



Sandy Lane  
Farnborough  
Hampshire  
GU14 9ES  
01252 666846 / 7

[www.guillemont.org.uk](http://www.guillemont.org.uk)

### **Safeguarding Children Policy**

Policy Reference:	S1
Created by:	Miss B J Cook (acting Deputy Headteacher)
Child Protection Liaison Officer	Mrs K Fuller Headteacher
Child Protection Liaison Governor	Mrs D Rapley
Responsibility:	Curriculum Committee
Reviewed by:	Curriculum Committee / SST
This Review:	November 2009
Next Review Due:	October 2010
Cycle:	Annual
Ratified by Full Governing Body on:	7 <sup>th</sup> December 2009
Signed:	
Mr C Norris	Chairman of Governors

## **SAFEGUARDING CHILDREN**

**Child Protection Liaison Officer:** The Headteacher, Mrs K Fuller

**Child Protection Liaison Governor:** Mrs D Rapley

At Guillemont Junior School, the health, safety and well-being of our children are of paramount importance. All children have a right to feel safe and be protected from abuse.

Children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school and wholly supported by the adults who work here. Where there is conflict of interest between the parent and the child, the interest of the child must be paramount. Conflicts of interest sometimes occur between members of staff and children and there is a set procedure for dealing with this situation too.

In our school we respect all children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of PDL (Personal Development Learning) and the broader curriculum help to develop appropriate attitudes in our children and make them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

### **Aims and objectives**

This policy ensures that all members of staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse
- to understand personal and professional responsibility when dealing with children
- to ensure effective communication between all staff when dealing with child protection issues
- to lay down the correct procedures for those who encounter an issue of child protection
- to understand the process when members of staff are implicated in abusing children

A child is considered to be abused, or at risk, when their basic needs are not being met through avoidable acts or omissions. This includes neglect and physical, emotional and sexual abuse.

Through daily contact, school staff are well placed to notice signs of neglect, behavioural change or failure to develop as expected, which may be indicators of abuse.

If child abuse is suspected, the aim is to minimise damage and to promote recovery. If a child volunteers information about abuse to a member of staff, or if an adult suspects abuse or notices bruising or marks on a child, they should report the disclosure to the named Child Protection Officer, Mrs Fuller, the Headteacher. HCC Child Protection Guidance must then be followed and the school's Confidentiality and Handling Sensitive Issues Policy (see Sex and Relationships Section in PDL Policy).

A member of staff who receives a report from a child, whether it concerns alleged home or school abuse, must not ask leading questions or proffer alternative explanations for the child's concerns. The report must not be dismissed. The disclosure should be recorded as soon as possible, using the child's own language by the Child Protection Officer. Such reports should be kept separately from normal records in a secure filing cabinet and not disclosed to unauthorised persons.

When a child makes a disclosure of sexual abuse the adult will avoid questioning the child or promising confidentiality while giving reassurance.

We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.

In every case the Headteacher should follow appropriate guidelines.

### **Safe Recruitment**

We require all adults employed in school and Governors to have their application vetted through CRB in order to ensure that there is no evidence of offences involving children or abuse and that children will be safe in their care. Volunteers in school generally work alongside teaching and non-teaching staff however any volunteer on a residential visit will be CRB checked. Guidance material is available called Safer Recruitment Guidance and Safer Recruitment Tool Kit. All new members of staff are subject to pre-employment checks. Volunteers who are considered to be regular helpers at school, volunteers on residential visits and FOG committee members should also be vetted.

All members of staff receive periodic training in how to work with children and in keeping them safe. This is especially important for volunteers on school residential visits.

### **Physical Restraint**

We deal with some very vulnerable children in school, especially those with behavioural or emotional needs. These children can be unpredictable, can react badly to supply teachers, other unfamiliar adults or lunchtime supervisors and can become very abusive and confrontational. Adults who work in school must be fully in control of their own emotions at such times and put the needs of the children first. An emotional, verbal or physical response could put the adult themselves at risk of disciplinary procedures. When the immediate situation is resolved, appropriate sanctions will follow for the child concerned, in accordance with our Behaviour Support Policy.

If ever a situation is becoming dangerous or violent, teachers / adults must seek help from a more experienced and senior member of staff. Adults must not inflame a situation and must encourage children to adopt a calm approach; aggression, name calling or verbal criticism must never be shown by a member of staff towards children. We must take great care never to make derogatory remarks about children especially within their hearing. Our approach must remain professional at all times.

Experienced teachers, especially the Headteacher, know the children well and can make rational decisions to support the teacher, assistant or children in the class. Under no circumstances must a teacher / adult deal with a violent, abusive or stubborn child on their own.

Adults who work in school are not authorised or trained in physical measures of restraint\*. Pulling, shouting or pushing are not suitable methods to use and if attempted, could result in a child protection issue for the member of staff involved. If ever a situation is deteriorating, the teacher must seek assistance before the situation becomes serious. Fine judgement and a calm approach is required.

However, there may be emergency times when adults in our school, in the course of their duty and to protect others, use physical intervention to restrain children. However, there are some times when a child's behaviour may present particular challenges that may require physical handling. At any such time the Headteacher, Deputy Headteacher or Learning Support Coordinator MUST be present.

The Headteacher requires the adult involved in any such incident to report this to her immediately and to record it in brief written form to be filed (see pro-forma – Incident Reporting File). If ever an adult feels that they did not handle a difficult situation in accordance with the spirit of this policy, then they must seek the support of a senior colleague of their choice as soon as possible for further advice.

In emergency situations the best technique is probably to shout “STOP!” and then try to diffuse by stressing the need to calm down. Help should always be sought.

Should any complaint or allegation be made by a child involving a member of staff, it has to be investigated. The Local Authority has appointed an ‘Allegations Officer’, who will step in as the point of contact after a complaint and will coordinate other expertise. The Headteacher will coordinate any investigation. Such matters will be confidential.

Should a member of staff be hurt by a child then a Physical Abuse form must be completed at the school office. Support will be offered from senior members of staff as care for adults is as important as care for children.

### **Monitoring and review**

The Governing Body regularly reviews any incidents detailed in the Interventions File. A named Governor participates in the school's training with regard to safeguarding children (currently Mrs Denise Rapley). This policy is reviewed annually by the Governing Body.

Procedures to be followed are found in the Child Protection Guidance

The Annual Safeguarding Checklist process should take place in January each year by the SST and reported to the next Governing Body Meeting by the HT

### **Revision / Evaluation**

See front cover schedule

*\* Only the Headteacher, Acting Deputy Headteacher or Language Unit Coordinator are trained in physical handling techniques as of January 2006 by ‘Schoolsafe’*

[www.unisafe.co.uk/schoolsafe](http://www.unisafe.co.uk/schoolsafe)

### **Appendices:**

1. Who to CRB Check
2. School Annual Safeguarding checklist
3. Advice to Ofsted Inspectors regarding Safeguarding issues