the local area or population

Every child deserves the right to grow up in a safe environment where they are protected from harm and have the chance to fulfil their potential.

ECM

Safeguarding Children

*This document should be read in conjunction
with the LA's Safeguarding Policy*

At Bank View High School we are determined to develop a safe environment in which our children can, as the purpose statement says, 'develop fully as learners and citizens'. These efforts are ongoing because we know we will never be perfect.

This policy needs to be read in conjunction with other key school/LA policies. As the school expands its provision for pupils on the autistic spectrum it is important that this vulnerable group of young people are taken into account and reflected in all policies, procedures and decision making.

Our overt policies and practices which come together to create a safer environment are outlined overleaf:

Bank View High School is an environment in which children feel safe and 'grow' in all senses of the word



Purpose Statement
Complaints Procedure
Staff Handbook 'Safe Community'
Prospectus 'Child Protection Statement'
Behaviour Rules
Behaviour Card System
Attendance practices
Healthy Schools Award
First Aid Practices
Staffing Levels and Enhanced CRB Checks
Maintaining link with sick children
Updating of training and information sharing
Nominated L.A.C. lead professional
Nominated Governor
Curriculum
Nominated C.P. lead Professional
Learning Mentor's work
POLICIES:
Child Protection
Drug Education
RE
PSHCE
Internet safety access
Photograph and video images
SEN
Accessibility
Restraint
Whistle blowing
Medical needs
Equal opportunities
Health + Safety
First Aid
Site security
Young carers
Work experience/placements
Emergency/crisis

Area Child Protection Committee

We do not operate in isolation. Child Protection is a matter for the Area Child Protection Committee (ACPC). This is a multi-disciplinary group bringing together senior representatives from the Social Services Department, Merseyside Police, Health & Education Services, NSPCC, Merseyside Probation and other agencies with a responsibility for the care of children. It provides a forum for developing, monitoring and reviewing Child Protection Procedures and Policies.

Designated Child Protection Coordinator

In accordance with Circular 10/95, the school has a designated Child Protection Coordinator (CPC) ie Mr Ian Wright (Headteacher) and Layla Feeney, Deputy Coordinator. In the Headteacher's absence, all concerns must be reported to Mr John Pearce (Deputy Headteacher). Colin Sibbald (School Governor) is the named Safeguarding Governor. All staff have been made aware of the role of the Child Protection Coordinator. The responsibilities are:

- To be responsible for ensuring that effective communication and liaison with Children's Integrated Service (ICS) and other agencies takes place as appropriate in the event of staff having child protection concerns about a pupil.
- To ensure that all staff have an understanding of child abuse and its main indicators are aware of the school's and their own protection with ACPC procedures.
- To support and advise staff in their child protection work/safeguarding work.
- To provide specialist input into the planning of the content and delivery of the personal, social and health education curriculum (including the informal curriculum) with respect to child protection issues.
- To maintain his/her knowledge and awareness of the issues, policy and practice of child protection through regular attendance at appropriate training courses etc.

Post Bichard

Following the Bichard report into the Soham murders, we are determined to update our practices in order to meet Bichard's recommendations.

The main thrust of our efforts are outlined below:

All relevant staff will receive appropriate training and this training will be 'topped up' at suitable intervals.

In the first instance:

- The Headteacher, designated coordinators and relevant Governors will attend the LEA's 'Bichard' training. The Headteacher will report back to the Governing Body and all staff. The Headteacher will also lead and develop school strategy in terms of creating a safer school environment.
- The Child Protection Co-ordinators (Ian Wright and Layla Feeney) and the Child Protection Governor (Jan Pollard) will undertake regular updated training and examine/develop the school's C.P. policy and procedures in the light of changes needed.
- The elected Headteacher & Governor will be part of any recruiting/interview panel, the first two having attended LEA training and Mrs Pollard as our trained Child Protection Governor.
- The school has and will pursue assertively, a programme of enhanced CRB disclosure. This programme will be applied to all posts. The Headteacher will actively pursue existing disclosures from agencies placing teachers or support workers in the school. The Headteacher will also actively seek disclosures from other workers in the school employed by separate services (e.g. kitchen staff from Liverpool Schools Services).
- School Governors.
- Students from local colleges practising education will also be expected to produce evidence of disclosure.

Recruitment of New Staff

The following procedures will take place in at least one case.

- The school will ensure that members of any interview panel has completed Safer Recruitment Training.
- Clear signals will be given to candidates of our determination to maintain the safety of our children; all candidates will receive a copy of our Child

Protection Policy and a School Prospectus containing reference to Child Protection/Safeguarding.

- Candidates called to interview will be required to produce evidence of identity through official documents, e.g. passport, driver's licence.
- Descriptions of school which go out to potential candidates for posts will refer with emphasis to the Governing Body's commitment to ensuring the safety of all children. Information sent out will also make strong reference to the school's Child Protection Policy and adherence to Council Whistle blowing procedures.
- Similarly, person/job specifications will emphasise to potential candidates that all employees must adhere to school policies with particular emphasis being made to:
 - Child protection
 - Adopted Council whistle blowing procedures
 - The willingness to undertake a CRB enhanced disclosure check with acknowledgement that confirmation of any position is subject to a 'clear' enhanced disclosure
- The Governing Body will ensure that the references and employment details of interviewees are checked and found to be genuine. Application forms/CV's/cover letters will be scrutinised and inconsistencies checked (e.g. a period of non-employment).
- Interview panels will use questions to explore attitudes towards children and young people (see Appendix 6, Bichard Report Guidance).

Records/Confidentiality

All records and witness statements relating to child protection concerns and cases will be kept confidential. Access will only be via Headteacher (CPC) or Deputy.

School records relating to child abuse will not be made available to parents (Education School Records Regulations 1989 and DES Circular 17/89). Information should not be stored in class files or centrally based files. All information concerning child abuse will be stored securely with Headteacher (CPC).

A statement concerning the responsibilities of the school with regard to child protection issues is written into the School Prospectus. Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.

Training

The school recognises the importance of regular training for staff. Therefore:

- 1 The CPC will attend appropriate training to include basic LA initial training, regular updates and more frequently when changes of procedure require it.
- 2 All staff, both teaching and non teaching who come into contact with children will receive one half day of training in child protection every two years and more frequently when changes of procedure require it.
- 3 Anyone joining the school staff will be briefed fully concerning their responsibilities within child protection before beginning their duties.

Child Protection Referral Procedure

In the event of a member of staff (whether teaching or non teaching) having a child protection concern about a pupil, he or she will immediately inform the CPC and record accurately the event/s giving rise to the concern. The action to be taken subsequently is detailed in the Education Guidance section of the ACPC Child Protection Procedures and this guidance will be followed scrupulously.

There will be two types of referral form:

- 1 If staff suspect that the concern is URGENT they should complete the GREEN pro-forma and contact the Headteacher/CPC immediately
- 2 If staff suspect the concern is NON URGENT then they should complete the BLUE pro-forma and contact the CPC before the end of the school day.

If staff are unclear which is urgent or non urgent, advice should be sought from the CPC. The incident book must be completed in either instance.

Forms are available in the staff room (North Site) and the Office (South Site).

The CPC will retain both the green and blue pro-formas and will maintain a central register of referrals under the Child Protection Procedures.

The CPC will use staff meeting to update all staff on child protection matters which need to be known to ensure appropriate sensitivity to the needs of our pupils.

The CPC will ensure that Governors and parents are made aware of the school's responsibilities and policies relating to child protection.

These procedures are intended to protect the well being of all pupils and be simply and readily manageable by all staff whilst providing a clear picture and pattern of incidents and areas of concern.

Listening to Children

Some staff will have a particular contribution to make in listening to children who have been through the experience of abuse. It is important that this work is not undertaken at a time when it may impact on a legal process through which the child may be involved and that it does not clash with any therapeutic interventions provided by other agencies. Staff should not continue to discuss a child protection incident with a pupil, but ascertain a cause for concern and report the matter to the Child Protection Coordinator.

If pupils make disclosures they do so in the probable expectation that help will result. Essentially it must be explained that if help is to be found then those who are able to help must be informed. The youngster must be told who will be informed and why.

Staff Support

The stress on staff involved in any aspect of child protection work is considerable and the school will ensure that such staff are properly supported. The Headteacher will be responsible for ensuring support from outside the school is sought where appropriate.

Screening of Staff & Visitors/CRB

All new permanent/long term staff at Bank View High School will be screened via the Criminal Record Bureau disclosure system. In the first instance this process will be instigated by the Headteacher, who will collect the evidence required and then refer to CRB, following Liverpool LA's policy. The Headteacher will be responsible for checking qualifications of all staff. The school will maintain a 'single record' of all CRB and qualification details including School Governors.

Other adults who work with children at Bank View High School on a short term or limited pupil contact basis, such as volunteers, will read and complete the 'Child

Protection Screening' document (see attached) which will be signed by the adult and Headteacher and a copy held centrally.

Independent Safeguarding Authority (ISA)

From November 2010 anyone wishing to work with children within schools will be required to register with the ISA.

This is in addition to having an advanced CRB check. The scheme will be phased in for existing staff over 5 years to 2015.

It is the Headteacher's responsibility to ensure that all staff and volunteers are registered with the ISA.

Child Protection in the Curriculum

The curriculum will include materials and activities, mainly within Personal & Social Health Education, which are designed to help children to be less vulnerable to abuse. However, it will always be stressed that the responsibility for child protection does not lie with the child.

The delivery of the curriculum in general will take into account the needs of all children.

Information regarding the school role and responsibilities will be promoted to all staff, parents and pupils.

Internet Use

Bank View High School has a 'Use of Internet' policy (see attached) which all staff should familiarise themselves with. Bank View High School does operate the LA screening system to prevent access to unsuitable websites. The use of chat-lines by pupils is not permitted in formal lessons or otherwise. All staff should be vigilant whenever children are using computers and make them aware of the dangers of chatline use (see Appendix 7- Internet Policy).

Disclosure

All staff (including voluntary staff and regular visitors) will be made to complete a compulsory Disclosure CRB check. If there are any complaints, we will use the LA procedures. Anyone working on the premises is to look at, read and sign the Screening Document. Screening document completion can be demanded from any adult who enters the school, at the discretion of the school.

Staff Code of Conduct

All staff should act in a professional manner at all times with pupils. Staff should avoid personal contact with pupils which could be misinterpreted or deemed inappropriate eg pupils sitting on knee, hugging.

Staff should make colleagues aware of any circumstances where 1:1 situations occur which may lead to child abuse allegations. Where appropriate doors should be left open and if possible an additional member of staff should be present to act as a witness.

Staff should speak to pupils in a professional, but caring manner at all times. Comments should be avoided that are inappropriate or can be misconstrued.

Much of the above is a matter of common sense and relates to a consistent professional approach. Staff should seek clarification from the Headteacher if unsure of relevant procedures. (ref 'DO's and DON'T's screening document, p3).

Procedures in Handbook

The ACPC Child Protection Handbook will be kept in the Headteacher's room for access by all staff.

The CPC will ensure that all staff are aware of this and are familiar with Education Guidance section.

APPENDIX

LA/Bichard Report Guidance

- 1 BVHS Child Protection Proforma (Non-urgent)
- 2 BVHS Child Protection Proforma (Urgent)
- 3 Visitor Screening Document
- 4 LA Guidance
- 5 Bichard Report Guidance
- 6 Possible Interview Questions
- 7 Internet Use Policy

BANK VIEW HIGH SCHOOL
Child Protection Pro-Forma

NON-URGENT

NAME:
DOB:
ADDRESS:
CLASS GROUP:
FORM TUTOR:
HOY:
DATE:

NATURE OF CONCERN

FORM COMPLETED

Time:

Date:

By:

ACTION TAKEN

Signed: (CPC)

Date:

BANK VIEW HIGH SCHOOL
Child Protection Pro-Forma

URGENT

NAME:
DOB:
ADDRESS:
CLASS GROUP:
FORM TUTOR:
HOY:
DATE:

NATURE OF CONCERN

FORM COMPLETED

Time:

Date:

By:

ACTION TAKEN

Signed: (CPC)

Date:

Child Protection

Volunteers and staff new to the school/service including supply staff and governors

Teachers and other in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidences and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.

It is the policy of this school/ establishment to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm.

It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed LEA Child Protection Guidelines are also available to all staff. It is important to remember that school staff are not investigating officers. If there is an allegation or suspicion of abuse then this must be reported immediately to the Child Protection Co-ordinator or Head of the establishment, whose responsibility it is to refer to agreed investigating procedures. At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.

These procedures exist, not to discourage adults from being involved in the life of this school/service, but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

All adults coming into contact with children and young people in this school/service must comply with the Child Protection Policy and Code of Behaviour. The form must be read, discussed, signed and handed to the Headteacher/head of service or other designated person before you take up any duties in this establishment. In all matters of child protection, the welfare and safety of the child is the paramount consideration.

Procedure

If you suspect that a child/young person is being abused:

- 1 Immediately tell the Child Protection Co-ordinator or Headteacher.
- 2 Record the known facts and give them to the above person.

If a child or young person tells you he/she is being abused:

- 1 Allow him/her to speak without interruption, accepting what is said.
- 2 Advise him/her that you will offer support, but that you **MUST** pass information on to the Child Protection Co-ordinator/Headteacher.
- 3 Immediately tell the designated Child Protection Co-ordinator or Headteacher.
- 4 Record the facts as you know them, including the account given to you by the young person, and give a copy to the designated Child Protection Co-ordinator or Headteacher.

If you receive an allegation about any adult or about yourself:

- 1 Immediately tell the Child Protection Co-ordinator or Headteacher.
- 2 Record the facts as you know them and give a copy to the Child Protection Co-ordinator or Headteacher.

You must refer. You must NOT investigate.

Code of Behaviour:

- Do** treat everyone with respect.
- Do** provide an example you wish others to follow.
- Do** Plan activities so that they involve more than one person or at least are in sight or hearing of others.
- Do** respect a young person's right to personal privacy.
- Do** provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do** maintain a healthy adult lifestyle.
- Do not** permit abusive youth/peer activities (eg bullying, ridiculing).
- Do not** play physical contact games or have inappropriate verbal banter with young people.
- Do not** jump to conclusions without checking facts.
- Do not** make suggestive remarks/gestures or tell sexist/racist jokes.
- Do not** rely on your good name to protect you. It may not be enough.
- Do not** believe it could not happen to you. It could.

Every adult or other helper will be required to disclose all criminal convictions whether spent or not. Checks will be made on everyone who has not already been the subject of vetting by this or any other organisation.

Name:

Date of Birth:

Address:

.....

.....

Other names by which I may be/have been known:

.....

Please delete as appropriate:

- I have obtained a police clearance certificate which I have shown to the Headteacher or designated member of staff.
- I am willing to be checked against police and other records.
- I have not incurred any criminal convictions, nor have I committed any offences of abuse or causing harm to children or young people, or any other offence which may be relevant to the work which I may undertake in this school/establishment.
- I am not aware of any other investigations which may have been held, or may currently be in progress, concerning my behaviour towards others.

I have read and understood this document, consent to the appropriate checks being made and agree to adhere to the Child Protection Policy and follow the Code of Behaviour.

Signed:

Date:

Signature of Headteacher/other appropriate officer

.....

Position held:

Possible interview questions

- 1 How do you feel about working with pupils who may have been abused?
- 2 What is a 'Safe School'?
- 3 What does 'selecting safe staff' mean to you?
- 4 How would you implement child protection policy and procedures in your school?
- 5 In light of current publicity what are the issues on child protection for your school?
- 6 How would you propose to make your school a safe environment?
- 7 What would you do to ensure that everyone in your school worked towards safeguarding children?
- 8 What is the role of your school in safeguarding children?
- 9 What does the term safeguarding mean to you?
- 10 What would you do if a member of staff came to you with concerns about another member of staff?
- 11 How would you implement your school's child protection policy and procedures?
- 12 Every child deserves the right to grow up in a safe and secure environment where they are protected from harm and have the chance to fulfil their potential. (Quote from Every Child Matters). What does this mean for your school?
- 13 How would you ensure that a person like Ian Huntley would never work in your school?
- 14 What would you do if you believed that a member of staff was acting inappropriately towards a child/children?