

# CHILD PROTECTION AND SAFEGUARDING CHILDREN

## POLICY AND PROCEDURE

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## **Bolton School – Principles for Child Protection and Safeguarding Children Policy and Procedures**

### **1. Purpose and Principles**

Bolton School will strive to ensure that all its pupils remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to child protection concerns. The purpose of this document is to ensure that all staff are aware of the arrangements that the school has in place for safeguarding the welfare of the children. It gives guidance to help staff who may have concerns about the safety or welfare of a child, and sets out the School's position in relation to all aspects of the child protection process.

#### **1.1. Introduction**

The duties imposed by section 175 of the Education Act 2002, (and section 157 in respect of independent schools), along with The Education (Independent Schools Standards) (England) Regulations 2003 make explicit the responsibility of proprietors to safeguard and promote the welfare of children as part of their common law duty of care towards the children for whom the school is responsible. The responsibility for making sure arrangements are in place, in accordance with the guidance given by the Secretary of State lies with the Governors.

There are two aspects to safeguarding and promoting the welfare of children. They are that arrangements are in place:

- to take all reasonable measures to ensure that risks of harm to children's welfare are minimised, and
- to take all appropriate actions to address concerns about the welfare of any child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

The arrangements that the school has in place will provide for both these aspects of safeguarding children's welfare.

The document entitled "Working Together to Safeguard Children" (DCSF April 2006) places a general duty on schools to work and co-operate with other agencies to safeguard and promote the welfare of children, and Bolton School is committed to do this by open and honest communication. Schools are also required to have in place policies and procedures, which should be shared with parents, to address concerns about the safety and protection of children.

In addition, the School's responsibilities outlined in the DCSF document "Safeguarding Children and Safer Recruitment in Education" (which came into force on 1<sup>st</sup> January 2007) are considered essential as part of the School's commitment to child protection.

This policy document and related procedures are underpinned by the national 'Every Child Matters' framework, and build on the information contained in the publications referred to above. It is also closely linked to the Local Authority Children and Young Peoples Plan and Framework for Action.

### **1.2 Key Definitions and Concepts**

#### **1.2.1 Child**

In this document, as in the Children Acts 1989 and 2004, a child is anyone who has not reached their 18<sup>th</sup> birthday. The commitment to safeguarding and promoting the welfare of children however will extend to all children who visit Bolton School, all pupils of Bolton School, including those who have reached the age of 18 and in some cases, past pupils of Bolton School or past users of the Nursery or Kidzone who are aged 18 years or younger.

### 1.2.2 Safeguarding and Promoting the Welfare of Children

Enabling children to have optimum life chances and to enter adulthood successfully by:

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

Safeguarding children's welfare encompasses matters such as bullying and health and safety, (about which there are specific statutory requirements) together with a range of other issues, for example, arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse, etc. about which the Secretary of State has issued guidance. Details of the School's policies in these areas are contained in other documents.

### 1.2.3 Child Protection

Is one part of safeguarding and promoting the welfare of children and refers to the activity that is undertaken to protect children who are suffering, or at risk of suffering significant harm.

### 1.2.4 Significant Harm

The definition of significant harm is not prescriptive. The interpretation will depend largely on professional judgement, based on the known facts. It can include inappropriate touching, an assault, or a series of compounding events e.g. bullying. Other factors to be considered include the age and vulnerability of the child, the degree of force used, the frequency of the harm, the nature of the harm in terms of ill treatment, and the impact on the child's health and development.

NB Often, it is only when information from a number of sources has been shared and is then put together that it becomes clear that a child is at risk of, or is suffering harm.

### 1.3 General Principles

- The child's welfare is paramount.
- All children have an absolute right to a childhood free from abuse, neglect or exploitation.
- All members of Bolton School staff have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns however "minor" they appear to be. [NB It is NOT, however the role of School staff to investigate those concerns.]
- Parents have a right to be informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.
- Children are best protected when professionals work effectively together and share responsibility for protective action.
- Where there are possible concerns about a child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is subject to Child Protection Plan information about the child and their circumstances will only be shared on a "need to know" basis.

- Bolton School is proactive and takes positive steps to inform children of their rights to safety and protection and the options available to express their fears or concerns.
- The school has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise.
- When children make allegations about abuse or neglect they will always be listened to, have their comments taken seriously and, where appropriate, the allegations will be investigated thoroughly.

## 2. Scope

The policy and procedures do not form part of the contract of employment; however, they apply to all full and part time employees of the School, including those employed on temporary or fixed-term contracts. Governors, volunteers and contractors who offer their services to the School and parents will be made aware of this document (see Appendices 1 and 2). The School's Policy and Procedures will apply at all times when the School is providing services or activities directly under the management of Bolton School staff. This policy and procedures will be reviewed annually and may be amended from time to time. Should any deficiencies or weaknesses in child protection arrangements become apparent, these will be remedied without delay.

## **Bolton School – Procedures and Guidelines for Child Protection and Safeguarding Children**

### **Arrangements**

#### **1. Prevention**

Bolton School takes seriously its duty of pastoral care and is proactive in seeking to prevent children becoming the victims of abuse, neglect or exploitation. It does this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- By identifying members of staff who have overall responsibility for Child Protection matters
- By ensuring these members of staff receive training in this field and act as a source of advice and support to other School staff
- By informing children of their rights to be free from harm, and encouraging them to talk to School staff if they have any concerns, and
- Through PSE and an ongoing programme of support, at an age appropriate level, to promote self-esteem and social inclusion, and to address the issue of child protection in the wider context of child safety in general.

#### **2. Concerns**

All staff employed by Bolton School have a duty to report and refer any concerns to the relevant member of staff who has overall responsibility for Child Protection matters. Definitions/categories of abuse may be of limited help where signs are inconclusive; however staff will be expected to familiarise themselves with the definitions/categories of abuse and the indicators as shown below.

##### **2.1 Categories of Abuse or Neglect**

###### **Physical Abuse**

- Physical attack of any form
- Giving of drugs including alcohol
- Excessive training in sport

###### **Sexual Abuse**

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material

###### **Emotional Abuse**

- Persistent lack of affection
- Constant threatening behaviour
- Constant overprotection
- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household

###### **Neglect**

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision

### Other

- Any actions that single out a pupil for special attention and could therefore be interpreted as 'grooming' a pupil (or a child who is linked to the School in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child.

### 2.2 Indicators of Abuse or Neglect

The School acknowledges that members of staff will not be experts at recognising where abuse may occur, or has already taken place, however staff will be expected to look out for any of the following indicators and take the appropriate action. The child may:

- show unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- have an injury for which the explanation seems inconsistent
- describe what appears to be an abusive act in which they were involved – verbally or in written form such as an essay or drawing
- show unexplained changes in behaviour - e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Academic work may suddenly deteriorate at this time
- demonstrate age inappropriate sexual awareness
- engage in sexually explicit behaviour in games/PE
- be distrustful of adults, particularly those with whom a close relationship will normally be expected
- have difficulty in making friends
- be prevented from socialising with other children
- show depression, self-injury, suicidal tendencies
- display variations in eating patterns including overeating or loss of appetite
- lose weight for no apparent reason
- become increasingly dirty or unkempt, with inadequate or damaged clothing

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is **not** be the responsibility of members of staff to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

## Procedure

Concerns may arise in a number of ways and the procedure to follow is outlined below.

### 3. Action

#### 3.1 What to do in the event of any concern about a child

Even for those experienced in working with child abuse, it will not always be easy to recognise a situation where abuse may occur or where it has already taken place. In the event of any concern about the welfare of a child the member of staff concerned will be expected to discuss the matter immediately with the relevant designated person:

**Boys' Division:** The boy's Form Tutor, Year Head or Head of Section, who will report to the Deputy Headmaster or Headmaster who are the Child Protection Officers. The Deputy Headmaster or Headmaster may be informed directly should a member of staff so prefer.

**Girls' Division:** Mrs Carol Ann Greenhalgh who is the Child Protection Officer, including EYFS. The Headmistress or one of the Deputies may be informed directly should a member of staff so prefer.

**Nursery:** Mrs Claire Thompson, Nursery Manager or Mrs Carole Westcott, Senior Team Leader who are Child Protection Officers.

**Kidzone:** The Kidzone Manager who is the Child Protection Officer. The Deputy Manager may be informed directly should a member of staff so prefer or if the Child Protection Officer is not available.

**Central Services:** The School Nurse in the first instance, who will report to the Head of Personnel or the Clerk and Treasurer who are the Child Protection Officers.

**It will be the responsibility of the Child Protection Officers to ensure that appropriate advice is obtained from the Children's Social Care Department and that the relevant paperwork is completed.**

If an incident happens outside normal school time or on an out of school activity, and neither the Designated Person, nor the Head, nor any other senior staff member is available, then the member of staff will contact the Police or the Children's Social Care within the Children's Services Department of the Local Authority as soon as possible. The member of staff will inform the Designated Person, Head, Deputy Head or other senior member of staff as soon as possible.

#### 3.2 What to do if a child approaches an individual teacher/adult

It is recognised that a child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when School staff or volunteers are present.

In these situations staff are required to:

- Listen to the child, and allow the child to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Reassure the child but tell them that a record of the information given will be made, and do this. Include timing, setting and others present. Record the child's demeanour as well as what is said.
- Explain that they cannot promise to keep confidential anything the child says if the matter is related to child protection or abuse.

- Explain that help may be required to keep them safe, but do not ask the child to repeat their account of events to anyone else.

The individual who receives the information will be expected to pass it on as a matter of urgency to the relevant designated person as shown in 3.1 above to ensure the matter can be dealt with as soon as possible.

### **3.3 What to do if a member of staff receives information from another source**

If a member of staff receives information about a child which suggests that they have been actually abused or neglected or that this is likely, the School has a duty to refer these concerns to a member of staff at the Local Authority Children's Social Care Office for the area in which the child lives or to the Police if a child is in immediate danger. The School has no discretion in this matter.

In these circumstances the member of staff concerned, likely to be the Child Protection Officer will be clear with the person who has reported the abuse or neglect that they have a duty to report any allegations of this kind, and will encourage the person to make a direct referral to the relevant Children's Social Care Office themselves. In these cases clear notes of any such allegation will be kept within the child's record. The referral will be made by telephone within 24 hours and followed up with a completed Common Assessment Framework Form (CAF) within 24 hours.

In some cases the issue may not be clear-cut and the relevant member of staff will be expected to use the Framework for Action procedures and consult with colleagues from an appropriate agency usually, but not always, Social Care.

Consultation will allow those working with children to have access to consistent information and advice from suitably qualified and experienced staff, in order to explore a situation and to decide together on an appropriate course of action. It will not be seen as a way of transferring ownership of a "problem", unless this is the agreed outcome of the discussion, when a referral will be made.

In these circumstances Social Care staff may decide to begin a child protection investigation in which case their procedures will apply. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interests.

A referral or consultation with Social Care staff is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent/carer.

In the course of an investigation Social Care Staff or the Police may wish to speak to a child, without parental knowledge or consent. The Headmaster, Headmistress, Clerk and Treasurer, or their deputy, acting 'in loco parentis', will have discretion to agree to this in order to allow the authorities to explore concerns and determine whether there are grounds for further action. In these cases the Headmaster, Headmistress, Clerk and Treasurer, or their deputy will ensure that the child's welfare is secured and that they have access to a trusted adult.

The Headmaster/Headmistress/Clerk and Treasurer or their deputy will not allow a child to be removed from School premises without either:

- \* Parental consent
- \* An order of the Court or a Police Protection Order, or
- \* The child's own consent (providing the child is of an age and understanding to give informed consent).

#### **4. Information for Staff**

##### **4.1 Allegations against staff**

It is recognised that regrettably, sometimes allegations of abuse may involve a member of the School staff. In these circumstances the allegation will be reported to the Headmaster/Headmistress/Clerk and Treasurer or deputy immediately.

On receipt of such an allegation the Bolton School procedure relating to 'Allegations of Abuse Against Staff' will be followed and normally the Headmaster/Headmistress/Clerk and Treasurer or deputy will contact the Local Authority's lead officer, currently the Principal Education Social Worker (PESW), and report the matter to them and seek advice on the way forward. If the PESW is unavailable an Education Social Worker (ESW) Team Manager or the Local Authority Designated Officer (LADO) at the Social Care Child Protection Unit, or the local Social Care Assessment & Referral Team Manager or a Police officer at the Family Support Unit will be consulted. (See below for relevant telephone numbers.)

If the allegation concerns the Headmaster/Headmistress/Clerk and Treasurer, the member of staff receiving the allegation will speak immediately to the PESW or an ESW Team Manager or, if unavailable, the LADO or a Police officer at the Family Support Unit. Additionally, the Chair of Governors (or the Vice Chair in their absence) will be notified.

Full details of the School's policy and procedures to follow in these circumstances can be found in a separate document 'Allegations of Abuse Against Staff' and in the Local Authority's policy document "Education Staff and Child Protection - Staff Facing Allegations of Abuse" January 2006.

##### **4.2. Abuse of Trust**

All staff employed by Bolton School will be made aware that inappropriate behaviour with, or towards children is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person over 18 (e.g. teacher, or any other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if they do not teach the child.

##### **4.3 Physical Contact with Pupils/Restraint**

It is not considered realistic for the School to suggest that staff should never touch children.

Under section 550A of the Education Act 1996 teachers and other staff in schools have the right to use reasonable force to control or restrain children in certain circumstances. Staff will be advised to ensure that any physical contact with children is both appropriate and proportionate to the circumstances.

Staff will be advised to be mindful of their own vulnerability when dealing with children, particularly in a one to one situation, without letting undue anxiety get in the way of their normal practice. Further guidance is contained in the Bolton School Employee Handbook and the Divisional Handbooks.

##### **4.4 Child/Child Abuse**

In the event of physical or emotional abuse of one child by another the matter will be taken seriously and dealt with through the School's anti-bullying policy.

If it emerges that a sibling, who may not be a pupil, is bullying a pupil of Bolton School the School will inform the appropriate authorities, and where appropriate the children's parents of its concerns. If the problem

persists and the child continues to be the victim of abuse then the School will refer its concerns to the appropriate Children's Social Care Office.

In all matters of suspected sexual abuse, either victimization or perpetration, the School will refer its concerns to the appropriate Children's Social Care Office immediately.

#### **4.5 Staff Recruitment**

Bolton School ensures that all persons, including volunteers and contractors, who come into direct contact with children, undergo a rigorous checking process in line with the guidance contained in the document 'Safeguarding Children and Safer Recruitment in Education' (DCSF 2007). That process scrutinises applicants, verifying their identity and any academic or vocational qualifications, obtains professional and character references, checks previous employment history and ensures that a candidate has the health and physical capacity for the job. Normally, a face to face interview will be conducted, together with mandatory checks of the Children's Barred List (previously known as the Protection of Children Act (PoCA) list and DCSF List 99) as well as an enhanced Criminal Records Bureau check.

#### **4.6 Record Keeping**

Bolton School maintains confidential child protection records as necessary, using the CAF form in the first instance. Such files are **NOT** subject to the requirements of Data Protection legislation and will **NOT** be open for inspection other than by relevant School staff. The CAF form will normally be completed by the School Nurse following consultation with the designated person for child protection. The original form will be held in the medical room and a copy of the record will be kept by the designated person for child protection, and in the case of a Bolton School pupil will be locked separately from the pupil's academic and other School files.

If a pupil moves to another school the PESW will be informed and any child protection information will be passed via the PSEW to a named person at the new school. When a pupil reaches the end of their school career, either at 16 or 18 years of age any child protection information will be held securely by School for an indefinite period.

#### **4.7 Responsibilities of the Designated Senior Personnel for Child Protection**

The broad areas of responsibility include the following:

##### **4.7.1 Referral**

- To refer cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours of a disclosure or suspicion of abuse and to act as a source of support, expertise and advice for colleagues.
- In cases involving the EYFS, Nursery or Kidzone, Ofsted will be informed of any allegations of serious harm or abuse by any person working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of the allegations. This will be done, as soon as is reasonably practicable, but at the latest within 14 days of a disclosure or suspicion of abuse.

##### **4.7.2 Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- To have a working knowledge of how the Bolton Safeguarding Children Board (BSCB) operates, and to contribute to the proceedings when necessary

- To ensure staff receive training, including induction training in child protection and that they understand their role
- To keep detailed, accurate written records securely, and to obtain access to resources in order to attend regular relevant training

#### 4.7.3 Raising Awareness

- Ensure the Child Protection policy is reviewed and updated annually
- Ensure parents see copies of the Child Protection policy to alert them to the fact that referrals may be made and the role of the School in this, to avoid conflict at a later stage
- When children leave the school to ensure the PESW is informed and any information is communicated to the new establishment as appropriate.

### 4.8 Training

#### 4.8.1 Training and Staff Care Scheme

The Bolton Safeguarding Children Board (BSCB) operates a child protection and family support resource. This is an inter-agency service which aims to assist all Bolton employees working in the child protection system, which includes all school staff, with their child protection roles. As part of this service, the resource offers a:

- Comprehensive training programme for staff
- A confidential staff care/staff counselling scheme for staff affected by child protection issues that are causing stress at work, and
- A library, research and information service for all those involved in childcare work.

Further details of any of these services can be obtained by telephoning Bolton 337861.

Additionally, the Education Social Work Service offers training in basic and enhanced child protection awareness for school staff. Further details of the courses and the booking arrangements are available from a member of the ESW Service child protection training team.

#### 4.8.2 Training for Bolton School Staff

All staff employed by Bolton School will be made aware of the School's arrangements for child protection and their responsibilities. They will receive basic child protection training every three years to equip them with the knowledge and skills necessary to carry out their responsibilities. Temporary staff, volunteers and contractors who work with children will be made aware of the School's arrangements for child protection and their responsibilities and issued with Appendix 1 to this document.

In addition to basic child protection training, the 'Designated Persons' will undertake training in inter-agency working that is provided by, or to standards set by the BSCB. They will undertake refresher training at two yearly intervals to keep their knowledge and skills up to date.

### 5. Review

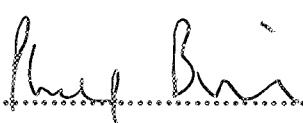
At the conclusion of a case the PESW will review the circumstances of the case with the Headmaster, Headmistress, Clerk and Treasurer, (Chair of Governors as appropriate), or their deputies to determine whether there are any improvements to be made to the School's procedures or practice to help prevent similar events in the future. The Governors will nominate one Governor to assist Governors in considering child protection matters. He/she along with the Executive Committee will undertake an initial annual review of the School's policy and procedures relating to Child Protection, and how the duties of those responsible have been discharged, and will bring to the Governing Body any major issues

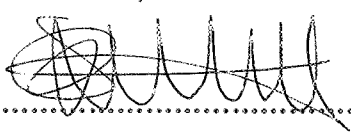
arising from the review, including any proposed changes in relation to the child protection procedure. The Governors and the Chair of the Executive Committee will ensure that any deficiencies or weaknesses in the training provided for staff or in the School's procedures will be remedied without delay.

**6. Useful Telephone Contact Numbers**

- Education Social Work Service: 338173
- Assessment & Referral: 337407
- Children's Social Care: Child Protection Unit 337468
  - North East District 337400
  - South East District 333555
  - West District 333333
  - Out of Hours Team 337777
- Police – Safeguarding Vulnerable Persons Unit 0161 856 6583
- NSPCC 0800 0562324

Headmistress: .....  .....

Headmaster: .....  .....

Clerk & Treasurer: .....  .....

Chair of Executive Committee: .....  .....

Date: ..... 3. 2. 10 .....

## Appendix 1

### **Bolton School – Summary of the Child Protection and Safeguarding Children Policy and Procedures for Governors, Staff, Contractors and Volunteers**

The summary of this policy and procedures is shown below and a copy of this, including the Categories of Abuse (from Working Together to Safeguard Children 2006) will be issued to all school staff both permanent and temporary, and also to any Governors, volunteers or contractors who work with the children.

**All Governors, volunteers, contractors and staff engaged or employed by Bolton School have a duty to report and refer any concerns they may have to the relevant member of staff who has overall responsibility for child protection matters. The relevant members of staff are:**

**Boys' Division:** The boy's Form Tutor, Year Head or Head of Section, in the first instance who will report to the Deputy Headmaster or Headmaster who are the Child Protection Officers. The Deputy Headmaster or Headmaster may be informed directly should a member of staff so prefer.

**Girls' Division:** Mrs Carol Ann Greenhalgh who is the Child Protection Officer, including EYFS.

**Nursery:** Mrs Claire Thompson, Nursery Manager or Mrs Carole Westcott, Senior Team Leader who are Child Protection Officers.

**Kidzone:** The Kidzone Manager who is the Child Protection Officer. The Deputy Manager may be informed directly should the Child Protection Officer not be available.

**Central Services:** The School Nurse in the first instance, who will report to the Head of Personnel or the Clerk and Treasurer who are the Child Protection Officers.

**Definitions/categories of abuse are shown below and volunteers, contractors and staff engaged or employed by Bolton School are expected to familiarise themselves with them.**

#### **Physical Abuse**

- ✦ Physical attack of any form
- ✦ Giving of drugs including alcohol
- ✦ Excessive training in sport

#### **Sexual Abuse**

- ✦ Penetrative or non-penetrative acts by males or females
- ✦ Showing of pornographic material

#### **Emotional Abuse**

- ✦ Persistent lack of affection
- ✦ Constant threatening behaviour
- ✦ Constant overprotection
- ✦ Unrealistic pressure to perform to high expectations
- ✦ Exposure to violence to other(s) within the child's household

#### **Neglect**

- ✦ Persistent failure to meet a child's basic needs
- ✦ Failure to protect from harm
- ✦ Failure in ensuring access to medical treatment
- ✦ Leaving a child without supervision

### Other

- Any actions that single out a pupil for special attention and could therefore be interpreted as ‘grooming’ a pupil (or a child who is linked to the School in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child.

**A child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when School staff or volunteers are present.**

**Any member of School staff, or any volunteer hearing an allegation from a child that abuse has, or may have, occurred should:**

### **Receive**

- What is said
- Accept what you are told – you do not need to decide whether or not it is true
- Listen without displaying shock or disbelief.

### **Reassure**

- The child
- Acknowledge their courage in telling you
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator
- Do not promise that “everything will be alright now” (it might not be).

### **React**

- React calmly, respond to the pupil but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next i.e. inform the Designated Person for Child Protection.

### **Record**

- Make notes as soon as possible – during the interview if you can
- Include:
  - Time
  - Date
  - Place
  - The pupils own words – do not assume – ask e.g. “Please tell me what xxxxx means”.
- Describe observable behaviour
- Do not destroy your original notes – they may be needed later on.

### **Support**

- Consider what support is needed for the child – you may need to give them a lot of your time
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Talk to your Designated Person/Headmaster/Headmistress/Clerk and Treasurer/School Nurse
- Consider using the Local Safeguarding Children Board (LSCB) Staff Care Scheme. (Telephone: Bolton 337861)

**Bolton School is committed to safeguarding and promoting the welfare of children**

## Appendix 2

### **Bolton School – Child Protection and Safeguarding Children Policy for Parents and Carers**

#### Introduction

Bolton School will strive to ensure that all pupils remain safe and free from harm, and the School is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the School has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with pupils, and direct work with families, staff who work in schools have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Children's Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform the school without delay.

#### Principles

Children have a right to be safe.

Parents have a right to be informed.

Children are best protected when parents and school can work together.

#### Partnership

School will inform parents of any concerns about their children (providing it does not compromise the child's safety) and will help and support them as necessary.

#### Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights, and encourages them to speak about any concerns. The School will also address the issue of children's safety through the curriculum.

#### Responding to Concerns

School will refer all allegations or concerns that a child has been, or is likely to be, abused or neglected to Children's Social Care within the Children's Services Department.

School will consult with other agencies when it has concerns that a child may have been abused or neglected.

School will discuss with parents/carers any concerns they have about their children.

Parents/carers will be kept informed about what has happened.

#### Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with through the School's anti-bullying policy. Parents/carers will be kept informed. All concerns about possible sexual abuse will be referred to Children's Social Care.

**Child Protection Strategy Meeting and Conferences**

Members of School staff will attend strategy meetings and conferences when required and will provide information about children and families. This information will be shared with parents beforehand if possible. School will keep confidential child protection records separately from a pupil's academic and other school records.

**Confidentiality**

Information from any source, including parents, about possible child abuse cannot be kept confidential. Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it, and will be kept strictly confidential by them.

If parents have concerns about their child, they should contact:

Boys' Division: The boy's Form Tutor, Year Head or Head of Section, in the first instance who will report to the Deputy Headmaster or Headmaster who are the Child Protection Officers. The Deputy Headmaster or Headmaster may be informed directly should a parent or carer so prefer.

Girls' Division: Mrs Carol Ann Greenhalgh who is the Child Protection Officer, including EYFS. The Headmistress or one of the Deputies may be informed directly should a parent or carer so prefer.

Nursery: Mrs Claire Thompson, Nursery Manager or Mrs Carole Westcott, Senior Team Leader who are Child Protection Officers.

Kidzone: The Kidzone Manager who is the Child Protection Officer. The Deputy Manager may be informed directly should a parent or carer so prefer or if the Child Protection Officer is not available.

Signed: .....

Head Teacher

Date: .....

