



Liverpool College

SAFEGUARDING AND PROTECTING CHILDREN

Policy and Strategy

This applies to all staff, governors and volunteers working at Liverpool College and is available to all parents.

This policy is a whole school policy and applies to EYFS, Pre Prep, Prep School and Upper School.

Statement

At Liverpool College we provide education and child care for children aged 3-18. We believe that Every Child Matters and we strive to keep all of our children safe from harm.

- Through our day to day contact with pupils and families, all staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency.
- This policy relates to other policies and upholds the principles of the following policies and procedures:
 - Equal Opportunities Policy
 - Policy on Racial Equality
 - Sex and Relationships Education Policy
 - Behaviour Policy
 - Anti-bullying Policy
 - Code of Conduct
 - Pastoral Care Policy
 - Intimate Care Policy

Aims

Liverpool College aims to:

- create and maintain a safe environment in which all children can learn and develop.
- raise awareness of child protection issues and equip all members of the school community with the skills needed to keep children safe.
- develop and then implement procedures for identifying and reporting cases, or suspected cases of physical, emotional, and sexual abuse, neglect or domestic violence.
- support pupils who have been abused in accordance with their agreed child protection plan.
- help children and young people to understand what is and is not acceptable behaviour towards them
- teach our children/young people to stay safe from harm and help them to feel confident to raise any issues in a safe 'listening' environment
- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

Strategy

The following points describe the actions that will be taken, or will be initiated, in order to support the policy statement:

a. Designated Teacher/Officer (Child Protection)
Gordon Kendall - (Deputy Head. Prep School)

- This school has a Designated Teacher/Officer for each Department

Upper School - Karen McCaughey. CAS/Choices Co-ordinator
Prep School - Gordon Kendall, Deputy Head
Pre - Prep - Gail Gannon, Head
EYFS - Gail Gannon. Head of Pre Prep

- Their responsibilities include:
 - *ensuring that effective communication and liaison with social services and other agencies takes place*
 - *ensuring that all staff have an understanding of child abuse and its main indicators and are aware of the school's policy, the LA Guidelines and Local Safeguarding Children Board Guidance*
 - *support and advise staff in their child protection work*
 - *provide specialist input into the planning of the content and delivery of the personal, social and health education curriculum*
 - *attending regular appropriate training courses*

b. In-school Procedures

It is recognised that because of the day to day contact with children, school staff, teaching and non-teaching are well placed to observe the outward signs of abuse. The College will therefore

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the College whom they can approach if they are worried.
- Ensure that all of the College's employees receive appropriate training to allow them to fulfil their obligations under this policy as appropriate.

The College will follow the procedures set out by Liverpool Safeguarding Children Board (LCSB) and take account of guidance issued by the Department for Children, Schools and Families (DCSF) to:

- Ensure we have a designated person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff, volunteer and governor knows the name of the designated person responsible for child protection and their role.

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by making clear its status as a child protection agency.
- Investigate and refer as appropriate every allegation or suspicion of abuse, or disclosure by a pupil (Appendix 7).
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file and in locked locations.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer (Appendix 2).
- Ensure safe recruitment practices are always followed using guidance issued by DCSF - *Safeguarding Children and Safer Recruitment in Education* (January 2007).

The College recognises 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 College 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 College will endeavour to support the pupil through:

- The College ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued (Appendix 8).
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the Child Protection Register leaves the College, their information is transferred to the new school immediately and that the child's Social Worker is informed.
- Encouraging self-esteem and self assertiveness, whilst never condoning aggression or bullying.
- All matters relating to Child Protection are confidential and the Principal/Designated teacher will disclose any such information on a need to know basis only.

In the event of a member of staff having a child protection concern about a child, they will immediately inform the Child Protection Coordinator who will record accurately the events giving rise to the concern and, if felt appropriate, will contact Careline (233 3700) to report concerns within 24 hours of the disclosure or suspicion of abuse. (See Appendices 3 and 5).

c. Nominated Governor

The nominated governor for Child Protection for this school is: **Liz Bramley**

The school's Child Protection policy and the efficiency with which related duties are discharged is reviewed annually by the Governing Body. Any deficiencies in child protection procedures will be addressed immediately as a matter of urgency by the Governing Body.

d. Listening to Children

Some staff will have a particular contribution to make in listening to children who have been through the experience of abuse. This work will not be undertaken at a time when it may impact on any legal processes through which the child may be involved.

e. Safer Messages - Curriculum

The school develops the children's understanding of safety messages throughout the curriculum.

PSHE, RE, SEAL etc. lessons incorporate these messages;

- They have the right to feel safe.
- Their bodies belong to them.
- You can refuse touches that don't feel right and should never be forced to accept those that feel wrong ('yes' and 'no' feelings)
- Some secrets should never be kept.
- They should beware of strangers.
- It is okay to say no to someone asking you to do something wrong.
- Always tell a trusted adult if something is worrying them.

f. CRB Disclosures

- All staff who work with children in this organisation, will have undergone enhanced CRB checks (these comply with Standard 4 of the Independent School Standard Regulations and LSCB procedures).
- Visitors will read and sign the Screening Document on entry to the school (Appendix 4).
- Assurance is obtained 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.

g. Records

Whenever a child protection issue is raised it must be referred without delay to the Designated Person who will advise how to proceed.

- The school will maintain accurate Child Protection records in a locked filing cabinet.
- If it is deemed that the circumstances associated with a child protection issue require investigation, that investigation will normally be conducted by the Designated Person with close consultation of the Head of School.

- Detailed records must be kept and all members of staff are encouraged to use the 'Cause for Concern' forms available in all common rooms. (Appendix 1)
- Only those people who need to know should be told and conversation about the child will always be held in private.
- Confidentiality cannot be promised to a pupil giving evidence
- If a child moves to another school a record will be sent and signed for by the school. (Appendix 6). A copy will also be kept by Liverpool College for a period 21 years.

h. Allegations against all staff (includes Principal, Head, Governors, staff and volunteers) and allegations against pupils.

- Allegations against staff should be reported to the Designated Person/Head of School/Principal.
- Allegations against the Designated Person should be reported to the Head of School/Principal.
- Allegations against the Head of School should be reported to the Principal.
- Allegations against the Principal should be reported to the Chairman of Governors.
- At all times the guidelines issued by the LSCB will be followed.
- When an allegation is made against a member of staff the Chairman of Governors will be informed.
- Any member of staff who is the subject of an allegation which warrants an investigation will be offered appropriate pastoral support, including access to external counselling.
- An allegation of child abuse or neglect may lead to a criminal investigation so caution must be taken not to jeopardise a police investigation, such as by asking a child leading questions.
- Any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children will be reported to the local authority designated officer about whether a referral to DCSF and ISA is required. If a referral is appropriate the report should be made within 1 month.
- Allegations of abuse against a pupil or pupils would result in a suspension pending a full investigation and appropriate pastoral support would be offered.

i. Parents

- Parents will always be fully informed of concerns unless staff are certain that the safety of the child will be prejudiced by their doing so.
- Parents are made aware that the school will take any reasonable action to ensure the safety of its children/young people. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow local LSCB procedures and inform Social Services of their concern

j. Training

- The school's Designated Teacher/Officer will attend appropriate training. This will include at minimum, LA basic awareness training every two years in child protection and inter-agency working, with regular updates when changes of procedure require it.
- All staff including part-time staff and volunteers who come into contact with children will receive a half day of training in Child Protection every year.
- Anyone who joins the staff will be fully briefed concerning their responsibilities within Child Protection.
- The Principal and designated Governor should attend awareness child protection training every two years
- Each member of staff has received the following document issued by DFES during Child Protection Inset *What to do if you're worried a child is being abused- Summary* (2006). Full copies of this document are kept by the Heads and Child Protection Officers in the Upper School, Prep and Pre Prep.
- Guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil, is contained in the Safe Working Practice document and all staff have received a copy.

k. Indications of Child Abuse

The ability to recognise abuse depends upon an awareness not only for the physical state of a child but also of normal childhood behaviour. Certain injuries are rarely caused non-accidentally, and there are also warning signs, which may indicate sexual or emotional abuse or chronic neglect. Unusual or deviant behaviour can be the most important indication of child abuse. Teachers and other staff in schools are often the best-placed persons to recognise signs, which may indicate abuse. They therefore require a special sensitivity in this area

The ability of staff to recognise warning signs will depend upon their own experience, but can be heightened by a knowledge of what to expect. Overt signs of abuse must be acted upon at once. They include:

- A child saying he/she has been abused
- A child with non-accidental injuries, and/or injuries to the genital area
- A third party reporting that a child is being abused
- A child who is excessively sexualised
- A child who attempts suicide
- A child who sexually abuses another person

I. Child Protection Conferences/Strategy Meetings

The school will ensure that all Child Protection conferences and strategy meetings are attended by a member of staff who is properly informed about the immediate concerns as well as about the child and their history

m. Staff Support

The stress on staff involved in any aspect of Child Protection work is considerable and the school will ensure that such staff are supported appropriately.

n. Confidentiality

Child Protection procedures insist that the protection and welfare of the child must be paramount. For reasons of confidentiality, only those people who need to know should be told and conversations about the child will always be held in private. Confidentiality cannot be promised to a pupil giving evidence.

o. Monitoring and review

This policy describes the Child Protection standards for our organisation and will be monitored annually.

This policy was reviewed in:

November 2009

The next date for review of this policy is:

September 2010

Signed:

Designation:

Date:

APPENDIX 1

Cause for Concern

Liverpool College

Child Protection Concerns

Name of child		DOB	
Date of concern/ action	Reason for Concern	Action Taken	

APPENDIX 2

RISK ASSESSMENT

Suspension of a member of staff should only be applied if one or more of the following grounds apply:

A child or children are at risk

To allow for any investigation to continue unimpeded

The allegation is so serious that dismissal/gross misconduct is possible

NATURE OF ALLEGATION	CONSIDERATION	RISK FACTOR/ACTION
CONTEXT OF INCIDENT Nature Where How Any injury/degree of force		
ACCESS What contact does staff have with pupils Will he/she be in same situation again?		
STAFF DETAILS Previous allegations/concerns? Attitude to concern?		
PARENTS'/CARERS'/CHILD'S VIEWS		
OTHER WITNESSES Degree of corroboration Independence		

**APPENDIX 3
SUMMARY SHEET OF SIGNIFICANT EVENTS**

<i>Child's Surname</i>		<i>Gender</i>	M/F
<i>Child's first names</i>		<i>DOB</i>	
Child's address	Potscode:		
Child's GP (Name/Tel no.)			
Details of any special needs			
Who has parental responsibility for the child named above?			
Full name:			
Address	Postcode:		
Relationship to the child:			
Details of brothers and sisters:			
Name	Age	School	

Events (in chronological order):

Date	Details e.g. Nature of allegation; identified marking/bruising; staff concerns; etc	Action Taken e.g. referrals made; meetings; etc

Any other comments?

APPENDIX 4

Screening Document

Complying to Liverpool College Child Protection Policy

Every adult or other helper will be required to disclose all criminal convictions whether spent or not. Checks may be made on anyone who has not already been the subject of vetting by this or any other organisation.

Name:	
Date of Birth:	
Address:	
Post Code:	
Other names by which I may be/have been known:	

Please delete as appropriate:

- I have obtained a police clearance certificate which I have shown to the Principal or designated member of staff.
- I am willing to be checked against police and other records.
- I have not incurred any criminal convictions related to, nor have I committed any offences of abuse or causing harm to children and young people, or any other offence which may be relevant to the work which I may undertake in this school/establishment.
- I am not aware of any other investigations which may have been held, or may currently be in progress, concerning my behaviour towards others.

I have read and understand this document, consent to the appropriate checks being made and agree to adhere to the Child Protection Policy and follow the Code of Behaviour.

Signed:	
Date:	

Signature of Principal/other appropriate officer:	
Position held:	

APPENDIX 5

Notification of Child Protection Referral (CP1)

CONFIDENTIAL

This document is to be completed in all cases of referral to Social Services and forwarded to LSCB within 2 days of initial referral/disclosure

Dear

I am writing to confirm my telephone conversation with
of Area office regarding.....
whose date of birth is..... and who resides at
.....
and attends school.

Details of parents or those with parental responsibility is as follows:
.....

The nature of my concern is as follows:
[Including whereabouts of Child, action taken and by whom]

Signed: _____ Date: _____ Contact no; _____
[Designated CP teacher/Principal]

Copy to:

[Please continue on a separate sheet if necessary]

NB: Please acknowledge receipt of this referral in writing

APPENDIX 6

Receipt of Child Protection File

IMPORTANT: *The receiving school must return this section to the issuing school*

Name of receiving school:

Issuing school:

School Name:

School address:

Child's Name:

DOB:

I confirm receipt of the child protection files on the above named pupil:

Name:

Job title:

Signature: _____

Date: _____

APPENDIX 7
Child Protection Procedures
Action Flow Chart

Discovery/suspicion of Child Abuse

Inform Designated Teacher/Officer (Child Protection)

**If you suspect Child Abuse by adults/peers outside of school/agency staff,
contact Duty Social Worker for area in which child resides**

**If you suspect abuse by a member of staff of your school/agency, contact
Lead Officer for Allegations, LA**

Ensure immediate completion and despatch of Form CP1 (See Appendix 7)

Retain a copy for school/agency files

Send copies to Social Services, Lead CP Officer, LA

Familiarise yourself with the LA Guidance and LSCB Procedures

Be prepared to attend a Child Protection Conference/Strategy Meeting

APPENDIX 8

ACCEPTABLE BEHAVIOUR BY ADULTS TOWARDS PUPILS

The table below provides some examples of types of behaviour and action to be taken. It is only intended as a guide and every situation must be considered on its own merits and assessed carefully in the context within which it occurs. **If in doubt consult.**

Category	Physical	Sexual	Emotional	Risk/Action
1. Acceptable behaviour. Good professional practice	<ul style="list-style-type: none"> Appropriate physical restraint within permitted limits where it is necessary for the protection of the child or safety of others. Adhere to Code of Conduct Good classroom management 	<ul style="list-style-type: none"> There can be no permissible behaviour which either implicitly or explicitly has sexual connotations. Maintains professional relationship. Appropriate language and attitude 	<ul style="list-style-type: none"> Pupils treated with dignity and respect No misuse of power. Adhere to Code of Conduct. Good classroom management 	<ul style="list-style-type: none"> NONE. Praise and encourage staff development Praise and encourage pupil.
2. Inappropriate and unacceptable behaviour. Poor professional conduct.	<ul style="list-style-type: none"> Questionable use of restraint - no injury Poor classroom management Not adhering to all aspects of Code of Conduct Pushing/pulling pupils - no injury 	<ul style="list-style-type: none"> As above. Lack of proper regard for privacy. Inappropriate language Suggestive remarks, jokes etc 	<ul style="list-style-type: none"> Over-use of shouting Poor classroom management. Inappropriate use of sarcasm. Degrading behaviour 	<ul style="list-style-type: none"> MEDIUM. Consult with Lead Officer for Allegations Consider disciplinary procedures and/or referral to LCSB.
3. Abusive or potential abusive behaviour	<ul style="list-style-type: none"> Persistent or repeated incidents of above. Over use of restraint causing an actual injury Punching, smacking, kicking Deliberate physical assault 	<ul style="list-style-type: none"> Persistent or repeated incidents of above Any overtly sexual contact-touching, grabbing, fondling. Any sexual relationship with a pupil. 	<ul style="list-style-type: none"> Persistent or repeated threatening or degrading behaviour. Bullying, racial comments, homophobic comments. 	<ul style="list-style-type: none"> HIGH. Consult LA Lead Officer for allegations Referral to LCSB/Police