



## **CHILD PROTECTION POLICY**

Reviewed by (School Business Manager): .....

Date: .....

Approved by the Board of Trustees on:.....

Review Date: .....

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## **Child Protection Policy**

(Guidelines & Procedures for Safeguarding)

Bristol Steiner School recognises its legal duty under s.175/157 Education Act 2002 to work with other agencies in safeguarding and promoting the welfare of children and young people and protecting them from “significant harm”. These duties are defined by:

- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (2016)
- Keeping Children Safe in Education: information for all schools and college staff (2016)
- Bristol Safeguarding Children Board (BSCB) - Safeguarding Children Procedures

Bristol Steiner School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. Because of our day-to-day contact with children and young people, education staff are particularly well placed to observe outward signs of abuse, changes in children’s behaviour or their failure to develop. This includes concerns about possible radicalisation of pupils by extremist groups (the Prevent Duty), child sexual exploitation (CSE), internet abuse, forced marriage, honour-based violence (HBV) or female genital mutilation (FGM).

All staff, including temporary staff and volunteers, parents and carers need to be alert to the possibility of abuse occurring, aware of the procedures to be followed if they have suspicions and need to have the confidence to follow those procedures. This policy applies to all staff, council members and volunteers working in the school. **Please note that anyone can make a referral to Children’s Social Care if there is a risk of immediate serious harm to a child.**

### **Introduction**

This policy identifies people with key responsibilities for Safeguarding issues, gives guidance for signs of abuse and outlines clear procedures to follow in such cases in line with locally agreed procedures. Safeguarding children encompasses positive support for all children as well as child protection issues.

## 1. Aims

Bristol Steiner School will safeguard and promote the welfare of its pupils. If any member of staff has cause to suspect that a pupil has been subjected to abuse in school or at home, this will be reported immediately to the named persons responsible for child protection in the school.

**The Designated Child Protection Persons are Erika Taylor and Jane Luxford at main school and Karin Naydler at Kindergarten. All staff should report their concerns to a DCP directly. Rachel Phillips is the designated Trustee appointed and trained to oversee Child Protection in the school.**

**All members of staff should be aware of the School's obligations under the 1989 Children's Act.**

**Bristol City now operates an on-line service for up to date advice on child protection; 'South West Child Protection Procedures' – this website should be consulted for further information.**

[www.swcpp.org.uk/](http://www.swcpp.org.uk/)

**Local Authority Designated Officer (LADO)** The LADO for Bristol is: Nicola Laird, Tel: 0117 903 7795  
Mob: 07795091020 Fax: 0117 9037153.

### North Bristol

**First Response: 0117 9036444** For Concerns about a child or young person.

**Early Help: 0117 3521499** For general help

## 2. Principles underpinning all Child Protection work in Bristol

- The well-being of the child is the paramount consideration in all protective action.
- All professionals having contact with children and families should be alert to the possibilities of child abuse.
- Staff trained in 'Safer Recruitment' will be involved in all areas of the recruitment process.
- All professionals having contact with children must have enhanced DBS checks prior to employment.
- Procedures must be followed to ensure prompt and effective help to children who may be in danger from abuse or neglect.
- All concerned in cases of child abuse, within the constraints set out above, including children, their families, suspects and perpetrators, must be treated with respect and accorded full civil and legal rights.
- This extends to keeping all parties fully informed and appropriately involved in decision-making.
- Confidentiality in relation to information is crucial.
- Child Protection Services will be equally available and accessible to all members of the community, irrespective of race, gender or disability.
- Training and support for staff is of the utmost importance in relation to Child Protection.
- Children are generally best looked after within the family, with both parents playing a full part, and without legal proceedings.

## 3. Categories of Abuse

- **Neglect:** the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation; or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

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- **Physical Injury:** actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and “Munchausen’s syndrome by proxy” (which means giving a false account of symptoms to present a child’s condition misleadingly).
- **Sexual Abuse:** actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature
- **Emotional Abuse:** actual or likely severe adverse effect on the emotional and behavioral development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment; this category should be used where it is the main or sole form of abuse.

### 4. Identifying Abuse

Teachers and other school staff are well placed to observe outward signs of abuse, changes in behaviour, or failure to develop, which may indicate that abuse is taking place. Such signs may be the cause of suspicion, but they are not in themselves proof of abuse. Great care should be taken to distinguish between fact, observation, allegation and opinion.

Unexplained changes in behaviour or school performance may indicate abuse. The more obvious signs, such as bruises, may be apparent when pupils change for games lessons (for the older pupils). Inadequate clothing, poor growth or apparently deficient nutrition may indicate physical neglect, while attention seeking or excessive dependence may point to emotional neglect.

### 5. If abuse is suspected, staff must adhere to the following guidelines:

- Do not cross-question a pupil: when a pupil makes a complaint, it is important to limit any questioning to the minimum necessary for clarification, avoiding leading questions. As soon as the allegation has been made no further questions should be asked.
- The pupil should be told that the matter will be referred in confidence to the appropriate people. This must be done, and the written record passed on, the same day.

### 6. Allegation against a staff member – refer to the ‘Allegations against Staff Policy and Procedure’

### 7. Confidentiality

The degree of confidentiality is governed by the need to protect the child. Teachers and others working with a child or family should make clear to those providing information that it is not possible to maintain confidentiality if the withholding of the information will prejudice a child’s future.

## PROCEDURE FOR SCHOOL STAFF

The following procedure must be followed by any member of staff who, by virtue of a child’s behaviour, becomes suspicious of abuse or is told by a child that abuse has taken place.

1. Inform the Designated Child Protection Person (DCPs) – Safeguarding Officers verbally immediately and in writing by the end of the working day.
2. If an injury requires immediate treatment the DCP should arrange this without delay, in whichever way seems most appropriate and then continue to follow the procedure below.

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3. The concern should be accurately and legibly logged in writing by the DCP. **Written records must be kept at all stages.**
4. The DCP should, dependant on concern, immediately contact First response and/or the social services duty team at the appropriate Social Services Office for advice/referral.
5. The DCP may be asked to arrange for the child to be further interviewed to substantiate the concern. Social services, after consulting with their Manager may ask for arrangements to be made to interview the child with a member of the school staff.
6. If the child is felt to be in any danger s/he should not be allowed to go home, if at all possible.
7. The discussion with the social services should involve consideration of how, when and by whom the parents should be informed of the concern bearing in mind on the one hand the need to protect the child and on the other the duty of the Social Services Department to work in partnership with parents wherever possible.
8. School staff should be prepared to attend case conferences, and supply information, in writing if possible, as to any allegations made at school, other concerns regarding the child's behavior at school or contact with the parent/s/carer/s, as well as academic and general progress at school. If unable to attend, written reports should be submitted.
9. School staff should be prepared to be part of the Child Protection Plan formulated by the case conference, to monitor future behaviour, and, where appropriate, to be part of any appointed working group.

### **Role and Responsibilities of Designated Safeguarding Lead**

The Designated Safeguarding Lead has lead responsibility and management oversight and accountability for child protection, along with the School Management Team.

When the school has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken.

Advice should be sought from the Social Care Team in the borough in which the child lives on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the Designated Safeguarding Lead feels that their having knowledge of a situation will improve their ability to deal with an individual child and/or family. A written record will be made of what information has been shared with whom, and when.

Child protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child: the school will not keep family files. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.

Access to these records by staff other than by the Designated Safeguarding Lead will be restricted.

Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with any home school policies and give due regard to which adults have parental responsibility. **The Designated Safeguarding Lead will not disclose to a parent any information held on a child if this would put the child at risk of significant harm.**

If a pupil moves from our school, child protection records will be forwarded on to the Designated Safeguarding Lead at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. If sending by post, pupil records will be sent by Special/Recorded Delivery. Direct contact between the two schools may be necessary, especially on transfer from primary to secondary schools. For audit purposes a note of all pupil records transferred or received will be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received. If a pupil is

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permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded on to the relevant organisation.

Where a vulnerable young person is moving to a Further Education establishment, consideration should be given to the student's wishes and feelings on his/her child protection information being passed on in order that the FE establishment can provide appropriate support.

## **Roles and Responsibility of the Board of Trustees**

It is the responsibility of the Board of Trustees to ensure that they comply with their duties under legislation. They must have regards to this guidance to ensure that the policies, procedures and training in the schools are effective and comply with the law at all times.

The statutory guidance, **Keeping Children Safe in Education**, places statutory requirements on all Boards of Trustees. They must make sure that their school has policies and procedures in place and take into account any guidance issued by the Secretary of State, any local authority guidance and locally agreed inter-agency procedures.

## **Involving Parents/Carers**

In general, we will discuss any child protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child. Parents/carers will be informed about our Child Protection Policy on joining the school and subsequently through our website and newsletters.

## **Safer Recruitment and Employment Practices**

Bristol Steiner School will follow Safer Recruitment processes (BSCB procedures) which will include the following:

- Declaration of the intent to undertake a DBS check in the advertisement
- Ensuring that a safeguarding question is included in the interview
- Ensuring that any gaps in employment are explored at interview
- Undertaking a DBS check at the relevant level to the position
- Ensuring that references are checked

The school will follow the Managing Allegations against Staff or Volunteers procedures (BSCB Procedures). The School Management Team will deal with allegations made against school staff. All allegations against any member of The School Management Team will be referred to the Chair of Trustees.

In addition to this the school will have routine systems for continually monitoring the performance of staff ensuring compliance with both child protection procedures and the code of good practice. All staff within the school will adhere to the Guidance for Safer Working Practice for Adults who work with Children and Young People (July 2015). This covers a wide range of issues around staff conduct e.g. Use of Mobile Phones etc. All staff have access to the counselling service within Bristol City Council.

If any concerns or allegations are made against members of staff, these should be discussed in the first instance with the Designated Officer for Managing Allegations (DO) or the duty Independent Reviewing Officer. It is useful at this stage to provide the full name of the member of staff and of the child involved in the allegation, their dates of birth, addresses and details of any previous concerns. All allegations against people who work with children will be passed on to the Designated Officer (Managing Allegations) in accordance with the Working Together to Safeguard Children (2015) and the BSCB Safeguarding Children Procedures. A Managing Allegations Referral form will be need to be completed.

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If staff have concerns about a fellow colleague, they should follow the procedure outlined in the Whistle-Blowing Policy.

## **Referral to the Disclosure and Barring Service (DBS)**

Any employee who is dismissed or resigns due to a child protection case will be referred to the DBS, who will consider the future risk and harm the individual poses to vulnerable groups including children.

The Single Central Record must be in place and include all the areas covered in Keeping Children Safe in Education (2016). Further advice on this can be sought from Bristol Steiner School's Business Manager, Tania Masters.

## **Staff support**

We recognise the stressful and traumatic nature of child protection work. Staff will be supported by having the opportunity to talk through any anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

## **Information Sharing, Confidentiality and Record Keeping**

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. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Information will be stored in a secure place with restricted access to designated people and be maintained in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

It may be necessary to liaise with and, where necessary, challenge other agencies involved, in order to obtain relevant information to support the child appropriately. If a child resides in another borough but attends a school in Bristol, the school will liaise with the borough in which the child resides.

If a child who is subject to a child protection plan leaves Bristol Steiner School, his/her information will be transferred to the new school immediately and the child's social worker informed.

## **Curriculum**

Child protection and wider child welfare and safety issues will be addressed through the curriculum as appropriate. These might include self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying.

## **Other areas of work**

Our Child Protection policy cannot be separated from the general ethos of the school, which should ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

## **Training and Development**

According to Keeping Children Safe in Education (2016), the Education Coordinator and all other staff who work with children will undertake child protection training to equip them to carry out their responsibilities for Child Protection effectively. This will be kept up to date by refresher training at three yearly intervals (as a minimum) for all staff.

The Designated Safeguarding Lead must undertake Advanced training every two years. It is recommended good practice that the member of staff who deputises for the Designated Safeguarding Lead undertakes Advanced Training every two years as well.

## **Implementation, Review and Monitoring**

Implementation will take place by ensuring this policy is discussed at College and Trustees meetings and ensuring all staff are made aware of its existence.

This Policy will be monitored and reviewed on an annual basis.

### **Supporting Documents**

- BSCB Safeguarding Children Procedures <http://www.bristol.gov.uk/page/children-and-young-people/bristol-safeguarding-children-board>
- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education: Information for all Schools and College Staff (2016)
- Safer Working Practice Guidance (July 2015)
- Anti-Bullying Policy
- Anti-Radicalisation Policy
- Complaints Procedure
- DBS Policy
- Safer Recruitment Policy
- Physical Restraint Policy
- Staff Code of Conduct
- Staff Disciplinary Procedure
- Behaviour and Discipline Policy
- Confidentiality Policy
- Whistle-Blowing Policy
- Missing Pupil Procedure
- Social Media Policy
- Mobile Phone Policy
- Volunteer Policy

### **CHILD PROTECTION TRAINING**

The Designated Persons will receive training every 2 years and

- a) Report back to College
- b) File certificates in Child Protection/training file and own personnel file.

**All staff must receive (in-house) training every year.**

**Whole setting awareness update training is carried out every 3 years.**

#### **Induction Training:**

Information on Child Protection and safeguarding is available on file for all staff and all new staff, volunteers and trainee teachers will be given a copy of this policy during the induction process, plus information on KCSiE Guidance and given Part One of this guidance which they must sign to say they have read.

**Revised: September 2016**

**For Review: September 2017**

Policies and Procedures: Child Protection  
**Appendix 1**

**SAFEGUARDING INCIDENT / CONCERN FORM**

|  |                                       |
|--|---------------------------------------|
| <b>Childs name</b>   | <b>Date of birth</b>                  |
| <b>Name and position of person completing form (please print)</b>          |                                       |
| <b>Date of incident /concern:<br/>dd.mm.yy</b>                             |                                       |
| <b>Incident / concern (who what where when)*</b>                           |                                       |
| <b>Any other relevant information (witnesses, immediate action taken)*</b> |                                       |
| <b>Action taken*</b>   |                                       |
| <b>Signature</b>   | <b>Date form completed (dd mm yy)</b> |

\*Continue on a separate sheet if necessary

## Policies and Procedures: Child Protection

### **Recording Aide Memoir for staff**

Safeguarding children is a whole setting task. All staff have an important role to play in helping to identify welfare concerns and possible indicators of abuse or neglect at an early stage. For some children a "one off" serious incident or concern may occur and you will have no doubt that this must be immediately recorded and reported. Most often however it is the accumulation of a number of small incidents, events or observations that provide the evidence of harm being caused to a child. It is vital therefore that any concern you have for a child's welfare however small is recorded and passed to the DCPO. *All* concerns must be recorded on the attached form. If you are in any doubt, consult Erika Taylor or Jane Luxford

### **What is a "welfare concern"?**

Concerns may arise in one or more of the following areas:

- The child's behaviour
- The child has a physical injury
- The child makes a disclosure or allegation
- The child's physical presentation
- Information from or observation / behaviour of a parent

### **What do I record?**

Using the safeguarding form ensure

- This is dated, signed and your details are legible
- The incident / event / observation of concern is described clearly and concisely
- This is written using straightforward language and fact and opinion are differentiated.
- If recording a disclosure, the child's own words are recorded and any questions you may have asked are included
- Physical marks and injuries are recorded on a body map where appropriate
- Any action you have taken

### **How to record actions taken in response to staff concerns**

When a welfare concern form is passed to you it is important that you check this is sufficiently detailed and has been dated and signed by the staff member who has reported the concern. If a body map has been completed or there are any other documents referred to in the record ensure these are attached and where appropriate are also dated and signed.

It is important that you make a record of the action you take in response to every welfare concern form passed to you. The level of detail of this record will clearly depend on the nature and seriousness of the concern but may include:

- Requests to staff for monitoring specific aspects of the child's presentation, behaviour, attendance etc.
- Discussions and telephone calls (with colleagues, parents and children / young people and other agencies or services)
- Professional consultations
- Letters sent and received
- Referral forms (both for external and education-based services)

Reviewed December 2016 ErT

To be reviewed December 2017

**SAFEGUARDING RECORD OF ACTION / CONTACTS**

| CHILDS NAME: |         |           |
|--------------|---------|-----------|
| DATE         | DETAILS | SIGNATURE |
|              |         |           |