

# Feltonfleet School

## Safeguarding Children Policy

### Safeguarding Children Statement

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

This policy is recommended to all Surrey maintained schools, and may also be adopted by independent schools. Feltonfleet has decided to adopt it to ensure effective liaison with the Surrey Safeguarding Children Board.

#### **Feltonfleet Child Protection Liaison Officers:**

Shelley Guest – Deputy Head

Sue Ward, Assistant Head -Head of Lower School (and responsible for safeguarding in the EYFS setting)

#### **Introduction**

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, the Education (Independent Schools Standards) (England) Regulations 2003, the Independent Safeguarding Authority requirements (including the Vetting and Barring Scheme), Boarding National Minimum Standards; and in line with government publications: “Working Together to Safeguard Children” 2006, “Framework for the Assessment of Children in Need and their Families” 2000, “What to do if You are Worried a Child is Being Abused” 2003. This guidance reflects “Safeguarding Children and Safer Recruitment in Education” DfES Jan 2007, and Surrey Safeguarding Children Board SSCB Child Protection Procedures.

The Governing body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognize that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern. All staff, including residential and staff overseeing off-site activities, undergo checks as to their suitability to work with young people.

All Staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child, both day pupils and boarders.

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<sup>1</sup> Wherever the word “staff” is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children and governors

## **Communication**

Feltonfleet prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are on our web site, and a copy in the policies file in Reception, and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly. Open communications are essential.

## **Aims of the Policy**

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- To ensure that all adults within our school who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or Enhanced CRB check (according to guidance)<sup>2</sup>, and a single central record is kept for audit.

## **Safer Employment Practices**

Feltonfleet follows the government's recommendations "Safeguarding Children: Safer Recruitment and Selection in Education Settings" for the safer recruitment and employment of staff who work with children. The Headmaster, Shelley Guest and Sue Ward are senior members of staff involved with recruitment and have completed the Safer Recruitment online training. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff such as peripatetic teachers and

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<sup>2</sup> Guidance regarding CRB checks is currently in "Safeguarding Children and Safer Recruitment in Education" Jan 2007

sports coaches, are checked with the Criminal Records Bureau before starting work. All governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by governors annually.

## **Safe School, Safe Staff**

We will ensure that:

- All members of the governing body understand and fulfil their responsibility to ensure that they, and the school, safeguard and promote the welfare of children through all policies, arrangements, and activities. The governor responsible for child protection issues is Mr. Adrian Wimbush.
- We have a designated senior member of staff, our Child Protection Liaison Officer, and at least one deputy, all of whom have undertaken the inter-agency Modular 3 Day Child Protection Foundation Training delivered through the SSCB (or the previous 2 day Surrey ACPC course) and who undertake other training as required by the LA, to update their training at least every 2 years. <sup>3</sup>The CPLO reports at least once a year in November to the governors' Risk, Health and Safety sub-committee on child protection issues. Subsequently the governor responsible for Child Protection reports to the Full Board at their March meeting, including any changes or modifications made.
- All members of staff including part-timers, temporary, visiting and contract staff working in school are provided with Child Protection Awareness training at induction, including in their arrival pack, the school safeguarding statement "Safeguarding Children at Feltonfleet School". This includes basic training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concern to the CPLO. It should be borne in mind that abuse might in some cases be being perpetrated by another child rather than an adult.
- The Headmaster, where he is not the CPLO, and all other staff and governors have child protection awareness training<sup>4</sup> in their first term, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse through delivery of the awareness raising pack "What to do if you are worried a child is being abused". The Full Board review the school risk assessment on an annual basis which includes safeguarding issues under the direction of the governor responsible for Risk, Health and Safety.
- Governors and Staff are aware that there is a Missing Child Policy and procedures to follow in the event of a child missing from the site.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's

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<sup>3</sup> This, other materials to support safeguarding in schools, and CPLO Update courses, can be accessed at [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren)

<sup>4</sup> "What to do if you're worried a child is being abused! SSCB half day basic awareness sessions, and supplementary materials are available at the website at footnote 4. The same course can be presented by trainers from FourS personnel at cost

Safeguarding Children Policy on the school website and reference to it in parent information packs.

- Our lettings policy will seek to ensure the suitability of adults working with children on school site at any time
- Community users organising activities for children are aware of the school's child protection guidelines and procedures
- We will ensure that child protection type concerns or allegations against adults working in school are referred to the LADO<sup>5</sup> for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority<sup>6</sup> for consideration for barring, following resignation, dismissal, or when we cease to use their services as a result of a substantiated allegation, in the case of a volunteer.
- The name of the Designated members of staff for Child Protection, the Child Protection Liaison Officer, or CPLO will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

## Responsibilities

The designated teacher, CPLO is responsible for:

- Referring a child if there are concerns about possible abuse, to the Contact Centre Children's Team<sup>7</sup> and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call, within 24 hours.<sup>8</sup>
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school. These are stored in the Headmaster's Study and access is restricted to the CPLO and Headmaster
- Ensuring that an indication of the existence of the additional file kept above is marked on the pupil records.
- Liaising with other agencies and professionals.
- Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
- Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to their key worker's Social Care Team.
- Organising child protection induction (What to do if note 4) and update training every 3 years, for all school staff.

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<sup>5</sup> Local Authority Designated Officer for allegations against staff. Duty LADO 01372 83310

<sup>6</sup> Contact the LADO for guidance in any case

<sup>7</sup> All new referrals go to the Contact Centre Children's Team 03456009009 (fax 020 8541 9204) operating 8.00am to 6.00pm. CPLO's may consult with an Assistant Team Manager by telephoning 0208 541 7041/7043.

In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

<sup>8</sup> On line forms will be emailed from the Contact Centre

- Providing, with the Headmaster, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised).<sup>9</sup> Policy and procedures will be reviewed by the Risk, Health and Safety sub-group annually and the report subsequently presented to the governors at the Full Board, at the same time as an update on governors' responsibilities. Any deficiencies will be remedied at this time and amendments will be approved in the light of changing regulations or recommended best practice. Should the need arise between these annual reviews the governor responsible for child protection will communicate required amendments to the governing board.

## **Supporting Children**

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Feltonfleet prides itself on its excellent pastoral support structures. The school will support all pupils by:

- Preparing all pupils to make reasoned, informed choices, judgments and decisions through Circle Times, Assemblies, the Feltonfleet Way and Positive Living.
- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school ensuring that all pupils know that there are adults to whom they can turn if they are worried, including the Deputy Head and School Counsellor.
- Displaying advice on where pupils can seek help such as Childline.
- Providing boarders with access to helpline numbers and access to telephones to call for support in private.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as 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 and ensuring the school medical records are forwarded as a matter of priority.

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<sup>9</sup> Format for the Governors Annual Report is available from Governor Services and at [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren)

## **Confidentiality**

We recognize that all matters relating to child protection are confidential.

The Headmaster or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only.<sup>10</sup>

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 which might compromise the child's safety or well-being.

We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at Contact Centre Children's Team on this point.

## **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 CPLO and to seek further support as appropriate.

## **Allegations against staff**

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. *Refer to Appendix 3 Guidance on Interaction with Pupils.*

All Staff should be aware of relevant policies such as the school's Behaviour Management policy and those noted at the conclusion of this document.

Guidance about conduct and safe practice will be given at induction and in the staff handbook.<sup>11</sup>

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

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<sup>10</sup> Guidance about sharing information, can be found in the booklet "What to do if you are worried a child is being abused" DoH2003 [www.doh.gov.uk](http://www.doh.gov.uk)

<sup>11</sup> The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is available at [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headmaster. If the Headmaster is absent, the allegation will be passed to the Chair of Governors. One of the CPLOs will also be contacted (unless they are the objects of the allegation).

The Headmaster on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO). Following the initial telephone discussion the allegation will be put in writing and sent to the LADO. If the allegation made to a member of staff concerns the Headmaster, the person receiving the allegation will immediately inform the Chairman of Governors who will consult with the LADO as above, without first notifying the Headmaster. In the case of serious harm, the police will be informed.

The school will follow the Surrey procedures for managing allegations against staff, which is available in the Staff Handbook. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of consultation with the LADO.

Suspension of the member of staff, excluding the Headmaster, against whom an allegation has been made, needs careful consideration, and the Headmaster will seek the advice of the LADO and chairman of governors or in his absence the governor with special responsibility for child protection.

In the event of an allegation against the Headmaster, the decision to suspend will be made by the Chairman of Governors following advice as above.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

In the event of a member of the boarding staff being suspended pending investigation of a child protection nature, arrangements will be made – where necessary – to provide alternative accommodation.

In the event of an allegation of serious harm or abuse in the EYFS setting by any person living, working or looking after children, Ofsted will be informed (via the ISI office) within 14 days. This will include any other abuse alleged to have taken place on the premises and the action taken.

In the event of a person (employee, contractor, volunteer or student) leaving the School whose services are no longer used because they are considered unsuitable to work with children, it will be reported to the Independent Safeguarding Authority within one month of them leaving.

### **Allegations against Pupils**

Disclosures or allegations of abuse by a pupil or pupils of another pupil are to be reported immediately to the CPLO. The CPLO will decide whether there is sufficient concern to contact the LADO.

## **Whistleblowing**

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

All staff should be made aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude of actions of colleagues. If necessary, to consult out of school, they should speak in the first instance, to the LADO, following the Whistleblowing Policy.

## **Physical Intervention**

Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention would be appropriately trained in the Positive Options technique.

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

We recognize that touch is appropriate in the context of working with children, and all staff have been given "Safe Practice" guidance to ensure they are clear about their professional boundary. (see note 11)

## **Bullying**

Bullying, harassment and victimization and discrimination is unacceptable and will not be tolerated. Our policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures. This includes cyber bullying gender related bullying. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. We keep a record of known bullying incidents.

## **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 child protection procedures. We keep a record of racist incidents.

## **Prevention**

We recognize 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 community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include across the curriculum, including Positive Living and Circle Time, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **Boarding**

The CPLO works closely with the Head of Boarding to ensure that there is a culture of vigilance in the Boarding House. Children are made aware of who they can approach and talk to if they are worried or have concerns about other pupils. Senior boarders receive safeguarding training at the beginning of each year, so they are equipped to act as peer mentors on safeguarding issues. This is delivered by the CPLO and the Head of Boarding.

## **Induction and Training of Staff**

Enhanced CRB checks are carried out on all staff working in any capacity for the school and none are permitted unsupervised access to pupils until these are received and duly recorded.

All new staff including gap students meet with the CPLO as part of their induction programme. This meeting clarifies the school's safeguarding children procedures, gives guidance regarding not being alone with pupils and appropriate physical and verbal contact as well as covering issues such as school confidentiality guidelines, procedure for referral within the school, possible indicators of abuse and how to deal with a pupil during the process of disclosure.

Having received the induction session and read the relevant policy/procedural guidance, all staff are required to sign a sheet to say they have done so which is kept in their personnel file. Each time the procedures file is amended the CPLO will inform staff.

At September INSET each year staff will receive an update from the CPLO to which the chairman of governors and governor responsible for child protection will be invited.

## Health and Safety

Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

## Complaints

We hope that you and your child do not have any complaints about our school; but copies of the school's complaints procedure can be sent to you on request.

## Policy reviewed March 2012

It will be reviewed June 2012 unless Surrey procedures indicate sooner (March 2009 version used)

## Minutes from Governors' Meeting, ratifying the Safeguarding Policy

### Feltonfleet School Trust Limited Minutes of the Full Board of Governors Meeting 17 March 2011 at 6.30pm in Classroom B Centenary Block

#### Attendees:

Mike Evans - Acting Chairman	Helen Benedict	Richard Bray
Michael Bowack	Eimear Cook	Tina Harvey
Hilary Humphry-Baker	Mary Jenner	Mike Sadler
Adrian Wimbush	Philip Ward – Headmaster	
Simon Eaves – Secretary	Julie Cardona – Minute Taker	

#### Apologies: Giles Ashbee

<b>10.</b>	<b><u>Pre-Notified Business</u></b>		
	<u>10.1 Regulatory Matters</u> – PW and SE confirmed that to the best of their knowledge the School was compliant on all Policies.		
	<u>10.2 Safeguarding</u> – The Safeguarding Policy has been circulated to all Governors prior to the meeting. This policy was ratified at the meeting. Adrian Wimbush, the Governor responsible for Safeguarding, confirmed that : <ul style="list-style-type: none"><li>- The School is up to date with the necessary Safeguarding training</li><li>- there are safe recruitment procedures in place.</li><li>- there is a whole staff training INSET for staff in August 2011.</li></ul>		
	<u>10.3 Sex and Relationship Education</u> – A copy of the Sex and Relationship		

	<p>Education Policy was circulated to Governors prior to the meeting and it has been reviewed and was ratified at the meeting. It was confirmed by PW that:</p> <ul style="list-style-type: none"> <li>-All Teaching Staff will receive a copy of the policy.</li> <li>-Training is delivered to staff on an on-going basis.</li> <li>- A copy is available for parents upon request.</li> <li>- It is available to view on the School Website.</li> </ul>		

**This is a true extract from the minutes of the Full Board 17 March 2011**

**Simon Eaves**  
**Bursar**

**Appendices:** *held in Safeguarding File in Reception*

1. What is child abuse?
2. Confidentiality
3. Guidance on staff interaction with pupils
4. Responding when children tell about abuse
5. Listening
6. The Management of concerns regarding the professional conduct of staff
7. Whistleblowing
8. Safe Recruitment

**Relevant Policies:** *held in Safeguarding File in Reception*

Behaviour Policy  
Anti-Bullying Policy  
Physical Restraint  
Outings and Trips Policies  
Health and Safety Policy (including substance abuse)  
Missing Children Policy  
Social Networking Policy

Racial Equality Policy  
Eating Disorders Policy  
Self Harming Policy  
Complaints Policy  
Cyber-bullying Policy