

INTRODUCTION

Lockers Park is committed to safeguarding the welfare of all children within the school's care. The school's child protection policy represents a statement of our overwhelming belief in the importance of child welfare at Lockers Park.

The purpose of this policy is to inform staff, parents and governors about the School's responsibilities and to enable everybody concerned to have a clear understanding of how these responsibilities should be carried out. To this extent, the Policy is regularly seen by the Liaison team for Hertfordshire that it is compliant and it is made available to parents via the school website.

The School follows the procedures established by the Hertfordshire Safeguarding Children Board.

Teachers and other School staff are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with the children. They therefore need to recognise the important role which the School has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

All school staff receive safeguarding children training so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. This training is refreshed every three years and the Designated Senior Person gives them an annual update.

I. STATUTORY FRAMEWORK.

- a) The School will act in accordance with the following legislation and guidance
- The Children Act 1989
 - The Children Act 2004
 - Education Act 2002 (Section 175)
 - HSCB Inter-agency Child Protection and Safeguarding Children Procedures (2010)
 - Safeguarding Children and Safer Recruitment in Education (DfES 2006)
 - Working together to Safeguard Children (HMG 2010)

b) Safeguarding Children and Safer Recruitment in Education (DfES2006) places the following responsibilities on schools:

- i) Schools should be aware of and follow the procedures established by the Hertfordshire Safeguarding Children Board.
- ii) Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- iii) A designated teacher should have responsibility for co-ordinating action within the School and liaising with other agencies.
- iv) Staff with designated responsibility for Child Protection should receive appropriate training.
- v) Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of or suspected of abuse.
- vi) Parents should be made aware of the School's Child Protection Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.

Safeguarding Children and Safer Recruitment in Education (DfES 2006) also states that:

“All parents need to understand that schools have a duty to safeguard and promote the welfare of children who are their pupils and this responsibility necessitates a child protection policy and procedures, and that a school may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare”

A copy of “Working together to Safeguard Children” is kept in the Staff Room and is available from the DSP.

The procedures in this document are available to the parents via the website.

2. DEFINITIONS.

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. In Working Together to Safeguard Children, the terms include the following:

Abuse - This includes physical, emotional and sexual abuse.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may also include the neglect of, or unresponsiveness to a child's basic emotional needs. See also the School Bullying and Child Protection Policies.

3. STAFF WITH OVERALL RESPONSIBILITY

a) The Governor

The Board of Governors has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in the school.

The Governor with overall responsibility for overseeing the Child Protection is Dr J. Muston who is also a senior school housemaster.

His role is as follows:

- To undertake an annual review of Child Protection and of Safe Recruitment procedures in the School and to report accordingly to the Board.
- To oversee the appointment of a DSP who is a senior member of the leadership team.
- To ensure that relevant safeguarding children training for school staff and volunteers is attended.
- To ensure the safe management of allegations.
- To ensure that deficiencies in the above are remedied without delay.
- To ensure that a suitable person (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher.

b) The DSP (Designated Senior Person)

The designated teacher responsible for Child Protection is **Charles Moubray (CJM)**. He is a member of the Senior Management Team and has been Boarding Master since 2004. He has been carrying out the role of DSP since 2002. His role consists of the following responsibilities:

- To ensure that the HSCB procedures are followed in the School.
- To ensure that he receives refresher training at two yearly intervals to keep his knowledge and skills up to date.

- To ensure that appropriate training and support is provided to all staff (which is renewed every three years) and Prefects where appropriate.
- Ensure that all new staff (full time or temporary) receive a safeguarding children induction within 7 working days of the commencement of their contract.
- To ensure that the Headmaster is kept fully informed of any concerns. and to ensure that the Governor responsible is regularly briefed.
- To develop effective working relationships with other agencies and services.
- To decide whether to take any further action about specific concerns such as referral to the Children, Schools and Families (CSF).
- To liaise with the CSF over suspected cases of child abuse.
- To ensure that any deficiencies or weaknesses regarding child protection within the School are remedied without delay.
- To ensure that accurate records relating to individual children are kept in a secure place and marked "Strictly Confidential".
- To ensure that records individual children's records are passed securely onto their next school.
- To submit reports to and to attend appropriate Child Protection Conferences.
- To ensure that the School effectively monitors children about whom there are concerns including notifying CSF social care when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan.
- To provide guidance to parents, children and staff about obtaining suitable support.
- To ensure that the records of any child who changes school and who, for whatever reason has been on the Child Protection Register are passed onto the next school.
- To ensure that the Prefects are kept aware of their responsibilities in this regard. (See Annex C).
- To ensure that any deficiencies in the School Child Protection measures are remedied without delay.

c) The Deputy DSP

The Deputy DSP is the Headmaster.

4. STAFF CLEARANCE

The School adheres to the safe recruitment practices as detailed in the *Safeguarding Children and Safer Recruitment in Education* guidance

All staff (relevant Governors, teachers, ancillary and peripatetic) and anyone with regular contact with the school children must be subject to enhanced CRB clearance and Safe Recruitment regulations before they start work within the School and the School must have the certificate in its possession. If this has not been possible, the he/she must be accompanied and appropriately supervised.

Further, each person must sign a document at the start of their employment and annually thereafter, which confirms that they have read and understood this policy and that any questions which they have in relation to any matter to do with child protection have been clarified by the DSP. A copy of this declaration can be seen at Annex B.

Any person who has not signed the declaration must be accompanied at all times when in the school.

The School uses A2B Taxi Service and all drivers who transport children to and from the School have been given enhanced clearance by the CRB.

5. WHEN TO BE CONCERNED.

All staff should be aware that the main categories of abuse are as follows:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

In an abusive relationship, the child may:

- Appear frightened of parents or other household members
- Act in a way inappropriate to his/her age
- Display insufficient sense of “boundaries” and a lack of stranger awareness
- Appear wary of adults.

Staff should also be concerned about a pupil if he :-

- has an injury which is not typical of the bumps or scrapes normally associated with children's injuries.
- regularly has unexplained injuries.
- frequently has injuries (even when apparently reasonable explanations are given).
- gives confused or conflicting explanations on how injuries were sustained.
- exhibits significant changes in behaviour, performance or attitude.
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his age.
- discloses an experience in which he may have been significantly harmed.
- is subject to such early warning signs from adults or from other children in the School such as favouritism, excessive one-to-one contact, increased interest particularly in the dormitories, bathrooms, showers or changing rooms.

Further details on the indicators of the various types of abuse and neglect can be obtained from CJM and found on both Staff Room notice boards.

6. DEALING WITH A DISCLOSURE - GENERAL GUIDANCE.

RRRR - "RECEIVE (information), REASSURE, RECORD, REFER".

- a) If you are approached by a child who is reporting either an incident or a suspicion of abuse, always stop and listen straight away without displaying shock or disbelief.
- b) Accept what is being said.
- c) Allow the child to speak freely. Avoid leading questions (eg: "Did he do X to you?") since this can often confuse the situation. Rather, ask open ones such as, "What do you wish to tell me?" or "Is there anything else you want to say?". Listening is the priority here.
- d) **Reassure** the child but do not make promises which it might not be possible to keep.
- e) Do not promise confidentiality. It may be necessary to refer to the DSP and he might need to refer to CSF.

- f) Reassure the child that what has happened is not his/her fault.
- g) Never criticise the alleged perpetrator.
- h) Explain what has to be done next and who has to be told.
- i) If you can, **record** with brief notes (even if it is on the back of something else). Keep these (however rough) and do not be tempted to replace them with a tidier version since it is the originals on which the courts will rely. You may, of course attach them to an enhanced and neater version of events written up afterwards. Date and time them.
- j) Information regarding such concerns must be recorded by the member of staff on the same day.
- k) Records should include the names of any witnesses and diagrams indicating the position/s of any bruising or other injury. No photographs of injuries of any child should be taken. The notes should then be dated and signed.
- l) Record statements and observations rather than interpretations and assumptions.
- m) Immediately **refer** to CJM (see under “Formal Procedure” below) or person in charge of the group if away on a trip, unless of course they themselves are accused or suspected of abusing. Use the Child Protection Incident/Disclosure Form at Annex A. Do not tell any other adults or children what you have been told.
- n) All records should be given to CJM promptly. No copies should be retained by the member of staff.
- o) Discuss with CJM or person in charge whether any steps to be taken to protect the child immediately; this discussion may need to involve the child himself.
- p) Never attempt to carry out an investigation of suspected or alleged abuse yourself (eg: by interviewing the accused or even asking questions). CSF and Police staff are the only investigating agencies and you could cause more damage and spoil criminal proceedings.
- q) As soon as possible and at least within 24 hours, CJM or the person in charge should refer the matter to CSF if the allegations appear substantiated and he/she will need your notes. If the allegations concern the person in charge, this should be dealt with by you or the Headmaster. Follow CSF’s requests about what to do next; it is their statutory duty to set up any necessary investigations and to advise what you should do.

- r) Never think that abuse is impossible either in the School or in the group you are with; also never assume that an accusation against someone you know well and trust is bound to be wrong.
- s) Children and young people often tell other young people rather than staff or adults. The Prefects should therefore be aware of their responsibilities in this regard.
- t) **Allegations of abuse, both physical and sexual are extremely serious; they should clearly not be made lightly as they could result in the member of staff being suspended, dismissed or even sent to prison. However, if you genuinely believe that a child is being abused, whether at School or at home, it is your duty as a teacher to do something about it.**

7. ALLEGATIONS INVOLVING SCHOOL STAFF

- a) An allegation is any information which indicates that a member of staff may have:
 - Behaved in a way that has, or may have harmed a child
 - Possibly committed a criminal offence against/related to a child
 - Has behaved toward a child in a way which indicates that he/she is unsuitable to work with children.
- b) If any member of staff has had allegations of abuse made to him/her either at School or elsewhere, or is concerned about a child, CJM and DSF must be informed at once or in the latter's absence, the Chairman of Governors.
- c) If the abuse relates to CJM himself, then DSF should immediately be informed who will then contact the Chairman of the Board of Governors. If the abuse relates to DSF, then CJM will contact the Chairman directly without informing DSF.
- d) In any event, the Chairman of Governors should be informed as soon as possible.
- e) The member of staff to whom the allegations were made should make a record of the concerns and or allegations together with the names of any witnesses and diagrams of the locations of any injuries which might exist. This should be accompanied by any notes made at the time and be submitted to CJM within 24 hours of the discovery.

- f) If the allegations appear to have caused significant harm and/or if there are criminal implications:
 - i) The case should immediately be referred to CSF and the police.
 - ii) The accused may be suspended forthwith pending a full investigation.
 - iii) The parents of the complainant must be informed.
 - iv) A full report should be submitted to CSF dealing with the case within 48 hours outlining all the events and action taken to date.
 - v) “Significant incidents in regulated settings” must also be reported to Ofsted (see Para 11 for contact details)
 - vi) From 12/10/09, the School as an employer must also refer the names and details of members of staff known or suspected of causing harm to children to the ISA (Independent Safeguarding Authority). ***Not to do this is now a criminal offence.***
- g) If the allegations do not constitute a criminal offence, CJM will talk to CSF Team before confronting the accused.
- h). If it is decided that CSF does not need to be contacted, CJM together with DSF and CRS will decide whether there needs to be an internal investigation.
- i). If the allegations are clearly incorrect, the parents of the complainant must be informed.
- j). If the allegations are made during an expedition away with neither CJM, DSF or CRS present, then the leader of the trip must endeavour to contact one of them as soon as possible and get immediate advice; failing those, then the Chairman of the Board of Governors.
- k) At no time should any member of staff other than CJM, DSF or the Chairman of the Board of Governors discuss anything concerning such allegations with either any member of the press or any parent or indeed with anyone from outside the School without full authorisation.

8. CONFIDENTIALITY

Safeguarding children raises issues of confidentiality which must be clearly understood by all staff. (See also para 6e above)

- All staff, both teaching and non-teaching have a responsibility to share relevant information about the protection of children with other professionals, especially the investigative agencies (CSF social care and the Policy).
- Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

9. AVOIDING FALSE ALLEGATION

It is important that all members of the school community are aware of the following measures in order to protect themselves from any false allegations:

- Avoid being alone with a pupil.
- If tutoring alone, leave the room door open.
- Work in a room that staff visit frequently.
- Should you need to touch a child when teaching, explain what you will do beforehand.
- Be open about extra coaching etc. with colleagues.
- Be aware of the contents of the School policy on The Use of Social Networking Sites and Messaging and that communication with current or future pupils by such methods is not permitted.

10. COMMUNICATION WITH PARENTS

The School will undertake appropriate discussion with parents prior to involvement of another agency unless to do so what place the child at further risk of harm.

It will further endeavour to ensure that the parents have an understanding of the responsibilities placed on the school and staff for safeguarding children.

11. SUPPORT.

Dealing with a disclosure from a child and a Child Protection case in general is likely to be a stressful experience. The member of staff should therefore consider seeking support for him/herself and discuss this with CJM or his/her Union.

12. TRAINING

In compliance with *Safeguarding Children and Safer Recruitment in Education*, the DSP (CJM) must undergo training in child protection and inter-agency working every two years. His last training was on 28/4/ 2009.

The above document also stipulates that all part-time and voluntary staff who work with children are made aware of the School's arrangements. To this extent, all staff employed by the School in any capacity have been provided with a copy of this policy and have signed the Confirmation Form (Annex B).

The Headmaster and all the staff require training every three years and this was last held on the 7th. September 2010. Those who did not attend the course on that day have been briefed by CJM on its contents and any questions which they had have been answered. All staff have been advised that a copy of the course notes can be found in both the Teachers' and Kitchen Staff Rooms for their future references.

Prefects are provided with training as soon as possible after they are appointed. See Instructions to Prefects at **Annex C** of this policy.

All staff are provided with a flier once each year which outlines the essentials of the Child Protection Policy. This was last issued in Autumn 2010.

13. PHOTOGRAPHS

There are occasions when the School needs to use photographs of the boys for publicity such as in the press or for its website. When general photographs of the life of the school are used, then the names of the boys will not be given. However, when a specific event is being recorded, such as the success of a sports team, the name of the boy/s will inevitably need to be given.

Mobiles are not allowed in dormitories and this therefore reduces the risk considerably of photographic equipment entering the dormitory areas. In cases where such equipment is attached to ipods etc, then it is very closely monitored by all duty staff. The boys are constantly made well aware of these restrictions.

14. KEY TELEPHONE NUMBERS

All referrals of child protection concerns should be made to CSF (Children, Schools and Families) via:

Call Centre: 01438 737 500 or 01923 471 500

Open from 8am to 8pm (Mon- Fri) . 9am - 4pm (Sat).

At other times, calls will be automatically diverted to the Emergency Duty Team (EDT).

Ofsted: 08456 404040

ISA (Independent Safeguarding Authority)
0300 123 1111 (8am-5.30pm Mon-Fri)

www.isa-gov.org.uk
info@vbs-info.org.uk

OTHER USEFUL NUMBERS:

Hertfordshire Constabulary Child Abuse Investigation Unit

01438 472 000

CSF

Head of Child Protection (Carol Taylor)

01992 556937

E: caroltaylor@hertsc.gov.uk

Child Protection Schools' Liaison TeamT: 01992 556 974/36 F: 556 918
Manager – Gail Valentine 07788 567908 E: gail.valentine@hertsc.gov.uk

Staff

Governor (Dr J. Muston)

01788 556130

jdm@rugbyschool.net

DSP (CJM)

01442 232 639

07870977780

cmoubray@lockerspark.herts.sch.uk

Deputy DSP (DSF)

01442 211133

07980 588 295

d.farquaharson@lockerspark.herts.sch.uk

Chair of Governors (Paul Nicholas) 01442 251522

paulnicholas195@msn.com

15. DISTRIBUTION

This policy is available to all staff and parents on the website and intranet. Further, hard copies are available for staff in the academic and kitchen staff rooms and also in the school Office.

Updated October 2011

CJM

Annex A: Disclosure report / Incident Form

Annex B: Staff Confirmation

Annex C: Instructions to Prefects on Child Protection

Annex D: Missing Child Policies

Annex E: Whistleblowing Policy.

Annex B

I have read and have understood the Child Protection Policy and any questions which I may had have been clarified by CJM, the Child Protection Officer.

Signed

Capitals

Date

INSTRUCTIONS TO PREFECTS - CHILD PROTECTION

INTRODUCTION

Incidents of Child Abuse in schools such as Lockers are rare however they do happen very occasionally and awareness of Child Protection is increasingly important in Schools throughout the country; to this extent, all employees must be criminally checked to ensure that they have no record of abusing children in their past. Various major cases such as the Holly Wells/Jessica Chapman case of 2002/3 have made the issue even more prominent in the press and public eye.

CJM is the teacher in charge of ensuring that all members of Lockers are sufficiently informed and trained. In this, he is also responsible to make the Prefects aware of their responsibilities in this area and it is to him that you should report any concerns which you might have.

The purpose of this document therefore is to ensure that the Prefects at Lockers know their responsibilities as regards Child Protection and what to do if they are concerned about any one child in the School.

Prefects are particularly well placed to observe outward signs of abuse, extreme changes in behaviour and failure to develop because they have daily contact with the children, particularly those who board. They therefore need to recognise the important role they play.

1. WHEN TO BE CONCERNED

Younger boys often prefer to talk to someone of their own age rather than to a member of staff. You should therefore always be approachable to any boy in the School who wishes to have a confidential chat with you.

Remember that such abuse could always happen not only at School but also at home, by visitors or by intruders in the grounds. You need therefore to keep your minds open to such possibilities.

Prefects should be concerned about a pupil if he:-

has an injury which is not typical of the bumps or scrapes normally associated with children's injuries.

regularly has unexplained injuries.

gives confused or conflicting explanations as to how the injuries were sustained.

exhibits significant changes in behaviour, performance or attitude.

discloses an experience to you in which he may have been significantly harmed.

2. DEALING WITH A DISCLOSURE - GENERAL GUIDANCE

- a) If you are approached by a child who is reporting either an incident or a suspicion of abuse, always stop and listen straight away without displaying shock or disbelief.
- b) If the child says that he wishes to say something to you in confidence, always warn him that you might have to let CJM know of the conversation.
- c) Immediately tell CJM and/or DSF if you are away on a trip, the person in charge of the group.
- d) Do not tell any other adults or children what you have been told.

CJM
Reviewed October 2011

ACTION IN THE EVENT OF A MISSING CHILD FROM SCHOOL

In the case where a child is deemed to be missing, the person first noticing the absence must immediately notify the member of staff on duty. He/she will then carry out the following procedure:

- A full search of the building and grounds is to be made with the help of other staff, if available.
- If the boy still cannot be found, then the Headmasters are to be immediately informed. In any case, this is to be done within ten minutes of the discovery of the child's absence.
- All staff on the premises will then be alerted to the problem and engaged in a search of the local area with their vehicles or on foot.
- If within twenty five minutes of the discovery (during the day) and fifteen minutes (after 7.30 in the evening), the boy has still not been located, the Police are to be informed.
- The member of staff on duty is then to complete the report form and hand it to DSF for records. If the disappearance happened from the dormitory area either during the evening or early morning, then CJM is also to be given a copy.

**DSF
Nov 2010**

Annex D (ii)

Action in the event of a missing child on expedition.

In the event of a child being reported missing, this must be reported immediately to the member of staff in charge of the trip. The relevant parts of the following procedures should then be put into action.

- A full search of the area is to be made, using the help of other staff if possible. Particular attention should be paid to checking the previously agreed meeting places and any "site management" meeting places (as can be found in theme parks).
- Involve site management if appropriate – use P.A. systems etc. to try to locate the child.
- If, within twenty five minutes the child has not been located then the police and, if considered appropriate, other emergency services are to be informed.
- At this point it may become necessary for one responsible member of staff to remain in the location from which the boy has gone missing while other members of staff escort the remaining children back to base. This is one of the many eventualities that must be considered when deciding how many responsible adults are needed to accompany an outing. See the Educational Visits policy.
- The Headmaster should be informed of the situation and then regularly updated as to the current situation.
- When the emergency is over, a full report of the incident is to be submitted to the Headmaster for records.

**DSF
November 2010**

WHISTLEBLOWING POLICY
(Re: THE PUBLIC INTEREST DISCLOSURE ACT - 1999)

The Act

The aim is to protect employees of Lockers Park School from being dismissed, discriminated against or penalised if information is disclosed which is believed to be malpractice or wrongdoing within the school by an adult.

This / these may be:-

- A criminal offence
- A breach of contractual obligation
- Interference with a child of a very personal nature
- Damage to any aspect of the school environment
- A danger to the health & Safety of any individual

In making any disclosure, there must be reasonable belief at the time of disclosure that the information proffered is correct, accurate and showing one or more of the above breaches. No-one may be permitted to act for personal gain by disclosing information: anyone so doing will automatically lose their protection rights.

Protected Disclosure

Protection will be provided when a disclosure is made:-

- a) in good faith and with a reasonable belief that a wrongdoing, as listed above, has occurred.
- b) to a member of the Senior Management Team.

Should the above procedures not be followed then there will be no entitlement to protection from any internal disciplinary procedure.

Confidentiality

The school will aim to protect identity as far as is possible, so long as by doing so the investigation process is not hindered or frustrated.

However, during any investigation an individual's identity may be revealed, for example, if a written or signed statement is needed as part of the process of collecting evidence.

Anonymous Allegations

The school will encourage you to put your name to any allegations you wish to make. Anonymous allegations will be considered, but factors taken into account before an investigation begins include:-

- a) the level of seriousness of the particular allegation(s).
- b) the credibility of the allegation(s).
- c) the possibility of being able to confirm from alternative reliable sources the truth of the allegation(s).

Allegations Found to be Untrue

If, following enquiries or an investigation, it emerges that the original allegation(s) was/were untrue, no action will be taken against the complainant if:-

- a) the allegation(s) was/were made in good faith, and
 - b) the complainant reasonably believed that malpractice had occurred.
- If, however, the school discovers that the allegation(s) was/were made maliciously or vexatiously, it will consider taking disciplinary action against the complainant.

DSF
November 2010