



## St George's Preparatory School Child Protection Policy

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Agreed by Directors – January 2021

To be reviewed – Annually

Last Review – May 2022

### **THE DESIGNATED SAFEGUARDING LEADS ARE Andrew Moon (AM) and Lindsey Fidrmuc (LF) Cormac Timothy (CT)**

The safety and well-being of our children is of paramount importance. Everyone at St George's shares as a matter of priority the objective to help keep children safe by contributing to:

- Providing a safe environment in which young people can learn;
- Identifying young people who are suffering or are likely to suffer significant harm and taking appropriate action with the aim of making sure they are safe at home and/or at school.

All students should have the opportunity to excel in their learning and achievement. Outcomes that are key to students' wellbeing are to:

- Be healthy
- Be safe
- Achieve
- Grow in a stimulating and nurturing environment
- Be responsible and respected
- Have a voice and be heard
- Move confidently into adulthood
- Have confidence, dignity and self-respect

To achieve these aims our policies, systems and procedures are designed to:

- Promote safe practice
- Identify instances in which there are grounds for concern about a child's welfare and initiate/take appropriate action to keep them safe
- Prevent unsuitable people working with our students
- Contribute to effective partnership working between all those involved with providing services for children and young people

The following principles underpin our actions when dealing with child protection issues:

- All allegations or evidence of abuse **must** be taken seriously and acted upon in accordance with agreed guidelines. Individual members of staff are not expected to exercise judgement in these matters.



- If an allegation is made against a colleague personal loyalty **must** be put aside and the correct procedures followed. This applies even if the allegation is made in circumstances that appear frivolous.
- The best interests of the child are always paramount.
- In cases of an allegation against a teacher, the fact that the incident is investigated in accordance with agreed guidelines does not affect the assumption of innocence until proven guilty.

## **Systems and Procedures**

1. Every member of staff must be familiar with the School's Child Protection Policy and be aware of the protocols to be followed should they have a concern for the well-being of a child.
2. Following our reporting procedure, it is essential that any information or concerns regarding Child Protection are communicated to the Designated Safeguarding Leads (DSL).

## **Action to be taken - on becoming aware of a possible Child Protection issue:**

### **a) If the information comes directly from a child.**

- i) Listen carefully to what the child has to say. Try not to show surprise and do **not** interrogate. Do not ask any leading questions as this may be prejudicial to a future investigation. Elicit just as much information as you need in order to ascertain that there is a child protection issue that needs to be followed up. Under no circumstances should you promise confidentiality as you may have a moral and statutory duty to break such a promise.

You should reassure the child that they have done the right thing in talking about their worries. Let them know that they will be kept safe. Confirm that they will have continuing involvement in and knowledge of what happens next. Stress that only those who need to know will be told anything of the disclosure. Offer the child the chance to choose an adult whom he or she trusts to accompany him or her throughout the process of clarification and investigation.

- ii) Report the incident to the Designated Leads as soon as possible consistent with your duty not to leave children unattended.
- iii) As soon as possible, and certainly within 24 hours, write down what you have heard using the 'Add incident' function on our Child Protection Online Management System (CPOMS). Care must be taken to ensure that the words used are as accurate as possible.

- iv) You will need to choose the Cause for Concern' category and then choose the most appropriate subcategory from 'Physical', 'Emotional', 'Neglect' or 'Sexual'. Alert the DSLs using the 'Alert' function.
- v) DSL will then proceed in accordance with Education Department guidelines.

**b) If the information comes from observation of physical or behavioural anomalies.**

- i) Report any evidence of physical injury to the DSL immediately. Procedure will then be as outlined in steps ii, iii, iv and v above.
- ii) Report all cases where a child's behaviour is giving cause for concern to the Headmaster. A period of observation may then be necessary using the CPOMS system, adding new incidents for each concern. Procedure will then be as outlined in steps ii, iii, iv and v above.

**c) If the information relates to a member of staff (paid or voluntary)**

In these circumstances you may well have strong feelings of loyalty to a colleague. It is vital, however, that you follow the procedures as outlined above. It may be that the protection of the child necessitates rapid action and any delay could have very serious consequences. Do not worry about the fact that an allegation may be without foundation. Procedures can be very measured and controlled and the paramount requirement to serve the best interests of the child overrides all other considerations.

**d) If the information relates to the DSLs**

In these circumstances you should report to a member of the Senior Leadership Team who will proceed as outlined above after informing the Chairman of the Board of Directors. Make sure that you use the report form at the time of reporting.

In all circumstances other than paragraph (d) above, the first point of contact will be the DSLs. In case of absence from the premises, attempts will be made to contact them, failing which the report will be made to a member of the Senior Leadership Team.

The absence of the DSL or member of the Senior Leadership Team should not delay a referral to the Children's Service. Please refer to the flow cart - Emergency Contact List in the event of a Serious Child Protection disclosure - (Appendix 2).

The following information may be requested:

- Your name, position/relationship and contact details as the referrer
- When the incident happened
- Where the incident happened
- Who was involved (names and relationships)
- What action was taken and other organisations involved e.g. police
- Whether there is an immediate or future risk

## **Child Protection Training**

All new staff will be given guidelines and procedures during their induction period. A rolling programme of child protection training aims to train all staff, volunteers and members of the Directors to Foundation level and provide a cycle of refresher training sessions.

- Designated Safeguarding Leads (DSL) will receive training up to level 3
- All staff will receive safeguarding refresher training (level 1) every three years
- NQTs will receive training from ESC as part of their induction programme.
- Where appropriate, individual staff may access further relevant training.

### **Students should be encouraged to take responsibility for:**

- Caring and supporting each other.
- Communicating problems or concerns with a parent or member of staff.
- Using the internet safely and adhering to the 'Acceptable Use Policy' which they and their parents agree to (sign) when they join the School.

### **All staff have responsibility for:**

- The safety and wellbeing of the students in their care
- Reading the guidelines in this policy and signing the form (appendix 3) to confirm that they have read the contents and acknowledging any further updates via the CPOMS library.
- Taking a positive role in child protection by observing outward signs of abuse, changes in behaviour or learning difficulties through day-to-day interactions with students
- Following the correct procedures should a student disclose any harm, abuse or neglect
- Being sensitive and enabling privacy
- Reporting any concerns to the DSLs
- Participating in appropriate training when requested
- Keeping themselves informed of current child protection policies and procedures
- Using the internet safely and adhering to the 'Acceptable Use Policy'

### **DSLs have responsibility for:**

- Sharing and evaluating concerns held by staff so that appropriate action to safeguard the welfare of students can be taken
- Managing and actioning child protection systems and procedures in line with best practice as set out in the Education Department's Child Protection Policy and Guidance
- Supporting students who may be the subject of any child protection concerns or procedures
- Liaising with and supporting staff who are working with students who may be the subject of any Child Protection concerns or procedures
- Liaising with external agencies
- Attending Child Protection conferences and strategy meetings
- Allocating staff to the appropriate training
- Completing relevant courses at level 3 and having refresher training every 2 years
- Developing the Child Protection Policy, reviewing and refining systems and structures
- Maintaining confidential records of meetings related to child protection procedures



- Attending Safeguarding sub-committee meetings and reporting on Child Protection matters at the meetings, whilst maintaining anonymity and confidentiality
- Maintaining the profile of safeguarding students throughout the school

**SLT has responsibility for**

- Ensuring that a member of the team assumes the responsibility of Designated Lead should they be absent

**Appendices**

***Appendix 1 Dealing with Disclosure and Confidentiality***

***Appendix 2 Emergency Contact List***

***Appendix 3 Confirmation of receipt and reading of policy***

## Appendix 1

### **Dealing with Disclosure and Confidentiality**

An allegation by a child or young person that they have been sexually, physically or emotionally abused must be listened to, taken seriously and heard in private. On no account should suggestions be made to children as to alternative explanations for their worries. A written, dated record should be made of the allegations as soon as practicable (certainly within 24 hours) using the CPOMS system, which will log date, time and the name of the person who is recording the incident; **however, this should in no way impede the need for immediate action, if a serious disclosure is made where that child or student may be in immediate danger.** Members of staff should make it clear to children or young people who approach them asking for complete confidentiality that members of staff would be bound to pass on the information if the child/young person has suffered abuse or is at risk. Staff should take any further steps as may be necessary to ensure that the child is protected and refer the matter to the DSL or other designated person (**See Appendix 2 – Emergency Contact List**)

#### Supporting Principles

##### *Receive*

- Listen to the student
- Take what they say seriously

##### *Reassure*

- That the student has done the right thing talking about their worries
- That only those people who need to know will be told, avoid promises of confidentiality
- That the student will be involved in/know what happens next

##### *React*

- Elicit just as much information as you need in order to ascertain that there is a child protection issue which needs following up.
- Feel confident to ask the student and parents (where appropriate) questions to find out the facts, whilst avoiding leading questions. You may wish to use the acronym 'TED' as a reminder that the child can be encouraged to 'Tell', 'Explain' and 'Describe' the concern. If it is necessary to seek further clarification, staff should keep to open questions such as What? When? Who? How? Where? It is important to remember that questions should only be asked to help clarify whether the child is at risk of harm. Once clarification is achieved, no further questions should be asked.
- Explain what you have to do next and to whom you have to talk

##### *Report and Record*

- Inform DSL
- Log your conversation or observation using the 'Add Incident' function of CPOMS. Report as soon after the event as possible. Ensure that the words used in the report are as accurate as possible.
- Be objective in your recording, rather than making assumptions or interpretations.
- All reports will be securely stored.
- Agreement will be reached about the action to be taken and communicated to all concerned.



- Reports will be reviewed on an individual basis by the DSL.
- **In the event of a serious disclosure where you may have concerns over the immediate safety of a child or student, refer immediately to Emergency Contact List (see Appendix 2).**

*Do Not*

- Investigate the situation as this may affect police action.
- Discuss the allegation/abuse with the alleged perpetrator.
- Discuss the allegation/abuse with other staff members other than DSLs.
- Take any other action without discussing with the DSLs.
- Promise to maintain confidentiality.
- Delay reporting the incident/allegation.



## Appendix 2

### Emergency Contact List In the event of a Serious Child Protection disclosure

In the event of a serious disclosure from a child, the following is a list of people or agencies that **must be contacted immediately** regardless of meetings, etc. The immediate safety of a child or student is our always our priority.

<b>1</b>	Name	Position	Contact number
	Andrew Moon	DSL	481593
	Lindsey Fidrmuc	Deputy DSL	481593
	Cormac Timothy	Headmaster and Deputy DSL	481593
	Graham Ireson	Director for Safeguarding	481593
	Rachael Morris	Deputy Head	481593

**If none of the above can be contacted**



- 2** Children and Families Hub – 519000 Out of hours 442000  
 “Words to the effect of ...“As the result of a serious disclosure from a child at our school, we have concerns about that child’s safety.”
- State how the child says they have been hurt
  - State who the child said did it.
  - Assist with any other questions you can

**If the Hub cannot be contacted directly  
 (If you get the answerphone – state that you will be phoning the Police)**



- 3** States of Jersey Police Child Protection Unit – 612612 or 999
- (as above)





### **Appendix 3**

#### **Confirmation of receipt and reading of policy**

I agree, certify, and acknowledge that:

- I have been provided with a copy of the Child Protection Policy.
- I have read the Policy, which includes the procedures for reporting suspected or observed child protection concerns and I fully understand the requirements of the Policy as well as my responsibilities under it

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please \_\_\_\_\_ print \_\_\_\_\_ full \_\_\_\_\_ name \_\_\_\_\_

#### **Useful Contacts**

1. Children and Families Hub : 01534 519000
2. Safeguarding Partnership Board Jersey : 01534 442752
3. Childline : [www.childline.org.uk](http://www.childline.org.uk) 0800 111
4. St Georges Safeguarding mobile number for external calls- 07797720307