



**POLICY
FOR
SAFEGUARDING
CHILDREN**

(Child Protection Policy)

Safeguarding Children Policy

1 Policy Statement

1.1 This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.

1.2 Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

1.3 The Hipperholme Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:

- ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in Safeguarding children and safer recruitment in education, the Education (Independent School Standards) (England) Regulations 2003 as amended.
- ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with the above regulations and guidance given in Safeguarding children and safer recruitment in education.
- ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Independent Safeguarding Authority (ISA).
- ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff.
- follow the local inter-agency procedures of the Calderdale Safeguarding Children Board.
- protect each pupil from any form of abuse, whether from an adult or another pupil.
- be alert to signs of abuse both in the School and from outside.
- deal appropriately with every suspicion or complaint of abuse.

- design and operate procedures which promote this policy.
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- support children who have been abused.
- be alert to the medical needs of children with medical conditions.
- operate robust and sensible health & safety procedures.
- take all practicable steps to ensure that School premises are as secure as circumstances permit.
- operate clear and supportive policies on drugs, alcohol and substance misuse.
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area.
- have regard to guidance issued by the Secretary of State for Children, Schools and Families(**DCSF**) in accordance with section 157 of the Education Act 2002 and associated regulations.

1.4 Every complaint or suspicion of abuse from within or outside the School will be investigated and in all proper circumstances will be referred to an external agency such as the Calderdale Safeguarding Children Board (**CSCB**) the child protection unit of the police (**CPU**) or the NSPCC.

2 The Designated Person

2.1 The School has appointed senior members of staff with the necessary status and authority to be responsible for matters relating to child protection and welfare. The main responsibilities of the Designated Person are:

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- to co-ordinate the child protection procedures in the School.
- to maintain an ongoing training programme for all School employees.
- to monitor the keeping, confidentiality and storage of records in relation to child Protection.
- to liaise with the child protection officer appointed by the SSD.

2.2 The Designated Person for the Grammar School is Mrs Jackie Graham, Deputy Head who may be contacted on 01422 202256 ext.227. For

Hipperholme Grammar Junior School the Designated person is Mrs Louise Reynolds who can be contacted on 01422 201330. They will:

- advise and act upon all suspicion, belief and evidence of abuse reported to them.
- keep the Headmaster, Dr. John Scarth, informed of all actions unless the Headmaster is the subject of a complaint. In this situation, the Designated Person should consult with Mr Redfearn, Chair of Governors or in his absence, Mr Snowball, the Vice Chair of Governors.
- liaise with the SSD and other agencies on behalf of the School.

2.3 If the Designated Person is unavailable or is herself the subject of a complaint, her duties will be carried out by the Headmaster, or a senior leader who has received appropriate training.

2.4 The Designated Person has undertaken basic child protection training and training in interagency working and will attend refresher training at two yearly intervals.

3 Signs of Abuse

3.1 Possible signs of abuse include (but are not limited to):

- the pupil says he/she has been abused or asks a question which gives rise to that Inference.
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
- the pupil's behaviour is extremely challenging, or there is a sudden change in the pupil's behaviour.
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons.
- the pupil's development is significantly and inexplicably delayed.
- the pupil loses or gains weight.
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed.
- the pupil is reluctant to go home, or has been openly rejected by his / her parents or Carers.

4 Duty of Employees, Governors and Volunteers

4.1 Every employee and governor of the School as well as every volunteer who assists the School is under a general legal duty:

- to protect children from abuse.
- to be aware of the School's child protection procedures and to follow them. (With reference to EYFS statutory framework paragraphs 3.8 and 3.9)
- to know how to access and implement the procedures, independently if necessary.
- to keep a sufficient record on day book of any significant complaint, conversation or event and to pass any evidence of abuse to the Designated person.
- to report any matters of concern to the Designated Person.
- to undertake appropriate training including refresher training at three-yearly intervals.

4.2 **Whistleblowing:** All staff are required to report, in the first instance, to the Designated Person, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. In exceptional cases such reports should be made to Ofsted. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

4.3 **Senior pupils:** Senior pupils who hold positions of responsibility over other pupils will be briefed on appropriate action to take should they receive any allegations of abuse.

5 Procedures

5.1 **Initial complaint:** A member of staff suspecting or hearing a complaint of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- must not ask leading questions, that is, a question which suggests its own answer
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Person who will ensure that the correct action is taken.
- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what

was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Person.

5.2 Preserving evidence: All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

5.3 Reporting: All suspicion or complaints of abuse must be reported to the Designated Person, or if the complaint involves the Designated Person, to the Head or other designated senior leader.

5.4 Action by the Designated Person: The action to be taken will take into account:

- the local inter-agency procedures of the Calderdale Safeguarding Children Board.
- the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the Social Services Department (SSD) or the police without further investigation within the School.
- the wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity and is properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes.
- the wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Person is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose.
- duties of confidentiality, so far as applicable.
- the lawful rights and interests of the School community as a whole including its employees and its insurers.
- if there is room for doubt as to whether a referral should be made, the Designated Person may consult with the Local Authority Designated Officer or other appropriate professionals on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to SSD within 24 hours. If no response or acknowledgment is received within three working days, the Designated Person will contact Social Services again.

5.5 Referral guidelines: A referral to the SSD or police will **not** normally be made where:

- the complaint does not involve a serious criminal offence.
- a referral would be contrary to the wishes of a pupil complainant who is of sufficient maturity and understanding and properly informed, and contrary also to the wishes of the complainant's parents.
- the case is one that can be satisfactorily investigated and dealt with under the School's internal procedures, the parents being kept fully informed, as appropriate. However, if during the course of the internal procedures, it appears that the situation is more serious, the Designated Person will again consider whether a referral should be made in accordance with paragraph 5.4 above.

5.6 External agencies: Whether or not the School decides to refer a particular complaint to the SSD or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

5.7 Allegations against staff: The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in chapter 5 of Safeguarding Children and Safer Recruitment in Education. Suspension will **not** be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned.
- the need for a full and fair investigation.

Where an allegation or complaint is made against the Designated Person, the matter should be reported immediately to the Headmaster.

Where an allegation or complaint is made against the Headmaster, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence the Vice Chair, without first notifying the Head.

Detailed guidance is given to 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. This guidance is contained in the Staff Code of Conduct. [The School's policy on physical restraint is included in the behaviour policy and the Staff Code of Conduct].

If the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, a compromise agreement will **not** be used and there will be a prompt and detailed report to the Independent Safeguarding Authority within one month of them leaving the school. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

5.8 Allegations against pupils: A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply.

5.9 Suspected harm from outside the School: A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he or she should refer the matter to the Designated person.

6 Monitoring

6.1 The Designated Person will monitor the operation of this policy and its procedures and make an annual report to the Governors.

6.2 The Governors will undertake an annual review of this policy and how their duties under it have been discharged.

6.3 The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

7 Contact numbers

The telephone numbers of the Calderdale Referral and Assessment Team are as follows:

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| Initial Response Team | 01422 353279 |
| Emergency Duty Team (for out of hours) | 01422 365101 |

The following telephone number may be useful for pupils:

Childline 0800 1111

Circulation Governors / all staff / [volunteers] automatically Parents on request.

Status Complies with paragraph 3(2)(b) of the Schedule to the Education (Independent School Standards) (England) Regulations 2003 and DCFS guidance *Safeguarding children and safer recruitment in education* (DFES-04217-2006)

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| Author: | Paul Rushton |
| Reviewed: | Headmaster, Head of Juniors, Deputy Head |
| Date: | Nov 2009 |
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