



St. Bees School

# POLICY ON CHILD PROTECTION

Katy Heap  
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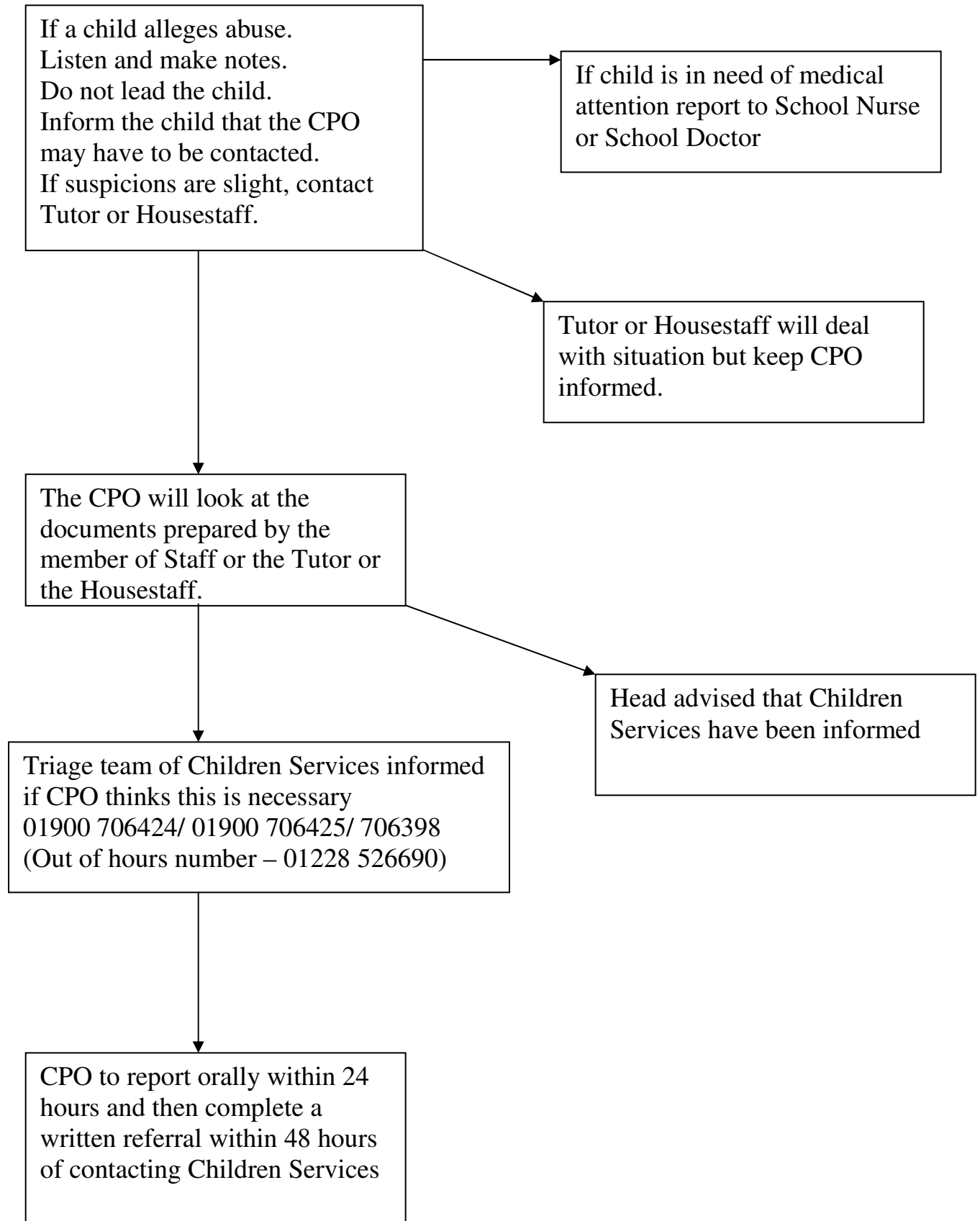
# ST BEES SCHOOL

## POLICY ON CHILD PROTECTION

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## WHO TO REPORT TO



**ST. BEES SCHOOL**  
**POLICY ON CHILD PROTECTION**

‘ Because of their day-to-day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop’.  
*(Working Together – Under the Children Act, 1989)*

**1. PURPOSE OF A CHILD PROTECTION POLICY**

**1.1** An effective whole school child protection policy is one which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit the school’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

**2. INTRODUCTION**

**2.1** This is the Child Protection Policy of St. Bees School, St. Bees, Cumbria CA27 0DS. The designated Child Protection Officer (CPO) is Mrs Katy Heap, the School Nurse.

**2.2** The purpose of the Child Protection Policy is: -

To provide clear direction to academic and ancillary staff about expected codes of behaviour in dealing with child protection issues.

**2.3** The School is committed to the development of good practice and sound procedures. This ensures that child protection concerns and referrals are handled sensitively, professionally and in ways which support the needs of the child.

**2.4** There are three main elements to our Child Protection Policy

**PREVENTION**

A positive school atmosphere  
Good teaching practice  
Pastoral support to the pupils

**PROTECTION**

By following agreed procedures  
Ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.

**SUPPORT**

To school staff  
To pupils  
To pupils who may have been abused

2.5 For further information on signs to look out for in cases of child abuse, refer to the following website [www.kidscape.org.uk/professionals/childabuse.shtml](http://www.kidscape.org.uk/professionals/childabuse.shtml)

### 3 SCHOOL COMMITMENT

**3.1** We recognise that for children, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.

**3.2** Our School will therefore: -

- a) Establish and maintain an ethos where children will feel secure and are encouraged to talk and are listened to. This will be achieved by an effective support team, already in place at St. Bees School. The current House system with Housemasters and Housemistresses, residential tutors, GAP Students and Prefects works well for both boarder and day pupil. Academic tutors, the Chaplain, Matrons and Independent listeners provide additional support for the children. Senior pupils given positions of responsibility over other pupils are briefed by the CPO on appropriate action to take should they receive any allegations of abuse.
- b) Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse.
- d) Include in the curriculum material, which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

### 4 SPECIFIC SCHOOL PROCEDURES

Note: -

*An Allegation* is where there is direct statement by an individual, who may be the child, that abuse has taken place. (An allegation of child abuse must be referred)

*A Suspicion* is where there are behavioural, emotional or physical indicators or symptoms, or environmental factors which indicate that child abuse may have taken place but there is no direct allegation or disclosure to confirm this.

#### **4.1** If Staff suspect that a Pupil is suffering abuse

- 4.1.1 If a member of staff/volunteer suspects that a pupil is being abused, the first priority is to ensure that the pupil is not in need of immediate medical attention. Where teachers or other staff see signs, which cause them concern, they should report the situation to the Matrons or School Doctor.
- 4.1.2 If the suspicions are slight, the member of staff/volunteer may wish to consult the appropriate House Tutor or Housemaster/Housemistress before informing Senior Staff.
- 4.1.3 If the suspicions are more serious, the matter must be passed to the Headmaster or CPO as soon as possible.

**4.1.4 If the Headmaster or CPO decides to take the matter further, the Children Services will be contacted immediately *within 24 hours*. The CPO will ensure a written referral is sent to Children Services within 48 hours of this initial contact.**

**4.2** If a Pupil alleges abuse or tells a member of Staff/Volunteer of alleged abuse

4.2.1 At St. Bees, any pupil has the right to approach any member of staff/volunteer to discuss any matter of concern.

4.2.2 Under **NO** circumstances should the child be ignored, rejected or ridiculed. The matter should be dealt with immediately and with urgency. If the matter cannot be discussed immediately, then promise the pupil a specific time later that same day. Reassure the pupil that he or she is doing the right thing by telling the member of staff/volunteer and assure the child that he or she will be helped and protected.

4.2.3 In all cases where members of staff consider that they have good cause to suspect abuse - including neglect and emotional ill-treatment – they should immediately report their suspicions to the Headmaster or the CPO. If the subject raised by the pupil appears sufficiently serious, the Headmaster or the CPO should be informed before the time arranged with the pupil for discussion.

4.2.4 **Do not make any promises of confidentiality to the pupil.** Explain that you will have to share the information with people who can give practical help but this will only be on a ‘need to know’ basis. The pupil should be told that the Headmaster or the CPO will need to know. If the child withdraws allegations at this stage, the matter should still be reported to the Headmaster or the CPO.

4.2.5 **The matter should be discussed with no one other than the Headmaster or the CPO.** This includes parents, siblings and other members of staff. The Headmaster and/or the CPO will decide who is to be informed. If allegations prove to be unfounded, reporting them to someone who is not directly involved with the care of the child may be deemed defamatory.

4.2.6 **Members of Staff must not carry out a physical examination of the pupil,** or make any attempt to assess any bruise, laceration or burn.

4.2.7 Asking questions about indications of abuse: - Staff must take great care when asking questions about indications of abuse, or when interpreting responses to these questions, since the way you talk to a child can affect the evidence in any subsequent criminal proceedings. The same consideration applies if a child makes an accusation or volunteers information, which amounts to an accusation.

- ✓ Only minimum information necessary for clarification may be sought.
- ✓ Staff should not ask leading questions or questions which encourage the child to change his/her version of events.
- ✓ Staff should not impose their own assumptions
- ✓ The member of staff’s/volunteer’s chief task at this stage is to listen, not interrupt the recall of significant events and make relevant notes.
- ✓ ‘Listen’ means just that; on no account should suggestions be made to

children as to alternative explanations for their worries.

- ✓ Ask if there are any steps he or she would like taken to protect him or her.
- ✓ Assure the pupil that the School will deal with the matter.

4.2.8 At all stages, written reports must be kept. Good record keeping is essential to the success of child protection practice.

- ✓ If you can, make written notes at the time to pupil is talking of what he/she is telling you. These will help if you have to remember what is said.
- ✓ Keep your original notes, however rough and even if you wrote them on the back of something else. It is what you wrote at the time that may be important later.
- ✓ If this is not possible a report should be written later; it should be signed and dated.
- ✓ The notes or report should clearly distinguish between fact, observation, allegation and opinion.
- ✓ The notes or report should contain: -
  - i. Name
  - ii. Time, date and place
  - iii. The event
  - iv. People who were present
  - v. The nature of the concern
  - vi. The party or parties involved
  - vii. A record of what was said
  - viii. Any action requested
  - ix. Any action taken
  - x. Any steps taken to protect the child

A note of any observed physical abuse (N.B. this should be obvious, **members of Staff must not carry out a physical examination of the pupil**, or make any attempt to assess any bruise, laceration or burn.

  - xi. The notes or report should be passed on to the CPO who should keep records securely locked away (see 9.1). They may be needed at Conference or Court.
  - xii. If the matter is dropped, the report should indicate the reasons why.
  - xiii. A copy of the report and original notes should be kept for 3 years.

**4.2.9** Staff should be mindful of the **Data Protection Act implications**.

All child protection records should be kept separate from the main School pupil files and should be exempt from open access.

**It can never be the School's responsibility to question adults, including parents.**

**4.3** If a pupil has suffered Physical Injury

4.3.1 In the case of physical injury which might be the result of abuse, medical help should be obtained immediately before contacting Matron, unless matron is the

person to whom the injury has been reported, in which case matron should obtain medical help and inform the CPO.

- 4.3.2 A medical examination can only be carried out with the pupil's consent.
- 4.3.3 Beware of alerting the abuser
- 4.3.4 The Headmaster or CPO must be informed. The family should NOT be contacted at this stage. The Headmaster or the CPO will decide when the family should be contacted, if at all, after appropriate consultation with the Department of Children Services (The Department).

#### 4.4 Allegations or suspicions of abuse by another child

When abuse by another child is suspected or probed, it is necessary to apply child protection procedures to both abuser and the abused and if appropriate the School's disciplinary procedure would be involved.

#### 4.5 Allegations or suspicions of abuse by a member of staff/volunteer

*(Partly based on guidance from ASCL (Association for School and College Leaders), agreed union guidelines from NEOST (National Employers' Organisation for School Teachers) and guidance from the IRSC (The National Network of Investigation and Referral Support Co-ordinators))*

- 4.5.1 Cordial relations between staff and pupils are essential to a happy, thriving school environment.
- 4.5.2 At the same time, in the interest of all parties, professional boundaries must be observed. Over-familiarity, however well-intentioned, can lead to serious moral and legal complications. No member of staff/volunteer should ever place himself or herself in a position with a pupil, which could compromise his or her integrity. It is vital that any allegations are cleared up quickly and independently.
- 4.5.3 **If there is a suspicion or an allegation that a member of staff/volunteer including the CPO has been involved in the abuse of a child, this must be reported immediately to the Head Teacher (or to the Local Authority Designated Officer).** In the unlikely event that the Head Teacher is suspected of child abuse, the nominated Governor for Child Protection must be informed, who will inform the Chairman of Governors (see flow chart at back of Child Protection policy).
- 4.5.4 From then on, there is an obvious need to act with the utmost discretion. An allegation mistakenly made, whether for frivolous or malicious reasons, can jeopardise the career of a member of staff/volunteer and the damage can become irretrievable. Equally, a genuine complaint can be swept aside on the mistaken assumption that it is a frivolous or malicious allegation, and this can be damaging to the child – and to other children who may become victims.
- 4.5.5 The matter must remain **strictly confidential** until the Head Teacher or the nominated Governor for Child Protection has been able to make an initial assessment and to decide what steps are to be taken.
- 4.5.6 A decision will be made about whether the suspicion or allegation is an internal disciplinary matter (in which case the School's disciplinary procedures will be followed) or there is a potential child protection element (in which case the

- School's Child Protection procedure will be followed).
- 4.5.7 Only if it can be shown that an allegation is demonstrably false, is it not necessary to make a referral.
- 4.5.8 A malicious allegation implies a deliberate act to deceive. Evidence to prove this has to be available. An unfounded allegation means that an incident was misinterpreted in some way and the evidence needs to be available to disprove the allegation. Some allegations may later be considered 'unsubstantiated' when there is not sufficient evidence; it does not imply either guilt or innocence.
- 4.5.9 A false allegation could still lead to a referral to the Department if a parent agrees that a child is in need of support. It may be that the child has experienced abuse elsewhere or has tried to discredit a member of staff/volunteer as an act of displacement.
- 4.5.10 A member of staff/volunteer against whom an allegation has been made may, but will not automatically, be suspended. In the case of unfounded allegations, suspension is unlikely. Suspension will arise on the following grounds: -
- ✓ A child or children would be at risk
  - ✓ The allegation is so serious that summary dismissal for gross misconduct is possible
  - ✓ It is necessary to allow any investigation to continue unimpeded.
- i. **Suspension may be considered at any stage of an investigation. Suspension is a neutral act, not a disciplinary sanction, and it will be on full pay. Paid leave of absence, mutual agreement to refrain from work, alternative duties/locations or removal from contact with pupil may also be used as alternatives to suspension.**
- ii. If a complaint or an allegation is made against a teacher, he or she is strongly advised to contact his or her Teachers' Union. (Guidelines on practice and procedure in the event of a member facing an allegation of abuse were published in 2002 by local education authorities and the six teacher organisations in England and Wales.)
- iii. Despite the School's best endeavour to maintain confidentiality, other people may become aware of the allegation and the issue may become common knowledge. Consideration will need to be given on how best to manage information, especially in respect of parents and the media.

#### **4.6 Reporting Cases to the Independent Safeguarding Authority (ISA)**

Under the Safeguarding Vulnerable Groups Act 2006, Parliament has established a statutory body - the Independent Safeguarding Authority - to take the decisions on who should be barred from contact with young people and vulnerable adults. Existing lists including List 99 will be replaced by two barred lists – one will bar individuals from working with children and the other will bar individuals from working with vulnerable adults.

The purpose of the barring is to:-

- 4.6.1 Safeguard children and young people from contact with individuals who are considered unsuitable
- 4.6.2 Uphold high professional standards of behaviour expected of members of the teaching profession
- 4.6.3 Protect the education service generally from fraud and deception

- 4.6.4 There is a requirement to report to the Independent Safeguarding Authority within one month of leaving the 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. Contact details for referrals are: - ISA, PO Box 181, Darlington DL1 9FA – telephone 0300 123 1111)

#### 4.7 Avoiding the risks of allegations of Physical or Sexual Abuse or Harrassment

There are rare occasions when a member of staff/volunteer is alleged to have abused a child. All staff need to be aware that such an allegation may be made about them and that the School must have in place procedures to deal with any such allegation.

Any instance of a pupil being abused by a teacher or any other member of staff/volunteer is particularly serious. On the other hand, for an innocent person to be subject to what may be a lengthy period of investigation and suspension, with the threat of possible arrest, is a serious ordeal.

- i. All staff at all levels need to be clear about what kind of behaviour is acceptable and what is unacceptable, and what kind of circumstances should be avoided to limit the possibility of complaint against staff or abuse of trust.
- ii. All staff, particularly those acting in any teaching, pastoral or extra-curricular capacity which places them in a one-to-one situation with pupils, should take great care not to put themselves at risk of any suspicion or allegation of physical or sexual abuse or harassment.

To give staff protection from such allegations the following guidelines are suggested:

- A member of staff/volunteer should never speak to, or touch, a pupil in a manner that could be construed as having sexual overtones or that could be interpreted as physical assault. Remember, it is the action and its context rather than the intention that may subsequently give rise to problems. Tapping a pupil on the shoulder to secure attention may not normally be abusive but if it follows an earlier disagreement it could be interpreted as assault.

#### 4.8 Whistleblowing Policy

- 4.6.5 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
- 4.6.6 All staff are aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 4.6.7 It is the School's commitment that all Staff members who raise such concerns will be fully supported by the Child Protection Officer, the Headmaster and the Governors.

## 5 ROLES AND RESPONSIBILITIES

**5.1** All adults working with or on behalf of children have a responsibility to protect children. The key people within the School are: -

Headmaster	Mr. Philip J Capes
Child Protection Officer	Mrs. Katy Heap supported by Mrs Jane Malan
Governors	Mrs. Christine McKay

**5.2** The role of the Child Protection Officer is to: -

- 5.2.1 Ensure that the policy is being implemented
- 5.2.2 Ensure that all vetting procedures for new members of academic and ancillary staff are adhered to
- 5.2.3 Ensure that all members of staff who are in contact with children are aware of and understand the guidelines laid down in the Staff Handbook
- 5.2.4 To ensure that a training up-date in child protection for staff takes place for the Head and all the staff at least every three years. All part-time and voluntary staff will be made aware of and strongly encouraged to attend these training sessions.
- 5.2.5 Co-ordinating action within the school and for liaising with social services departments and other agencies over suspected child abuse.
- 5.2.6 To make referrals if the need arises

**5.3** The role of the Head

The role of the Head is to liaise with the designated teacher at the school with regards to the policy and to discuss any amendments that need to be made. To discuss any correspondence he receives regarding Child Protection issues.

**5.4** The role of the Governors

The role of the Governor is to liaise with the designated teacher at the school over matters regarding child protection issues to ensure that the school's procedures are consistent with Cumbria LSCB procedures, and to ensure that allegations against the Headmaster can be managed.

## 6 PROCEDURES

**6.1** We will follow the procedures set out in the document "CHILD PROTECTION POLICIES & PROCEDURES – working to support children and families". This document is produced by the Cumbria LSCB.

**6.2** A copy of the Cumbria LSCB Child Protection Policies & Procedures will be on all Houses and there will be a copy in the Staff Common Room. The CPO and the Headmaster will have a copy.

**6.3** New Staff should be provided with a planned induction, which includes an explanation of the underlying principles, and procedures, which the School operates

in caring for pupils.

**6.4** All staff (i.e. both teaching and non-teaching staff) should be entitled to Child Protection training, since any adults regularly on site and in contact with children may see or may be told of things which are to do with Child Protection. This training must be updated within a three year time frame.

**6.5** Fire procedures must be clearly documented, known to all and practised regularly.

**6.6** The Child Protection Policy is available for parents and pupils *to* download from the School website with a hard copy available to read at the School Reception.

## 7 TRAINING AND SUPPORT

**7.1** Our School will ensure that the Headmaster, the CPO and the nominated Governor for Child Protection attend training relevant to their role within the two year time frame specified.

## 8 PROFESSIONAL CONFIDENTIALITY

**8.1** Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

**8.2** Important issues with regard to confidentiality:

**8.2.1** Teachers must be informed that they can never guarantee confidentiality to a child.

**8.2.2** Teachers must know what to say to a child when they ask them to keep a secret. Children should be advised that the information may need to be shared with others.

**8.2.3** The information should be passed onto the CPO who will decide whether a referral is necessary. The CPO will inform the Headmaster the course of action he is taking. Housemasters/Housemistresses may need to be informed for the welfare of the child who may be in their care.

## 9 RECORDS AND MONITORING

**9.1** Well kept records are essential to good child protection practice. Relevant information about the welfare and development of individual children is recorded with sufficient clarity and detail to inform decisions about the child's care, and to serve as a record of action taken by staff. Our School is clear about the need to record any concerns held about a child within our school, the status of such records and when these records should be passed over to other agencies.

- Housestaff will keep files on all pupils. These will have all relevant information about the child. The child is informed that records are kept and parents are also made aware of this.
- Staff meetings are held weekly and full staff meetings are held two/three times per

term. Housestaff meetings are held weekly. Staff are given ample opportunity at these meetings to voice any concerns. Any serious worries will be passed onto the CPO and he will decide if a referral is to be made.

- Tutors will keep academic records and notes on the aspirations of pupils.
- Matrons will keep records on the health of pupils. Relevant and necessary information will be made available to staff as and when required e.g. when completing an off-site visit form or taking a party of pupils on an overnight stay.
- Records will also be kept in the central office at the School.
- The CPO will keep records of children, with all relevant information, on issues that have been brought to her/his attention. These records are kept safely away from all other School records. They will be placed in a locked filing cabinet with the CPO being the only person to have direct access.
- Teacher held notes become part of the record as soon as the CPO decides that other agencies need to be informed.
- The CPO will, on a termly basis, liaise with the Head and the Bursar to ensure that all new members of the academic and ancillary staff have undergone CRB checks.

## 10 ATTENDANCE AT CHILD PROTECTION CONFERENCES

Normally the CPO is invited by the Department, to attend a Child Protection Conference. If in the CPO's opinion another person should attend, then the CPO would instruct that person to do so. The relevant people would be informed.

## 11 SUPPORTING PUPILS AT RISK

**11.1** Our School 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. The School may be the only stable, secure and predictable element in the lives of children at risk. Whilst at School, their behaviour may still be challenging and defiant and there may even be moves to consider suspension or exclusion from School.

**11.2** It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

**11.3** The School will endeavour to support pupils through:

*11.3.1* The curriculum to encourage self-esteem and self-motivation

*11.3.2* 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.

*11.3.3* The implementation of School Behaviour Management Policies (required under the Code of Practice, 1993 Education Act)

*11.3.4* A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the School setting.

*11.3.5* Regular liaison with other professionals and agencies who support the pupils and their families.

*11.3.6* A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interest to do so.

11.3.7 The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in a child protection situation.

**11.4** This Policy should be considered alongside other related policies in the School. These are:

- Behaviour Management Policy
- Bullying
- Special Education Needs
- Health and Safety

**11.5** We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in capacity, with profound and multiple disabilities, sensory impairment, and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

It must be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support.

## **12 SAFE SCHOOL, SAFE STAFF**

**12.1** Guidance should be given to School staff about physical contact with pupils.

**12.2** Guidance should be given to School staff about staff working in a one to one situation with a pupil.

**12.3** Advice to School staff should be given to avoid situations where allegations may be made against them.

**12.4** Information should be made available to School staff about counselling and /or giving advice to children / young people on sexual matters.

**12.5** The position of teachers in respect of civil liberties, disciplinary action and criminal prosecution in response to any professional act undertaken to protect children should be given.

**12.6** The School must employ the policies recommended by the CPO when new staff are recruited.

**12.7** All procedures that are in place must be available to staff and their representatives when staff are faced with allegations of abuse.

**12.8** The School must take steps to reduce the possibility of abuse by School staff and other professional workers or any one else working in within the School setting.

**12.9** The policy must be reviewed by the CPO and the Head every twelve months. Any changes made and the fact that the review has taken place must be recorded on the attached list

**12.10** The Governor with responsibility for Child Protection issues is required to review the policy annually with the Headmaster and Child Protection Officer. This Governor must then report formally to the Governing body so that an annual review is conducted by them of the Child Protection Policy, the procedures followed and the efficiency with which the related duties have been discharged.

ST. BEES SCHOOL  
POLICY ON CHILD PROTECTION

***Check Points***

- i. Provide suitable support and guidance so that pupils have a range of appropriate adults to whom they can turn if they are worried or in difficulties. Each House to publish these with telephone numbers if appropriate.
- ii. Staff have clear procedures whereby teachers report cases of suspected child abuse to the CPO.
- iii. Monitor children who are at risk. Keep clear records in a secure place.
- iv. Provide and support child protection training regularly to school staff, housekeepers and prefects.
- v. *Ensure designated staff are updated regularly with training in child protection occurring at least once every two years and with inter-agency working for the designated CPO.*
- vi. Ensure there are sufficient funds for all aspects of training.
- vii. Develop effective and supportive liaison with other agencies.
- viii. Ensure that Child Protection issues are incorporated in PSE lessons.
- ix. Provide clear policy statements for parents and staff on positive behaviour policies and school approach to bullying.
- x. Ensure that staff and pupils have a clear understanding of bullying – physical, verbal and indirect (mobile phones, e-mails) and act promptly to combat it. Make sure pupils know the school’s position on bullying.
- xi. Clear policy about the handling of allegations of abuse by members of staff.  
All staff are made fully aware of the procedures.  
These procedures must be followed at all times.
- xii. Have a policy regarding employment of academic staff and non – academic staff.
- xiii. *Have a Child Protection Policy which is regularly updated to ensure any deficiencies or weaknesses in child protection arrangements are remedied at the earliest opportunity.*

ST. BEES SCHOOL

POLICY ON CHILD PROTECTION

Appendix 1 (to be attached to main policy on Child Protection)

Named Staff with specific responsibility for Child Protection

Academic Year	Snr. Designated Teacher	Nominated Governors
2005/2006	Darryl W Davies	Mrs. Christine McKay Mrs Moira Creed
2006/2007	Darryl W Davies	Mrs. Christine McKay Mrs Moira Creed
2007/2008	Sean G Morrison	Mrs Christine McKay Mrs Moira Creed
2009	Katy Heap	Mrs Christine McKay
2011	Katy Heap/supported by Jane Malan	Mrs Christine McKay

ST. BEES SCHOOL

POLICY ON CHILD PROTECTION

Appendix 2 (to be attached to main policy on Child Protection)

Review dates for this policy

Review Date	Changes made	By whom
Oct 2007	p3 Social Services changed to Children Services	SGM
	p3 Children Services plus telephone numbers	SGM
	p3 add box about 48 hrs (written referral)	SGM
	p4 CPO SGM	SGM
	p5 CPO will ensure written referral within 48 hours of initial contact with social services	SGM
	p5 Social Services changed to Children Services	SGM
	p8 Social Services changed to Children Services	SGM
	p8 4.5 section 3 – including CPO	SGM
	p11 5.4 Local Area Child Protection Committee (APCP) changed to Cumbria LSCB	SGM
	p11 6.2 Cumbria LSCB instead of Green file	SGM
	p12 6.6 Reworded	SGM
	p18 Appendix 3 added	SGM
June 2008	P10 Added Whistleblowing Policy	
January 2009	P4 Change of CPO	SGM
April 2009	P4/12 Reference to website – signs of Child Abuse	PJC
	P5 Addition of briefing of senior pupils, prefects etc. by CPO	PJC
	P5 Timeframe for contact with Children Services	
	P5 Change term member of staff to member of staff/volunteer	PJC
	P9 Change to Reporting Cases – ISA	PJC
	P11/12 Introduction of specific timeframes for staff training	PJC
	P15 Governors annual review of the Child Protection Policy, procedures and efficiency that duties have been carried out.	PJC
	P17 Update Checkpoints	PJC
June 2010	P17 Updated Checkpoints	PJC
April 2011	Change to Appendix 1 and roles and responsibilities	KH
		JCM
Nov 2011	Change to Children’s Services tel numbers	KH

ST. BEES SCHOOL

POLICY ON CHILD PROTECTION

Appendix 3 (to be attached to main policy on Child Protection)

Staff to read, sign and date Appendix 3

Staff Member	Signature – to indicate document has been read and understood	Date:	Discussed Child Protection Policy with Key Person	Date:

## **Useful Telephone Numbers**

Mr John Booth (School's Independent Listener)

Tel: **01946 821380** Mobile: **0796 362 4459**

Customer Services at the Local Children Services: **01900 706325**

A new referral can be made to this number.

They will make contact with one of the people below.

Triage team at Children's services (for new referrals).

**01900 706398**

**01900 706424**

**01900 706425**

Out of hours (after 5 pm) **01228 526690**

**Local Area Designated Officer (LADO)**

Neil Spence: **07812972997**

[neil.spence@cumbria.gov.uk](mailto:neil.spence@cumbria.gov.uk)

Education and Training for Child Protection

Multi –agency Trainer

Nigel Smith: **01228 221260**

[nigel.smith@cumbria.gov.uk](mailto:nigel.smith@cumbria.gov.uk)

Administrators for Training: **01228221249**

Childline: **0800 1111**

Samaritans: **08457 909090**

OFSTED Boarding Helpline: **08456 404040**

# Safeguarding Children in Education – Dealing with allegations of abuse against teachers and other staff.

This flowchart has been taken from an edition of the Bulletin, and designed by Browne Jacobson (lawyers specialising in children's welfare issues) who allowed this chart to be published.

