

BLUNDELL'S SAFEGUARDING POLICY

Blundell's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Senior Designated Officer (SDO) for Child Protection is : Mr R.W. Thane
The Deputy Designated Officer (DDO) for Child Protection is : Mrs N.J.Klinkenberg

1.0 Introduction

- 1.1 This policy is written in accordance with locally agreed inter-agency procedures. It has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007.
- 1.2 The Governing body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children; 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.
- 1.3 We recognise that all adults, including temporary staff *, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

**Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors. As a boarding school this also includes senior pupils given positions of responsibility over other pupils.*

- 1.4 All 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.
- 1.5 The aims of this policy are:
- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
 - 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.
 - 1.5.3 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.
 - 1.5.4 To 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.
 - 1.5.5 To emphasise the need for good levels of communication between all members of staff.

- 1.5.6 To develop a structured procedure within the school, this will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or Enhanced CRB check. From November 2010 this will include a Vetting and Barring check through ISA. A single central record is kept for audit. We operate safe recruitment procedures in compliance with Independent School Standards Regulations.

2.0 Safe School, Safe Staff

2.1 We will ensure that:

- 2.1.1 All members of the governing body understand and fulfil their responsibilities. There is a designated Governor responsible for overseeing safeguarding. The governing body annually review the school's policies and procedures and the efficiency with which the related duties have been discharged.
- 2.1.2 We have a senior designated officer (SDO) for safeguarding and a deputy (DDO), both of whom have undertaken the DSCB Two Day Level 3 Multi-Agency Safeguarding Children Training and who undertake to update their training at least every 2 years.
- 2.1.3 The Head Master and all other staff and governors, have child protection awareness training, to be arranged by the SDO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- 2.1.4 All members of staff, volunteers, and governors are provided with child protection awareness training at induction. They know how to respond to a pupil who discloses abuse and who to discuss a concern with.
- 2.1.5 Senior pupils in positions of responsibility also receive child protection awareness training on the appropriate action to take should they receive any allegations of abuse.
- 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Safeguarding Policy, and reference to it in our Parents' Handbook.
- 2.1.7 We will seek to ensure the suitability of adults working with children in school at any time.
- 2.1.8 We will seek assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site.
- 2.1.9 We will ensure that child protection type concerns or allegations against adults working in school are referred to the LADO (Local Authority Designated Officer) for advice.
- 2.1.10 Any member of staff whose services are no longer used (following resignation, dismissal, or when we cease to use their service in the case of a volunteer) because he or she is considered unsuitable to work with children will be reported to the Independent Safeguarding Authority (ISA) within one month of leaving the school.

2.2 Our procedures will be annually reviewed and up-dated. Any deficiencies or weaknesses in the procedures will be remedied without delay.

2.3 The name of the Senior Designated Person for Safeguarding and their deputy will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our Safeguarding and Child Protection awareness training pack which includes the safeguarding policy and has the SDO's and DDO's names clearly displayed, as part of their induction into the school.

3.0 Responsibilities

3.1 The SDO is responsible for:

3.1.1 Referring a child if there are concerns about possible abuse, to CYPS and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call within 24 hours of a disclosure or suspicion of abuse.

3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.1.3 Ensuring that all such records are kept confidentially and securely, separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.

3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.1.5 Liaising with other agencies and professionals.

3.1.6 Ensuring that either they or the Houseparent or Tutor attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.

3.1.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to their key worker's Social Care Team.

3.1.8 Organising child protection induction, and update training every 3 years, for all school staff.

3.1.9 Providing, with the Head Master, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the SDO, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised).

4.0 Supporting Children

4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.

4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4. Our school will support all pupils by:

- 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- 4.4.2 Promoting a caring, safe and positive environment within the school.
- 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- 4.4.4 Notifying Social Care as soon as there is a significant concern.
- 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school or FE College and ensuring the school medical records are forwarded as a matter of priority.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to safeguarding are confidential.
- 5.2 The Headteacher or SDO will disclose any information about a pupil to other members of staff on a need to know basis only.

Guidance about sharing information, can be found in the booklet "What to do if you are Worried a Child is being Abused" DoH 2003 www.doh.gov.uk

- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with CYPS on this point.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the SDO and to seek further support as appropriate.

7.0 Allegations against staff

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of the school's behaviour management policies.
- 7.3 Guidance about conduct and safe practice will be given at induction

The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is available at www.teachernet.gov.uk

- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Head Master, or the Chair of Governors in the absence of the Head Master
- 7.6 The Head Master on all such occasions will discuss the content of the allegation with the Duty LADO.
- 7.7 In case of serious harm, the police should be informed from the outset.
- 7.8 If the allegation made to a member of staff concerns the Head Master, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.6 above, without notifying the Head Master first.
- 7.9 The school will follow the Devon County Council procedures for managing allegations against staff . Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of an Allegations/Senior Strategy Meeting .

The term Allegations or Senior Strategy Meeting covers any urgent formal strategy discussion which may take place by telephone between the police, social care, and education managers, requiring action prior to the first meeting

- 7.10 Suspension of the member of staff, excluding the Head Master, against whom an allegation has been made, needs careful consideration, and the Head Master will seek the advice of the LADO in making this decision.
- 7.11 In the event of an allegation against the Head Master, the decision to suspend will be made by the Chair of Governors with advice as in 7.9 above.
- 7.12 Members of staff who are suspended and who are housed in school will be required to remain off-site for the duration of their suspension.

8.0 Whistle-blowing

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO .
- 8.3 The School will aim to provide immunity from retribution and no disciplinary action will be taken against staff for 'whistleblowing' in good faith.

9.0 Physical Intervention

- 9.1 Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is

endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

- 9.2 Such events should be recorded and signed by a witness.
- 9.3 Staff who are likely to need to use physical intervention will be appropriately trained.
- 9.4 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 9.5 We recognise that touch is appropriate in the context of working with children and all staff have been given "Safe Practice" guidance to ensure they are clear about their professional boundary

10.0 Bullying

- 10.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

11.0 Racist Incidents

- 11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

12.0 Health & Safety

- 12.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

13.0 Prevention

- 13.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 13.2 The school community will therefore:
 - 13.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 13.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
 - 13.2.3 Include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

SAFEGUARDING & CHILD PROTECTION AWARENESS TRAINING

for all staff and senior pupils in positions of responsibility

Blundell's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Senior Designated Officer (SDO) for Child Protection is : Mr R.W. Thane
The Deputy Designated Officer (DDO) for Child Protection is : Mrs N.J.Klinkenberg

The Senior Designated Officer

- Acts as a source of support, advice and expertise within the school
- Liaises with other agencies about child protection concerns and referrals
- Attends refresher training every two years
- Ensures all staff have child protection training every three years

The Education Act 2002 stated that every school has:

'A statutory duty and a pastoral responsibility toward their pupils. Every school and college should... develop a child protection policy which reflects its statutory duties and pastoral responsibilities and refers to the procedures to be followed...'

'The key element in ensuring that proper procedures are followed in schools is that the headteacher or another senior member of staff is designated as having responsibility for liaising with the local social services department and other agencies over cases of abuse.'

In all cases where abuse is suspected or a sustainable allegation is made, teachers and other members of staff should report the information to the designated officer. The designated officer should refer these cases to, or discuss them with, the investigating agencies according to the procedures established by the local Safeguarding Children Board.

The Blundell's Safeguarding Policy should be read alongside this training pack. If you do not have a copy, please ask for one.

The Blundell's Safeguarding Policy is also available on the school website and in the Staff Handbook.

Child Protection - your responsibilities

It is your responsibility to be alert to the threat of child abuse, to be aware of and able to recognise different forms of abuse and to refer any suspicion of abuse to your DSO. If the DSO is the subject of allegation or suspicion, then the DDO should be informed. The School will aim to provide immunity from retribution and no disciplinary action will be taken against staff for 'whistleblowing' in good faith. You should familiarise yourself with the procedures for referral, recording and monitoring a suspected case.

Keeping yourself safe

It must be stressed that trustworthiness, integrity and good sense are required to ensure that we do nothing either to take advantage of or abuse the children in our care, or even to appear to do so by rash and poorly considered actions.

Always keep a record of any behaviour or incident that could compromise your position as someone who works with children and young people, ie:

- If the child makes any allegation against you or another member of staff.
- Or you are spoken to or touched in a sexual manner or inappropriate place
- You say or do anything that could be misinterpreted.

You are reminded of the Sexual Offences Act 2003 concerning the Abuse of a position of trust. It states that:

It is an offence for a person aged 18 or over intentionally to behave in certain sexual ways* in relation to a child aged under 18, where the adult is in a position of trust in respect of the child.

*sexual ways includes

- Sexual activity with a child - eg kissing, sexual touching, intercourse
- Causing or inciting a child to engage in sexual activity
- Sexual activity in the presence of a child
- Causing a child to watch a sexual act

Some definitions

Child protection is the care and safeguarding of children from any form of harm or abuse.

Child abuse is the injury, exploitation or neglect of a child or young person at the hand of another.

Child abuse on a child can be inflicted by a physical response such as physical, sexual assaults or by failing to act to prevent harm such as neglect. Harm can also be inflicted emotionally. Abuse can be inflicted by the commission or omission of an act and can occur in family, institutional or community settings by those known to them or by strangers.

Categories and signs & symptoms of abuse

❖ Domestic violence & abuse

Domestic violence and abuse are the misuse of power and the exercise of control by one person over another within a close relationship.

They may involve:

- physical violence
- emotional or psychological abuse
- sexual violence and abuse
- financial control
- controlling where you go and who you meet.

Signs and symptoms can include:

- Physical injuries
- Change in behaviour in school
- Aggression/anger towards parent
- Over protective of parent
- Introversion, withdrawal, depression

❖ Neglect

Persistent failure to meet a child's basic and/or psychological needs, likely to result in the serious impairment of a child's health or development.

This may involve:

- a parent or carer failing to provide adequate food, shelter and clothing
- failing to protect a child from physical harm or danger
- failure to ensure access to appropriate medical care or treatment
- unresponsiveness to a child's basic emotional needs

Signs and symptoms can include:

- Constant hunger
- Poor personal hygiene
- Poor state of clothing
- Frequent lateness or non-attendance at school
- Untreated injuries/medical problems

❖ Physical abuse

Can include:

- Hitting
- Shaking
- Throwing
- Poisoning
- Burning & scalding
- Drowning

- Suffocating
- Fabricated & induced illness

Signs of Physical Abuse:

COMMON SITES FOR NON-ACCIDENTAL INJURY:

Eyes; Ears; Cheeks; Mouth; Shoulder; Chest; Upper arms; Inner arms; Genitals; Front thighs; Buttocks; Back of thighs; Stomach

COMMON SITES FOR ACCIDENTAL INJURY:

Forehead; Crown; Bony spinal protuberances; Elbows; Iliac crest; Knees; Shins

Signs and symptoms can include:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Fear of parents being contacted
- Arms and legs kept covered - even in hot weather
- Fear of medical help

❖ **Emotional abuse**

Persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on his/her emotional development.

It may involve:

- conveying to children they are worthless, unloved or inadequate
- conveying to children that they are valued only insofar as they meet the needs of another person
- inappropriate expectations for their age or development
- causing children to feel frightened or in danger
- the exploitation or corruption of children

Signs and symptoms can include:

- Over-reaction to mistakes
- Sudden speech disorders
- Neurotic behaviour e.g. rocking, hair-twisting, thumb sucking
- Self mutilation
- Extremes of passivity or aggression

❖ **Sexual abuse**

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.

Activities include:

- physical contact, including penetrative and non-penetrative acts
- involving children looking at or in the production of pornographic material

- watching sexual activities
- encouraging children to behave in sexually inappropriate ways

Signs and symptoms can include:

- Vivid details of sexual activity
- Compulsive masturbation
- Sexual drawings
- Sexualised play with explicit acts
- Soreness of genitalia or bottom

You may suspect a case of abuse from a variety of sources:

- A pupil discloses to you personally.
- From behaviour of, or marks on, the pupil (e.g. bruises, welts, lacerations).
- A pupil indicates through their schoolwork that they are being abused.
- A pupil tells you that he/she knows that another pupil is being abused.
- A third party informs you that they know a pupil is being abused.

Dos & Don'ts:

If you suspect child abuse -

- DO refer to your Senior Designated Person (SDO) immediately
- DO write up a full report for SDO immediately and retain a copy (securely)
- DO make sure the child/informant understands confidentiality. Make it clear that the information may have to be shared with other professionals but only those who need to know
- DO NOT examine the child
- DO NOT ask leading questions - allow the child to tell their own story

If a child discloses information to you -

- DO allow the child to do the talking
- DO listen - take the child seriously
- DO remain calm and caring
- DO record the conversation as soon as possible (always use the child's own words)
- DO refer to your SDO immediately
- DO write up a full report for the SDO & retain a copy (securely)
- DO share your concerns - you are not expected to handle it alone
- DO tell the child what you are going to do and what will happen next
- DO NOT postpone or delay the opportunity to listen
- DO NOT ask leading questions - allow the child to tell their own story
- DO NOT allow your own feelings, such as anger, pity, shock to surface
- DO NOT make false promises, e.g. say you will keep 'the secret'
- DO NOT interpret what you have been told, just record it
- DO NOT allow any breach of confidentiality but make it clear that the information may have to be shared with other professionals but only those who need to know
- DO NOT delay in referring to your SDO immediately
- DO NOT take photographs of any injuries
- DO NOT ask the child to repeat the disclosure

Seven golden rules for information sharing

1. **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
2. **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
4. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. **Keep a record** of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Safeguarding Record Log

Blundell's School

To be completed by member of staff:

Pupil's Name

Date of Birth

Address

Year group & House

Nature of Concern

Recorded by

Date recorded

Signature of person recording

To be completed by Senior Designated Person:

Shared with others?

If yes, with whom

Action Taken

Concern logged with Social Care?

Follow-up

- a) The child's behaviour should be monitored, information collated and the SDO kept informed. Any change should be reported immediately to the SDO.
- b) When a child moves Houses within the school, any information of child abuse should be passed on to the appropriate person and the monitoring role appropriately assumed.

It is Devon County Council Policy that all staff have the right to refer suspected cases of child abuse either to the Head Master or to the Principal Education Welfare Officer if the teacher feels the referral to the SDO has not been dealt with adequately.

Contacts

Mr Thane (The Second Master) is the SDO (Senior Designated Officer) for Safeguarding : 01884 232304/258389

Mrs Klinkenberg (The Senior Mistress) is his deputy (DDO). She can also be consulted about safeguarding and is available in the SDO's absence : 01884 232358

Mrs Heeley is the Governor with responsibility for overseeing Safeguarding.

Social Care Informal advice service regarding a child protection concern: 01392 388725/386961

LADO (Local Authority Designated Officer) : 01392 388670

Social Care out of hours Emergency Duty Service : 0845 6000 388

Police Central Referral Unit : 0845 605 1166

Independent Safeguarding Authority (ISA) : 0300 123 1111

Staff may also put concerns or allegations to the Office for Standards in Education, Children's Services and Skills (Ofsted) : 0845 1110640

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