



CHILD PROTECTION POLICY

The Children Act 1989 enshrined in law the requirement of all schools to respect personal concerns of the children within them.

1. Introduction

Parents, adult assistants, contracted assistants and coaches will be aware of the fact that organisations that work with children must have child protection procedures in place. Fundamental elements to the Gayhurst School procedures are:

- Gayhurst School has a legal responsibility to protect children in its care.
- A child is anyone under the age of 18. Note that this might include coaches and other assistants.
- In addition to employees, contracted assistants and coaches of Gayhurst School parents and adult assistants fulfilling nominated roles at Gayhurst School events are agents of Gayhurst School employees, contracted assistants and coaches
- Parents, adult assistants, employees, contracted assistants, governors and coaches should not put themselves in positions where they could be accused of any form of abuse.
- If any parent, adult assistant or employee sees or hears anything which could be perceived as either poor practice or abuse in relation to the care of children, the incident has to be reported to the Headmaster who is CPLO at Gayhurst School.
- All staff have a professional duty to share confidential information about the protection of children with Social Services via the CPLO.
- All staff are checked under the CRB Scheme.
- All references are checked for accuracy and suitability to work with children.
- All staff receive child protection training at least once every three years or when they join the school.
- A copy of the Gayhurst Child Protection Policy is given to all staff. Copies are also available from the school website and from the office for parents if required.

2. Forms of Abuse

There are four main forms of abuse:

- Neglect This includes things like allowing a child to wear inappropriate clothing, providing inappropriate food, providing insufficient attention, lack of supervision, deficient safety provision, exposure to undue cold, unnecessary risk of injury;



- Physical Abuse Physically hurting a child in any way, giving a child alcohol, giving medication without permission, intensity of training beyond the capacity of the individual;
- Sexual Abuse Any aspect of sexual abuse, whether physical or verbal or inappropriate physical contact;
- Emotional Abuse Shouting, threatening or taunting children, constant criticism, bullying or unrealistic pressure to perform.

3. **Effects of Abuse**

Abuse in all its forms can affect a child of any age. The effects can be so damaging that they may follow an individual into adulthood.

4. **Vulnerable groups**

A number of studies suggest that children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

5. **Responding to the Child**

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should:

- React calmly so as not to frighten the child;
- Tell the child that he or she is not to blame and that it was right to tell;
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language;
- Listen to the pupil rather than question him;
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- Reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;
- Refer the matter immediately to the Child Protection Liaison Officer (CPLO) who at Gayhurst School is the Headmaster;
- Take care not to discuss information given in confidence outside the appropriate professional contexts;
- Make a full record of what has been said, heard, and/or seen as soon as possible. This should be passed directly to the CPLO who will place it in a locked file as these are confidential documents.

6. Child Protection Liaison Officer (CPLO)

The designated CPLO for Gayhurst School is Mr A. J. Sims, Headmaster.

The designated CPLO for Early Years is Mrs J. Terrar, Head of Junior School. Should one of the CPLOs be away the other shall act for the whole school.

The CPLOs will undertake training every two years. (Mr Sims last training was September 2011, Mrs Terrar's was September 2010)

The role of the CPLO is to:

- Ensure child protection procedures are in place and updated as appropriate
- Ensure all staff are aware of the school policy
- Be available to provide/support to staff and for confidential discussion about concerns
- Be available to provide support to pupils
- Liaise with Social Services in accordance with Buckinghamshire procedures
- Keep records of any concerns/suspected case of abuse/referrals
- Co-ordinate arrangements for monitoring of pupils on roll who have been identified as being in need of protection
- It is the responsibility of the CPLO to arrange in service training for all school staff as required. Each member of staff must attend at least a basic child protection training course every three years.
- The Governors will ensure that any deficiencies or weaknesses in the school's child protection procedures will be rectified without delay.
- The designated Governor responsible for ensuring that Child Protection procedures are in place, enforced and efficient is Mrs A. Hatton. The Governors will review Child Protection procedures as an agenda item annually at a Full Meeting of the Board.

When the CPLO has been informed of a case of suspected abuse or of a young person who may be at risk of abuse he must refer the matter to Social Services. Social Services will then advise the CPLO regarding any contact with the family as it is the responsibility of the Social Services to inform the parents. The CPLO will refer any case of disclosure/abuse or suspicion of abuse to a Safeguarding officer on the Buckinghamshire County Council Safeguarding in Education Team within 24 hours. (Lead officer for Buckinghamshire Child Protection Team can be contacted on 01296 382070 at County Hall, Walton Street, Aylesbury, Buckinghamshire HP20 1UZ)

7. School Procedures

Any member of staff having concerns that a pupil may be at risk of abuse should always discuss them with the CPLO. Staff may be asked at this stage to complete a written record of their concerns. This record is then kept by the CPLO in a confidential file. The CPLO will discuss a plan of action according to each confidential situation. If appropriate, it is the responsibility of the CPLO to seek further advice. The CPLO would then share relevant information confidentially with the member of staff who had raised the concern and the pupils' keyworkers on a need-to-know basis.



The CPLO will share information confidentially on a need-to-know basis with the member of staff who has heard the disclosure to reassure them that action is being taken to protect the pupil. Other staff are then informed on a need-to-know basis that the pupil is having problems that are being dealt with by the CLPO. The CPLO will record any action taken such as suspension or otherwise.

8. Pastoral Care

The school has good pastoral system designed to empower the pupils to seek help when they are worried or have concerns about their safety. The following notes are guidance for working with children and all staff are made familiar with them.

- Avoid doing anything which is not totally open and make sure that all children are treated the same way;
- Avoid any favouritism;
- Avoid being overly tactile;
- If you have to assist a child make sure you do so openly and in sight of other participants;
- If you are required to lift, carry or support a child avoid making contact with sensitive parts of the body, explain what you are doing while you are doing it and, where practicable, gain their consent;
- Do not put yourself in a position where you find yourself alone with a child out of public view;
- Be aware of appropriate physical contact when pupils are distressed;
- Do not engage in rough physical or provocative games or horseplay with any child;
- If you are working with groups where physical contact is inevitable it is essential that carers or parents consent to the methods of lifting, carrying or other contact which will take place;
- Never leave a child or a group of children unsupervised.

9. Allegations made in Relation to Staff Members

Any member of staff hearing an allegation of abuse against another member of staff, volunteer or any adult involved in the work of the school must inform the CPLO. If a disclosure or suspicion of abuse involves a member of staff the CPLO must still refer the matter to Social Services. Any member of staff whose services are no longer used because he or she is considered unsuitable to work with children will be reported to the Secretary of State via the DCSF in Darlington within one month of leaving the school.