



## CHILD PROTECTION POLICY

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### City of London School (CLS) City of London School for Girls (CLSG) City of London Freeman's School (CLFS)}

#### Statement:

We 'The School' are committed to safeguarding and promoting the welfare of children and young people and expect all Staff and Volunteers to share this commitment.

#### 1.0 Introduction

- 1.1 This policy has been prepared in accordance with the requirements of the Children Act 1989; the Education Act 2002; and the Education (Independent School Standards) (England) Regulations 2003 (as amended); and in line with publications issued by the Government entitled: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" HM Government 2003, "*Safeguarding Children and Safer Recruitment in Education, DCFS 2007*, and relevant local Child Protection Procedures.
- 1.2 This policy has been prepared in consultation with the Children's Services Department from the relevant local authorities i.e. for CLS and CLSG this is the City of London, and for CLFS this is Surrey County Council (see Appendix for contact details).
- 1.3 The Governing Body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within the school to identify, assess, and support those children who are suffering harm.
- 1.4 We recognise that all adults, including Staff and Governors, have a full and active part to play in protecting pupils from harm, and that the child's welfare is our paramount concern. Wherever the word "Staff" is used, it covers ALL staff on site, including support staff, and volunteers working with children
- 1.5 All staff believe that our School should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

- 1.6 The aims of this policy are:
- 1.6.1 To support each child's development in ways that will foster security, confidence and independence.
  - 1.6.2 To provide an environment in which all children and young people feel safe, secure, valued and respected, and also feel confident, to approach adults if they are in difficulties believing they will be effectively listened to.
  - 1.6.3 To raise the awareness of all Staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - 1.6.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the School, contribute to assessments of need and support packages for those children.
  - 1.6.5 To emphasise the need for good levels of communication between all members of Staff.
  - 1.6.6 To develop a structured procedure within the School, which will be followed by all members of the School community in cases of suspected abuse.
  - 1.6.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
  - 1.6.8 To ensure that all adults within the School who have substantial access to children have been checked as to their suitability.

## **2.0 Procedures**

- 2.1 Our school procedures for safeguarding children have been prepared in accordance with relevant legislation, DCFS guidance and Surrey Safeguarding Children Board (SSCB) procedures. We will ensure that:
- 2.1.1 All members of the Governing Body understand and fulfil their responsibilities.
  - 2.1.2 We have a designated member of staff, our Child Protection Liaison Officer (CPLO), who has undertaken relevant child protection training delivered through the local SSCB representative.
  - 2.1.3 We have an additional member of Staff who will act in place of the designated CPLO when absent, and will receive relevant child protection training.
  - 2.1.4 All members of Staff are provided with relevant Child Protection Awareness information, as provided by the Proprietor and/or Local Authority, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities.
  - 2.1.5 All members of Staff and Governors are advised on how to recognise and respond to possible abuse through relevant training.
  - 2.1.6 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the School's Child Protection Policy, and reference to it in our introductory School pack.

- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on School sites at any time.
- 2.1.8 Community users organising activities for children are aware of the School's child protection guidelines and procedures.
- 2.1.9 We will ensure that our selection and recruitment of staff includes identity and qualification checks, and checks for their suitability with the Disclosure and Barring Service(DBS). These checks will also be carried out on Staff with a break in service of more than 3 months, or those that were not previously eligible for a Disclosure but have moved to work that involves significantly greater responsibility for children. In accordance with procedures adopted by the City of London, DBS checks are also carried out on all new Governors at the School.
- 2.1.10 We will maintain a single central record detailing the range of checks carried out on all staff.
- 2.1.11 We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies i.e. List 99 for education staff.
- 2.2 Our procedures will be reviewed annually by the Board of Governors.
- 2.3 The name of the CPLO will be clearly advertised in the School, with a statement explaining the School's role in referring and monitoring cases of suspected abuse and/or risk to a child.
- 2.4 All new members of Staff, whether permanent or temporary, and volunteers who will work with children, will be given a written statement about the school's policy and procedures, and the name and contact details of the designated person when they start work.

### **3.0 Responsibilities**

- 3.1 The designated teacher, CPLO, is responsible for:
  - 3.1.1 Referring a child to the Local Authority Children's Services Assessment Team if there are concerns about possible abuse, and acting as a focal point for staff to discuss concerns. All referrals will be carried out in accordance with local SSCB procedures.
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
  - 3.1.3 Ensuring that all such records are kept confidentially and securely in accordance with the Data Protection Act (1998) and are kept separate from pupil records.
  - 3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
  - 3.1.5 Liaising with other agencies and professionals.
  - 3.1.6 Ensuring that either they or the class/form teacher (or, where applicable, a member of the Boarding House staff) attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
  - 3.1.7 Ensuring that any pupil currently who is absent without explanation for two days is referred to their key worker's Social Care Team.
  - 3.1.8 Organising child protection training for all school staff.

- 3.1.9 Providing, with the Head, and in consultation with the Town Clerk, an annual report for the Board of Governors, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all Staff and Governors; the number and type of incidents/cases, and the number of children with a Child Protection Plan (anonymised).

## **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the School may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 The School will support all pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst attempting to counteract aggression and bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the School.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying the Child's home area Children's Service Assessment Team as soon as there is a significant concern relating to home circumstances.
  - 4.4.5 Providing continued support to school leavers identified as potentially at risk of abuse, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring relevant medical records are forwarded as a matter of priority.

## **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Head or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only, and in accordance with relevant DCFS guidance and Access to Information legislation.
- 5.3 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to the relevant Children's Service Assessment Team with their parents/carers unless this could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager from the relevant team on this point.

## **6.0 Supporting Staff**

- 6.1 We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.

## **7.0 Dealing With Allegations of Abuse Against Staff**

- 7.1 Procedures for dealing with allegation of abuse against Staff are carried out in accordance with DCFS guidance 'Safeguarding Children and Safer Recruitment in Education 2007. All Staff are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.
- 7.2 All School Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.3 We understand that a pupil may make an allegation against any member of Staff.
- 7.4 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head and the CPLO where appropriate. The Head on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer LADO for the authority in which the school is located, and will inform the Chairman of Governors where appropriate. CSCI will be informed of any allegation.
- 7.5 If an allegation is made against the Head, the person receiving the allegation will immediately inform the Chairman of Governors who will consult as in 7.4 above, without notifying the Head first.
- 7.6 An allegation of abuse will normally be referred to a Strategy Meeting, involving representatives from the School, social care and police where relevant. A Strategy Meeting also covers any urgent formal strategy discussion which may take place between the police, social care and education managers prior to the first meeting.
- 7.7 We will follow the City of London's Disciplinary Procedures for Teachers when managing allegations against staff, a copy of which is readily available in the School. Disciplinary action will be considered in conjunction with discussions at the Strategy Meeting.
- 7.8 We would not normally send a child home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting.
- 7.9 Suspension of the member of Staff, excluding the Head, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from the LADO, and any other relevant City Officer before deciding on the course of action to be taken.
- 7.10 In the event of an allegation against the Head, the decision to suspend will be made by the Chairman of Governors with advice as in 7.9 above.

## **8.0 Whistleblowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so.

- 8.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff can also utilise the City of London's 'Whistleblowing' facilities via the telephone hotline and/or website.

## **9.0 Physical Intervention**

- 9.1 The School's policy on physical intervention by staff is set out in the Staff Handbook, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such an event should be recorded and signed by a witness should there be one. If there was no witness the CPLO must be informed immediately.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Bullying**

- 10.1 Our policy on bullying is set out in a separate document (The Anti-Bullying Policy) and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic and gender related bullying.

## **11.0 Racist Incidents**

- 11.1 The School adheres to the City of London's Equal Opportunities Policy. The School acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

## **12.0 Prevention**

- 12.1 We recognise that the School plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The School community will therefore:
- 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
  - 12.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.
  - 12.2.3 Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **13.0 Health & Safety**

- 13.1 Our Health & Safety policy, set out in a separate document, details the measures being taken by the School to promote the health and safety of all children and staff within the School's environs. Other aspects, such as the procedures for internet use and School trips are set out in this and/or other School policies.

## **14. Relevant Contacts**

- 14.1 Relevant contact details for issues relating to child protection at each of the three City Schools can be found in the attached appendix.

## **APPENDIX**

### **City of London School**

Address:  
Telephone:

Queen Victoria Street, London, EC4V 3AL  
020 7489 0291

Headmaster  
CPLO  
Local Children's Services Contact

Gary Griffin  
Gary Griffin  
Sharon Davidson (City of London)  
020 7332 1215  
sharon.davidson@cityoflondon.gov.uk

### **City of London School for Girls**

Address:  
Telephone:

St. Giles Terrace, Barbican, London, EC2Y 8BB  
020 7847 5500

Headmistress  
CPLO  
Local Children's Services Contact

Diana Vernon  
Andrew Douglas (Deputy Head)  
Sharon Davidson (City of London)  
020 7332 1215  
sharon.davidson@cityoflondon.gov.uk

### **City of London Freeman's School**

Address:

Ashtead Park, Ashtead  
Surrey, KT21 1ET

Telephone

01372 822426

Headmaster

Philip MacDonald

CPLO

Vicky Buckman (Deputy Head)  
Louise Jowitt (Assistant Head of Junior School)

Local Children's Services Contact

Contact Centre Children

0300 200 1006  
Out of Office  
01483 517898

Local Authority Designated Officer

01372 833321