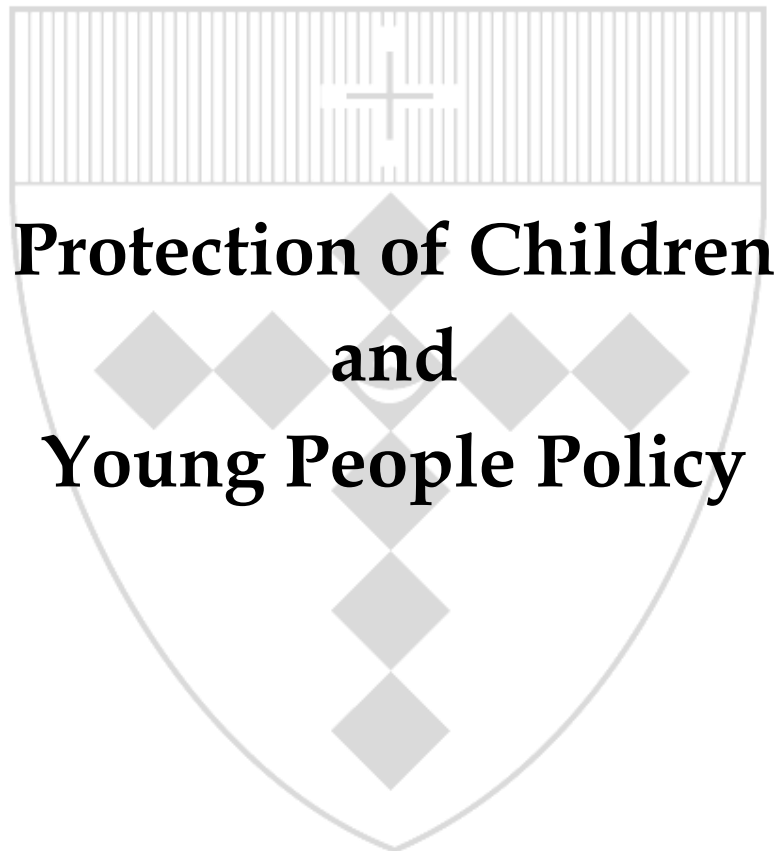




Brigidine School Windsor



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Original Author	Grace Reilly
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Person responsible for latest revision	Grace Reilly
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Date of latest discussion and agreement by staff	
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Introduction

Brigidine School Windsor fully recognises its responsibilities for child protection. The school seeks to create an atmosphere where all members of the community flourish and it is the responsibility of members of the school to foster and safeguard the welfare of each member of this community.

The policy on the Protection of Children and Young People draws upon the principles of 'Every Child Matters', and takes into account guidance given by the Department for Education in the circular: Safeguarding Children and Safer Recruitment in Education (2007) and procedures produced by Berkshire Local Safeguarding Children Board. The Headmistress has undertaken online safe recruitment training through the Children's Workforce Development Council (CWDC). As soon as the Independent Safeguarding Authority (ISA) is established we shall ensure that all staff are registered with the authority before commencing their duties.

Brigidine School Windsor Children and Young People Protection Policy

This policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practise safe 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.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school 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 school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Ensure we have a designated senior 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 (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior 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 senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- 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 effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- 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 and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

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 social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Brigidine School Windsor Children and Young People Protection Protocol

This protocol should be read in conjunction with Brigidine School Windsor's Children and Young People Protection Policy and the Department for Education's publication on Safeguarding Children and Safer Recruitment in Education.

General Procedures and Guidance

If a child asks to tell you something in confidence **ALWAYS** tell them that will depend on the circumstances. You will have to tell someone else if they are being harmed.

- Be totally attentive
- Allow the child or young person to talk, but don't press for information
- The child is not to blame for anything which has happened
- Reassure the child that they were right to tell
- Let the child know that you will have to tell other people so that the abuse can stop. Try to explain what will happen next in a way that the child can understand
- Reassure the child that they will continue to receive support
- **As soon as possible write down as carefully as possible what the child has said, how they said it and how they appeared both physically and emotionally. Write down what you said.**

IF YOU BELIEVE THE CHILD IS IN IMMEDIATE DANGER OR THE MATTER IS URGENT

You should report your suspicions immediately to the Child Protection Officer (CPO). It is the named Child Protection Officer's responsibility to contact the Royal Borough of Windsor and Maidenhead's designated Child Protection Officer within 24 hours of the allegation being made.

DISCLOSURE OF INFORMATION

Insofar as this relates to the school, no information should be disclosed until there has been consultation with the Royal Borough of Windsor and Maidenhead's Designated CPO. Such consultation will ensure that information is not disclosed prematurely, possibly jeopardising the enquiries and perhaps causing anxiety.

CONFIDENTIALITY

The highest level of confidentiality should be maintained at all times in relationships with both adults and children. It should be made clear, however, that there are certain circumstances, if a child is suffering or is likely to suffer harm, when other people will need to be told so that the child can be protected.

It is important not to agree to blanket confidentiality in any counselling or discussion.

If an allegation has been made it is very important that as few people as possible know about the allegation while it is being investigated. This protects both accuser and accused.

Child Protection Officers (CPOs)

CHILD PROTECTION OFFICER (SENIOR SCHOOL)

Ms Grace Reilly

CHILD PROTECTION OFFICER (JUNIOR SCHOOL)

Mrs Thalia Milton

The Headmistress, Mrs Elizabeth Robinson, has overall responsibility. The CPOs liaise with the Headmistress.

Mrs Angela Bradberry is the Governor with responsibility for Child Protection.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Designated Child Protection Officer

Joy Bruynseels

01628 683542

Children's Services Manager

Neil Harris

01628 683208

Local Authority Designated Officer (LADO)

01628 683202

Children's Social Care Referral and Assessment Team

01628 683150

(Mon – Thurs 8.45am - 5.15pm, Fri 8.45am – 4.45pm)

01344 786543

(Out of hours team 5pm to 9am and weekends)

Thames Valley Police

0845 8 505 505

USEFUL CONTACTS

Childline

08001111

www.childline.org.uk

NSPCC

0808 800 5000

www.nspcc.org.uk

Thames Valley Partnership

www.thamesvalleypartnership.org.uk

Stop It Now

0808 1000 900

www.stopitnow.org.uk

Guidance for Day-to-Day Contact with children

CONTEXT AND GUIDANCE

Clearly, all members of staff at Brigidine School Windsor will wish to adopt the best educational practice, when attempting to give pastoral care to a pupil, or dealing with matters of discipline. Since the introduction of the **Children Act 1989**, reinforced by the Department for Education guidance on the **Safeguarding Children and Safer Recruitment in Education**, every new member of staff at any School is subject to a vetting procedure through the Criminal Records Bureau, and stringent reference requirements. The guidance applies also to volunteers, gap students, independent contractors coming on site and anyone who can be expected to come into unsupervised contact with any of the pupils.

Nevertheless, it is also necessary good practice to require all members of staff to observe specific procedures, when dealing with pupils in either pastoral or disciplinary situations. Sadly, there can always be a risk of misrepresentation or misinterpretation of actions by members of staff. In the past, these would have been accepted for what they were, namely genuine signs of care and concern, and of giving comfort to pupils. We now live in a society, which is exceptionally sensitive to any allegation of sexual or physical misconduct or abuse. It is a vital requirement that the good name of members of staff at the School, and the reputation of the School itself should be protected at all times. The requirements below are written in the spirit of helpfulness, care and support for staff. Any allegation of sexual or physical misconduct, which is deemed to be serious, could inevitably result in automatic suspension pending an investigation. The School is also required to report immediately to the Local Authority Designated Officer (LADO) at Royal Borough of Windsor and Maidenhead any allegation, however unfounded it may appear to be. These guidelines are, therefore, practically based and err on the side of caution.

All members of staff are asked to read in full the sections in the Policy area of the staff handbook relating to welfare of children and health and safety.

Do your best to avoid physical contact with the pupils.

Where such contact is absolutely necessary, e.g., in the case of an injury during sporting events, try to ensure that other pupils or - more particularly - members of staff are present.

Never arrange to meet a pupil for any reason outside School hours, save in the course of a School trip and in accordance with all the procedures and risk assessments relating to that trip. If there is, however, an urgent matter outside School hours, the specific case must always be referred to the Headmistress.

If there is a pastoral problem, or if there is a disciplinary issue and a member of staff wishes to talk to a pupil – or a pupil has specifically asked to talk to a member of staff in private - such a meeting should always be held in areas, which would clearly be understood as public places (i.e. The Alcove, The Oratory, Info Corner, the Front Hall Lobby, the sitting area outside the Staff Room, Marian House Lobby for Junior children and classrooms where there is a flow of traffic outside e.g. Science corridor, English corridor but not the Terrapins). The School has concluded that it is much better that this should not be in a

private area (i.e. an office with a closed door). Where possible, always try to have another member of staff present. Please note that only between the hours of 8.15am and 5.30pm will a classroom be necessarily regarded a public area and then only if the door is open at all times, and the interview is conducted in clear view of the open door.

Where a member of staff feels it is absolutely necessary, or the matter is serious enough to warrant an entirely private session with a pupil in a private room, the issue must be discussed first with the Headmistress or one of the Child Protection Officers. This must be regarded as an exceptional case and the relevant staff member should be encouraged to have another member of staff with her at the time of the interview. Indeed, it must sadly be regarded as only an exceptional reason preventing another member of staff being present. In the supportive atmosphere of the School, it is felt that most girls would be comfortable with two members of staff being present. We have discussed these issues with the School's insurance brokers, who are encountering similar issues at other schools. The School is adopting these guidelines as a prudent protection for us all.

Should an entirely private meeting (i.e. with no other member of staff present) actually take place, a member of staff must always keep a clear written record of the conversation, and let it be known to the pupil that such a record is being taken. At that private meeting – or indeed at a meeting in a public area where a pupil tells a member of staff something which gives rise to a concern of a child protection nature – the interview should be immediately terminated, and discussion should be held with the Headmistress or one of the Child Protection Officers. For the avoidance of doubt, should one of those three persons be the alleged perpetrator of an alleged offence, that person is not to be consulted. In any event, it is prudent practice to keep written records of these matters, written down as contemporaneously as possible with the event.

Should there be an allegation relating to "a child protection issue", there is a well established protocol. Members of staff will recall that the School is under a duty to report any such allegations within a 24 hour period to the Local Authority Designated Officer at the Royal Borough of Windsor and Maidenhead. The above protocol is summarised on the card, which is to be carried by all members of staff. The School will abide by that procedure which is in accordance with the requirements of the Royal Borough of Windsor and Maidenhead's Local Children Safeguarding Board's Manual.

The following are practical and specific guidelines and examples of responses to the issues set out above:-

- Do treat all children and young people with the respect and dignity befitting their age.
- Do watch your speech, tone of voice and body language.
- Do learn to control and discipline children without physical punishment.
- Do make sure another adult is around if you need to help toilet or wash a child.
- Don't invade a child's privacy.

- Don't play rough physical or sexually provocative games.
- Don't be sexually suggestive about or to a young person even in fun.
- Don't touch inappropriately or intrusively. (See Physical Restraint Policy)
- Don't scapegoat, ridicule or reject a child or young person.
- Don't show favouritism to any one child.
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Don't give lifts to children or young people on their own. If this is unavoidable ask the child to sit in the back.
- Don't share sleeping accommodation with young people.
- Don't invite a young person to your home alone. Invite a group, make sure that someone else is around and that the parents are aware where the young people are.

Early Years Foundation Stage (EYFS)

In accordance with the statutory framework for the EYFS

- Every precaution must be taken to safeguard and promote the welfare of children
- A safeguarding children policy and procedure must be implemented
- Ofsted is to be informed without delay of any allegations of serious harm or abuse by any person, living, working or looking after children at the setting, or any other abuse which is alleged to have taken place on the premises and of action taken in respect of these allegations.
- Staff should respond appropriately to :
 - Significant changes in children's behaviour
 - Deterioration in their general well being
 - Unexplained bruising, marks or signs of abuse
 - Neglect
 - The comments children make which give cause for concern
- Any concerns are to be shared with the CPO of the Junior School

Guidelines for Recognising and Responding to Abuse

These are not exclusive, but could be some of them:

PHYSICAL SIGNS

- Any injuries not consistent with the explanation given for them
- Injuries, which occur to the body in places, which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately
- Reluctance to change for, or participate in games or swimming
- Self-abuse e.g. cutting, slashing, drug abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes overt or veiled sexual connotations

EMOTIONAL SIGNS

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy
- Depression/Aggression, Nervousness/frozen watchfulness
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

It is important that the above signs are not taken as indicating abuse has taken place, but the possibility should be considered carefully, thoughtfully and seriously. Further guidance should be sought from the CPO.

How to React when a Child wants to Talk About Abuse

- Accept what the child says (however unlikely the story may sound)
- Do not show shock/surprise whatever the child reveals
- Keep calm
- Be honest
- Let them know that you will need to tell someone else – DON'T promise confidentiality
- Even when a child has broken a rule they are not to blame for the abuse
- Be aware that the child may have been threatened
- NEVER ask questions in order to gain more information

Let them tell you what they want to say in their own words, DO NOT prompt them. Reassure them and allow them time to talk. Use a room that is quiet and comfortable where you will not be disturbed – have another appropriate adult with you.

What to do if you Suspect that Abuse May Have Occurred

- You must report concerns as soon as possible to the Child Protection Officer or in her absence the Headmistress who can act on the school's behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. If the suspicions in any way involve a member of staff then the report should be made to a (teaching) member of the Senior Management Team. If senior staff are involved in any of the above in any way, then the report should be made to the next most senior member of staff.
- You must NOT discuss your suspicions with anyone other than those nominated
- The Child Protection Officer will be responsible for maintaining the School 'At Risk Register'. Any member of staff referring suspicions of neglect or abuse must complete an 'At Risk Referral Form' (Appendix 1) which will be kept in the Register. Together with the At Risk Referral Form the CPO should complete a 'Log Sheet' Appendix 2 for each child detailing any indications of abuse, which have been reported.

Physical Injuries

If a child has a physical injury or symptom of neglect, speak with the child first – if there is no reasonable explanation refer the matter to the CPO. The CPO will determine an appropriate course of action which may include the following: -

- Speak with the parent/guardian and suggest medical help is sought for the child, the doctor will then initiate further action. If appropriate the parent/guardian will be encouraged to seek help from the Department of Children's Services.
- If the parent/guardian is unwilling to seek help the CPO should, in the case of real concern, contact the Department of Children's Services and inform the parent/guardian that this will be the course of action to be taken.
- Where emergency medical attention is necessary, then this should be sought immediately and the parent/guardian informed. The CPO should inform the doctor of any suspicions of abuse.
- Where the CPO is unsure of the action to be taken advice should be sought from the Headmistress and/or Department of Children's Services.

Sexual Abuse

In the event of allegations or suspicions of sexual abuse refer the matter to the CPO. The CPO will determine an appropriate course of action which may include the following: -

- Contact the Department of Children's Services for advice immediately
- The CPO will not discuss the matter with anyone else, but will inform the Headmistress/ Heads of Key Stages
- Under no circumstances will the CPO attempt to carry out any investigation into the allegations. The role of the CPO is to collect and clarify the precise details of the allegation and provide this information to the Department of Children's Services Department, whose task it is to investigate the matter

HELPFUL THINGS TO SAY OR SHOW

- Show acceptance of what the child says
- It's alright to tell me
- We'll do what we can to help you

AVOID SAYING

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make statements such as 'I am shocked, don't tell anyone else'

NEVER make false promises.

Concluding

- Again reassure the child that they were right to tell you
- Let the child know what you are going to do next and that you will let them know what happens
- Make notes as soon as possible, writing down exactly what the child said (if possible make notes at the time of the interview), when she said and what was happening at the time. Record dates, times of these events and sign the record. Keep ALL your notes. Place copies in the pupils record in an envelope marked CONFIDENTIAL
- Report your discussions to the Child Protection Officer (CPO)/Headmistress
- If allegations include a member of staff report your discussions to Headmistress immediately

REFER TO:

- **Safeguarding Children and Safer Recruitment in Education (a Department for Education publication available on line)**

Appendix 1 – CONFIDENTIAL REFERRAL FORM

NAME: _____

FORM: _____

REASON for REFERRAL:

Please be exact as possible; state clearly when, where, names of others present during disclosure and to whom this information was shared. Attach any relevant notes.

SIGNED: _____ **DATE:** _____

POSITION: _____

ACTION TAKEN:

CONTACTS/AGENCIES	DATE	NAMES
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FOLLOW-UP:

ACTION	DATE	BY WHOM
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SIGNED: _____ **DATE:** _____

Appendix 2 – CONFIDENTIAL CHILD PROTECTION LOG

NAME	FORM	REASON for REFERRAL	BY WHOM	DATE	ACTION TAKEN	DATE & BY WHOM

CHILD PROTECTION OFFICER

The role of the Child Protection Officer includes the following requirements to:

- Monitor child protection referrals
- Develop a confidential 'At Risk' register
 - Maintain child protection record/log
 - Establish and maintain a contact register for child protection issues
 - Ensure suitable INSET is available for staff
- Ensure information is disseminated appropriately
 - Liaise with parents and agencies as necessary and appropriate
 - Attend Child Protection Conferences as required
 - Report to Senior Management Team as required
- Keep a record of Child Protection issues and action taken
- Attend suitable INSET
 - Review policy and relative documentation as appropriate
 - Be aware of legal and statutory requirements