

Moon Hall School

CHILD PROTECTION (SAFEGUARDING CHILDREN) PROCEDURES

The Designated Safeguarding Officer (DSO) is Mrs. Val Sutherland

These procedures have been prepared with reference to DFE guidance and guidance from Surrey Local Safeguarding Children Board. The School fully complies with these procedures.

These procedures should be read in conjunction with the school's policy document on the area and apply to the whole school including EYFS.

Safer Recruitment

The Designated Safeguarding Officer has received training on Safer Recruitment, along with CRB checks and compliance with the Independent Schools Standards Regulations. The school operates a safer recruitment policy and this is stated clearly when a job vacancy is advertised and at interview.

We require all adults employed in school to complete the school application form, bring to the interview a current driving licence including a photograph or a passport or a full birth certificate, a utility bill or financial statements showing the candidate's name and address and where appropriate any documentation, giving evidence of change of name. In addition proof of National Insurance number is required for completion of enhanced CRB documentation. Any offer to a successful candidate will be conditional upon:-

- a receipt of at least two satisfactory references (if they have not already been received)
- verification of activity and qualifications
- a check at DfE of the barred List as appropriate
- a satisfactory CRB Disclosure
- verification of professional status such as GTC registration and QTS status
- verification of successful completion of statutory induction period (applies to those who obtained QTS after May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness
- satisfactory completion of the probationary period

Allegations against staff

We ensure that all parents know how to complain about staff or volunteers at the school, which may include an allegation of abuse, i.e. by reporting to the Head Teacher and Designated Safeguarding Officer (DSO), known as CPO (Child Protection Officer) in our school, any suspicion or allegation of any form of abuse.

We recognise that abuse of children can take different forms – physical, emotional and sexual as well as neglect.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the Local Authority Designated Officer for Allegations (LADO) in Surrey County Council, who will inform social services and/or the police. This can be done by telephoning 01372 833310.

We cooperate entirely with any investigation carried out by social services in conjunction with the police

Our policy is to suspend the member of staff 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 member as well as children and families throughout the process. Allegations against the Headteacher should be made directly to the Chair of Governors Tel: 01306-611372; E-mail: bakdav@hotmail.com; Address: Bury's Court School, Flanchford Road, Leigh, Surrey RH2 8RE

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Disciplinary action

Where a member of staff or volunteer is dismissed from the school or internally disciplined because of misconduct relating to a child, we will notify the Vetting and Barring administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults should this agency come into existence.

Training

We seek out training opportunities for all adults involved in the school, to ensure that they recognise signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We liaise with the local authority in providing such training.

We ensure that all staff know the procedures for reporting and recording their concerns in the school and regularly draw their attention to these procedures.

Planning

The layout of the classrooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

We introduce key elements of child protection into our curriculum to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.

We create within the school a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home and cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for children.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance that he or she will take action.

The member of staff does not question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

- the child's name;
- the child's address;
- the age of the child;
- the date and time of the observation or disclosure;
- an objective record of the observation or disclosure;
- the exact words spoken by the child as far as possible;
- the name of the person to whom the concern was reported, with date and time; and
- the names of any other person present at the time.

These records are signed and dated and kept in the child's personal file.

All members of staff know the procedures for recording and reporting.

Informing parents

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.

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This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to Families

The school makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local education welfare advisory service and social services department.

The school continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Child Protection Plan as set by the social services department in relation to the school's designated role and tasks in supporting the child and family subsequent to any investigation.

Confidential records kept on the child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

We recognise that the school plays a significant part in prevention of harm to our children by providing children with good lines of communication with trusted adults and supportive friends.

PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult can help prevention.

The school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are 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, material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills including pastoral support; and
- ensure that advertisements for employment state that the School is committed to the safer recruitment of staff and has a clear child protection policy and procedures in place.

INDUCTION AND SUPERVISION OF NEWLY APPOINTED STAFF

The induction of all newly appointed staff will include an introduction to the school's child protection policies and procedures. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities. New staff members will be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected.

They will also be made aware of the school's personnel procedures relating to disciplinary issues and the relevant whistle blowing policy. The programme of induction will also include attendance at child protection training at a level appropriate to the member of staff's work with children.

The Senior Leadership Team will ensure that their staff are adequately and appropriately supervised and that they have ready access to advice, expertise and management support in all matters relating to safeguarding and child protection.

Any concerns that arise through the process of continuing supervision, which call into question the person's suitability to work with children, will be managed according to the school's employment procedures such as capability, disciplinary and / or the procedures for the management of allegations against staff (including volunteers).

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CONFIDENTIALITY

- We recognise that all matters relating to Child Protection are confidential.
- The designated teacher will disclose any information about a child 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.

PHYSICAL CONTACT

A 'no touch' approach is impractical for staff working with young children. It is not possible to be specific about the appropriateness of each physical contact; staff need to use their professional judgement. At the school we have a wide age range of pupils: staff should be aware that a definition of "appropriate contact" will change as children grow and mature. It is important that staff should avoid situations which are open to misinterpretation, particularly being alone with a pupil.

Signed: P.M. Lore

Date: August, 2010

To be reviewed no later than a year past the date shown above

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