



## **ITALIA CONTI RUISLIP'S CHILD PROTECTION POLICY**

**DESIGNATED LEAD: MS. BEVERLEY THOMAS  
DESIGNATED TEACHER: ANGELA RADFORD**

### **Background**

The children's Act 2004 was created by the government in response to the death of Victoria Climbié in 2000. The Act states that all children deserve the opportunity to achieve their full potential and that the following five outcomes are key to this:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The safeguarding of children is necessary if a child is to achieve any of the above outcomes. The government therefore published a guidance document 'Working Together to Safeguard Children 2006'. As required the local authority formed a Local safeguarding Children's Board to ensure that there are adequate arrangements in place across agencies to protect children from harm.

Safeguarding and promoting the welfare of children is defined in the Working Together guidance as;

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully
- Taking action to enable all children to have the best outcome.

Though the LSCB needs to take a lead in ensuring children are protected and their welfare is promoted, **the safeguarding of children is the responsibility of all those working with or coming into contact with children.**

The Children Act 1989, the supplementary guidance in Working together to Safeguard Children 2013 and Department of Education Keeping Children Safe in Education 2014 sets out the legal duties, infrastructure and arrangement that should be in place to ensure that children and young people are protected from harm and that those working within schools and the education service have the necessary skills and knowledge to ensure this.

Keeping Children Safe in Education April 2014 contains information on what schools and colleges **should** do and sets out the legal duties with which schools **must** comply. It should be read alongside Working Together to Safeguard Children 2013 which applies to all the schools. The Children Act 1989 sets out the Legal Framework.

This policy reflects current legislation, accepted best practice and complies with the government guidance: Working Together to Safeguard Children March 2013 and Keeping Children Safe in Education April 2014

The Italia Conti Associate School Ruislip will act in accordance with HM Governments Prevent duty under section 26 of the Counter-Terrorism and Security Act 2015 and will continue to work with all responsible local agencies (LSCBs) to safeguard Children.

## **School Aims**

The staff at Italia Conti Ruislip believe that the welfare of all children is paramount and that confidentiality should be respected as far as possible within legal requirements. The school is committed to an ethos in which children feel secure, their views are valued and they are encouraged to talk and they are listened to.

The school strives to create an atmosphere where children who are in need of support feel able to come forward, confident that appropriate action will be taken to safeguard their well-being.

## **Roles and Responsibilities**

**All** adults working with or on behalf of children have a responsibility to protect children. However, Beverley Thomas is the Designated Safeguarding Lead for Child Protection. The designated lead will have attended training in preparation for the role and will refresh this training every two years.

The role of the designated safeguarding lead is to:

- Act as a source of support and advice within the school.
- Investigate staff concerns and refer cases as required.
- Keep all staff informed and updated on changes in policy and procedure.
- Supply appropriate training and support when required.
- Liaise with Social Services over suspected cases of child abuse.
- Keep written records of referrals and concerns.
- Keep accurate records relating to individual children and ensure they are kept in a secure place and are marked confidential.
- Ensure the Child Protection Policy is available publicly.
- Provide guidelines to parents, children and staff about obtaining suitable support.
- Ensure that Italia Conti Academy is kept fully informed of any concerns.

## **Procedures**

It is the responsibility of all members of staff to be vigilant in cases of suspected child abuse recognising signs and symptoms. Staff will be made aware of the member of staff who is designated safeguarding lead.

It is the responsibility of the designated safeguarding lead, to alert Social Services when there is reasonable cause to suspect abuse.

### **Reporting Procedures Within the School**

All concerns should be referred to the designated safeguarding lead at the earliest possible opportunity. If staff suspect a child may be subject to physical, sexual or mental abuse they must discuss this with the designated lead on the day they become aware of the abuse.

Following discussions with the designated lead, a decision will be made whether to make a referral to Social Services.

At no point may the designated lead make a decision whether or not to contact social services based on the school's relationship with the family. She must not allow their knowledge of the family to influence any decision about reporting a suspected case of abuse.

### **Recording and Monitoring Concerns**

Schools can play a vital role in helping abused children and those who are suspected of being abused by effective monitoring and recording of certain aspects of the child's progress and behaviour in school. Good records can be the basis of valuable contributions to child protection conferences and court cases, helping to ensure that sound decisions are made on the child's behalf.

Concerns that may require recording:

- Has any injury or mark which is not typical of normal bumps and scrapes.
- Regularly has unexplained injuries
- Frequently has injuries (even when apparently reasonable explanations are given).
- Confused or conflicting explanations are given on how injuries were sustained.
- Exhibits significant changes in behaviour, performance, mood or attitude.
- Indulges in sexual behaviour which is unusually explicit or inappropriate to his or her age.
- Discloses an experience in which he or she may have been harmed.
- Changes in hygiene or presentation.
- Weight loss or rapid gain

### **Persons Responsible for Recording**

- All teachers
- Other school staff

### **Record the Following**

- Patterns of attendance
- Changes in mood
- Changes in classroom functioning
- Relationships with adults and peers
- Behaviour

- Statements, comments, stories. 'news' or drawings
- General demeanour and appearance
- Parental interest and comments
- Home/family changes
- Medical
- Response to PE (when changing)
- Injuries, marks, and bruises

## **Method of Recording**

All staff must make recordings when necessary. If in doubt about the need for recording, staff can discuss it with the designated teacher. The following guidelines should be followed:

- Make notes as soon as possible after the conversation/observation.
- Record the date and any noticeable non verbal behaviour and the words used by the child.
- Sign the record.
- Draw a diagram to indicate the position of any bruising or injury.

Record statements and observations in a non-emotive or judgmental way avoiding interpretations or assumptions but writing facts.

The following procedure should then be followed:

A file marked 'Confidential' is kept in reception. Staff should be encouraged to write any concerns or incidents on the supplied 'Causes of Concern' form which should then be given to the designated teacher. They will decide whether it requires instant action or whether the situation needs monitoring.

## **Confidentiality**

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection.

- Staff will be aware of the need to respect confidentiality and understand the requirements of who needs to know confidential information.
- The child will be advised that the information may need to be shared with others
- Information will be given to staff working with the child on a 'needs to know' basis.

Pupils and their families are entitled to confidentiality but school staff have a duty to pass on confidential information if there is:

A need to stop the abuse and protect the child from further harm.

A need to protect other children , including siblings from further harm.

A need for teachers to protect themselves from carrying the burden of knowing that a child is at risk

The possibility of help being offered to the family and child

It is vital that staff do not promise a child confidentiality but explain they will seek to help the child by involving people on a 'need to know basis'.

## **Dealing with a Disclosure**

If a pupil discloses that he or she has been abused in some way, the member of staff should;

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but not make promises which it might not be possible to keep.
- Not promise 'to keep a secret'.
- Reassure the child that what has happened is not his/her fault.
- Stress it was the right thing to tell.
- Listen, rather than ask direct questions.
- Ask open rather than leading questions e.g. 'Tell me what happened' rather than 'did they do X to you?'
- Not criticize the alleged perpetrator.
- Explain what has to be done next and who has to be told.

Staff should be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings.

## **Allegations of Abuse by Teachers and Other School Staff**

Because of their regular contact with children, teachers and school staff are vulnerable to accusations of abuse, by pupils or parents. Such allegations may be true, false, malicious or misplaced.

Italia Conti Ruislip considers any ill-treatment of a Student by a member of its staff to be totally unacceptable. Any such behaviour by a teacher or member of staff is particularly serious given their position of trust. However, for an innocent person to be subject to investigation is a serious and damaging ordeal.

In all cases in which it is alleged that a teacher or member of staff has;

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child

or

- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children,

These reports will be immediately reported to the school Principal. The school Principal must then report these concerns to the Designated Lead.

**Policy reviewed: June 2019**  
**Policy review Date: June 2020**