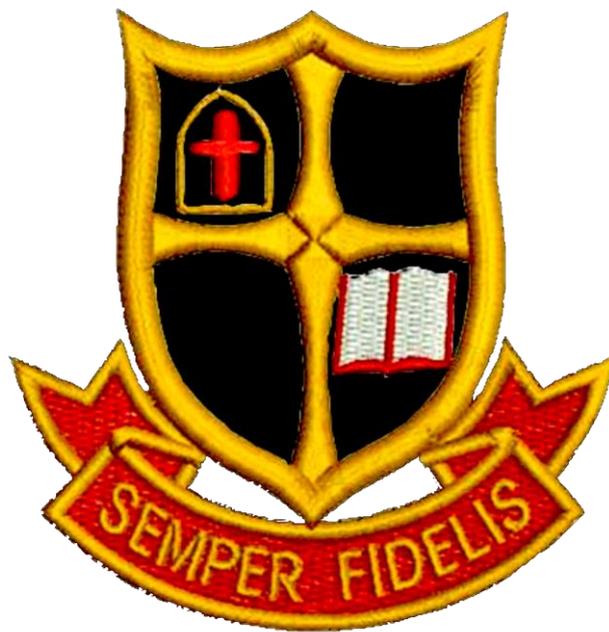


# Child Protection Policy

[Next update – September 2018]



**PRIORY SCHOOL [including EYFS]**  
**Child Protection Policy**

**Schools and colleges and their staff form part of the wider safeguarding system for children. “Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with the children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make their approach child-centred. This means that they should consider, at all times, the best interests of the child.” [KCSIE September 2016] Early help can be more effective than reacting later.**

1. This policy applies to the whole school and complies with the requirements of the Early Years Foundation Stage [EYFS]. It is compliant with the Statutory Guidance Safeguarding Children and Safer Recruitment in Education 2007 and includes updated chapter 5: Dealing with allegations of abuse against teachers and other staff, revised October 2012. It has been revised to reflect changes in legislation resulting from Working Together to Safeguard Children dated March 2015, updated Feb 2017 [HM Government] and Keeping Children Safe in Education [DfE 2015 and updates effective from September 5<sup>th</sup> 2016]. KCSIE incorporates the additional statutory guidance ‘Disqualification under the Childcare Act 2006’ and ‘What to do if you’re worried a child is being abused’, March 2015. The School fully accepts its responsibilities under legislation for the Disclosure and Barring Service. Staff who work with, or are involved in the management of, the EYFS have been fully briefed on the advice from the DfE on the implications of disqualification by association and requested to discuss any personal concerns with the DSLs [KCSIE October 2014 : supplementary advice on childcare disqualification]. All staff who work with the EYFS recognise their responsibilities re Disqualification by Association and have signed a disclaimer to this effect.

The policy is addressed to all members of staff and volunteers, is available to parents in hard copy on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at games or on an educational visit.

All staff have a summary of KCSIE [July 2015] and part 1 of the September 2016 update and have been briefed on their significance, most recently at training in September 2017. Staff have been made aware of the latest Government advice on the need for vigilance in identifying any signs of radicalisation and working with the local authorities to provide routes for dealing with such issues. The safeguarding lead has received Prevent training which has been shared with staff in January 2016, revisited in September 2016 and 2017 and forms part of staff induction training. [Prevent Duty Guidance for England and Wales July 2015].

2. The welfare of our pupils and students will always be our central concern informed by the School’s overriding ethic of valuing each child for him/herself alone, based on the Christian view that every person is of unique and irreplaceable value, and by all relevant legal requirements in force at the time. Pupils are actively encouraged to raise personal and general concerns with members of staff, their form teacher, their subject teacher, Heads of Schools and the Principal.

There are form periods every week for this purpose, and also the form teacher sees his/her class at the beginning and the end of the day.

3a. A series of interlocking meetings each week exists to ensure good and swift communication and pay particular attention to the welfare and well-being of individual pupils:

- There are regular meetings of the Operational Executive and the Strategic Executive Management Committees.
- At the beginning of each term and, as necessary during the term, there is a full staff meeting.
- There are daily morning briefings to attend to day to day events and to flag any concerns about pupils across the school.
- Each week, there is a meeting between Junior School staff and the Head of Junior School to review Junior School matters [including EYFS].
- A weekly meeting is held between Senior School Staff and the Head of Senior School to review Senior School Matters.
- There is a weekly meeting between prefects and senior staff to allow for good communication over matters as seen by pupils.
- The School Council, composed of Junior School class representatives, meets regularly.

This regular cycle of communication puts checks and balances in place to ensure any matter of concern does not go unseen, unheard or unaddressed.

3b. There are distinct Heads of Cabin School, Junior School, Senior School and Sixth Form. This allows various levels of both observation and communication. Each pupil will be known by his/her form teacher, subject teachers, first aiders, Head of School, Principal and House Captain. This gives a variety of channels to assist full and swift communication in case of concerns. The Principal and some members of the Executive Committee are non-teaching staff. They are available at every point to address pupils, staff or parent concerns. Parents are actively encouraged to call in on the school and also to use telephonic and e-mail contact. Communication is essential to ensure the safety and well-being of pupils, and all these procedures are in place to aid and support this vital function of immediate accessible communication without which no proper invigilation can take place.

4. Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School takes all proper measures to:

- ensure that we practise safer recruitment in checking the suitability of staff and volunteers to work with children and young people in accordance with the regulations and guidance given in *Safeguarding Children and Safer Recruitment in Education* and the Education (Independent School Standards) (England) Regulations 2003 as amended in 2015, *Safeguarding Children and Safer Recruitment in Education 2007*, *Working Together to Safeguard Children 2015*, *Keeping Children Safe in Education 2015* and *Update to Keeping Children Safe in Education September 2016*
- Ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made, as required by law, to the Disclosure and Barring Service within one month of the person leaving the

School and full co-operation is extended to the DBS. Ofsted will be informed within 14 days.

- Ensure that the school pays due regard to *Disqualification under the Childcare Act 2006* and its guidance on the school's legal duty to ensure that it does not knowingly employ any staff in the EYFS or relevant later years' provision, including by association.
- Ensure that where staff from another organisation are working with our pupils on another site, unaccompanied by our staff, we have received written assurances that appropriate child protection checks and procedures apply to those staff.
- Protect each pupil from any form of abuse, whether from an adult or another pupil, in particular any form of bullying be it verbal, physical, emotional, psychological or by use of communication devices or via the internet (see also Discipline & Anti-Bullying Policy) and ensure any allegation, disclosure or report is immediately dealt with by the appropriate safeguarding or disciplinary procedure.
- Be alert to signs of abuse both in the School and from outside.
- Deal appropriately with every suspicion or disclosure of abuse.
- Design and operate procedures which promote this policy.
- Also design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- Support children who have been abused in accordance with his/her agreed child protection plan.
- Be alert to the medical, emotional and/or physical needs of children.
- Operate robust and sensible health & safety procedures and sound first aid procedures with appropriately trained staff.
- Take all practicable steps to ensure that School premises are as secure as circumstances permit and have clear policy and practice as to doors being locked, access to keys, hours of access and records of clearly identified visitors.
- Operate clear and supportive policies on drugs, alcohol and substance misuse in conjunction with the local police, welfare and medical services, including a "zero-tolerance" policy on smoking, or use of drugs or alcohol and ensure such policies are known to pupils, staff and parents and published on the school's website which is constantly referred to in communications and widely advertised.
- Ensure that personal mobile phones and cameras are not used by any staff in the EYFS setting. As a matter of good practice, all staff will only use school equipment in the EYFS classrooms.
- Support Government initiatives outlined in the Counter-Terrorism and Security Act 2015 which "places a duty on specified authorities, including local authorities and childcare, education and other children's services providers to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty)". The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism. Schools and colleges are listed in the Act as partners of the panel. The relevant provisions of the Act will come into force on 12 April 2015."

## 5. Duties of proprietor, employees, parents/volunteers

Every employee and staff member of the School as well as every volunteer who assists the School is under a general legal duty:

- a) To protect children from abuse.

- b) To be aware of the School's practice and policies on Child Protection and to follow them.
- c) To know how to access and implement the procedures, independently if necessary
- d) In dealing with a child protection issue to remain as objective as possible. Never assume that you “know” which categories of children are at risk.
- e) To keep a record of any significant allegation, disclosure, conversation or event. Information should be recorded verbatim, if possible. Do not prompt, lead or suggest information to the child.
- f) To be aware of the mandatory reporting duty with regards to Female Genital Mutilation[KCSIE September 2016]
- g) To be aware of the implications of the Prevent Duty and routes for reporting concerns
- h) To be aware of the updates to existing requirements with regards to the admissions register and children missing from education.
- i) To refer any concerns to the Designated Safeguarding Lead (or in his absence, one of the other Designated Safeguarding Leads) immediately.
- j) In the case of allegations brought against a colleague to refer the incident to the Principal. (please see para below on Staff Allegations).
- k) To undertake appropriate training including regular refresher training. The training to be undertaken shall be of standard approved by the LSCB.
- l) Have regard to current guidance issued by the DfE and associated regulations including the Education [Independent School Standards) (England) Regulations 2003 as amended and any future updates, including 2015 and 2016]
- m) to understand that data protection fears should not be a barrier to information sharing as the safety of the child should be of the utmost importance. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

6. Every disclosure or suspicion of abuse from within or outside the School will be initially considered by the Designated Safeguarding Lead and, if considered appropriate, will be referred to an external agency such as the Children and Families Branch of the Isle of Wight Council. In each case, if the matter implicates a member of our staff, a volunteer or someone in the wider children’s workforce, the matter should be referred to Paul Barnard, the Local Authority Designated Officer 01983 823723 or [LADO@iow.gov.uk](mailto:LADO@iow.gov.uk) / [Paul.barnard@iow.gov.uk](mailto:Paul.barnard@iow.gov.uk) to whom any referral will be made.

## 7. The Designated Teachers for Child Protection – Role and Responsibilities

The Principal is the **Designated Safeguarding Lead** for child protection; in addition, the School has appointed a member of the Executive Committee with the necessary status and authority, to be called the second **Designated Safeguarding Lead**, to be responsible for matters relating to child protection and welfare. Both are responsible for the safety of children in the EYFS. Three further members of staff have also received training to be DSL’s for their section of the school: see summary at end of this document.

The main responsibilities of the Designated Staff are:

- To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- To be fully conversant with and to follow the local interagency procedures as agreed through the Local Safeguarding Children Board (LSCB) and this Child Protection policy and procedures.

- To be available to all staff of the School community for consultation on child protection issues.
- To co-ordinate the child protection procedures in the School
- To maintain an on going training programme for all School employees
- To monitor the keeping, confidentiality and storage of records in relation to child protection and ensure that they are kept separately from pupil school files
- To liaise with the child protection social worker and any police officer undertaking any child protection enquiries or investigations.
- To ensure that appropriate action is taken in the School and that procedures are followed in actual or suspected cases of child abuse
- To contact the relevant persons in the local authority to seek advice on concerns brought by staff. To also check whether or not the family involved is known to the children's social care services.
- To monitor records of any pupils in the School subject to Child Protection plans on the Child Protection Register (CPR) to ensure that these are maintained and updated as notification is received.
- To liaise with other professionals to ensure that children subject to child protection plans are monitored.
- Where appropriate, to take part in the child protection conferences or reviews. In the case of non-attendance to ensure that a key member of staff attends, usually another Designated Lead. Where this is not possible to provide a written report to the conference from the School. (It is acknowledged that this should occur rarely as the involvement of School staff is vital given the close involvement with the child).

- To inform the social care services in writing when a child subject to a child protection plan moves to another School and to inform the new School of the child's child protection status.
- In consultation with the Designated Staff and the Executive Management to monitor staff development and training needs with regard to child protection issues and to provide training as appropriate
- To ensure that training is current and relevant (please see further paragraphs 9 and 15 below) and provided by recognised agencies or personnel (this would normally be as supplied by the Local Authority) and each member of staff receives training relevant to their role as identified in Working Together to Safeguard Children 2015/Keeping Children Safe in Education 2015/update September 2016.
- To offer opportunities for raising student awareness of child protection issues and developing strategies for ensuring their own protection, without causing undue alarm, in an age-appropriate format
- To review the School's Policy on Child Protection with the Executive Management and the Senior Staff Leadership Team on an annual basis or as required to include updates.

In the absence of the Designated Safeguarding Lead, the second Designated Safeguarding Lead must take responsibility for child protection issues within the School. In normal circumstances both will work as a team, undertake necessary training courses as described in paragraph 9 below, and work closely on all issues related to Child protection.

**8.** The Designated Safeguarding Lead is **Mr Edmund Matyjaszek: Principal** and the second is **Mrs Gillian Bilbo, SENCO**, both members of the Executive Management of the School. The Deputy Designated Safeguarding Leads are :

Mr Simon Lynch, Head of Junior School

Mrs Shellie Kirby, Head of Cabin School[ initial contact for EYFS]

Mrs Sarah Gully, Marketing Manager and First Aider

These Designated Staff may be contacted on the school number 01983 861222. They may and should be approached without appointment at any time if there is any matter of concern relating to Child Protection, Child Welfare, or Safeguarding Issues and any suspicion, belief and/or evidence of abuse of whatever kind.

This takes priority over all other aspects of school activity as the welfare of the pupils and staff is the first and paramount responsibility of the school management.

**9.** If one of the Designated Staff is unavailable or is him/herself the subject of an allegation or disclosure of abuse, his/her duties will be carried out by the other Designated Staff Members.

If none of these Designated Staff is available or one or all are the subject of an allegation of abuse, the Principal and other Senior Staff on the Executive Management are to be informed without consulting the Designated Staff first. These are Mr Tony Adlam, Mrs Patricia Parry, and Mrs Emma Soar [Head of Senior School].

If any pupil or child or member of staff feels unable to approach any of the above for good reason, then he or she should contact the local authority Children Reception team or the Police or the Designated Officer [contact details are given at the end of the policy].

These independent contact details are to be published on the school website and posted in both the First Aid Room and the School Office in full public view at all times.

**10.** The Designated Safeguarding Leads will have undertaken basic child protection training and training in inter-agency working and will attend refresher training at two yearly intervals. The training to be undertaken shall be of standard approved by the LSCB.

**11. Child Abuse: Categories and Definitions : detailed at the end of this policy.**

### **12. Whistleblowing**

All staff are required to report to the Designated Safeguarding Leads any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

The safety of our pupils is everyone's responsibility and so all staff have a duty to speak up about any concerns about a pupil. Anyone can make a referral. [KCSIE 2015, KCSIE 2016] The NSPCC whistleblowing helpline is also available for staff to seek confidential advice: 0800 028 0285 8.00 am- 8.00 pm Monday to Friday or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Procedures:**

#### **13. Initial allegation or disclosure**

A member of staff suspecting or hearing an allegation or disclosure of abuse:

- Must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- Must not ask the child leading questions, that is, a question which suggests its own answer (eg "was it your father?" or "did this take place on Tuesday when you were away?")
- Must reassure the child but not give a guarantee of absolute confidentiality, explaining that this will ensure his or her concern will be dealt with by a proper person; and above all to reassure the child and impart confidence that any improper conduct will not be allowed to continue and that the child is safe and that is the most important concern of all. The member(s) of staff should explain in the most reassuring way possible that he or she needs to pass the information to the Designated Staff Member who will ensure that the correct action is taken
- Must keep a sufficient written record of the conversation. The record (see 20 below) should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed and dated [including the time it was written] by the person making it and by the other staff member present and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as is possible and preferably immediately after any meeting. These records, as with staff personnel records, are either to be kept under secure lock and key on premises; or off premises and only brought in for particular purposes. They must never be left where they can be accessed by any unauthorised personnel unless a Designated Safeguarding Lead is present throughout.

#### **14. Preserving Evidence:**

All evidence (for example scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

## **15. Record**

It is essential to make brief notes as soon as possible after the meeting. This may be possible in the meeting itself and should be verbatim not with later editing:

- Write up notes in full and include time, date, place, full names, signature, using the Priory School report form.
- Describe observable behaviour e.g. was shaking, continued to cry, constantly moved around the room. (Do not interpret these features)
- It is important that you record the actual words spoken by the child wherever possible. Do not worry if others may find these words offensive or open to interpretation.
- Make a final note clearly demarcated on the impression made on the record-keeper of those intangible elements, atmosphere, levels of anxiety etc. This is to be the only subjective part of the record and clearly marked as such: in my professional opinion.....

## **16. Reporting:**

All suspicions or allegations of abuse must be immediately reported to the Designated Safeguarding Lead, or if the suspicion or allegation involves one of the Designated Staff, then to the other or Senior Staff as laid down in para 9 above.

## **17. Action by the Designated Safeguarding Lead:**

The action to be taken will take into account:

- The local inter-agency procedures of the Isle of Wight Local Safeguarding Children Board, children's social care services, Children and Families Branch of the local authority, Educational Welfare Service and the Police
- The nature and seriousness of the suspicion or disclosure. A disclosure or allegation involving a serious criminal offence will always be referred to the Children and Families branch or the Police without further investigation within the School. The Designated Staff Member will in all cases have regard to the whether the issue of serious harm to the pupil or others arises. In such circumstances a referral will be made to the Local Authority Designated Officer.
- The wishes of the pupil who has made a disclosure or allegation, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes.
- The wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Staff Member is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose.
- Duties of confidentiality, so far as applicable; must be made clear to the child that this cannot be promised and that their own safety is the main concern.
- The lawful rights and interests of the School community as a whole including its employees and its insurers.
- If there is room for doubt as to whether a referral should be made, the Designated Staff Member may consult with appropriate professionals.

**However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone,**

**the Designated Safeguarding Lead will confirm the referral (and provide the evidence) in writing to the relevant authorities within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact the agency again and as required until the matter is satisfactorily resolved.**

#### **18. Referral guidelines:**

A referral to the local authority or Police will be made in accordance with the above guidelines and procedures.

#### **19. External agencies:**

Whether or not the School decides to refer a particular allegation or disclosure to the local authority or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to the Isle of Wight Council or the Hampshire Constabulary and will be provided with contact names, addresses and telephone numbers, as appropriate, which will also be generally available in this policy (see para 33 below).

#### **20. Monitoring of Low Level Safeguarding Concerns in School**

All concerns a teacher has regarding a child protection issue should be discussed with the Designated Safeguarding Lead (with the exception of concerns about a Designated Staff Member where the procedure outlined in para 9 applies). However, anyone can make a referral as in *KSCIE 2015/KCSIE 2016*. If multiple referrals are made, the local agencies will link these and take appropriate action.

Often there are insufficient grounds or evidence to suggest referral to an outside agency. But full and proper record-keeping will ensure that if evidence accumulates any pattern can be speedily identified. It must be stressed that the absence of clear evidence is not sufficient reason to ignore a concern. It may be that the Designated Safeguarding Lead will contact the relevant agencies to seek clarification on what action should be taken and take advice of other referrals have already been made.

#### **21. Allegations Against Staff Members**

The School adopts procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in Chapter 5 of Safeguarding Children and Safer Recruitment in Education (DfE). Suspension will not necessarily be an automatic response to an allegation. Full consideration will be given to all the options. No action will be taken without first consulting the Local Authority Designated Officer.

Where an allegation is made against a Designated Safeguarding Lead or the Principal, the matter should be reported immediately to the other DSM and to the members of the Executive Management. The Local Authority Designated Officer should be contacted immediately.

#### **22. Training**

All staff are to be supplied with a copy of the latest Child Protection Policy [ hard copy or by email] and a summary: Priory School : Safeguarding Pocket Guide for Staff . The policy is to be revisited at staff meetings at start of each term and as part of the induction procedure for new staff. All staff will receive regular training and will be informed promptly of any changes in legislation. Designated Safeguarding Leads are to attend appropriate training

courses at a minimum of every 2 years. Detailed guidance derived from these training courses is to be given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or of allegations of harm to a pupil, in particular in regards to any form of physical restraint. A record book is kept in the Principal's office for this purpose. A separate book is maintained for EYFS.

### **23. Reporting to the Disclosure and Barring Service.[DBS]**

The School will ensure that where it ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the DBS within one month of the person leaving the School and that full co-operation is extended to the DBS.

### **24. Reporting to Ofsted**

The School will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the premises of the School (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of those allegations. The School will inform Ofsted of these allegations as soon as reasonably practicable but in any event within 14 days of the allegations being made.

### **25. Annual Review**

This policy and its operation is also to be reviewed every year prior to the start of the autumn term, is to be made available on the school website and to parents, and is to be available in the school office if requested. The contact details contained in para 33 below are also to be posted on the school notice board at all times. It will also be updated to reflect any changes occurring during the year preceding review.

### **26. Allegations against pupils:**

A case involving an allegation or disclosure of abuse by a pupil will be referred to the Local Authority Children and Families Branch for consideration.

The School will take reasonable action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the relevant agencies, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.

### **27. Suspected harm from outside the School:**

A member of staff who suspects that a pupil is suffering harm from outside the School should listen to information from the child with tact and sympathy using "open" and not leading questions, but should immediately, if not prior to this, inform and consult with the school's Designated Staff Members.

The procedure to follow is as section 12 above.

Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Staff Members will need to consult the LCSB before discussing details with parents.

## **28. Secure School Premises**

The School will take all practicable steps to ensure that School premises are as secure as circumstances permit. Staff wear identification lanyards.

The School keeps a Visitors Book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or an appropriately vetted volunteer. All visitors will be given a name badge, with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises, and a summary of the school safeguarding policy.

## **29. Monitoring**

- a) The Designated Safeguarding Leads will monitor the operation of this policy and its procedures each year and the efficiency with which the duties have been discharged and make report to the Principal and the Executive Management Committee before the start of the Autumn term who will assess how the duties under the Safeguarding Children obligations have been discharged
- b) In the event of any serious allegation or disclosure of abuse and above all in the event of any referral to an external agency, an immediate review will be set in hand as in para a) above of the Child Protection procedures and their effectiveness
- c) Any deficiencies or weaknesses in regard to Child Protection arrangements are to be remedied without delay and have priority over all other issues excepting child protection and pupil welfare itself.

## **30. Essential Information:**

### **Designated Safeguarding Leads:**

Mr Edmund Matyjaszek : Principal  
and

Mrs Gillian Bilbo: SENCO, member of the Executive Management Committee

### **Deputy Designated Safeguarding Leads:**

Mr Simon Lynch: Head of Junior School  
Mrs Shellie Kirby: Head of Cabin School/ EYFS DSL  
Mrs Sarah Gully; Marketing Manager

**All can be contacted on 01983 861222**

## **31. Agencies:**

### **OFSTED**

(Office for Standards in Education-inspects and reports on schools)  
Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA

Tel. 08456 404040 (Children's Services) [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### **Disclosure and Barring Service:**

(Vetting & Barring Scheme for those working with children)  
PO Box 181  
Darlington  
DL1 9FA  
Tel. 0300 123 1111 [info@vbs-info.org.uk](mailto:info@vbs-info.org.uk)

**MASH: Multi Agency Safeguarding Hub: 0300 555 1384 [1373 out of hours number]**  
This is an agency representing Portsmouth, Hampshire, Isle of Wight and Southampton.  
[www.hants.gov.uk/mash](http://www.hants.gov.uk/mash)

**Hampshire Children's services : 0300 555 1384[ as above]**

**Isle of Wight Safeguarding Children Board:**  
can be contacted at  
[IOWSCB@iow.gov.uk](mailto:IOWSCB@iow.gov.uk)

**Isle of Wight Designated Officer : Paul Barnard**  
Can be contacted at [paul.barnard@iow.gov.uk](mailto:paul.barnard@iow.gov.uk)

**The Children and Family Services Reception team/ Children's Social Care** may also be contacted on  
0300 300 0117. [24 hour number for the public].  
In emergency, dial 999

**Professional's line for referrals:**  
0300 300 0901  
Professional's email: [iowcsprofessional@hants.gov.uk](mailto:iowcsprofessional@hants.gov.uk)

**Isle of Wight Education Welfare Officers (EWOs):**  
(school enrolment, attendance, exclusions)  
Children's Services,  
Thompson House  
Sandy Lane  
Newport  
Isle of Wight  
PO30 3NA  
01983 823151  
Open Mon-Thurs: 8.30am- 4.45pm; Friday 8.30am-4.30pm

**Anti-Bullying Text Line 07976 009494 Freephone 0800 0286464**

**Hampshire Constabulary: central referral unit**  
02380 745399 or Constabulary: 0845 845 4545  
[cru@hampshire.pnn.police.uk](mailto:cru@hampshire.pnn.police.uk)

Contact : Duty Sergeant  
Open Mon-Fri: 7 am- 8pm  
Sat, Sun, Bank Holidays:8am – 4pm  
**In emergency dial 999**

**CEOP: Child Exploitation and Online Protection Centre :**  
0870 000 3344  
[www.ceop.police.uk](http://www.ceop.police.uk)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**NSPCC:**  
42, Curtain Road,  
London,  
EC2A 2NH  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
Tel: 0808 800 5000

**Childline:** Tel: 0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

**St Mary's Hospital:**  
Parkhurst Road  
Newport  
Isle of Wight  
PO30 5TG  
Tel: 01983 524081

**Effective date of this policy:** September 2017

[reviewed and renewed each year before the start of the Autumn term or to reflect changes in legislation]

**Circulation** Executive Management; all Staff; Volunteers; PSA (Parents' Association) Committee; website; School office; hard copy to parents on request

**Legislation:**

**Section 157 of the Education Act 2002 & the Education (Independent Schools Standards) (England) Regulations 2015:part 3 section 7a**

- requiring proprietors of independent schools to have arrangements to safeguard and promote the welfare of children who are pupils at the school
- Amendments to legislation from HM Government applied as needed

**Authorised by the Principal & Proprietor E J Matyjaszek BA (Oxon)**

**Section 11: Child Abuse: Categories and Definitions : further details may be found in KCSIE published by the DfE March 2015 and updated July 2015 and September 2016]**

**Possible signs of abuse include (but are not limited to):**

- the pupil says s/he has been abused or asks a question which gives rise to that inference
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour not explicable by known factors
- the pupil asks to drop subjects with a particular teacher or with a particular class or group and seems reluctant to discuss the reasons
- the pupil's development is delayed for reasons not clear or obvious;
- the pupil loses or gains weight or their energy level changes for no apparent reason
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- the pupil is reluctant to go home, or has been openly rejected by his/her parents or carers or shows excessive anxiety or fear at encountering parents or carers

**A. Physical Abuse**

This can include, for example, non-accidental cuts, bruises, wounds, burns, fractures, bites, deliberate poisoning, attempted drowning, attempted smothering and fabricated or induced illness.

**Possible signs of Physical Abuse**

- Unexplained injury or refusal to explain or discuss them
- Cigarette burns
- Long bruises (possibly made by a belt), weals or other visible marks
- Teeth marks
- Fingertip/nail/slap marks or bruises
- History of bruises/injuries with inconsistent explanations
- Bilateral black eyes
- Self destructive comments, possibly repeated, or tendencies
- Marked aggression towards others
- Untreated injuries
- Fear of medical treatment
- Unexplained or unaccounted for patterns of absence (to avoid exposure of injury or due to parental retention)

**B. Emotional Abuse**

This category deals with the persistent or severe emotional ill treatment of a child, which has a severe adverse effect upon the behaviour and emotional development of that child. Its diagnosis will require medical, psychological, psychiatric, social and educational assessment.

It is accepted that all abuse involves emotional abuse but this category supersedes only when it is the main or the sole form of abuse.

Emotional abuse may involve conveying to a child that they are valued only in so far as they meet the needs of another person or may feature age or developmentally inappropriate expectations being imposed on children. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying [including cyber-bullying].

**Possible signs of Emotional Abuse:**

- The child is developmentally delayed
- Inappropriateness of social responses
- Self mutilation
- Extreme passivity or aggression
- Truancy from School or running away from home
- Drug or Solvent abuse (either in the child or in its principle carer/s)
- Excessive fear of situations of people
- Social Isolation
- Depression
- Pressure (possibly when carers are unstable emotionally or behaviourally)
- Neglect

**C. Sexual Abuse**

Sexual Abuse is defined as the involvement of dependent (legally under 18), developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent. This does not necessarily involve a high level of violence.

**The key elements in any definition of sexual abuse are:**

- The betrayal of trust and responsibility.
- Abuse of power for the purpose of the sexual gratification of the abuser. This may also include non-contact activities, such as grooming a child in preparation for abuse [including via the internet].
- The inability of the child to consent.

**Possible signs of sexual abuse:**

- Depression, suicidal tendencies, self-harming
- Anorexic or bulimic symptoms
- Acting in a sexually inappropriate manner towards adults/peers and/or sexual display or manifest seeking attention in a sexual manner
- Unexplained pregnancies
- Truancy/running away from home
- Seeking guidance for a “friend with a problem of abuse”
- Sexually abusing a younger child/sibling
- Sudden changes in school or work habits

- Fear of people
- Abnormal precociousness or aggression
- Chronic medical problems (stomach pains/headaches)
- Withdrawn, isolated, excessively isolated
- Genital/abdominal or anal injury or pain

#### **D. Neglect**

- This is the persistent or severe neglect of a child, which results in serious impairment of that child's health or behaviour.
- This may be exposure to danger or by repeated failure to attend to the physical needs and developmental needs of a child.
- The non-organic failure of a child to thrive may result from neglect of a child but will always require medical diagnosis by appropriate exclusion of organic causes.
- The failure to ensure adequate supervision [including the use of inadequate carers].

#### **Possible signs of neglect:**

- Failure to thrive (looks thin emaciated, unwell, below average height, weight, lacking usual energy, excessively tired)
- Unusually hungry
- Has regular accidents especially burns
- Poor personal hygiene
- Avoidance of School medicals
- Tiredness
- Reluctance to go home
- Poor social relationships
- Frequent lateness/non-attendance
- Inappropriate clothing.
- Annex A of KCSIE gives advice re children missing from education and possible implications of abuse.