

THE STUDY CHILD PROTECTION POLICY

(Safeguarding and Promoting the Welfare of Pupils)

This policy applies to all children including those in Early Years Foundation Stage (EYFS)

At The Study Preparatory School all staff are committed to Every Child Matters. We recognise the following five outcomes are key to well-being in childhood and later life:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a positive contribution
- Achieving economic well-being

This policy has been compiled with reference to the Every Child Matters framework. It has also been formulated with reference to and in conjunction with Merton Local Authority's inter-agency procedures and in compliance with DCSF Guidance *Safeguarding Children and Safer Recruitment in Education*.

Aims

To ensure that our pupils feel safe and protected from any form of abuse and to deliver a curriculum that encourages independence, thus enabling children to take the steps required to protect themselves.

Objectives

To provide guidance for staff on how to recognise abuse, deal with suspected abuse or a 'disclosure' and to avoid allegations of abuse.

Personnel

The School's Child Protection Officers are:

Joyce Nicol	Headmistress
Joanna Gay	Deputy Headmistress
Susan Johnson (EYFS)	Early Years Coordinator

The Governor with responsibility for Child Protection is Kate Greenhalgh. The Headmistress, HMT and the Governing Body will undertake an annual review of Child Protection Policies and Procedures and of the efficiency with which the School's duties have been discharged. If any deficiencies are highlighted by this review or at any other time, they will be addressed immediately.

Training

The four designated persons will undergo Updated Child Protection and Inter Agency Working Training every two years. Training may include that provided through ISA/IAPS/the Local Authority or other recognised providers.

As a minimum, for other staff, Child Protection information will form part of the staff induction programme and staff will receive further training at least once every three years. All part time, peripatetic and volunteer staff will be invited to training sessions and given copies of any course notes.

The Headmistress has undertaken NCSL 'Safe Recruitment' training. For all staff appointments, DCSF Safe Recruitment procedures, including enhanced CRB checks

and Compliance with Independent Schools Standards Regulations, will be followed. For staff employed by another organisation and working with Study pupils (e.g. supply agency staff, staff at venues visited by pupils) assurances that appropriate child protection checks and procedures are in place will be sought.

A record of staff training is kept in the 'Child Protection' file in the Headmistress' Office at Wilberforce House.

Procedures

Teaching, support and peripatetic staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to thrive and should be vigilant for signs of:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Concerns should be passed at an early stage to one of the School's designated Child Protection Officers who will contact the Local Authority Designated Officer (LADO) within 24 hours of a disclosure or suspicion of abuse (Merton Referral and Assessment Duty Team 020 8545 227/4232 Out of Hours Emergency Duty Team – Merton, Kingston and Sutton 0202 8770 5000).

Managing Disclosures

When a child wants to confide in you:

Do

- Listen carefully to what the child has to say.
- Record accurately and as soon as possible after the conversation: date, time, location and make an accurate record of what was said.
- Observe and record the child's demeanour.
- Reassure the child that she is right to tell.
- Refer to the Headmistress or if she is not available, the Deputy Headmistress or Early Years Coordinator. Keep the conversation confidential, other than referring it to the relevant Child Protection Officer.
- Remember that any allegation against a member of staff or a volunteer must be reported in the same way. If the Headmistress is the subject of an allegation refer to the Child Protection Governor, or if she is not available, the Chairman of Governors.

Don't

- Offer absolute confidentiality or make promises that you cannot keep.
- Jump to conclusions.
- Ask leading questions.
- Speculate or accuse anybody.

What will happen next?

The Child Protection Officer will follow the Local Authority Child Protection procedures. A copy of these can be found in the Headmistress' Office. The child's form teacher and the person to whom the disclosure was made will be kept informed

at all stages. Notes of incidents will be stored in a secure location separate from the child's personal file.

Child abusing another child

This is covered in the Anti Bullying Policy.

Private fostering arrangements

Where a child is looked after by someone other than a close relative, the Local Authority will be informed. Close relatives include grandparents, step-parents, aunts and uncles, brothers and sisters. A private fostering arrangement is made with someone who is not a close relative (e.g. cousin, great aunt, friend of the family or someone willing to enter into a private fostering arrangement) with the intention that it should last for 28 days or more.

On line child protection

In school, all internet access is protected by an RM system which blacks access to unsuitable websites.

As part of the ICT curriculum, pupils are taught about the safe use of the Internet. From time to time, the ICT Coordinator holds meetings for parents at which information about safe use of the Internet is shared.

Avoiding allegations of abuse

Once an accusation of abuse by a member of staff has been made, it must be investigated by the School and, if appropriate, the police and Local Authority Child Protection Team informed. Therefore, staff should use common sense in their dealings with children to avoid being the subject of an allegation.

When dealing with young children in a school that prides itself on its caring ethos, it would be inappropriate to advise that there should be no physical contact between staff and pupils. However, the following act as a guide for staff:

- Any form of corporal punishment or physical chastisement is not permitted at The Study.
- In the unlikely event that physical intervention or restraint is necessary to avert an immediate danger, the minimum force/action to prevent injury should be used. Any such action must be reported immediately to the Headmistress or, in her absence, the Deputy Headmistress.
- Staff should not do something of a personal nature for children that they can do for themselves.
- Staff on residential school trips should be particularly vigilant about how their actions could be interpreted.
- Suspicions of inappropriate behaviour or abuse by a colleague should always be reported to one of the School's designated Child Protection Officers.

The details of any person whose services are no longer used at The Study because he or she is considered unsuitable to work with children will be reported to the Independent Safeguarding Authority in Darlington within one month of that person leaving the School. (Contact details: PO Box 181, Darlington DL1 9FA telephone: 0300 123 1111)

Policy Updated:	November 2009
Policy agreed by Governors:	December 2009
Policy to be reviewed by:	November 2010

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