

# Olsen House School

## **CHILD PROTECTION POLICY**

### **Safeguarding Children**

**OLSEN HOUSE SCHOOL**  
**CHILD PROTECTION POLICY**

**1.0 Introduction**

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004; and in line with the following:

“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” 2006 <sup>1</sup>

“Safeguarding Children and Safer Recruitment in Education” 2007 <sup>2</sup>

“Sefton Local Safeguarding Children Board Procedures” 2006

- 1.2 The Proprietor takes seriously the responsibility under section 175 of the Education Act 2002 (section 157 in relation to the independent sector) to safeguard <sup>3</sup> and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. Any identified deficiencies or weaknesses in child protection arrangements will be remedied immediately.

<sup>1</sup> What To Do if You Are Worried A Child is being Abused [www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)

<sup>2</sup> Safeguarding Children and Safer Recruitment in Education (1<sup>st</sup> January 2007)

<sup>3</sup> Safeguarding (as defined in the Joint Inspector’s Safeguarding report) is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

- 1.3 We recognise that all staff have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 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.
- 1.5 The aims of this policy are:
  - 1.5.1 To support the child's development in ways that will foster security, confidence and resilience.
  - 1.5.2 To provide an environment in which pupils feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
  - 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse or neglect.
  - 1.5.4 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 plans for those children.
  - 1.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.
  - 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse or neglect.
  - 1.5.7 To develop effective working relationships with all other agencies involved in safeguarding children.
  - 1.5.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

## **2.0 Procedures**

- 2.1 Our school procedures for safeguarding children will be in line with Sefton LSCB Procedures and 'Working Together to Safeguard Children' (2006). We will ensure that:

<sup>4</sup> "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

- 2.1.1 The Advisory Body understands and fulfils its safeguarding responsibilities. The person responsible for child protection within the school is trained in child protection matters and will be involved in the annual review of child protection policies and their application within the school.

- 2.1.2 We have a Designated Member of staff to take overall responsibility for Child Protection in our school. He/she has undertaken single agency Designated Member of Staff training. This training should be attended every two years.
- 2.1.3 We have a member of staff who will act in the Designated Person's absence who has also received training, and who will have been briefed in the role.
- 2.1.4 All members of staff are provided with opportunities to receive recognised Child Protection training annually in order to develop their understanding of the signs of abuse or neglect.
- 2.1.5 All members of staff, volunteers, and Advisory Body know how to respond to a pupil who discloses abuse or neglect, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse or neglect.
- 2.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- 2.1.7 Our Vettings Policy will 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 and understand the need for compliance with the school's child protection guidelines and procedures.
- 2.1.9 Our selection and recruitment policy includes all checks on staff suitability including Enhanced Criminal Records Bureau checks as recommended by the DCSF and in accordance with current legislation and the Vetting and Barring Scheme when applicable.
- 2.1.10 The name of any member of staff considered not suitable to work with children will be notified to the Independent Safeguarding Authority, following consultation with the Safeguarding Consultant of Olsen House Ltd. The circumstances when referral to the Independent Safeguarding

Authority should be considered are detailed in the Safeguarding Vulnerable Groups Act 2006. Reference should also be made to 'Guidance Notes for the Barring Decision Making Process' issued by the Independent Safeguarding Authority in February 2009. These will include, but may not be limited to situations: -

- When a person has been removed from a Regulated activity (Appendix 1)
- Where 'relevant conduct' has occurred (Appendix 2);
- Where risk of harm is present;
- Where there has been a relevant caution or conviction.

The Independent Safeguarding Authority will be notified within one month of leaving the school the details of any person whose services are no longer used because they are considered unsuitable to work with children.

2.1.11 Our School's Child Protection procedures will be annually reviewed and updated.

2.1.12 The name of the Designated Member of Staff will be clearly displayed in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse or neglect.

2.1.13 All adults (including supply staff and volunteers) new to our school will be made aware of the school's policy and procedures, the name and contact details of the Designated Person and the booklet "What To Do if You're Worried A Child is Being Abused", and have these explained, as part of their induction into the school. All staff, including supply staff and volunteers will also be supplied with a copy of 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (DCSF 2007).

### **3.0 Responsibilities**

3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.

3.2 We have a Designated Member of Staff who is responsible for:

3.2.1 Referring a child if there are concerns about his/her welfare, possible abuse or neglect to Sefton LSCB. This will be done within 24 hours of a disclosure or suspicion of abuse. A written record of the referral will be faxed/posted/emailed to Sefton LSCB immediately following the telephone referral. The school will take no further action until the advice of Sefton LSCB has been obtained.

3.2.2 Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral. This decision should be taken in consultation with the Safeguarding Consultant of Olsen House Ltd.

3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology.

3.2.4 Ensuring that an indication that there is a confidential Child Protection file, (kept in a separate and secure place), is marked on the pupil's records.

3.2.5 Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.

3.2.6 Attending (or delegating this requirement to another appropriately informed member of staff) case conferences, family support meetings, core groups, or

other multi-agency planning meetings, contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.

- 3.2.7 Ensuring that any absence of two days, without satisfactory explanation, of a pupil subject to a child protection plan is referred to the Local Authority's Education Welfare Officer and/or the Child's Social Worker without delay.
- 3.2.8 Ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns.
- 3.2.9 Providing, with the Principal, an annual report for the Advisory Body, detailing any changes to the policy and procedures; training undertaken by the Designated Member of Staff, and by all staff and the Advisory Body; relevant curricular issues, number and type of incidents/cases, and number of children referred to Social Care and made subject of a Child Protection Plan.
- 3.2.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.
- 3.2.11 Ensuring that Ofsted is informed as soon as is reasonably practicable, but no later than 14 days, of any actual abuse or allegations of abuse occurring on school premises.

#### **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or neglected, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, 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 neglected 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 Our school will support all pupils by:
  - 4.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
  - 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 Sefton LSCB as soon as there is a significant concern.
- 4.4.5 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the pupil's new school as a matter of urgency.

## **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential, including records which must be carefully documented.
- 5.2 The Principal or Designated Person will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 5.3 All staff must be aware that they have a professional responsibility to share information appropriately with other agencies in order to safeguard children. Guidance in this respect is available via the HM Government publication: 'Information Sharing: Guidance for Practitioners and Managers' (2006)
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another. Staff must also be mindful not to ask leading questions when interviewing pupils.
- 5.5 We will always undertake to share our intention to refer a child to Sefton LSCB with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Sefton LSCB 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 Designated Person and to seek further support. This could be provided by, for example, the Principal, by the Safeguarding Consultant and/or a teacher/trade union representative as appropriate.
- 6.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance for Safer Working Practices for Adults who Work with Children and Young People' (2007) provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical, sexual, emotional abuse or neglect. These matters form part of staff induction and are referred to in the staff handbook.

6.4 We recognise that designated staff should have access to support (as in 6.2 above) and appropriate workshops, courses or meetings as organised by Olsen House School and Sefton LSCB.

**7.0 Allegations against staff: Procedures under Appendix 5 of 'Working Together to Safeguard Children' 2006 and Chapter 5 'Safeguarding Children and Safer Recruitment in Education 2007'.**

7.1 All school staff should take care not to place themselves in a vulnerable position with a child or young person. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 6.3 above). Staff will be provided with a copy of 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (2007).

7.2 All staff should be aware of the school's behaviour/discipline policy.

7.3 We understand that a pupil may make an allegation against a member of staff.

7.3.1 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal or the most senior member of staff if the Principal is not present.

7.3.2 The Principal on all such occasions will discuss the content of the allegation with Olsen House School's Safeguarding Consultant. In the absence of the Safeguarding Consultant, contact should be made with the Proprietor of Olsen House School.

7.3.3 If the allegation made to a member of staff relates to the Principal, the person receiving the allegation will immediately inform the Safeguarding Consultant without notifying the Principal first.

7.3.4 The school will follow Sefton LSCB procedures for managing allegations against staff as outlined in Appendix 5 of 'Working Together to Safeguard Children' (2006) and Chapter 5 "Safeguarding Children and Safer Recruitment in Education 2007". Referral to Sefton LSCB will always be made where it is believed a staff member/volunteer has:

- Harmed or may have harmed a child;
- Committed a criminal offence against or related to a child;
- Behaved in a way that indicates he/she may be unsuitable to work with children.

The school will take no further action in relation to any allegation made until the advice of Sefton LSCB has been obtained.

7.3.5 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the Safeguarding

Consultant. Suspension must always be considered where the allegation suggests a child/children might be at risk of significant harm or if it warrants investigation by the police (as detailed in Appendix 5 of 'Working Together to Safeguard Children' 2006).

7.3.5 Advice will be sought from Olsen House School's Safeguarding Consultant, and/or Sefton LSCB re the appropriateness and timing of any referral of the staff member to the Independent Safeguarding Authority and any professional body of which the staff member is a member (e.g. GTC, GSCC).

7.3.6 The support needs of any pupil making an allegation and any staff member subject to an allegation will be considered and addressed.

## **8.0 Whistleblowing**

8.1 Our policy on 'Whistleblowing' is set out in a separate policy and 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 about the attitude or actions of colleagues. If necessary, they should speak to the Principal, The Designated Person for Child Protection or the Safeguarding Consultant.

## **9.0 Physical Intervention/Positive Handling**

9.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DfES guidance on positive handling strategies (2001) and circular 10/98, 'The Use of Force to Control or Restrain Pupils'. This guidance states that staff must only ever use physical intervention as a last resort, e.g. 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, reasonable and proportionate.

9.2 Such events should be recorded and signed by a witness.

9.3 Staff who are likely to need to use specialist positive handling techniques should be appropriately trained. Positive handling techniques can be devised to meet the individual needs of children with challenging behaviour.

9.4 We understand that positive handling of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Anti-Bullying**

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

- 11.1 Our policy on racist incidents is set out in a separate policy and 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 effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

- 12.2 The school community will therefore:

- 12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be 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. Provide 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, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

## **14.0 Policy Review**

- 14.1.1 All organisations or services including private, voluntary and those that must be registered by Ofsted under the Children Act 1989 should have a written statement based on the procedures laid out in the booklet "What To Do If

You're Worried A Child is Being Abused" 2006. This statement should clearly set out staff responsibilities for reporting suspected child abuse or neglect in accordance with Sefton Local Safeguarding Children's Board procedures and should include telephone numbers for the local police and children's social services.

The school is responsible for ensuring the annual review of this policy, and for reporting back to Olsen House Ltd.

The name of the Designated Senior Member of staff for Child Protection is:  
Mr. D. McKillop

The name of the person who will deputise in their absence is:  
Miss A. Ford

The name of the Safeguarding Consultant is: Ms. J. Jones

Sefton Plus Customer Access Team

**0845 140 0845**

Sefton EDT

**0151 920 8234**

The Safeguarding Children Unit in Sefton can be reached on:

**0151 934 4706**

Any member of staff who has concerns with regard to the welfare and safety of a child should inform the Senior Member of staff for Child Protection immediately. In their absence the Deputy should be informed.

Staff may also contact the Safeguarding Consultant of Olsen House School or Sefton Local Safeguarding Children Board if they feel this is more appropriate.

## **APPENDIX 1:**

## **Definition of 'Regulated Activity' – Safeguarding Vulnerable Groups Act 2006.**

- Any activity which involves contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport) - frequently, intensively and/or overnight\*
- Any activity allowing contact with children or vulnerable adults and is in a specified place (e.g. school, care homes etc) ... frequently, intensively and/or overnight\*
- Fostering and child care
- Certain defined positions of responsibility (e.g. school governor, director of social services, and trustees of certain charities).

\* *'Frequently'* – once a month or more

\* *'Intensively'* – 3 or more days in any 30 days or overnight (between hours of 2 am and 6 am)

## **APPENDIX 2:**

### **Definition of 'Relevant Conduct' – Safeguarding Vulnerable Groups Act 2006.**

- Conduct which endangers\* a child or is likely to endanger a child;
- Conduct which, if repeated against or in relation to a child would endanger that child or would be likely to endanger him;
- Conduct involving sexual materials relating to children (inc possession of such materials);
- Conduct involving sexually explicit images depicting violence against human beings (inc possession of such materials) if considered by the Independent Barring Board (IBB) of the Independent Safeguarding Authority that the conduct is inappropriate;
- Conduct of a sexual nature involving a child, if it appears to the IBB that the conduct is inappropriate.

#### **\* A person's conduct endangers a child if he/she:**

- *Harms a child;*
- *Puts a child at risk of harm;*
- *Attempts to harm a child;*
- *Incites another to harm a child;*

