




ILFORD URSULINE PREPARATORY SCHOOL

Independent Catholic School for Girls

CHILD PROTECTION POLICY

Reviewed February 2009

*To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do*



DATE ADOPTED:
February 2008

DATE OF POLICY REVIEW
February 2009

The Ilford Ursuline Prep School fully recognises its responsibilities for child protection. This policy is available to all parents on request.

The Policy is written with due regard to the DFES 2006 publication 'Safeguarding Children and Safer Recruitment in Education' a copy of which is held at the school. We support the Every Child Matters Agenda and the Common Assessment Framework (CAF) to be adopted by the London Borough of Redbridge 2008. CAF is a shared 'assessment tool' used across agencies in England, to help practitioners develop a shared understanding of a child's needs so that they can be met more effectively. This standard national approach can enable a holistic approach to the assessment of a child's needs.

Our policy applies to all staff (teaching, non-teaching and supply), governors and volunteers working in the school. There are six main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Ensuring that all staff complete confidential medical declarations about suitability of working with children and that the information is followed up by the Headteacher if there is any doubt about health issues relating to the suitability or capability of the member of staff.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.
- Provide advice on recognising signs of abuse and how to contact agencies concerned with child protection.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Ensure children are aware of the School's Chaplain Sr Katharine Glencross.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure that the behaviour and the actions of the staff and all those who work with children in the school do not place pupils or themselves at risk of harm or to allegations of harm.

We will follow the procedures set out by the London Borough of Redbridge Child Protection Committee and take account of guidance issued by the DCF5:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role. Currently the Headmistress is the CPO.
- Ensure we have a second designated teacher for child protection who has received appropriate training and support for this role who will undertake the role of Child

Protection Officer should the need arise. Mrs Joanne Walker is the deputy CPO.

- Training for the CPO and Deputy CPO in child protection and inter-agency working will be undertaken every two years. **Training** is to be undertaken by staff every three years – part time and voluntary staff who work with children will be made aware of the child protection arrangements.
- Ensure we have a nominated governor responsible for child protection. Currently Mr Peter Nicholson is the governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role. (Mrs Spinner has this role)
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school information.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is at risk.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer. When this occurs Mr

Peter Nicholson, the governor responsible for child protection, will be contacted immediately. Upon his instigation, an investigation will take place and recommendations made for a subsequent course of action. Mr Nicholson will contact Mr Les Newton the London Borough of Redbridge Safeguarding Officer on 020 8222 4140 who will offer support and guidance as to the next step in the process.

- Ensure safe recruitment practices are always followed. This will include enhanced CRB, identity, background, medical fitness and qualification checks (where appropriate) for all teaching and non-teaching staff, parents and volunteers who accompany school trips and that these arrangements are made evident to all those connected to the school. The school will also ensure that recruitment checks, and procedures will apply to any staff who work with pupils on another site e.g. swimming pool.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. When discussions occur there can be no promise of confidentiality, however staff are instructed to listen without prejudice; not to attach blame; not to use leading questions or to make promises that cannot be kept. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

- Liaison with other agencies that support the pupil such as social services, through the Common Assessment Framework (CAF).
- Ensuring that, where a pupil who has a CAF leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

The school will inform the Secretary of State, via the DCF5, within one month of leaving school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. In this context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering.

The above policy and statements will be subject to an annual review, in conjunction with the procedures set out and updated by the London Borough of Redbridge Child Protection Committee and will also take account of guidance issued by the DCF5. The Governing Body will also undertake an annual review of the above procedures and the efficiency with which the related duties have been discharged. The governors undertake that any deficiencies or weaknesses in the child protection arrangements will be remedied without delay.

Recognising Abuse and Neglect

For a detailed account on recognising signs of abuse and neglect refer to the Schools "Child Abuse" procedure document available from the school office.

Allegations against school staff

Taken from Principles for Safe Working Practice for the Protection of Children and Staff in Educational settings (February 2005)

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions

All staff must protect themselves especially when meeting on a one to one basis with students

Staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued (please refer to the Schools Physical Restraint Policy).

Staff who hear of an allegation of abuse against another member of staff or a volunteer should report the matter immediately to the HEADTEACHER, who will then discuss the issue with the appointed Child Protection Governor and the Chair of Governors

A record of concerns must be made including a note of anyone else who has witnessed the allegation or incident.

If the allegation is against the Headteacher then it should be taken directly to the Deputy Headteacher and she will take it to the Chair of Governors, the Child Protection Governor will be informed by the Chair of Governors.

An investigation will follow based on procedures set out by the London Borough of Redbridge – Safeguarding Children. Advice can be sought from the Safeguarding Officer, Mr Newton at the London Borough of Redbridge, telephone number 020 8222 4140