



HTIS Safeguarding Children Policy

Holy Trinity International School fully recognises its responsibilities for safeguarding children. Our policy applies to all staff, the Chair of Governors and volunteers working in the school.

Aims

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan;
- Establishing a safe environment in which children can learn and develop.
- Continuous Training: Designated Senior Member of Staff, Leadership, all other staff including ancillary. Head and Trustees to continually update Safer Recruitment Practice.

Procedures

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department for Children, Schools and Families (DCSF).

The school will:

- Ensure that the Deputy Head who is the Designated Senior Member of Staff (DSMS) will undertake regular, appropriate training for this role;
- Identify the Headteacher who will act in the absence of the DSMS;
- Identify Mr McEwen as the nominated Chair of Governors responsible for safeguarding children;
- Ensure every member of staff (including temporary and supply staff and volunteers) and the Chair of Governors knows the name of the DSMS and their role; (Reference CP Policy)
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSMS; (Appendix 1 – Reference to staff training)
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations on the school website;

- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;
- Ensure that the duty of care towards its pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Be aware of and follow procedures set out by Children's Services and the LSCB where an allegation is made against a member of staff or volunteer;
- Ensure safer recruitment practices are always followed.

Our procedures will be reviewed annually and up-dated in accordance with current legislation.

Training

- The Chair of Trustees will undertake an annual review of Safeguarding Procedures in the School and will attend all relevant courses for his/her continuous update.
- The DSMS will undertake continuous training and must have an annual review.
- Training will be at local conferences, in conjunction with the LEA Safeguarding Board, Further information will be obtained by attending invitations to the Herefordshire and Worcestershire Chamber of Commerce, with West Mercia Police, and any other relevant course or conference.
- DSMS will attend national events to keep updated with current safeguarding issues of national importance.
- Staff must receive training in Safeguarding at least every two years or with changes in legislation. The next training schedule starts in September 2011.
- For any NQT's or members of staff who join the school mid year (including ancillary staff) will receive training through their induction by the end of the academic year in which they join the school.
- Budget provision will be made for key personnel i.e. Leadership Group, Heads of Departments to complete the on-line assessment.
- The Head and the Chair of Trustees to complete the on-line Safer Recruitment Training.

When staff join our school they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the DSMS is and who acts in their absence.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child. See Appendix 2.

All volunteers and regular visitors to our school will be told where our policy is kept and given the name of the DSMS.

Responsibilities

The Chair of Governors will nominate a member to be responsible for Safeguarding Children and liaise with the DSMS in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, available to parents and reviewed annually.

The Headteacher will ensure that the Safeguarding Policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSMS and other staff to discharge their responsibilities with regard to Safeguarding.

The DSMS will co-ordinate action on safeguarding and promoting the welfare of children within the school ensuring that all staff, volunteers and visitors to the school know who the DSMS is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

Managing a Disclosure

Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:
 - 'How did that happen?'
 - 'What was happening at the time?'
 - 'Anything else you want to tell me?'
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.

Following a disclosure, the member of staff should talk immediately to the DSMS and complete a written record. Appendix 3

Information Sharing & Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The Headteacher or DSMS will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible.

All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the school's safeguarding children recording system.

All records of a child protection nature should be passed to the DSMS including case conference minutes and written records of any concerns.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum;
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

Supporting Staff

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. We will support such staff by providing an opportunity to talk through their anxieties with the DSMS and to seek further support as appropriate.

Safer Recruitment and Selection of Staff

The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Allegations against staff

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the LA's Senior Adviser for Safeguarding Children in Education.

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LA's Senior Adviser for Safeguarding Children in Education.

The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.
- Ensure staff follow safer working guidelines, (appendix 4).

Physical Intervention

Our policy on positive handling is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.

Abuse of Trust

We recognise that as adults working in the school, we are in a relationship of trust with the pupils in our care and acknowledge that it is a criminal offence to abuse that trust.

We acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

We recognise that the legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures.

E-safety

Our Acceptable Use policy recognises that internet safety is a whole school responsibility (staff, pupils, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips and visits.

Other Relevant Policies

The Chair of Governors legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Child Protection
- Complaints Procedure
- Behaviour Management
- Anti-Bullying
- Special Educational Needs
- Educational Trips and visits
- First aid and the administration of medicines
- Health and Safety
- Sex and Relationships Education
- Equal Opportunities
- ICT (E-safety)

Contacts

Internal

[Mrs P Wright](#)

Designated Senior Member of Staff for Child Protection

[Mr G Hurrell](#)

Person who acts in the absence of the Designated Senior Member of Staff

[Mr A McKewon](#)

Chair of Governors responsible for safeguarding children

External

Senior Adviser for Safeguarding Children in Education	01905 728902
Children's Services Access Centre	01905 768054
Out of Hours Emergency Duty Team	01905 768020
Police Public Protection Unit:	
24hrs non-emergency	0300 333 3000
Emergency	999
NSPCC Helpline	0808 800 500

Appendix 1
Whole School Safeguarding Training Programme
Holy Trinity International School

Session One	Introduction
Session Two	Safeguarding and Promoting Children's Welfare
Session Three	Recognising Need and Abuse
Session Four	Acting on Concerns & Referral
Session Five	Safer Working Practice for Staff and Pupils

Appendix 3

Child Protection Record

Date File Started.....

Name of child.....

Date of birth.....

Address.....

.....

Family Members (full name, relationship and age if under 18)

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Are there any child protection files held in school relating to this child or another child closely related to him/her?

Yes/No

If yes which files are relevant?.....

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Name and contact number of key worker (Social Services) if known.....

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Name and contact number of GP if known.....

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Appendix 3
Logging A Concern About A Child's Safety And Welfare.
Form 1

Pupil name:	Date of birth:
Date and Time:	
Staff Name and Position:	
Signature:	
Reason for recording the incident:	
Record the following factually:	
Who?	
What?	
Where?	
When?	
Offer an opinion (How or why this might have happened):	
Substantiate your opinion. Note action taken, including names of anyone to whom this information was passed.	

Pass this form on to your designated Child Protection Officer.

**Appendix 3
Child Protection Report Form
Form 2**

Pupil Name:	Date of birth:
Attainment levels/Educational performance:	Intellectual ability: Below Average <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/>
Performance:	Presentation of work:
Class Participation:	Behaviour in lessons:
Behaviour out of lessons:	Relationship with pupils:
Relationships with Staff:	Relationship with family:
School's Contact with home (telephone calls):	
General remarks (appearance):	
Form completed by:	
Signature:	
Please hand this form to Miss P Wright – Child Protection Officer within 1 working day.	

Appendix 4

Safer Working Practice

The vast majority of adults working with children in education settings act professionally. They seek to provide a safe and supportive environment, which secures the well-being and very best outcomes for children and young people in their care. However, recognising these aims is not always straightforward and can be open to misunderstandings on occasions, which may result in allegations being made by pupils against staff members. It is therefore important that staff have practical guidance about which behaviours constitute safe practice and which behaviours should be avoided.

The underpinning principles in providing this guidance are:

- The welfare of the child is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed, in accordance with school policy for keeping and maintaining records.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know the name of their DSMS, be familiar with the school's child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Refer to 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' – IRSC September 2006 and also to leaflet 'Management of Allegations against adults who work with schools and in Educational Settings in Worcestershire'