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BUCKINGHAMSHIRE COUNTY COUNCIL

**CHILD PROTECTION POLICY
WYCOMBE HIGH SCHOOL**

This policy was adopted on: 31 March 2010

This policy is reviewed annually by the Governing Body

Date of last review: 23 June 2011

Signed:

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1. CONTACTS

1.1 School contacts:

- Designated Person for Child Protection:
Sally Jarrett, Deputy Headteacher
Tel: 01494 523961
- Deputy Designated Person for Child Protection:
Fiona Leith, Student Welfare Manager
Lesley Sheardown, Head of Lower School
Tel: 01494 523961
- Nominated Governor: David Letheren
Mr Letheren can be contacted via Reception on 01494 523961
- Chairman of Governors: David Letheren
(see above)

1.2 Contacts in County:

- Safeguarding in Education Team 01296 382070
- Local Authority Designated Officer for Education (LADO) 01296 382070
- Social Care - Aylesbury 01296 387957
- Social Care - High Wycombe 01494 475037
- Social Care - Out of Hours 01494 675802
- Child Protection Conference Team 01296 387815
- Thames Valley Police (CAIU) 08458 505505
- Local Safeguarding Children Board www.bucks-lscb.org.uk
- Local Guidance www.bucks-lscb.org.uk/EducationStaff.htm

1.3 Other contacts:

- Crimestoppers 0800 555 111
- NSPCC 0800 800500
- Childline 0800 111111
- Kidscape Bullying Helpline 0207 730 3300
- Samaritans 0845 790 9090
- CEOP (Child Exploitation and Online Protection Centre) www.ceop.gov.uk
- Foreign and Commonwealth Office (Forced Marriages Section) 0207 008 8706

2. CONTEXT

Wycombe High School fully recognises the contribution it makes to Child Protection. The school takes seriously its responsibility to safeguard and promote the welfare of students and believes that the safety and well-being of students is of paramount importance.

Wycombe High School's Child Protection Policy applies to all staff and volunteers working within the school and the Governing Body.

The following code of conduct applies to all staff working within the school and underpins our Child Protection policy.

PERSONAL CODE OF CONDUCT

- To respect all individuals, irrespective of age, developmental stage, ability, sex, sexual orientation, race or colour.
- To place the safety and well-being of students first; before any personal or organisational goals and before any loyalty to friends.
- To form appropriate relationships with students, based on trust and respect.
- To be aware of the powerlessness of students in relation to adults.
- To be committed to actively preventing abuse and exploitation of students.
- To be aware of, and implement, the school's child protection policy.

Adapted from NSPCC Educare Child Protection programme.

The Children Act 1989

There are two distinct categories for which a child can be referred to Social Care

Section 17 Children in Need

Section 47 Children in Need of Protection

As a result of 'significant harm' (or risk of it) to a child's development and health, Social Care will register a child under one of the following four categories; physical abuse, emotional abuse, sexual abuse, neglect.

Child Abuse Kidscape Definitions

- **Physical abuse** is being physically violent towards a child.
- **Emotional abuse** is making a child feel unwanted, ugly, worthless, guilty, unloved.
- **Sexual abuse** is exploiting a child sexually.
- **Neglect** is failing to provide the things needed for a child to grow.

All Child - Protection related concerns should be brought to the immediate attention of Sally Jarrett, the Designated Person or Fiona Leith / Lesley Sheardown, Deputy Designated Person, either in person, or by completing and emailing to the DSP / DDSP the first section of the Child Protection Concern Form [G:\ADMINISTRATION FOLDER\STAFF ADMINISTRATION\STAFF HANDBOOK\C\Child Protection Form - updated 15Jun09.doc](#). The DSP / DDSP will take responsibility for managing the situation from this point onwards.

3. INTRODUCTION

- 2.1 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:
- “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” 2006 ¹
 - Safeguarding Children and Safer Recruitment in Education 2006
 - Buckinghamshire Safeguarding Children Board Multi-Agency Child Protection Code of Practice 2006
- 2.2 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard ² 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 children and young people who are suffering harm.
- 2.3 We recognise that all staff³ and Governors have a full and active part to play in protecting our students from harm, and that the welfare of children and young people is our paramount concern.
- 2.4 All staff believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of each individual child / young person.
- 2.5 The aims of this policy are:
- 2.5.1 To support each child / young person’s development in ways that will foster security, confidence and resilience.
- 2.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and are confident and know how to approach adults if they are in difficulties.
- 2.5.3 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.
- 2.5.4 To provide a systematic means of monitoring children and young people known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those students.
- 2.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
- 2.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 2.5.7 To develop effective working relationships with all other agencies involved in safeguarding children.
- 2.5.8 To ensure, to the best of our ability, that all adults within our school who have access to children and young people have been checked as to their suitability. This includes other community users of our facilities.

¹ What To Do If You Are Worried A Child is being Abused <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>

² Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

³ “Staff” covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

4. RESPONSIBILITIES

- 3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children and young people.
- 3.1.1 The Governing Body understands and fulfils its safeguarding responsibilities.
- 3.1.2 The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.
- 3.1.2 We have a Designated Member of the Leadership Group who has undertaken appropriate training for the role, as recommended by the LA, within the past two years. Our Designated Person will update his / her training with LA approved training every two years.
- 3.1.3 We have a member of staff who will act in the Designated Person's absence who has also received training for the role of Designated Person, and who will have been briefed in the role. In the absence of an appropriately trained member of staff, the Headteacher, or whoever is deputising, will assume this role.
- 3.1.4 All adults, (including supply teachers and volunteers) new to our school will be made aware of the school's policy and procedures for child protection, the name and contact details of the Designated Person and the booklet "What to do if You're Worried a Child is Being Abused" (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>), and have these explained, as part of their induction into the school.
- 3.1.5 All members of staff and volunteers are provided with opportunities at least every three years to receive training arranged or delivered by the Designated Person in order to develop their understanding of the signs and indicators of abuse, how to respond to a student who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 3.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus and available on the school's website.
- 3.1.7 Our lettings policy seeks to ensure the suitability of adults working with children on school sites at any time.
- 3.1.8 Community users organising activities for children are required to ensure that they have complied with the Criminal Record Bureau (CRB) and any relevant Buckinghamshire Safeguarding Children Board requirements to establish the requirement for CRB checks.
- 3.1.9 The School operates Safe Recruitment practices including checks on all staff and regular volunteers' suitability. This is ascertained through Criminal Records Bureau checks as recommended by the LA and in accordance with current legislation and the appropriate use and checks of references.

- 3.2 We have a Designated Person who is responsible for:
- 3.2.1 Ensuring that all school staff are aware of the school's CP policy and procedures, and know how to recognise and refer any concerns.
 - 3.2.2 Referring a child / young person if there are concerns about her welfare, possible abuse or neglect to Social Care. A written referral using the Common Referral Form will be faxed / posted / e-mailed to Social Care as soon as possible within the school day.
 - 3.2.3 Ensuring that detailed and accurate written records of concerns about a child / young person are kept even if there is no need to make an immediate referral.
 - 3.2.4 Ensuring that all such records are kept confidentially and securely and are **separate** from student records, with a front sheet listing dates and brief entry to provide a chronology (all CP records are stored in a locked filing cabinet in the office of the Designated Senior Person). Where children / young people leave the establishment, ensuring their child protection file is copied for the new establishment. This should be transferred separately from the main student information and addressed to the Designated Person for Child Protection in the new establishment, marked private and confidential. Originals should be stored securely for 50 years.
 - 3.2.5 Ensuring that an indication of further record-keeping is marked on the student records.
 - 3.2.6 Acting as a source of support, advice and expertise for staff with concerns and liaising with other agencies and professionals.
 - 3.2.7 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups or other multi-agency planning meetings, provides a report* and contributes to assessments within Social Care or Local Delivery Team processes. It is noted that it is good practice to share the report or key issues likely to be discussed at the meeting with parents beforehand. The school complies with this if appropriate, ie it is in the best interests of the child / young person and will not put her at greater risk of harm or impede a criminal investigation.
 - 3.2.8 Ensuring that any absence of two days, without satisfactory explanation, of a student currently subject to a child protection plan is referred to her allocated Social Worker.
 - 3.2.9 Providing, with the Headteacher, an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by the Designated Person, and by all staff and Governors; number and type of incidents / cases, and number of children / young people referred to Children's Social Care and subject to Child Protection Plans (anonymised). The Governing Body will use this report to fulfil its responsibility to provide the LA with information about their Safeguarding policies and procedures.
 - 3.2.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Buckinghamshire Safeguarding Children Board, or the Safeguarding in Education Team.
 - 3.2.11 Being familiar with any updates to the BSCB procedures.
 - 3.2.12 Ensuring that relevant staff are aware that these procedures are also available on the BSCB website: (www.bucks-lscb)
- 3.3 **All** staff share the responsibility for safeguarding children and young people, protecting them from harm and promoting their welfare and are aware of and follow this policy.

5. PROCEDURES

- 4.1 Our school procedures for safeguarding children are in line with Buckinghamshire Local Authority (the LA) and Buckinghamshire Safeguarding Children Board Child Protection Procedures, “Working Together to Safeguard Children 2006” and “Safeguarding children and Safer Recruitment in Education”. We will ensure that:
- 4.1.1 We will monitor and evaluate our procedures for effectiveness and to ensure we are satisfied that they are being complied with. This policy and our procedures will be reviewed annually by the governing body, updated and published for the whole school community and an annual report completed and sent to the local authority.
- 4.1.2 The name of the Designated Person is clearly stated in the school policy document, with a statement explaining the school’s role in referring and monitoring cases of suspected abuse.
- 4.1.3 Our Designated Person undertakes training every two years and the whole school is trained every three years.
- 4.1.4 All staff will follow the advice given in the booklet “What to do if You’re Worried a Child is Being Abused” (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>).
- 4.1.5 The school’s policy comprises four elements:
- *Prevention*
 - Developing and maintaining an ethos in which students feel secure, valued, supported and listened to.
 - Ensuring students know that there are adults in the school they can approach if they are worried or experiencing difficulties.
 - Providing activities and opportunities within form time and the wider curriculum to equip students with the skills they need to be safe; to know to whom they can turn for help both within and outside the school; to develop realistic attitudes to the responsibilities of adult life with regard to child care and parenting skills in particular.
 - The school carries out CRB checks on all employees and any volunteers working in an unsupervised capacity with students.
 - *Training*
 - The school meets the statutory requirement for the provision of child protection training for all staff every 3 years and every two years for the Designated Person and Deputy Designated Person. Safer recruitment training is also undertaken by members of the Leadership Group, middle leaders and Governors.
 - *Procedures*
 - The school has clear procedures for identifying and reporting suspected cases of abuse in-keeping with Local Authority guidelines.
 - A ‘Names to Know’ list gives Heads of School and Leadership group more detailed information about vulnerable students, enabling these staff to deal confidently and sensitively with any issues should they arise.
 - *Support*

Support provided for individual students includes

 - Providing a positive, supportive and secure environment.
 - Noting and referring any ongoing concerns.
 - Liaising with other support agencies as appropriate.
 - Maintaining a ‘watching brief’.

6. CONFIDENTIALITY

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or Designated Person will disclose personal information about a student to other members of staff on a need to know basis only.
- 5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child / young person to keep secrets which might compromise her safety or well-being or that of another.
- 5.5 We will always undertake to share our intention to refer a child / young person to Social Care with their parents / carers unless to do so could put her at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding in Education Team or Social Care on this point.

7. DIVERSITY ISSUES

- 6.1 Although no culture sanctions extreme harm to a child young person, cultural variations in child rearing patterns do exist. A balanced assessment must incorporate a cultural perspective but guard against being over-sensitive to cultural issues at the expense of promoting the safety and well-being of the child / young person.

- 6.1.1 *Fear of being accused of racism can stop people acting when they otherwise would. Fear of being thought unsympathetic to someone of the same race can change responses.*

Every organisation concerned with the welfare and protection of children should have mechanisms in place to ensure equal access to services of the same quality, and that each child, irrespective of colour or background, should be treated as an individual requiring appropriate care.

(Victoria Climbié Inquiry Report)

- 6.2 Research also tells us that children with special needs are at an increased risk of abuse. There are fewer signs and indicators and more possible explanations. Children with communication difficulties may be especially vulnerable.
- 6.3 Some children and young people may be more vulnerable to abuse due to particular circumstances such as:
 - Young women subject to honour based violence (where for instance they have transgressed the expectations of them as young women in their family and community)
 - Children at risk of harm from abuse linked to a belief in spirit possession on the part of their parent, carer or wider community
 - Girls at risk of genital mutilation (usually being taken back to their country of origin for this procedure to be carried out)
 - Children being trafficked into other families from abroad
 - Girls and / or boys at risk of being forced into marriage.

8. SUPPORTING CHILDREN / YOUNG PEOPLE

- 7.1 We recognise that a child or young person who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him / herself, and find it difficult to develop and maintain a sense of self worth.
- 7.2 We recognise that the school may provide the only stability in the lives of children and young people who have been abused or who are at risk of harm. We recognise that there may be other groups of children and young people who are particularly vulnerable, for example, those with disabilities, young carers and children living with substance abuse.
- 7.3 We accept that research shows that the behaviour of a child or young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 7.4 Our school will support all students by:
- 7.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - 7.4.2 Promoting a caring, safe and positive environment within the school.
 - 7.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.
 - 7.4.4 Notifying Social Care as soon as there is a significant concern.
 - 7.4.5 Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up-to-date list of children who are subject to a Care Order or are accommodated by the Local Authority is regularly reviewed and updated. The Education of Children in Public Care (ECPC) Team must be made aware of all LAC in the school.
 - 7.4.6 Notifying Social Care (see contacts) when a child or young person attending the school is privately fostered, i.e. staying with someone who is not a close family member for more than 28 days.
 - 7.4.7 Providing continuing support to a student (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Designated Person at the student's new school as a matter of urgency. The original copy of significant documents will be retained at our school, and photocopies forwarded as above.
- 7.5 Complaints or Concerns Expressed by Students
- 7.5.1 This school recognises that listening to children / young people is an important and essential part of safeguarding them against abuse and neglect. Children and young people may disclose abuse or make an allegation. We will take these matters seriously and ensure that the appropriate next steps are taken and endeavour to keep the child / young person regularly informed as to the progress of her complaint.

9. SUPPORTING STAFF

- 8.1 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.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and / or a representative of a professional body or trade union, as appropriate.
- 8.3.1 In consultation with all staff, we adhere to safe working practices and have a code of conduct for staff at our school (produced with regard to:

All staff

Guidance for safer working practice for adults who work with children and young people

https://schoolsweb.buckscc.gov.uk/schools/documents/policies/child_protect_app10_safe_working_practice.doc

Teaching staff

Professional Standards for Teachers

<G:\ADMINISTRATION FOLDER\STAFF ADMINISTRATION\STAFF HANDBOOK\2009-2010 STAFF HANDBOOK\P\Professional Review 2009-2010\Professional standards for teachers.pdf>

General Teaching Council Code of Conduct

G:\ADMINISTRATION FOLDER\STAFF ADMINISTRATION\STAFF HANDBOOK\2009-2010 STAFF HANDBOOK\C\code_of_conduct_1009.pdf

Code of Professional Expectations and Undertakings

<G:\ADMINISTRATION FOLDER\Policies\code of professional conduct0706.doc>

Support staff

<G:\ADMINISTRATION FOLDER\Policies\Code of Conduct for adults09.doc>

This forms part of staff induction and is in the Staff Handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour and be confident to challenge colleagues when necessary.

- 8.4.1 We recognise that our Designated Person/s should have access to support (as in 8.2 above) and appropriate workshops, courses or meetings as organised by the LA.

10. ALLEGATIONS AGAINST STAFF

- 9.1 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. (See also 8.3 above)
- 9.2 All staff should be aware of the school's behaviour/discipline policy. This can be located as follows: <G:\ADMINISTRATION FOLDER\Policies\Behaviour Management Policy08.doc>.
- 9.3 Allegations of a child protection nature may be made against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.
- 9.3.1 The Headteacher / senior teacher on all such occasions will discuss the content of the allegation with the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.
- 9.3.2 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chairman of Governors who will consult as in 9.3.1 above, without notifying the Headteacher first.
- 9.3.3 The school will follow the LA procedures for managing allegations against staff, a copy of which can be found on www.bucks-lscb.org.uk/EducationStaff.htm.
- 9.3.4 Our lettings agreement for other users requires the organiser to comply with any relevant Buckinghamshire Safeguarding Children Board requirements.
- 9.3.5 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 9.3.6 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated 'whistleblowing' Governor who is the Chairman of Governors, David Letheren, or the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.
- 9.3.7 The name of any member of staff considered not suitable to work with children will be notified to the Independent Safeguarding Authority (<http://www.isa.gov.uk>), with the advice and support of Human Resources.

11. RECRUITMENT AND SELECTION OF STAFF

- 10.1 Safer recruitment procedures will be followed (http://www.bucks-lscb.org.uk/safer_employment.htm). All staff and volunteers will be carefully selected and vetted to try to ensure they do not pose a risk to children. All references will be checked and verified. Those staff and volunteers having contact with children will be checked through the Criminal Records Bureau at the appropriate level. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously.

12. OTHER RELEVANT POLICIES

- 11.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DCSF Guidance, 'The Use of Force to Control or Restrain Pupils' November 2007. This policy states that staff should only ever use physical intervention to stop a child or young person committing a criminal offence, injuring themselves or others, damaging property or acting in a way that is counter to maintaining good order and discipline at the school and that at all times it must be the minimal force necessary.
- 11.1.1 Such events should be recorded and signed by a witness.
- 11.1.2 Staff who are likely to need to use physical intervention are appropriately trained.
- 11.1.3 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.
- 11.2 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- 11.3 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated or a single serious incident may lead to consideration under child protection procedures.
- 11.4 We recognise that the school plays a significant part in the prevention of harm to our students by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:
- 11.4.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.
- 11.4.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 11.4.3. Provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- 11.5 Consideration is given to the protection of our students 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 are covered in the following policies / statements:
- Anti-Bullying Policy
 - Behaviour Management Policy
 - Educational Visits
 - Health and Safety Statement

Buckinghamshire LA would like to acknowledge the following, whose documents were referred to during the preparation of this policy: Thurrock, Cambridgeshire, Northamptonshire, Kent and IRSC colleagues.