



C G J Oldershaw BEd
Headmaster

GROSVENOR SCHOOL

SAFEGUARDING POLICY AND PROCEDURES

Reviewed February 2011
Persons responsible – CGJO/MAO/EN/JMW
Next review – May 2012

POLICY STATEMENT

Grosvenor School seeks to safeguard its pupils against all forms of child abuse as required by law (Children's Act 1989, 2004, 2006; Education Act 2002). The School follows the Child Protection (Safeguarding) and Safeguarding Procedures as guided by the Nottinghamshire Safeguarding Children Board and Every Child Matters: Change for Children, 2004.

The following information, which applies to all people that work at Grosvenor School, has been prepared from this guidance.

Below are the cornerstones to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with pupils.
- Include opportunities in the PSHE curriculum and within the School environment for children to develop the skills they need to recognize and stay safe from potential harm. (Stranger Danger / DARE / Assemblies)
- Implementing procedures for identifying and reporting cases, or suspected cases, of Child Protection (Safeguarding) issues.
- Supporting any pupils who have experienced Child Protection (Safeguarding) issues in accordance with his/her agreed Child Protection (Safeguarding) plan.
- Establishing an environment in which children can feel safe to learn and develop.
- Awareness of the safe and proper use of ICT/mobile phones/electronic devices/cameras including the taking, storing and using images of children and young people.

GENERAL RESPONSIBILITIES OF ALL STAFF

We recognise that because of the day-to-day contact with children, School staff are well placed to observe some of the signs of possible Child Protection (Safeguarding) issues in children. The school will therefore:

- Establish and maintain an environment where children can 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 have any concerns.
- Provide information and opportunity for pupils to access help and/or advice.

The responsibilities of all adults within our school towards a child for whom there are Child Protection (Safeguarding) concerns are as follows.

- To take immediate steps to ensure the child's safety and welfare.
- To ensure as far as possible that the child's care, physical and emotional needs are addressed.
- To identify and prevent further and possibly more serious injury or suffering, which may be an immediate threat.
- To conform with the law and to professional standards of competence and conduct.
- To make sure as far as possible that intervention does no more harm to family structures and relationships, including those with other professional workers, than is necessary to ensure the child's safety and well being.
- To provide guidance which will, as far as possible, help all children become better able to protect themselves from possible Child Protection (Safeguarding) issues.
- To undertake regular whole staff training (at no less than 3 yearly intervals) so that knowledge of Child Protection (Safeguarding) procedures are kept up to date.

PROCEDURES TO BE FOLLOWED AT GROSVENOR SCHOOL

- 1 The Headmaster Mr Charles Oldershaw is the designated senior member of staff with Child Protection (Safeguarding) responsibilities. He is supported by three colleagues with similar training in Child Protection (Safeguarding). They are Mrs Melanie Oldershaw, Miss Joanne Ward and Mrs Eileen Newbold (Early Years). Together they form the Child Protection (Safeguarding) Team. In this way Grosvenor School aims to ensure that at least one member of staff with specialist Child Protection (Safeguarding) training is on site at all times. (Appendix 1: Child Protection (Safeguarding) Training)
- 2 Ensure every member of staff (including temporary staff and volunteers) know the names of the designated staff responsible for Child Protection (Safeguarding) and their role. All staff joining the School (or on work experience) between the tri-annual Child Protection (Safeguarding) training, receive a briefing from Mr Oldershaw as part of their Induction Process. This involves a brief overview of the types and signs of abuse and procedures on dealing with disclosures. (Appendix 2: types and signs of child abuse)
- 3 Ensure all staff and volunteers understand their responsibilities in being alert to the signs of Child Protection (Safeguarding) issues and their responsibility for referring any concerns to the designated staff responsible for Child Protection (Safeguarding).
- 4 Ensure that parents have an understanding of the responsibility placed on the school and staff for Child Protection (Safeguarding) by setting out its obligations in the School prospectus.
- 5 Notify the Nottinghamshire Safeguarding Children Board if there is an unexplained absence of more than two days of a pupil who is on the Child Protection (Safeguarding) register.

- 6 Develop effective links with relevant agencies with the aim of working in a 'joined-up' way and co-operate as required with agency enquiries regarding Child Protection (Safeguarding) matters, including possible attendance at case conferences. Liaise with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service. (List of agencies are in kept in the School Office)
- 7 Ensure that, where a pupil on the Child Protection (Safeguarding) register leaves, his or her information is transferred to the new school immediately and that the child's social worker is informed.
- 8 Keep written records (dated, timed and signed) of any concerns about a pupil.
- 9 Ensure all records are kept securely and separate from the main pupil file, in a red folder in a locked location.
- 10 All staff should demonstrate exemplary behaviour in order to protect themselves from false allegations of child abuse. However if an allegation is made against a member of staff or volunteer there is a procedure to be followed. (Reference section 12 of the Staff Handbook)
- 11 Ensure Safe Recruitment Practices are always followed. (Reference section 12 of the Staff Handbook)

GOOD PRACTICE GUIDELINES FOR CHILD PROTECTION (SAFEGUARDING)
AT GROSVENOR

- 1 If there is any concern that an observed change in a pupil's welfare or performance may be caused by any concern regarding Child Protection (Safeguarding) issues, the staff member must share his or her concern with one of the designated Child Protection (Safeguarding) staff.
- 2 If a child discloses any information to a staff member that raises possible Child Protection (Safeguarding) concerns, it is important for the staff member to take it seriously and to take the relevant steps outlined previously. Dependent upon the nature of the disclosure some important things to say are:
 - It is not your fault
 - I am sorry that it has happened to you
 - I am glad that you have told me
 - I cannot promise that I will keep it a secret
 - Support from School will be offered
- 3 It is very important that the adult listens carefully to the child's disclosure without prompting or asking leading questions. Clarification should be sought and recorded using the pupil's words. The adult should not promise that the allegations will be kept secret; indeed it must be explained that other people will need to know as part of the process of giving support. Notes of the conversation with the child should be made, dated, timed and

then shared in the first instance with one of the designated Child Protection (Safeguarding) team. The child's form teacher should be kept informed of any Child Protection (Safeguarding) concerns raised about a child in their charge.

- 4 It is important that the number of times the pupil has to repeat their disclosure is kept to a minimum.
- 5 If deemed necessary, Mr Oldershaw or if he is unavailable, one of the designated Child Protection (Safeguarding) Staff will then refer the matter to the appropriate individual within the Nottinghamshire Safeguarding Children's Board (NSCB), on the day of disclosure. With the exception of an allegation of sexual abuse, Mr Oldershaw will seek to discuss any concerns that have been raised, with the family and inform them of his intentions to refer to the NSCB. He will only do this where, in his judgement, such discussions will not place the child at increased risk of significant harm. (List of relevant phone numbers is kept in the School Office)
- 6 It is realised that the pupil may choose the member of staff to whom they make their disclosure. If this is not one of the designated Child Protection (Safeguarding) team then the member of staff to whom the disclosure is made, will tell the pupil the Child Protection (Safeguarding) team will be informed and will be actively involved in any further proceedings

It is recognised that children who experience any Child Protection (Safeguarding) issues may find it difficult to develop a sense of self worth. The School may be the only stable, secure and predictable element in the lives of children at risk.

The School will endeavour to support our pupils through:

- The School ethos which promotes a positive and supportive environment that actively works towards giving pupils a sense of feeling secure and being valued.
- Staff that through daily contact within an educational setting, know the children and take an interest in their day-to-day well-being.
- The School Behaviour Policy which is aimed at supporting and developing children as individuals who take responsibility for themselves.
- The overall content of the curriculum

Mr C G J Oldershaw/Mrs M A Oldershaw Reviewed February 2011

Appendix 1: CHILD PROTECTION (SAFEGUARDING) TRAINING

The Child Protection (Safeguarding) Team will attend courses regularly to update their training. The training taken place so far is:

Mr Charles Oldershaw

February 2010	What's New in Safeguarding Children
February 2010	Management of Safeguarding Children
December 2009	Inter Agency working with Neglect
December 2009	Safer Recruitment in Education
September 2007	Keeping Children Safe: Lessons from Practice.
March 2007	Working Together to Safeguard Children Parts I and II.
December 2006	Introduction to Safeguarding Children

Mrs Melanie Oldershaw

November 2010	Safer Recruitment Update
July 2010	Working Together to Safeguard Children Parts I and II
February 2010	Emotional Abuse – Definition and Identification
February 2010	Progressing the Child Protection Plan
December 2009	Inter Agency working with Neglect
November 2009	Safer Recruitment in Education
September 2007	Keeping Children Safe: Lessons from Practice
February 2006	Relate - Children and Young People's Counselling

Miss Jo Ward

March 2010	Disabled Children Part II
March 2010	Child Sexual Exploitation
February 2010	Disabled Children Part I
February 2010	Black and Ethnic Minority Families
November 2007	Safeguarding Young People
March 2007	Working Together to Safeguard Children Parts I and II.
December 2006	Introduction to Safeguarding Children
October 2001	Recognising Child Abuse

Mrs Eileen Newbold

July 2010	Working Together to Safeguard Children
February 2010	Introduction to Safeguarding Children

Whole Staff Training at three yearly intervals to update knowledge. In addition to this, staff are briefed by the Headmaster at the beginning of each term.

Appendix 2: TYPES AND SIGNS OF CHILD ABUSE

WHAT IS CHILD ABUSE?

Somebody may abuse or neglect a child by inflicting harm, or by knowingly not preventing harm. Children may be abused in a family, an institutional setting, or more rarely, by a stranger:

The NSPCC defines child abuse as:

“Child abuse is the term used when an adult harms a child or a young person under the age of 18.....Child Abuse can take four forms, all of which can cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.

“A child may be experiencing abuse if he or she is:

- *Frequently dirty, hungry or inadequately dressed*
- *Left in unsafe situations, or without medical attention*
- *Constantly “put down,” insulted, sworn at or humiliated*
- *Seems afraid of parents or carers*
- *Severely bruised or injured*
- *Displays sexual behaviour which doesn’t seem appropriate for their age*
- *Growing up in a home where there is domestic violence*
- *Living with parents or carers involved in serious drug or alcohol abuse*

“Remember, this list does not cover every child abuse possibility. You may have seen other things in the child’s behaviour or circumstances that worry you.

“Abuse is always wrong and it is never the young person’s fault.”

SYMPTOMS

The NSPCC lists some of the signs and behaviours which may indicate that a child is being abused:

- repeated minor injuries
- children who are dirty, smelly, poorly clothed or who appear underfed
- children who have lingering illnesses which are not attended to, deterioration in school work, or significant changes in behaviour, aggressive behaviour, severe tantrums
- an air of 'detachment' or 'don't care' attitude
- overly compliant behaviour
- a 'watchful attitude'
- sexually explicit behaviour (e.g. playing games and showing awareness which is inappropriate for the child's age), continual open masturbation, aggressive and inappropriate sex play
- a child who is reluctant to go home, or is kept away from school for no apparent reason
- does not trust adults, particularly those who are close
- 'tummy pains' with no medical reason
- eating problems, including over-eating, loss of appetite
- disturbed sleep, nightmares, bed wetting
- running away from home, suicide attempts
- self inflicted wounds

- reverting to younger behaviour
- depression, withdrawal
- relationships between child and adults which are secretive and exclude others
- pregnancy

These signs are not evidence themselves; but may be a warning, particularly if a child exhibits several of them or a pattern emerges. It is important to remember that there may be other explanations for a child showing such signs. Abuse is not easy to diagnose, even for experts.

TRANSPARENCY

Grosvenor School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Grosvenor School. Copies of this policy, together with our other policies relating to issues of Child Protection (Safeguarding) are on our web site, and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly. Open communications are essential.

SAFER EMPLOYMENT PRACTICES

Grosvenor School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All volunteer helpers and contractors working regularly during term-time, such as contract catering staff, are also vetted. Our policies are reviewed by the Proprietors annually.

RAISING AWARENESS

The Proprietors formally consider Child Protection (Safeguarding) issues once a year, with day to day issues being delegated to its Child Protection (Safeguarding) Committee, which both the Headmaster and the Child Protection (Safeguarding) Officers attend. That Committee is responsible for: