



## EMANUEL SCHOOL

# CHILD PROTECTION POLICY

### **Introduction**

Emanuel School has a duty of care to all its pupils which, since the passing of The Children Act (1989), the 1996 Education Act, the 2002 Education Act and the document 'Working Together to Safeguard Children' 2006, has been brought more sharply into focus than formerly.

The legislation places on us a duty to safeguard and promote the welfare of our pupils. When considering Child Protection issues, regard should also be taken to linked Emanuel School policies: Anti-Bullying, Equal Opportunities, Educational Trips Guidance, Health and Safety, Behaviour and Discipline and the School Code of Conduct.

Emanuel School is fully committed to and recognises the contribution it can make to protect children and support pupils in the school. Any deficiencies or weaknesses in Child Protection arrangements which are brought to our attention will be remedied without delay.

### **What counts as a child protection issue?**

There are four areas of abuse which we would consider as a CP issue: neglect, emotional, physical and/or sexual abuse. Examples include: a pupil under 16 being left alone for long periods of time at home on their own, or being severely bullied by a parent or teacher, or being physically struck at home but also abuse of a pupil by another pupil, including sexual abuse.

### **How are we likely to find out if this is happening?**

In compliance with 'Safeguarding Children and Safer Recruitment in Education', all staff receive training about Child Protection when they join the school and every three years thereafter. As a result of this training, staff should have an awareness of the potential signs of abuse and their role in providing appropriate support in the early stages.

The School works closely with Wandsworth Council Children's Services Department and in accordance with locally agreed inter-agency procedures.

CPD is provided by Mrs Stella Macaulay (Principal Education Welfare Officer) and her deputy, Mrs Margaret Hurrell.

The School's designated teacher for CP, Mrs Sara Williams-Ryan (Assistant Head, Pastoral) and her deputy Ms Michelle Yan (Head of Year 9) have also received training in child-protection and inter-agency working updated every two years as specified.

There are three ways in which we are likely to be alerted to possible abuse of children in our care. These are:

1. By our own observations of signs or symptoms of abuse e.g. bruising, unexplained recurrent injuries or burns, improbable excuses or refusal to explain injuries, wearing clothes to cover

injuries even in hot weather, refusal to undress for gym, bald patches, sudden speech disorders, continual self-depreciation, overreaction to mistakes, extreme fear of any new situation etc;

2. By allegations or reports about abuse made by another person e.g. comments made to us by a concerned pupil or parent ;
3. By an admission from the child that he/she is being mistreated.

### **What should I do about it?**

If you are told by a child, or another child, about abuse it is important to refer the matter to the designated teacher for CP Sara Williams-Ryan (Assistant Head-Pastoral) as soon as possible. In the mean time you should reassure the child that you will help him/her deal with this matter but explain that you must pass on this information. Please make sure that you write down the contents of the conversation as soon as possible and sign and date the paper, preferably using the proforma provided by the school.

Please note that confidentiality cannot be promised to a pupil. Avoid asking leading questions and be as objective as possible.

If you are told about possible abuse by an adult, again please refer this as soon as possible to Sara Williams-Ryan.

Should the incident involve the designated teacher herself then you should report the incident directly to the Headmaster. Should the incident involve the Headmaster, the designated teacher will report the matter directly to the Chairman of Governors.

When informed of allegations or suspicions of abuse, the designated teacher will assess the situation based on evidence and will decide whether to refer the incident formally to the Headmaster.

Should there appear to be case to answer under the law, the designated teacher will inform the Headmaster immediately and the decision will be made to refer the case to Social Services for further investigation. In case of serious harm, the Police will be informed.

### **Allegations against staff**

#### *a) Protecting yourself*

Statistically, the teachers who are most at risk of allegations from pupils are those with less than two years of service (perhaps due to inexperience of proper procedures) and those with more than sixteen years of service (perhaps due to complacency). However, all teachers can be at risk of allegations by pupils and therefore it is wise to take the following precautions when dealing with pupils on a day to day basis at school:

- handling of pupils (roughly or not), even if it is to break up a fight, can be considered abuse; therefore it is wise to avoid touching pupils in most circumstances
- jokes and innuendos can be misunderstood, as can name-calling (this includes calling a child "stupid"). Be careful what you say in class.
- it is not good practice to give pupils lifts in your own vehicle without another colleague present and it should be done with the knowledge of the School;
- when meeting a pupil in a windowless office, it is usually appropriate to leave the door open;
- when interviewing pupils about disciplinary matters, it is often appropriate to have another member of staff present.
- Staff should not accept current pupils as "friends" on social networking sites and are advised to keep (at least part of) their own profile private. If email addresses are given out this should be for the purposes of collecting homework or communicating about school activities only.

If you feel that you may have overstepped the mark in any way please inform the designated teacher Sara Williams-Ryan as soon as possible about the circumstances rather than wait to see whether the incident will be taken further.

*b) Procedure in case of allegations against a member of staff*

If a member of staff is accused, by a pupil, of inappropriate behaviour then the matter will, in the first instance, be investigated by Sara Williams-Ryan as the nominated teacher for CP according to DCSF (Department for Children, Schools, and Families) standard procedures. Once the nature of the allegation is clear, the teacher will be invited for a meeting with the Head and Deputy Head to respond to the allegation. The teacher may be accompanied by a colleague at this meeting if he or she wishes. Depending on the circumstances and the outcome of this meeting, the matter may be referred to the Governors Personnel Committee. It is possible that the teacher will be suspended, without prejudice and on full pay, while investigations take place. If, following the investigations, the Head and the Governors feel that there is a case to answer then a formal hearing with a panel involving not less than three Governors (and, depending on the circumstances, this could include the Head) will be convened. If this situation arises, full details of the procedure for the hearing, and any subsequent appeals process, will be given to the teacher.

It is possible that, in some cases, due to the nature of the allegation, other external agencies such as Social Services or the Police may be involved.

**Guidelines to staff for detecting possible CP issues**

Colleagues are reminded that children are brought up in many different ways by their parents and that, when in doubt, colleagues should always discuss the issue with the designated CP teacher who will assess the situation and decide whether the matter needs to be taken further.

Promoting good parenting is one of the aims of the EPA and parents should be encouraged to attend the various workshops which are organised on a regular basis on topics such as discouraging drugs, personal safety, setting boundaries and so on.

**Additional Information**

- Please note that the school's governing body undertake an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties are discharged. The designated governor for CP is Ms M.A. D'Mello. Governors receive training in CP issues.
- The school operates safe recruitment procedures including CRB checks and compliance with Independent School Standards Regulations.
- All part-time and voluntary staff are made aware of the arrangements for CP training, have been CRB checked and are listed on the school's Central Appointments Register.
- Assurances are also obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils either at Emanuel or on another site.
- The school is required to report to the Independent Safeguarding Authority (ISA), within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is unsuitable to work with children.
- The school is committed to reporting any disclosure or suspicion of abuse to the appropriate welfare agency within twenty four hours.

- Contact details for agency involvement are available on request.
- A copy of the school's CP policy is available to parents on the school website or may be obtained on request.

**Child protection  
Reporting an incident**

1.	name of person (s) reporting the incident	
2.	form, if pupil	
3.	date when incident happened	
4.	place where incident happened	
5.	description of the incident	
6.	people involved in incident	
7.	witnesses	
8.	staff initials	
9.	staff signature	
10.	today's date	
11.	copy to	SWR marked private and confidential

**Notes :**

This form should be completed as soon as possible after you are made aware the incident.

When filling in this form, it is essential that facts (and not your opinions) are recorded. Pupils and parents are entitled to see any written information on this matter. If in doubt please discuss the matter first with the teacher in charge of CP.

Discretion is very important in these cases and, once the incident has been reported, colleagues should not discuss the matter any further with other parties.