



YORK STEINER SCHOOL CHILD PROTECTION POLICY **REPORTING CHILD ABUSE OR SEEKING ADVICE**

Contact info updated from City of York Safeguarding Children Board's website on 16/09/09

If you think that a child or young person is being abused or neglected you must inform Children and Family Services or the police.

To report concerns to York Children and Family Services tel: **(01904) 554141**. Outside office hours, at weekends and on public holidays contact the emergency duty team tel: **(0845) 0349417**.

Alternatively, write/call in: Customer Advice Centre, PO box 402, 10-12 George Hudson Street, York YO1 1ZE (Monday to Friday from 8.30am - 5.00pm).

What information you need to give

If you are a member of the public you will be asked for your name, address and details of the child.

Your name and address are confidential. You will be informed if it is necessary to identify you if court proceedings are required to protect the child or to prosecute an abuser.
If you work with children

If you are a professional worker with concerns about a child or young person you should contact the Customer Advice Centre.

You should confirm your referral in writing within 48 hours. If you are in doubt about making a referral you should seek advice from the manager or practitioner with designated responsibility for child protection within your agency. If this is not possible or if you need further advice contact the referrals and assessment duty officer at Ashbank, 1 Shipton Road, Clifton York YO30 5RE. **(01904) 554141**

Other useful contacts for information and advice:

City of York Safeguarding Children Board (CYSCB) - www.saferchildrenyork.org.uk

YorOk! - <http://www.yor-ok.org.uk> contains lots of information for children, parents, young people and practitioners based in the York area.

Police Family Protection Team - 01904 669354

NSPCC - <http://www.nspcc.org.uk/> - helpline - 0808 800 5000

Childline - <http://www.childline.org.uk/> - 0800 1111 Listens to and counsels children and young people.

Survive - <http://www.survive-northyorks.org.uk/> - 01904 642830 Counsels and supports women and men who have been abused as children.

KIDSCAPE - <http://www.kidscape.org.uk/> - 0207 730 3300 A Helpline offering support and advice to parents of bullied children

Parent Line - <http://www.parentlineplus.org.uk/> - 0808 800 2222 Listens to and counsels parents

Teacherline - <http://www.teachersupport.info/> 08000 562 561 Provides support and advice for teachers



YORK STEINER SCHOOL CHILD PROTECTION POLICY

INTRODUCTION

A range of documents, circulars and guidance for good practice governs Child Protection work at York Steiner School.

The Child Protection Policy is made up of this 7 page document plus appendices.

Current Appendices (December 2009):

APPENDIX 1: Dissemination of Information

APPENDIX 2: Touch and Physical Contact between Children and Teachers

APPENDIX 3: Child Protection Whistle Blowing Policy Guidance for Employees

APPENDIX 4: Dealing with Information within the School Community

APPENDIX 5: Record of Concern or Disclosure form

APPENDIX 6: Types of Child Abuse and Their Symptoms

Key documents which inform this policy are:

- CYSCB Child Protection Committee Procedures
- Children Act 2004 & The Children Act 1989
- DFEE Circular 2004 section 175
- Working Together to Safeguard Children (April 2006)
- Framework for the Assessment of Children in Need and their Families (April 2000)
- Every Child Matters government strategy
- Safeguarding Children and Safer Recruitment in Education (January 2007)
- DCSF Guidance on the use of force to control or restrain pupils

The Designated Child Protection Officer is Charly Hamlyn her deputy is Tracey Lucas (from January 2010) who is specifically attached to the Early Years Department. Should both be absent the matter should be referred to Eoghan Bridge who is the designated member of the Board of Trustees and as such has also undertaken (Jan. 2010) Safeguarding training. Otherwise please make direct contact to the external referral agencies on the first page of this Policy Document.

AIMS AND OBJECTIVES

York Steiner School strives to create an environment where learning, truth, justice, respect, spirituality and community are promoted. Consequently the overall aim of this policy is to safeguard and promote the welfare of the children in our care; in situations where child abuse is suspected our paramount responsibility is to the child.

- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- This policy applies to all staff, trustees and volunteers.
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police.

This will be achieved through:

- Continuing to develop awareness in all staff of the need for Child Protection (particular care should be taken with children with disabilities and SEN) and their responsibilities in identifying abuse.
- Ensuring that all staff are aware of referral procedures within the school.
- Ensuring that safe recruiting policy and procedures are used in the appointment of all staff, trustees and volunteers.
- Monitoring children who have been identified as 'at risk'
- Ensuring that outside agencies are involved where appropriate.
- Continuing to develop and create an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.
- The curriculum: Class teachers deal with health and safety, sex education, bullying, online safety at age, development and situation appropriate times both proactively and if a need becomes apparent. Awareness of need mainly comes from a class teachers own observation and from discussions with colleagues at the weekly Pedagogical meeting
 - The relationship of the children with each other and their class teacher helps to develop an intelligent and informed approach to their own personal safety.
 - A curriculum that in the early years is steeped in fables and 'educational' stories gives children a strong framework for finding their place in the world.

Specific Learning Examples:

- School trips in particular residential trips and the preparation for these are used as opportunities to look at personal safety and the children's relationship to themselves, each other and their physical environment.
- Sex education is introduced as part of the human biology main lesson in Class 7 with the support of parents.
- Online safety education is actively supported by the DCPO Charly Hamlyn.
- Actively developing and supporting staff awareness of suitable boundaries in relationships between staff and pupils. In a closely knit community such boundaries can become blurred easily.
- Careful use of new communication technologies, in particular being aware that boundaries can be undermined. Professionalism must be actively maintained and not subsumed by the chummy colloquialism of the new cyber age.

SCHOOL PROCEDURES

- 1) Any member of staff with an issue or concern relating to Child Protection should immediately discuss it with the designated Child Protection Person (as above) Allegations of child abuse must always be given the highest priority and referred immediately. It should be made clear to children that.

CONFIDENTIALITY CANNOT BE GUARANTEED IN RESPECT OF CHILD PROTECTION ISSUES

- 2) The designated officer will then decide on an appropriate course of action. *In all cases the designated officer will be led directly by guidance from CYSCB.*
- 3) Information for parents/carers will be published in the School Handbook telling them the name of the designated child protection officers (DCPO) and that staff are required to follow the procedures laid down by City of York Safeguarding Children Board (CYSCB).
- 4) Safe recruitment policies and procedures are followed in recruitment. The selection and vetting procedures include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. security personnel) contact with children.

5) ALLEGATIONS AGAINST SCHOOL STAFF.

- Teachers must protect themselves especially when meeting on a one to one basis with children and staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued.
- Teachers who hear an allegation of abuse against another member of staff should discuss the matter immediately with the designated child protection teacher so that CYSCB guidelines can be followed. (Please read the Whistle Blowing Policy - Guidance for Employees in the appendices)
- **Working Together 2006 and Safeguarding Children and Safer recruitment in Education 2007 introduced new statutory guidance dealing with allegations against professionals.**
- **All allegations and concerns must be reported to the Local Authority Designated Officer (LADO), Joe Cocker, within the same working day.**

DEALING WITH DISCLOSURE OF ABUSE

If a child chooses to tell a member of staff about possible abuse there are a number of things that should be done to support the child:

- Stay calm and be available to listen
- Listen with the utmost care to what the child is saying
- Question normally without pressurising
- Don't put words into the child's mouth but note the main points carefully
- Keep a full record - date, time, what the child did, said etc
- Do not question the child again if another adult already has done so – talk to that adult.
- Reassure the child and let them know they were right to inform us
- Inform the child that this information will now have to be passed on
- Immediately inform one of the the Designated Child Protection Officers and if absent the School Administrator and if both are unavailable York Children and Family Services on the numbers at the beginning of this document.

MONITORING AND RECORD KEEPING

It is essential that accurate records be kept where there are concerns about the welfare of a child. These records are kept in secure, confidential files, which are separate from the child's school records. You are not required to disclose to parents any written information relating to Child Protection. The preferred practice is for parents to be informed of and agree to any referral being made unless to do so would create an additional risk to the child.

Staff must keep the Designated Child Protection Teacher informed of:

- Poor attendance and punctuality
- Concerns about appearance and dress
- Changed or unusual behaviour
- Concerns about health and emotional well being
- Deterioration in educational progress
- Discussions with parents about concerns relating to their child
- Concerns about home conditions or situations
- Concerns about pupil on pupil abuse (including serious bullying)

When there is suspicion of significant harm to a child and a referral is made as much information as possible should be given about the nature of the suspicions, the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect.

NB Any referral to Children's Services by telephone must be confirmed in writing and a copy kept on the confidential school file. A note must be made of the Duty Social Worker and the time at which the call is made.

If parents have not been informed about (or if they have agreed to) the referral being made this must be reported to Children's Services.

Reports may be needed for Child Protection Case conferences or the criminal / civil courts. Consequently records and reports should be:

- **Factual (no opinions)**
- **Non-judgemental (not assumptions)**
- **Clear**
- **Accurate**
- **Relevant**

They should be clearly dated and initialled - immediately at the end of each and every block of writing to preclude later edits. With names clearly printed – a pro-forma that can be used is attached to this policy.

THE ROLE OF THE DESIGNATED PERSON

- To ensure that all staff know who is responsible for Child Protection Issues
- To refer promptly all cases of suspected child abuse to the local children's services - assessment and referral team. If a parent arrives to collect the child before the social worker has arrived then it must be remembered that we have no right to prevent the removal of the child. However, if there are clear signs of physical risk or threat, the Police should be called.
- To co-ordinate action where child abuse is suspected.
- To ensure that allegations against staff are handled immediately and correctly.
- To inform and update as necessary any details about children who are subject to a Child Protection Plan (i.e. deemed 'at risk') and to pass on records and inform the key worker when a child who is subject to a Child Protection Plan leaves school.
- To attend case conferences or nominate an appropriate member of staff to attend on his/her behalf.
- Maintain records of case conferences and other sensitive information in a secure confidential file and to disseminate information about the child only on a 'need to know basis'
- To ensuring that effective safe recruiting policy and procedures are implemented in the school.
- To ensure that the Administrator and a nominated trustee to be trained in Safer Recruitment.
- To organise regular training on Child Protection:
 - Every 3 years for basic awareness all staff, Trustees and volunteers
 - Every 2 years for DCPO and DCPO – EYS on a Level 2 course
 - (E.g. Working Together, Contributing Effectively to child Protection Cases, Common Assessment Framework and Integrated Working)
 - Every 2 years for refresher training for Administrator and nominated trustee on Safer Recruitment
- To ensure that all staff know about and have access to the CYSCB guidelines which are available on the website.
- To facilitate and support the development of a whole school policy on Child Protection.
- To raise staff awareness and confidence on child protection procedures and to ensure new staff are aware of these procedures.
- To keep up to date with current practice by participating in training opportunities wherever possible.
- To review policies at least annually to prepare annual report on CP within the school for the IMP and trustees. (Individual cases kept anonymous)
- To report at least termly on current CP issues and cases too the IMP (Individual cases kept anonymous)

Review December 2009

(Full review and consultation with CYSCB due for Spring 2010)