

# BURGESS HILL SCHOOL

— *for girls* —

## **Child Protection Policy**

The Policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002, “Working Together to Safeguard Children”, “What to do if you’re worried a child is being abused” and the Sussex Child Protection & Safeguarding Procedures. The Policy will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education. Any deficiencies or weaknesses in child protection arrangements, identified by whatever means, will be remedied without delay. This Policy should be read in conjunction with Appendix A - Child Protection: Guidance for Staff and Appendix B –Child Protection: EYFS

The Governing Body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of the pupils and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm. The Governors will appoint a member of the Governing body as the named Child Protection Governor. The nominated Governor (Professor Derek Atherton) will undertake an annual review of the School’s Child Protection Policy and procedures in discussion with the Head (in her role as CPO). The Board of Governors recognises that safeguarding is a collective responsibility for the whole governing body and will receive reports from the Child Protection Governor and the Head annually.

All governors and staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

We recognise that:

- all governors and adults, including temporary staff and volunteers, have a full and active part to play in protecting our pupils from harm and that the child’s welfare is our paramount concern
- all matters relating to child protection are confidential

### Guidance for parents, staff and girls:

If you have any cause for concern in relation to a pupil's well-being or have encountered signs of possible abuse:

- The Head, Mrs J A Aughwane, in her role as the Designated Member of Staff (DMS) and Child Protection Officer (CPO), should be informed as soon as possible.
- If the Head is absent, The Head of Junior School, Mrs Heather Miller (DMS and Deputy Child Protection Officer) should be informed.
- For EYFS pupils, the Nursery Manager, Mrs Suzanne Arnold, (DMS) should be informed. If she is absent, the Head of Junior School, Mrs Heather Miller will cover. If both the aforementioned are absent the Head, Mrs Ann Aughwane should be informed.
- If the cause of your concern relates to the Head then please inform the Chairman of Governors without notifying the Head first. The Chairman can be contacted through the Bursar and Clerk to the Governors, Mr Graham Bond.
- Where an allegation is made against a member of staff or volunteer the Head should be informed immediately.

In cases of serious harm, the Head will inform the police from the outset.

When deciding whether to make a referral, following an allegation or suspicion of abuse, the Head and/or Designated Member of Staff (DMS) will not make their own decision over what appear to be borderline cases, but rather the doubts and concerns will be discussed with the local authority designated officer (LADO).

### Burgess Hill School for Girls aims to:

- Support each pupil's development in ways that will foster security, confidence and independence.
- Provide an environment in which children and young people:
  - feel safe, secure, valued and respected
  - feel able to and know how to approach adults if they are in difficulties; believing they will be effectively listened to.

- Raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- Provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we, the School, contribute to assessments of need and support packages for those children
- Emphasise the need for good levels of communication between all members of staff
- Develop a structured procedure within the school which will be followed by all members of the School Community in cases of suspected abuse.
- Develop and promote effective working relationships with other agencies, especially the Police and Social Care

The Head has authorised staff to use 'reasonable force' to prevent a pupil compromising their own or others' safety and well-being (see Restraint Policy).

#### The School will support all pupils by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the School.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Establishing procedures to enable pupils to report abuse by pupils against other pupils. (see Anti-bullying policy and Support and Academic Framework).
- Establishing procedures to enable pupils to report abuse by the Head, member of staff or volunteer.

#### The School will:

- Not do anything that may jeopardise a police investigation, such as asking a child leading questions, or attempting to investigate the allegations of abuse.

- Keep procedures for safeguarding children under review and ensure they are in line with the Local Safeguarding Children Board procedures
- Communicate with West Sussex County Council safeguarding agency whenever an allegation or disclosure of abuse has been made.

Within Burgess Hill School for Girls we will:

- Ensure all parents/guardians/carers are made aware of the responsibilities of staff members with regard to child protection procedures, in accordance with locally agreed inter-agency procedures through publication of the School's Child Protection Policy, available in the Parents' Handbook(s) and on the School Website.
- Ensure selection and recruitment of staff and volunteers meets the requirements set down in the Safeguarding Children and Safer Recruitment in Education guidance
- Ensure the School's recruitment process includes CRB checks and conforms to the requirements of the Independent Schools (ISSR) Standards Regulations 2010 (or as subsequently amended).
- Ensure that external providers of services have satisfied all relevant checks and regulations for working with children
- Ensure that all staff know the name of the Designated persons and their roles.
- Keep written records of concerns about children, noting the date, event and action taken and ensure that these records are kept secure.
- Ensure that staff know and understand that, in dealing with allegations or incidents of bullying, it may be necessary to invoke safeguarding procedures and inform the CPO.
- Ensure staff, and pupils are protected if they report allegations of abuse by another member of the school community.
- Work to develop effective links with the relevant agencies and cooperate as required with enquiries regarding safeguarding matters including attendance at case conferences and interagency meetings.

- Inform Social Services if there is an unexplained absence of a pupil on the Child Protection Register of more than two days duration from school, or one day if following a weekend.
- Transfer relevant Child Protection information to a new school or college if/when a pupil on the Child Protection register leaves the School.
- Inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the 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. Ofsted will be informed as soon as is reasonably practicable, but at least within 14 days.
- Provide training:
  - All members of the Governing Body receive appropriate Child Protection Training to enable them to understand and fulfil their responsibilities
  - The Designated Members of Staff have undertaken appropriate training and will attend refresher courses in child protection and inter agency working every 2 years.
  - The Head and all staff who work with children will receive training in child protection, updated every 3 years.
  - Temporary and voluntary staff who work with children are to be made aware of the arrangements.
  - Induction training is provided for all staff and volunteers newly appointed.

The training is provided by the local social services department or an external welfare agency acceptable to the West Sussex safeguarding children board.

Within the school, those who are designated persons with up-to-date inter-agency training may also provide the training to other staff.

#### Useful contact information

- LADO Mrs Rosemary Terry: [01243 642315](tel:01243642315)
- Social Services: [01243 642 555](tel:01243642555)
- Police: [0845 607 0999](tel:08456070999)
- NSPCC Helpline 0808 800 5000

- West Sussex County Council – Head of Safeguarding 01243 382694
- Ofsted – 0300 123 1231, National Business Unit, OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD

### Allegations against staff

The School will:

- Ensure that all parents know how to complain about the behaviour or actions of staff, volunteers or the Head in the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- Follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, volunteer or the Head within the setting or anyone living or working on the premises occupied by the setting, has abused a child
- Respond to any disclosure by children or staff that abuse by a member of staff, volunteer or the Head within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- Refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to OFSTED and what measures we have taken. We are aware that it is an offence not to do this.
- Cooperate entirely with any investigation carried out by children's social care in conjunction with the police.

Where the management committee and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the Head or member of staff on full pay, or the volunteer, for the duration of the investigation. 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.

### Disciplinary Action

- Where the Head, member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, the School will notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

Other Policies which relate to the Child Protection Policy:

- Anti-bullying
- Health and Safety
- Confidentiality Policy
- Use of reasonable force
- Restraint Policy
- Staff Handbook – Guidance on Staff Pupil Relationships
- Whistle blowing Policy
- Procedures for the use of staff from other agencies and visitors
- Administration of recruitment procedures

January 2012 - to be reviewed January 2013.