



HOE BRIDGE SCHOOL

Child Protection Policy Safeguarding Children

Child Protection Officers:

Headmaster	Mr Nick Arkell	01483 760065
Head Pre-Prep	Mrs Linda Renfrew	01483 772194
Matron	Mrs Caroline Nicholson	01483 760065
Governor	Mrs Carrie Brown	01932 336980
Chairman of Governors	Mr David Hemley	01483 760065

At Hoe Bridge School we recognise that all adults, including temporary staff, gap students, volunteers and governors have a full and active part to play in protecting pupils from harm. Safeguarding children's welfare is our paramount concern. This policy and the procedures outlined within it relate to all children in school from Early Years to Year 8 and relate to all adults connected with the school.

We have a duty to safeguard and promote children's welfare by

- Protecting children from abuse
- Preventing impairment of health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

The aims of this policy are

- to support children's development in ways that will foster security, confidence and independence
- to provide an environment in which children feel safe, secure, valued, respected and confident enough to approach an adult if they are in difficulties in the belief that they will be listened to
- to raise awareness of all staff of the need to safeguard children and of staff responsibilities in identifying and reporting abuse
- to develop a structured procedure within the school to be followed in any cases of suspected abuse
- to ensure that all adults working in school are suitably checked

Version	Written by	Date
1	LR	Summer 2006
2	LR	Autumn 2008
3	LR	Spring 2010

Procedures to be followed subsequent to a concern or incident

all staff

- must inform the CPO
- must record the facts and give a copy to the CPO

the CPO

- will take responsibility for future actions including recording, dating and ensuring the confidentiality of all records
- may discuss the incident with parents and explain the school's procedures
- may contact the social services, the police or the NSPCC
- will inform Ofsted of any allegation made against a member of staff. In such cases action will comply with the school's Complaints Procedure in the Staff Handbook.

Definition of abuse

There are four main categories of abuse

- Physical
- Emotional
- Sexual
- Neglect

(Bullying may also be considered as a form of abuse)

Physical abuse is deliberate injury and may involve hitting, shaking, throwing, squeezing, burning, administering poisonous and harmful substances including alcohol, suffocation and any other physical harm.

Emotional abuse All forms of abuse involve emotional harm but some children may be emotionally abused whilst receiving good physical care. This form of abuse is persistent or severe emotional ill-treatment which affects a child's development. It can include failing to show love and affection for a child while offering continuous criticism, ridicule and severe, persistent rejection.

Sexual abuse can occur at all ages and to both sexes. This occurs when a child is used to gratify an older or more powerful person's own sexual needs which can be either of a physical nature or non-contact activities such as pornography.

Neglect is the persistent failure to meet the basic physical, emotional or psychological needs of the child including lack of food, warmth, clothing and stimulation.

Bullying is the deliberate hurtful behaviour of someone in circumstances where it is difficult for victims to defend themselves.

Signs of abuse Each type of abuse has a range of signs. As a general rule the younger the child the more vulnerable that child will be to physical injury and neglect. Older children are more likely to show signs of emotional abuse although all abused children are likely to be emotionally damaged.

More details of abuse and signs of abuse are in the attached 'What is child abuse'. All staff are issued with a copy of 'What to do if you're worried a child is being abused'.

What to do if a child confides in a member of staff

- listen
- observe
- take them seriously
- acknowledge their courage
- do not jump to conclusions
- make it clear that you may have to tell other people – do not promise confidentiality to the child
- offer to stand by them
- do not ask leading questions

Reporting and recording a disclosure

- record the directly observed signs (bruises etc) as well as the indicators (changes/unusual behaviour) of abuse
- record the facts using the school's Child Protection Record forms
- report all to the CPO

What to do if you have a concern but no disclosure

- inform the CPO of your concerns
- record the signs and indicators as above clearly dating all incidents of concern

Any member of staff has a duty/right to go directly to one of the agencies - see below - if there is a concern that appropriate action has not been taken by the CPO.

ALL STAFF MUST KEEP COMPLETE CONFIDENTIALITY AND ONLY DISCUSS THE CASE WITH THE DESIGNATED STAFF MEMBERS

The CPO will

- investigate the circumstances of the allegation
- contact the parents if appropriate
- contact the local agency for Safeguarding children within 24 hours of the allegation
- inform the Chairman of Governors
- ensure the correct paperwork is completed
- arrange for meetings between parties to investigate or resolve a situation
- contact the Independent Safeguarding Authority ISA to report, within one month of leaving the school, any person employed or volunteer who has left the school because he or she is considered to be unsuitable to work with young people
- report annually to the Board of Governors on Child Protection issues, covering policy, procedures, incidents and resolutions

Training

The CPOs are trained in inter-agency Safeguarding procedure and legislation by Surrey County Council. The CPOs are retrained every two years

Nick Arkell	last trained	April 2010
Linda Renfrew	last trained	Jan 2009
Caroline Nicholson	last trained	May 2009

The whole school staff are retrained every three years

Last whole school training April 2009

Allegations against staff

In school staff must be aware that even perfectly innocent, physical contact with pupils can be misinterpreted by a third party. Younger children may require help with physical activities such as toileting and dressing and they may need comforting of a physical nature when upset, ill or tired. On no account should a member of staff be in a closed room alone with a child where there is no glazed door. When staff see children individually they should inform a colleague of the meeting and when it is concluded.

Allegations made against staff will be dealt with according to the procedures laid out in the Complaints Procedure. The allegation will be reported to the Head and if the Head is absent directly to the Chairman of Governors.

Allegations made against the Head must be reported directly and immediately to the Chairman of Governors without first informing the Head.

See separate policies for Health and Safety, Educational Visits.

Follow-Up

The CPO will arrange for counselling of children and staff following an incident should this be appropriate

Surrey Safeguarding Children Board

This board produces a manual for Safeguarding Children and is available on-line and updated regularly. The contents page of the manual is in the red Child Protection Folder kept in the office

at the Pre-Prep, in the Bursar's office and in Matron's surgery in the Prep. This is available to all staff for reference and the internet address is

www1.surreycc.gov.uk

Duty desk number 01372 833310

Contact centre Children's Team contactcentrechildren@surreycc.gov.uk

Working Hours 03456 009009

Emergency Out of Hours 01483 517898

Local Police Child Protection Unit 01932 205939