

**CHILD PROTECTION (SAFEGUARDING) POLICY**  
**including the Early Years Foundation Stage**

**1. INTRODUCTION**

Durlston Court School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school, and is available on our website. There are five main elements to our policy:

- a) Operating safe recruitment procedures in checking the suitability of staff, governors and volunteers to work with children, including CRB checks and compliance with Independent Schools Standards Regulations. These procedures are set out in our Child Protection (Safeguarding) Recruitment Policy.
- b) Obtaining assurance that appropriate child protection checks and procedures are applied by other organisations whose staff may work with our pupils on another site.
- c) Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- d) Following procedures for identifying and reporting cases, or suspected cases, of abuse.
- e) Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- f) Establishing a safe environment in which children can learn and develop.

**2. PREVENTION & RECOGNITION**

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- a) Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. At Durlston Court, children are encouraged to “tell” if they have a worry or concern.
- b) Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- c) Include opportunities in the PSHE curriculum and activities for children to develop the skills they need to recognise and stay safe from abuse and to know who to turn to for help.
- d) Provide guidance to staff to ensure their behaviour and actions do not place pupils or themselves at risk of harm, or allegations of harm (see Appendix 2).

**3. PROCEDURES**

We will follow the procedures set out by the Hampshire Safeguarding Children Board (see Appendix 1) and take account of guidance issued by the Department for Children, Schools and Families to:

- a) Ensure we have a designated senior person for child protection throughout the school, including EYFS (at present, the Headmaster, Mr. David Wansey)

who has received appropriate training in child protection and inter-agency working (updated every two years) and support for this role.

- b) Ensure we have a nominated governor responsible for child protection (at present, The Chairman, Mr Chandra Ashfield).
- c) Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the Designated Senior Person responsible for child protection and understands their role.
- d) Ensure that all staff receive appropriate training (updated every three years) and that part-time staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for reporting any concerns, and know how to respond to a pupil who may tell of abuse. The procedures to be followed if a member of staff has a concern are set out in Appendix 3.
- e) Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school Information Booklet, and Terms & Conditions.
- f) Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- g) Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- h) Follow the procedures set out in Appendix 3 where an allegation is made against a member of staff or volunteer.
- i) Ensure any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.
- j) Ensure that the Governing Body undertakes an annual review of Child Protection policies and procedures and of the efficiency with which the related duties have been discharged.

#### **4. SUPPORTING THE PUPIL AT RISK**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- a) The content of the curriculum to encourage self-esteem and self-motivation.
- b) The school ethos which promotes (i) a positive, supportive and secure environment and (ii) gives pupils a sense of being valued.
- c) The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- d) Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.

- e) Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

**Related Policies:**

- 6.1 Anti-Bullying Policy
- 6.2 Pastoral Care Policy
- 6.3 Behaviour (Rewards and Sanctions) Policy
- 6.4a Child Protection (Safeguarding) Recruitment Policy

*Updated: September 2011*

# APPENDIX 1

## Hampshire Children's Services Contacts:

The screenshot shows a Mozilla Firefox browser window displaying the Hampshire County Council website. The page title is "Child protection in Hampshire". The browser's address bar shows the URL "http://www3.hants.gov.uk/child-protection". The website header includes "Hantsweb" and "Hampshire County Council". A navigation menu contains "Hantsweb Home", "A-Z Services", "Contact us", and "Help". A search box is also present. The main content area features a large image of a child's face and a purple sidebar with "Children's Services" and "Child Protection". The main text is titled "Child protection" and includes sections for "What is child abuse?", "What you should do if you think a child is being abused", and "For all emergency situations call 999". A "Related links" sidebar lists "Local Safeguarding Children Boards (LSCB)", "Inter-Agency Referral Form", and "Contacts" with phone numbers for Hampshire's Children's Services, Hampshire Police, NSPCC, and Childline. The footer contains accessibility options, a disclaimer, and copyright information for Hampshire County Council, dated 13 April 2011.

Child protection in Hampshire - Mozilla Firefox  
http://www3.hants.gov.uk/child-protection

Hantsweb  
You are here -> hantsweb home -> -> child protection

Children's Services  
Child Protection

**Child protection**

Types of child abuse  
Abuse claims from a child  
Reporting child abuse  
Child remaining with parents  
Involvement in further action  
Sources of further information  
Frequently Asked Questions  
Children and young people

**Child protection**

**What is child abuse?**  
[Child abuse falls into four categories: physical abuse, emotional abuse, sexual abuse and neglect.](#)

**What you should do if you think a child is being abused**  
If you have any concerns because you think that a child might be being abused and you want to talk to someone or ask someone to find out what is going on, you should contact the Children's Services Department.

- > During office hours (8.30am – 5:00pm) - you should contact **Children's Services: 0845 603 5620**
- > At all other times you should contact the **out-of-hours Service: 0845 600 4555**

If this line is engaged you will be put through to an answerphone. Leave your name and number and we will call you back as quickly as possible.

**For all emergency situations call 999.**

If you think a child or young person under the age of 18 has been or is being abused by a person in a position of trust, [contact the County Council's Allegations Officer.](#)

**Related links**

- > [Local Safeguarding Children Boards \(LSCB\)](#)
- > [Inter-Agency Referral Form](#) - for professionals' use

**Contacts**

- > [Hampshire's Children's Services](#) - 0845 603 5620
- > [Hampshire Police](#) - 0845 045 4545
- > [NSPCC](#) Child Protection line - 0800 800 5000
- > [Childline](#) - 0800 1111
- > Out of hours service - 0845 600 4555

Accessibility options | Disclaimer | Privacy & Cookies | Service availability | Call charges

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Child protection

Types of child abuse

Neglect

Abuse claims from a child

Reporting child abuse

Child remaining with parents

Involvement in further action

Sources of further information

Frequently Asked Questions

Children and young people

## What is child abuse?

Child abuse falls into one or more of four categories: physical abuse, emotional abuse, sexual abuse and neglect.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

It may also be caused when a parent or carer fabricates symptoms of, or induces illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- > Conveying to a child that s/he is worthless, unloved, inadequate, or valued only insofar as s/he meets the needs of another person
- > Imposing developmentally inappropriate expectations e.g. interactions beyond the child's developmental capability, overprotection, limitation of exploration and learning, preventing the child from participation in normal social interaction
- > Causing a child to feel frightened or in danger e.g. witnessing domestic violence, seeing or hearing the ill treatment of another
- > Exploitation or corruption of a child

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

### Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not s/he is aware of what is happening.

Activities may involve physical contact, including penetrative and non-penetrative acts. 'Penetrative acts' include 'rape' (forced penetration of vagina, anus or mouth with a penis) and 'assault by penetration' (sexual penetration of vagina or anus of a child with a part of the body or an object).

Sexual activities may also include non-contact activities, e.g. involving a child in looking at / production of abusive images, watching sexual activities or encouraging her/him to behave in sexually inappropriate ways. It may include use of photos, pictures, cartoons, literature or sound recordings via internet, books, magazines, audio cassettes, tapes or CDs.

Children under sixteen years of age cannot lawfully consent to sexual intercourse, although in practice may be involved in sexual contact to which, as individuals, they have agreed. A child of under thirteen is considered in law incapable of providing consent.

### Neglect

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

Neglect may occur during pregnancy as a result of maternal substance misuse. Once the child is born, neglect may involve failure to:

- > Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- > Protect from physical and emotional harm or danger
- > Meet or respond to basic emotional needs
- > Ensure adequate supervision including the use of adequate care-takers
- > Ensure access to appropriate medical care or treatment
- > Ensure that her/his educational needs are met
- > Ensure her / his opportunities for intellectual stimulation are met

[More information on neglect](#)

[Accessibility options](#) | [Disclaimer](#) | [Privacy](#) | [Service availability](#) | [Call charges](#)

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Child Protection

Recruitment - Child Pr...

Teachernet - Exampl...

Inbox - Microsoft Out...

Types of child abuse ...

## **APPENDIX 2 GUIDANCE FOR STAFF**

### **1. INTRODUCTION**

The purpose of this guidance to staff is to help ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or allegations of harm.

- a) Be even-handed in relationships with pupils; “firm but fair” may be a cliché but it has much to commend it.
- b) Avoid ambiguous behaviour towards pupils; avoid being misinterpreted
- c) Avoid secrecy and understand confidentiality
- d) Share concerns with colleagues; keep written records of any incident which had the potential for backlash
- e) Be aware of the potential dangers of Internet use (Facebook, MSN etc.) and photography

## APPENDIX 3 DEALING WITH CONCERNS AND ALLEGATIONS OF ABUSE

### 1. REPORTING CONCERNS

For all staff it is essential to follow a standard procedure in the event of concerns arising about a child protection issue.

- a) A teacher who has a general concern about the welfare of a child must Observe, Record and Discuss this concern with the Head of Pre-Prep or in the Senior School, the Headmaster, who will give advice on the best course of action. In any related discussion, it is necessary to avoid asking leading questions.
- b) However, in circumstances where there are clear indicators of Child Abuse (see Appendix 2) the teacher must Observe, Record and Report.
- c) The Report must be made promptly by the concerned teacher to the Designated Senior Person. The principle is that any suspicions based on clear indicators must be reported as above, and not go unreported at the initiative of the concerned teacher in any circumstances. The reporting teacher should be absolutely clear in his/her own mind that in no circumstances is it his or her responsibility, or the schools', to investigate allegations or suspicions.

### 2. REFERRAL TO OUTSIDE AGENCIES

- (a) Once the Designated Senior Person has considered the report(s) received he must, in consultation with the nominated governor responsible for child protection ("the Nominated Governor"), decide whether all the evidence presented, together with his own observations, if appropriate, warrants immediate referral to the Hampshire Children's Services Department (see Appendix 2) and the activation of their Child Protection procedures.
- (b) If he concludes that a referral should be made this must be done without delay and within 24 hours (either in writing or with written confirmation of a telephoned referral). It must be recognised that initiation of the full Child Protection Procedures by the Children's Services Department is a serious matter and should only be requested by the Designated Senior Person in cases of the clearest need.
- (c) If the Designated Senior Person considers that the case is not clear cut he should seek informal advice from the Children's Services Department by presenting the circumstances as a hypothetical case.
- (d) If all parties agree that no clear case has been revealed, the Head of Pre-Prep in the Pre-Prep School, and the Headmaster in Senior School should ensure that a watching brief is maintained to monitor the child's continuing welfare.

### **3. PARENTAL CONTACT**

- a) Where parental contact is required it is the role of the Designated Senior Person, to take the necessary steps. The exception to this rule is where the school is advised against this by an outside agency, i.e. where the pupil or member of staff may be put at risk by such an approach.

### **4. ALLEGATIONS AGAINST PUPILS**

- a) It is essential that any allegation of abuse made against a pupil or group of pupils is dealt with fairly, quickly and consistently, in a way that provides effective protection for the pupil who is the victim, and at the same time supports the pupils who are the subject of the allegation.
- b) A distinction needs to be drawn between behaviour best dealt with under the Anti-bullying Policy and more complex behaviour requiring specialist help.

### **5. ALLEGATIONS AGAINST STAFF**

- a) It is essential that any allegation of abuse made against a member of staff (including the Headmaster) or volunteer is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.
- b) In case of serious harm, the police should be informed from the outset.
- c) Where an allegation is made against a member of staff or volunteer then the matter should be reported to the Headmaster, who is also the Designated Senior Person and the Nominated Governor who will follow the normal procedures as defined in this policy. They will also notify the Chair of the Board of Governors as soon as possible of the situation. In the absence of the Headmaster, the matter should be reported to the Chair of the Board of Governors.
- d) Where the allegation is against the Headmaster, who is also the Designated Senior Person, then the matter should be reported to the Chair of the Board of Governors (without notifying the Headmaster first) who will follow the normal procedures as defined in this policy.
- e) As the School is registered with Ofsted for the Early Years Foundation Stage (EYFS), any allegation of serious harm or abuse by a person working, living or looking after children in this area of the School (whether committed on the premises or elsewhere) must be reported to Ofsted within 14 days, along with details of the action taken in respect of the allegation.
- f) If the school ceases to use the services of any member of staff, volunteer, student or contractor because he/she is considered unsuitable to work with children, this must be reported to the Independent Safeguarding Authority (P.O. Box 181, Darlington DL1 9FA tel. 0300 123 1111) within one month of him/her leaving the service of the school.

## 6. CONFIDENTIALITY

- a) All parties involved in a possible Child Protection issue must recognise the primary importance of maintaining discretion and confidentiality. However, all staff should understand that they must never give a promise “not to tell anyone” to a pupil confiding in them.
- b) However, staff should recognise that dealing with a case of actual or suspected child abuse can be harrowing and that they, as a teacher or non-teaching member of staff, may need the support and help of others in coping with the involvement. Staff should not feel that this is a burden they have to carry alone. Further help should be sought if required from SMT colleagues who can be relied upon to be discreet.
- c) If a report is produced on a computer, under no circumstances should it be saved. One copy may be printed, dated and signed on the day and endorsed by the Designated Senior Person as the only copy. Alternatively, a report may be hand written.
- d) Child Protection files must never be stored in the child’s education file, but must be stored in a separate file along with other third party reports, e.g. Police reports, child protection notes, medical notes and Social Work reports. The Designated Senior Person and the Nominated Governor should know where such reports are stored.
- e) Child Protection records containing the pure facts and not just feelings should be kept until the “pupil” has reached the age of 25.

The Designated Senior Person undertakes training with Hampshire County Council every two years to ensure they are up-to-date with policy and procedures within this field