



# Child Protection

Policy Document No. 9

This document contains two Appendices

**Eastcourt Independent School**  
**August 2016**  
**Previous review: February 2015**  
**Next review: August 2017**

## GENERAL

1. The safety and protection of children is of paramount importance to all adults at Eastcourt.
2. Children can develop a special and close relationship with school staff, and view them as significant and trustworthy adults. It is not surprising therefore that children, if they have been abused, may confide or disclose to a teacher or other member of staff.
3. School staff are also in a unique position to notice any change in demeanour or circumstances. There is the opportunity to notice injuries, marks or bruises when children are doing P.E. or games which might indicate a child has been abused.
4. This document takes account of the following:
  - *Keeping Children Safe in Education (KCSE16)*
  - *Working Together to Safeguard Children (WTSC15)*
  - *Multi-agency statutory guidance on FGM (MASG 16)*
  - *Revised Prevent Duty Guidance for England and Wales (July 2015)*Additionally, we follow the procedures laid down by Redbridge Local Authority (the Local Safeguarding Children Board [LSCB]).
5. All agencies with staff who are in direct contact with children and families must be involved in any school issue affecting the pupil.
6. Other safeguarding policies include PD03 Behaviour, PD04 Equal Opportunities, PD08 Bullying, PD10 Educational Visits and PD12 Health and Safety, as well as the First Aid section of the Staff Handbook (*pp8ff*).
7. This policy should also be used in conjunction with the appendices 'Signs of Abuse' and relevant forms to register concerns.

## AIMS

1. To set out procedures for ensuring that the school meets its responsibility for safeguarding pupils from abuse.
2. To protect staff against allegations of abuse. The school has adopted the LA Code of Conduct for school staff accused of child abuse. All staff will adhere to this code of conduct in line with national guidelines and supported by the ACPC.

---

## DEFINITIONS

Staff know that abuse may occur in the following forms:

- Physical
- Emotional
- Sexual
- Neglect

They have regard to the following specific safeguarding areas, as laid down in *KCSE16* above: children missing from education/home; child sexual exploitation (CSE); bullying, including cyberbullying; domestic violence; drugs; fabricated or induced illness; faith abuse; female genital mutilation (FGM); forced marriage; gangs and youth violence; gender-based violence/violence against women and girls (VAWG); hate; mental health; missing children and adults strategy; private fostering; radicalisation; sexting; teenage relationship abuse, and trafficking. They are aware that some of these may apply to Eastcourt children more than others, and will act accordingly.

Staff identify and monitor the youngest children who may be vulnerable ('Early Help') and are aware of the distinction between safeguarding (for all children) and Child Protection (for those at risk).

### **i) Reporting direct to the police**

If any member of staff is told directly by a pupil that she has had FGM, the police must be contacted immediately. In the less likely event of a teacher seeing visible evidence that FGM has been carried out, the same applies. This is a mandatory duty and should not be passed on to other staff members.

All other instances related to FGM (e.g. suspicion, overheard conversations, third-party information) go through the channels listed below.

Details on all these procedures are in *MASG 16*. See also Appendix 3 to this document.

### **ii) Reporting to the Designated Safeguarding Lead**

Any concerns about pupils must be discussed with the Designated Safeguarding Lead (or her named deputy in her absence) as soon as possible and at least by the end of the teaching session. The Designated Safeguarding Lead is *Mrs Redgrave* and her deputy *Miss Redgrave*.

### **iii) Immediate response to the child**

It is vital that any staff actions do not abuse the child further or prejudice further enquiries. For example:

- listen to the pupil - if you are shocked by what is being said try not to show it;
- it is acceptable to observe bruises but not to ask a child to remove or adjust their clothing to observe them;
- if a disclosure is made, the pace should be dictated by the pupil without their being pressed for detail by being asked such questions as "What did they do next?" or "Where did they touch you?". The staff role is to listen, not to investigate. Staff must use open questions such as "Is there anything else you want to tell me?" or "Yes?" or "And?";
- accept what the pupil says. Be careful not to burden them with guilt by asking questions such as "Why didn't you tell me before?";
- do acknowledge how hard it was for them to tell you this;

- don't criticise the perpetrator; this may be someone they love;
  - **don't promise confidentiality**, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated teacher) and why. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "It will be all right now".
- 

## RECORDING INFORMATION

Staff should:

- make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated;
- observed injuries and bruises are to be recorded on the Body Map (copy appended to this policy);
- note the non-verbal behaviour and the key words in the language used by the pupil (be exact: do not modify language for the sake of propriety);
- keep these original notes and pass them to the DSL.

The school will follow up all referrals to Social Services within 24 hours in writing.

---

## INTER-AGENCY WORKING

Eastcourt Independent School undertakes to co-operate and work with Redbridge LA in all matters regarding child protection, as laid down in *WTSC15* above, and to have regard to all procedures and practice of the LSCB in respect of inter-agency working.

---

## RECRUITMENT

Eastcourt operates safe recruitment procedures and ensures that DBS checks are made on all new staff and other volunteers who will work with children on the premises, including those from the EEA (European Economic Area).

---

## ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN

This important section of *KCSE16* is covered in PD08, 'Bullying'.

---

## ALLEGATIONS AGAINST STAFF

A child, parent or member of staff who wishes to make an allegation against any other member of staff should report in the first instance to the headteacher. After consultation with the Designated Senior Manager the allegation may (if deemed necessary) be referred to the Redbridge designated officer(s) (*details below*). If the allegation is against the headteacher then the staff member making or receiving the allegation will notify the proprietor (or, if the proprietor and the headteacher are the same person, the Redbridge designated officer(s)).

**Whistle-blowing:** if, after taking these steps, a member of staff feels that any CP issue has not been or is not being dealt with appropriately by the school, s/he should contact the local authority. Such procedure will remain confidential and is protected by law.

The designated officer of Redbridge LA is Mr Les Newton, 0208 708 5350.

---

## ALLEGATIONS AGAINST FAMILY MEMBERS

Eastcourt is open and honest with parents/carers about any concerns. Families and staff can speak to Mrs Redgrave or Miss Redgrave; however, concerns will **not** be discussed where the following conditions are suspected:

- sexual abuse or exploitation

- organised or multiple abuse
- fabricated or induced illness
- FGM

Additionally, concerns will **not** be discussed where

- further physical abuse is expected
- contacting parents would put a child or family member or school staff at risk of harm
- discussion could compromise enquiries by social services or police
- a child is in immediate risk of harm. Parents are contacted only if the issue does not relate directly to them.

---

## SUPPORT

### **i) Pupils and families**

Eastcourt recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk.

Therefore, Eastcourt will endeavour to support pupils through:

- the 'someone to talk to' approach
- the curriculum, and particularly PSHE, to encourage self-esteem and self-motivation;
- the school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued;
- the implementation of school behaviour management policies;
- a consistent approach, which recognises and separates the cause of the behaviour from that which the pupil displays;
- regular liaison with other professionals and agencies who support pupils and their families;

- a commitment to develop productive, supportive relationships with parents, whenever it is in the pupil's interests to do so; and
- the development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations

## **ii) Staff**

Receiving a disclosure or observing signs of abuse can be very distressing. All staff should discuss their feelings with the designated teacher or her deputy.

Incidents of a child protection nature can affect staff not directly involved. Meetings should be used to support staff in this situation.

Members of staff may be asked to attend a multi-agency Strategy Meeting. You will need to take any information the school may hold.

You may be required to attend a child protection case conference for which you should provide a report. The designated teacher will be available to support and advise you.

Any member of staff who is concerned about involvement in child protection issues can discuss the matter with Mrs Redgrave or Miss Redgrave. Any member of staff who feels that Eastcourt has not adequately dealt with a child protection concern may contact the NSPCC's whistle-blowing helpline number 0800 028 0285.

---

## CONFIDENTIALITY

Staff have the professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that s/he has a responsibility to refer the matter to the designated

teacher for the child's own sake. At the same time, the child should be reassured that the matter will only be disclosed to the DSL or her deputy, who will then decide on appropriate action. Staff who receive the information about children and families in the course of their work should have the information only within professional context. Child protection records are kept securely locked.

Personal information about all pupils and their families is regarded by those who work at Eastcourt as confidential. All staff will aim to maintain this confidentiality. All records relating to child protection incidents will be maintained by the designated teacher and only shared as is consistent with the protection of children.

---

## PARENTS

- Parents play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise professional advice will be sought as necessary prior to contacting parents.
- Eastcourt will work with parents to support the needs of their child.
- Eastcourt aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils and has a duty to refer cases to the Social Services in the interests of the child.
- Should a parent have any child protection concerns, these should be discussed with Mrs Redgrave, who is the Designated Safeguarding Lead, or her deputy Miss Redgrave, as soon as possible.
- If a parent remains dissatisfied with the action of the DSL, or her deputy, s/he should contact the London Borough of Redbridge Child Protection Assessment Team (0208 708 3885).

## WHEN A PUPIL TRANSFERS TO ANOTHER SCHOOL

- If the pupil is on the child protection register, their Social Worker will be contacted by the Designated Safeguarding Lead and informed of the transfer.
- When the child changes schools within the authority, child protection records will be passed on to the DSL at the receiving school.
- When the child is moving to another authority, information will be passed onto the next school's DSL. Case conference minutes are not transferred but the date, name of chair, LA and outcome will be included on the records transferred.

---

## TRAINING

There is an annual in-house refresher as part of an inset every year. Refresher training in inter-agency working is undertaken every two years by Mrs Redgrave and Miss Redgrave. The same is undertaken by all members of staff at three-yearly intervals, and forms part of the induction of new permanent, temporary or supply staff.

---

## RESPONSIBILITIES

### **The Proprietor**

As the proprietor of Eastcourt, Mrs Redgrave oversees arrangements and reviews the policies annually, so that any weaknesses are remedied. Other responsibilities coincide with those of the Headteacher and Designated Safeguarding Lead below.

### **The Headteacher**

As Headteacher, Mrs Redgrave undertakes in addition to equip the staff to carry out responsibilities for CP effectively, ensuring that they are trained at three-yearly intervals.

## **The Designated Safeguarding Lead**

Mrs Redgrave is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with. In addition to her responsibilities as Proprietor and Headteacher, she will:

- refer cases of suspected abuse, act as source of support when deciding on making a referral
- support and provide training and raise staff awareness and keep documentation up to date, including this policy
- ensure that documents are passed on to new provisions and that CP files are kept separate from the main school file
- liaise with Redbridge LA
- commit resources to this role and direct staff where needed
- monitor and evaluate this policy

## **The Staff**

- All staff, including supply teachers, other visiting staff and those supporting school trips, will be informed of the name of the DSL and her deputy and Eastcourt's policy for the protection of children either:
  - During their first induction to the school, or
  - Information given at the office on request
- All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, then as soon as possible on the same day, to Mrs Redgrave or Miss Redgrave. If in any doubt they should ask Mrs Redgrave.
- All relevant national and local procedures will be made available for staff reference and are located in Mrs Redgrave's office.