



Westonbirt and Rose Hill Westonbirt Schools

Safeguarding and Child Protection Policy

This policy applies to all parts of the Schools including EYFS

1 Policy Statement

Westonbirt Schools are committed to safeguarding and promoting the welfare of children and believe that all pupils, regardless of age, special educational needs or disability, racial/cultural heritage, religious belief or gender have the right to be protected from all types of harm and abuse. The policy ensures that these rights become reality by outlining the various measures which the Schools have in place.

This policy is mandatory for all staff, volunteers and senior pupils in positions of responsibility at the Schools. It applies wherever these three groups are working with pupils including when this is away from School on trips, travelling to and from events, and at sporting matches. The Schools seek assurance from all members of the wider community of both Schools, for example outsourced services, that appropriate Child Protection checks and procedures apply to any staff employed by them.

This policy is available on the website for all parents, staff and volunteers. A paper copy is also available from the Schools' offices.

Pupils are made aware of this policy through the Life Skills programme and tutorials. At Rose Hill Westonbirt elements of this policy are covered in the PHSE curriculum and in Form Time and in "Circle Time" activities. Staff are made continually aware of this policy at INSET, Staff meetings, Housemistresses meetings (WBS) and during induction.

2 Creating a culture of safeguarding

Westonbirt Schools recognise that safeguarding covers much more than protection for children and where relevant vulnerable adults. It is about preventing harm and promoting the well being of children. The Schools are committed to working closely with relevant agencies such as Gloucestershire Children's Safeguarding Board (GCSB) to ensure that the risk of harm is minimised.

The Schools encourage the pupils to raise any concerns that they might have and to offer their own ideas, according to their age and understanding about how their safety can be further improved. The safeguarding culture is promoted through the implementation of other relevant policies including anti bullying, behaviour, health and safety, first aid, equal opportunities, safe use of ICT, healthy eating, safer recruitment practices, staff/pupil relationships, and whistle blowing, missing pupil and supervision of pupils. Advice is given in the staff/pupil relationship policy to ensure that their behaviour and actions do not place pupils or themselves at risk from harm or of allegations of harm to a pupil.

3 Roles and Responsibilities

The Heads: in order to fulfil the purpose of safeguarding, the Heads will ensure that:

- All staff and volunteers receive training in safeguarding as part of their induction
- All staff, volunteers and the Heads receive updated safeguarding training every three years
- Senior pupils in positions of responsibility over other pupils are adequately briefed regarding this policy and their responsibilities for reporting allegations of abuse (WBS only)
- Inform all staff, volunteers and pupils in positions of responsibility that concerns and allegations of abuse may also be reported directly to Ofsted on 0300 123 123 1 and all the Gloucestershire Safeguarding Children Board on 01452 426565
- The Schools operate safer recruitment procedures. This includes carrying out all required checks, including an enhanced CRB check, on the suitability of all staff and volunteers to work with children. The Schools have a Recruitment policy which outlines the procedures in more detail
- The Schools carry out necessary checks on the Governing Body members
- Where the Schools cease to use the services of any person because it is considered that the person may be unsuitable to work with children, a referral will be made to the Independent Safeguarding Authority promptly and in any event within 28 days in accordance with its legal duty
- All staff are alert to the signs of abuse and neglect and all staff know to whom they should report concerns or suspicions of abuse or neglect
- All School staff keep themselves updated on safeguarding issues and procedures by accessing advice, guidance and training

Designated Teacher

The Schools have designated Child Protection Officers: at Rose Hill Westonbirt, the CPO is Mr Guy Barrett, Deputy Head, and he is deputised by Mrs Cheryl Clifton, Year 5 tutor. At Westonbirt School, the CPO is Mrs Joy Bell, Head of Lower School, and she is deputised by either Mr Guy Barrett or Mrs Cheryl Clifton. Mr Barrett and Mrs Clifton will have specific responsibility for EYFS Child Protection matters. The Child Protection Officer will:

- Be responsible for ensuring that all cases of suspected or actual concerns are investigated and managed in accordance with the guidance and regulations
- Raise awareness that it is the Heads who should always be informed immediately in cases of suspected abuse or allegations, and subsequently the social services department within 24 hours. In the absence of the Heads, the allegation should be referred to the Chairman of Governors. In the case of serious harm, the Police should be notified immediately
- Ensure that s/he is aware of the latest national and local guidance and requirements and keeps the Heads, staff and volunteers informed
- Liaise with relevant Government bodies such as Gloucestershire Children's Safeguarding Board and act in accordance with the agreed inter-agency procedures
- Receive appropriate training in matters at least every two years
- Act as a source of advice, support and expertise within the schools
- Provide an annual report before the end of the academic year to the nominated governor who will, in turn, countersign the report and pass to the Governing Body

Designated Governor: Henrietta Metters

- The nominated Child Protection Governor must be familiar with appropriate Child Protection policy and procedures, and the Child Protection guidance issued by Government agencies
- She will work closely with the designated Child Protection Officer to ensure that the Child Protection policies and procedures are implemented effectively

The Governing Body will:

- Annually review, test and approve a Safeguarding and Child Protection policy and procedures, monitor and review its effectiveness, and be satisfied that it is being implemented effectively
- Ensure that any identified deficiencies or weaknesses in child protection arrangements will be remedied without delay
- Ensure that there is always a designated Child Protection Officer and a designated Child Protection Governor
- Recognise the importance of the role of the Child Protection Officer and support him/her, ensuring that necessary training is undertaken
- Ensure adequate cover in the Child Protection Officer's absence and ensure that the teacher received adequate support when there are ongoing issues
- Recognise the schools' contribution in keeping children safe through the teaching of self protection skills and encouragement of responsible attitudes to adult life through the Life Skills curriculum or the PSHE curriculum in the case of RHW
- It will be the duty of the Chairman of Governors to liaise with relevant agencies if allegations are made against the Heads or the Designated Child Protection Officer or a Governor

House staff

Westonbirt School considers that House staff have a unique insight with regards to matters concerning pastoral care and safeguarding pupils and will ensure that they are trained appropriately and that their views are incorporated into the evaluation and implementation of the Safeguarding Policy.

School Doctor, Nurses and Counsellor

The School Doctor, Nurses and Counsellor receive a copy of the Safeguarding Policy in order to understand their duties including their safeguarding obligations and how this can override medical confidentiality. They play a pivotal role in promoting the welfare of the pupils and identifying abuse. A School Nurse who has any concern about a pupil's safety or welfare must report it in accordance with the School's safeguarding procedures.

Identifying Abuse

- Staff who have day-to-day contact with pupils are particularly well placed to observe outward signs of abuse such as changes in behaviour and development concerns. A child protection concern may come to the attention of School staff or volunteers in a variety of ways, such as pupil disclosure, third party disclosure or staff suspicion. Any such signs of abuse should be reported to the Child Protection Officer who will notify the Heads.
- Any suspicion, allegation or incident of abuse involving staff must be reported to the relevant Head(s) immediately and the Child Protection Officer notified.

- It is not the responsibility of the Schools to investigate suspected or alleged abuse; this is the role of the Police and Social Services. If there is any doubt regarding the concern, it should be discussed with the Local Authority Designated Officer (LADO).

What is Child Abuse?

- Physical abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms, or deliberately induces illness in a child.
- Emotional abuse – persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or unvalued. It may feature age or developmentally inappropriate expectations being imposed on a child, or causing children to feel frightened or in danger
- Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is fully aware of what is happening and whether or not such an act was consensual. It may involve physical contact and/or non-contact activities such as involving children in looking at or the production of pornographic material, watching sexual activity or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.
- Neglect – the persistent failure to meet a child's basic physical, emotional and/or psychological needs likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision, or failing to ensure access to appropriate medical care or treatment. It can also include neglect of, or unresponsiveness to, a child's basic emotional needs
- Who are the abusers? – abusers can be parents or careers, siblings or members of the extended family, neighbours, teachers, strangers or other pupils; in short, an abuser could be anyone

The following may help staff be aware of possible signs of abuse but these do not necessarily mean that the child has been abused:

Physical Abuse

- Unexplained injuries/burns
- Untreated injuries
- Bruises/abrasion around the face
- Bi-lateral injuries, eg two bruised eyes
- Bite marks
- Bruising abrasions to lips, cheeks, outer ear

Emotional Abuse

- Excessive over reaction to mistakes
- Continual self-deprecation
- Excessive rocking, thumb sucking, hair twisting
- Extreme compliance/aggression
- Drug, alcohol and substance misuse
- Significant peer relationship difficulties

Sexual Abuse

- Sexual awareness inappropriate to child's age, including provocative sexual behaviour
- Self harm
- Pregnancy
- Sexually transmitted diseases
- Sudden changes in behaviour or School performance
- Fear of undressing for gym
- Depression/withdrawal
- Drug, alcohol, substance abuse

Neglect

- Constant hunger, tiredness and/or poor personal hygiene
- Untreated medical problems
- Destructive tendencies
- Social isolation
- Poor self esteem and/or relationship with peers
- Excessive rocking, hair twisting, thumb sucking

Procedures to Disclosure Abuse

- Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what they are saying is being taken seriously and without criticism and should respond in a supportive, calm manner and avoid asking detailed questions
- The role of the staff or volunteer is to listen, record and report, not to investigate
- In all cases of allegations of abuse, staff should follow the procedures in this section. The Child Protection Officer will liaise with local agencies in relation to handling any such cases which arise
- If a pupil reports abuse from another pupil or pupils, staff should also follow the procedures in this section and the CPO also will liaise with local agencies in relation to handling any such cases

Immediate response

If a disclosure is made, the member of staff or volunteer should:

- Ask neutral questions which encourage the pupil to talk
- Accept what the pupil says and do not ask for detail
- Acknowledge how hard it was for them to tell you
- Reassure the pupil that they have done the right thing
- Explain that you will have to tell the relevant Head(s) and the Child Protection Officer, and why
- Make notes of the discussion, using the pupil's words, as soon as possible and pass to the Heads and Child Protection Officer. The notes should contain time, date, place and the person/s present as well as what was said. Special forms are available from the CPO

The member of staff or volunteer should not:

- Ask potentially leading questions
- Promise confidentiality
- Discuss the matter with other members of staff

Reporting Concerns

- Any allegations about staff or volunteers must be reported to the respective Head as soon as possible and the Child Protection Officer should also be contacted. Where the disclosure relates to suspicion of abuse, the Child Protection Officer will report the disclosure to the local social services department within 24 hours
- Any concerns about pupil welfare at home must be discussed with the Child Protection Officer as soon as possible, who will then inform the respective Head.
- Where the disclosure is made against the Child Protection Officer, the matter should be reported immediately to the respective Head.
- In all cases listed above, if the Head is absent the Chairman of Governors should be contacted.
- Where the disclosure is made against a Head, the matter should be reported immediately to the Chairman of Governors without informing the Head first. If the Chairman of Governors is absent, the Deputy Chairman of Governors should be informed.
- If the Schools cease to use the services of any staff member, volunteer, student, peripatetic teacher or any other person because it is considered that the person is unsuitable to work with children, the Schools must report the matter to the Independent Safeguarding Authority promptly and in any event within 20 days in accordance with legal duty
- Where a member of boarding staff is suspected pending an investigation of a child protection nature, the Schools are required to make arrangements for alternative accommodation away from children

Whistle blowing

In situations where staff or volunteers feel that safeguarding concerns exist, it is their duty to raise concerns. This can be done in writing, or verbally, but staff and volunteers should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. Further information can be found in the school's whistle blowing policy.

This policy should be read in conjunction with other policies relevant to Safeguarding and Child Protection such as

- Anti-bullying
- Safe Use of ICT
- First Aid
- Healthy eating
- Behaviour
- Health and Safety
- Equal Opportunities
- Staff/Pupil relationships
- Recruitment and Induction of staff

- Staff Code of Conduct
- Safer recruitment practices
- Whistle blowing
- Supervision of pupils
- Self harm
- Missing pupils