

## Safeguarding Children Policy & Procedures

### Avenue House School

This policy is reviewed annually.

Last reviewed by Carolyn Self on	09.11.2011
Reviewed by Rebecca Rubio on	10.11.2011
Reviewed by David Immanuel	19.11.2011
The policy to be reviewed by:	09.11.2012

The School will safeguard and promote the welfare of children who are pupils at the school, including the Early Years Foundation Stage, in compliance with the DCSF Guidance *Safeguarding Children and Safer Recruitment in Education*. (DCSF 2007) and *Working Together to Safeguard Children*. (DCSF March 2010) “*What to do if you’re worried a child is being abused*” “*Dealing with Allegations of Abuse against Teachers and Other Staff*” 2011

This policy is available on our school website for parents and prospective parents. A copy is also available in school.

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#### **Introduction**

The **Proprietor, Headmistress** and **Staff** of Avenue House School fully recognise the responsibilities it has to safeguard all children including those in the EYFS. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

This policy applies to all staff and volunteers working in the school.

All staff believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To practise safe recruitment in checking the suitability of staff and volunteers to work with children (Including CRB checks, identity checks, medical & physical fitness, right to work in the UK, professional references (where appropriate) and qualifications ( where appropriate) & compliance with Independent School Standard Regulations)
- To support the child’s development in ways that will foster security, confidence and independence and equip them in skills to keep them safe.
- To raise the awareness of both teaching and non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- To promote an understanding that child abuse transcends class, ethnicity and culture.
- To provide a systematic means of monitoring children known or thought to be at risk of harm;

- To emphasise the need for good levels of communication between all members of staff and volunteers.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases or suspected cases of abuse;
- To develop and promote effective working relationships with other agencies, including the Police and Family Services
- To establish a safe environment in which children can learn and develop.
- To ensure that the school follows the guidance set out in the DCSF publication (Now DfE) "What to do if you're worried A Child is Being Abused"

## **Procedures**

Our school procedures for safeguarding children will be in line with national guidance and the London Child Protection Procedures under the auspices of the London Safeguarding Children's Board (LSCB) and Ealing safeguarding Children's Board (ESCB). We will ensure that:

- We have a Designated Teacher (the Headmistress Mrs Carolyn Self) who undertakes regular training (a minimum of two days every two years) in Safeguarding, Child Protection and Inter-Agency working and has completed the Designated Teacher Training run by the London Borough of Ealing. She is also the Designated Safeguarding Person for the Early Years Foundation Stage. She has successfully completed a safeguarding Children Designated person level 3 training. She will liaise with local statutory children's agencies as appropriate. All members of staff, volunteers & staff from external & supply agencies are aware that she is the Designated Teacher, responsible for child protection matters.
- Mrs Carolyn Self is the Designated Safeguarding Person for the EYFS.
- Mrs Kathryn Beevor is the alternate Designated Teacher and she has undertaken the Designated Teacher training run by the London Borough of Ealing. She will undertake regular training in Safeguarding, Child Protection and Inter-Agency working for at least two days every two years.
- All members of staff develop their understanding of the signs and indicators of abuse and access training on a regular basis (a minimum of every three years but in practice every two years); A record is kept of all staff safeguarding, Child Protection and Inter-Agency training carried out in school with the London Borough of Ealing. They are aware of their responsibilities in being alert to signs of abuse and of reporting any concerns to the Designated Teacher.
- Training in Safeguarding, Child Protection and Inter-Agency Training also takes place for part time and voluntary staff who work with children in order to make them aware of child protection arrangements and procedures.
- All members of staff know how to respond to a pupil who discloses abuse.
- All parents/carers and voluntary staff are made aware of the responsibilities of staff members with regard to safeguarding/child

protection procedures and of referring any concerns to the Designated Teacher or the alternate Designated teacher in the absence of the Designated Teacher.

- We will develop links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- We will keep written records of concerns about children, even where there is no need to refer the matter immediately. Where such records are made a note will be made on the children's file.
- We will ensure all records are kept securely, separate from the main pupil file and in a locked location.
- We will develop and follow procedures where an allegation is made against a member of staff or volunteer.
- Safer Recruitment practices are followed at all times.
- Parents have an understanding of the responsibilities placed on the school and staff for child protection.
- Written confirmation is sought from all external agencies that all their staff have been appropriately checked with the Criminal Records Bureau. Also that all checks have been carried out on their staff's identity, medical and physical fitness to work with children, references, right to work in the UK and their suitability to work with children.

**Our procedures will be regularly reviewed and up-dated.**

All new members of staff and voluntary adults will be alerted to the proper procedures as part of their induction into the school and staff will receive London Borough of Ealing training at the next designated session. They will also be given a copy of this policy. Wherever practical staff will receive level one training in Safeguarding and Child Protection before they start work at Avenue House School.

**Process: If a member of staff has any concerns about a child**

- 1. They immediately consult the Designated Teacher.**
- 2. The Designated Person will pull together all which is known about the child from school records and other staff.**
- 3. The Designated Person will report to Social care on 0208 825 5000 (or the child's home Local Authority Social Care.)**

**When deciding whether to make a referral, following an allegation or suspicion of abuse, the Designated teacher will not make her own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the Local Authority Designated Officer (LADO) Rupinder Virdee. This may be done tentatively and without giving names in the first instance. What appears trivial at first can later be revealed to be much more serious and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the school should not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegation of abuse.**

## **Responsibilities**

Mrs Rebecca Rubio is our Advisor who has received training in Safeguarding and Child Protection and has completed the NCSL Safer Recruitment Training. She works closely with The Headteacher, together with the Proprietor Mr David Immanuel. Mr David Immanuel our Proprietor is responsible for:

- Conducting an annual review of the school's safeguarding, Child Protection policies and procedures and of the efficiency with which the related duties have been discharged. To ensure the school is safeguarding and promoting the welfare of children who are pupils at Avenue House School. This review is reported to all our school's advisors on an annual basis.
- Ensuring that any deficiencies or weaknesses in Safeguarding, Child Protection arrangements are remedied without delay.
- Approving amendments to safeguarding, child protection arrangements in the light of changing regulations or recommended best practice.

## **The Proprietor & ISA**

The Proprietor Mr David Immanuel has a legal duty to respond to requests from the ISA for information he holds. The ISA will decide on any new referrals from 20th January 2009

## **The Headteacher is responsible for:**

- Adhering to LSCB, ESCB and national guidance, London Child Protection Procedures, and school procedures with regard to referring a child if there are concerns about possible abuse;
- Ensuring that all Child Protection takes place and that all staff are aware of their needs to safeguard children at all times.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral;
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records;
- Ensuring that an indication of further record-keeping is marked on the pupil records;
- Ensuring that any pupil currently on the child protection register, who is absent without explanation for two days, is referred to Family Services and Education Welfare Service in the Borough and ten consecutive days for others.
- Operating safer recruitment procedures (including CRB checks and compliance with Independent schools Standards Regulations).
- Ensuring that any deficiencies or weaknesses in Safeguarding, child protection arrangements are remedied without delay.
- Designating a practitioner (Mrs Carolyn Self) to be responsible for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate.
- Supporting children.

## **Safer Employment Practices**

Avenue House School follows the Government's recommendations for Safer Recruitment and employment of all staff. All members of staff teaching and non-teaching staff, including part time staff, temporary and supply staff and visiting staff such as music teachers and volunteers are checked with the Criminal Record Bureau before starting work, to ensure their suitability to work with children. Confirmation from supply agencies and external organisation is received prior to commencing work. Further identification checks are carried out on arrival at school. The Headteacher, Deputy Head (Mrs Kathryn Beevor) and Advisor (Mrs Rebecca Rubio), have also completed the NCSL training in Safer Recruitment. At least one person trained in Safer Recruitment will be on every interview panel. All interviews will be planned to ensure all candidates know Avenue House School is completely committed to safeguarding children in our care. This will deter unsuitable people applying to work in our school.

### **All Staff and Volunteers are aware of:**

- The contents of the Safeguarding Children Policy and have the opportunity to ask questions in relation to the Policy & Procedures.
- The need to support children who have been abused in accordance with his/her agreed child protection plan.
- The signs of possible abuse, unexplained marks or bruising.
- The fact that confidentiality cannot be promised to a pupil giving evidence; referrals may have to be made to safeguard the child.
- The need to avoid asking leading questions.
- The need to respond appropriately to any significant changes in children's general well-being.
- Signs of neglect.
- Comments children make which give cause for concern
- The need to be open, accepting and ready to listen to a child. The need to take the child's worries seriously and not to interrupt if she/he is recalling a significant event;
- The requirement to make a written note of the discussion within 24 hours to give to the Designated Teacher. Noting time, date, place, people present and what was said. These notes may be required in a court proceeding. The need to support/monitor any child as required.
- The school's reporting arrangements (including contact with a welfare agency within 24 hours of a disclosure or suspicion of abuse);
- The contact details for agency involvement;
- The guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example one to one tuition, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil and so on). See Separate Policy "Guidance for Staff in Safeguarding."
- Procedures for dealing with abuse by one or more pupils against another.
- The fact they can contact LBE Social Care, Child Protection and advisory services on; Monday, Wednesday and Friday between 09.30 & 16.30 0208 825 6134 for advice and consultation on issues relating

to children's welfare, though this service is not intended to replace existing child protection referral process.

## **Types of Abuse**

- **Neglect**  
The persistent or severe neglect of a child, which results in serious impairment of the child's health or development. All children need love, shelter, food, drink, warmth, education and medical care. If these are not supplied on a regular basis there could well be neglect. This also includes emotional deprivation and the deterioration in their general well-being.
- **Physical Abuse**  
Physical injury to a child – reasonable suspicion that the injury was inflicted or knowingly not prevented. Some of the common injuries are caused by punching, slapping, kicking and shaking the child. Hitting him/her with an implement is unlawful.  
Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill-health to a child who they are looking after.
- **Sexual Abuse**  
The involvement in sexual activities to which the child was unable to give informed consent. This can take many forms and it is important to warn children about stranger abuse but it should be remembered that 85% of children who are abused or assaulted are done so by someone they know or a member of their family.  
Sexual abuse can also occur when a child is encouraged to behave in a sexually inappropriate way.
- **Emotional Abuse**  
Persistent or severe emotional ill treatment or rejection of a child: such as to cause serious and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless, unloved, inadequate. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some forms of emotional abuse is involved in all types of ill-treatment of children, though it may occur alone.

## **Recognition of Abuse**

- Physical/nutrition  
Bruising to eye, ear, cheek, mouth, inside arm, chest, abdomen, pelvic Bones, buttocks and back. Any injury without satisfactory explanation. Persistent "tummy aches."
- Behavioural & Emotional

Anything that seems odd, withdrawn, isolation in groups, inconsistency with friends, poor concentration, preoccupation with own problems, excellence/deterioration in work, hanging around staff/buildings, attention seeking, precocity; over friendly with adults, inappropriate personal remarks, inappropriate physical contact, suggestive dressing or physical movement.

- Neglect  
Inadequate clothing  
Poor growth  
Hunger or apparent deficient nutrition.
- Emotional Abuse & sexual abuse  
Excessive dependence  
Attention seeking &/or strong need for affection  
Inappropriate sexual behaviour

Written and Art Work can sometimes give a warning.

There are many ways in which child abuse may come to your notice:

- The child may tell you.
- A child's friend or relative may tell you.
- You may notice injuries.
- The child may behave in a very sexually explicit way.

There are examples or signs that cause concerns.

- Unnaturally compliant to/fearful of parents.
- Over reaction to mistakes.
- Running away / fear of going home.
- Compulsive stealing, scavenging.
- Low self-esteem.
- Extremes of passivity or aggression.
- Self harm.

## **Bullying**

A bullying incident should be treated as a Child Protection concern when there is a reasonable cause to suspect that a child is suffering or is likely to suffer significant harm. In these cases we will report our concerns to the local authority social care department.

## **Disclosure**

### **Do the following**

- Listen carefully.
- Make accurate notes using the child's own words.
- Inform the Designated Person for Child Protection.
- Tell the child they have done the right thing by telling you.

### **Don't**

- Ask leading questions.
- Use your own words to describe events.

- Investigate.
- Promise confidentiality.
- Discuss with anyone other than the Designated Person.

## **Grave Concern**

This concerns children whose situations do not currently fit the above categories but for whom there is significant risk of abuse. If a teacher becomes aware of the above and is concerned for the child, the following procedures should be followed.

1. Any suspicions or confidences should be reported informally or formally at the time, so they may be logged and a case history (should it exist) may be built up.
2. It is important to act/speak out because the best interests of the child's should be paramount.
3. Do not guarantee confidentiality. Make time at that moment.
  - Accept the allegations.
  - Listen. Do not interview nor question to expand the allegations.
  - Praise the courage. Write down the facts immediately including dates etc.
4. Confidences / observations should be reported to the Headteacher.
5. Do not contact parents etc by yourself.
6. Never accept any telephone call from an outside agency without checking first (i.e. ring back).

## **Supporting Children**

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all pupils by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying;
- Promoting a caring, safe and positive environment within the school;
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- Notifying Family Services as soon as there is a significant concern; within 24 hours of a disclosure or suspicion of abuse.
- Following up with a written referral within 48 hours.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate

information is forwarded under confidential cover to the pupil's new school.

### **Confidentiality**

We recognise that all matters relating to Child Protection are confidential.

The Headteacher (or Deputy Head in her absence) will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

### **Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the Headteacher and to seek further support as appropriate, usually through the support services of The London Borough of Ealing.

### **Allegations against staff, Headteacher & Volunteers**

We understand that a pupil may make an allegation against a member of staff, Headteacher or volunteer.

If any allegation is made against a member of staff, the LSCB procedures will be followed and we shall have regard to the guidelines on practice and procedures given in Safeguarding Children and Safer Recruitment in Education( 2007).

If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher, who is the Designated Teacher, if the Headteacher is absent, the allegation should be reported to the Proprietor and Mrs Rebecca Rubio, who is an advisor also responsible for safeguarding.

The Headteacher on all such occasions will discuss the content of the allegation firstly with the Local Authority's Lead Officer for Child Protection Rupinder Virdee. This also applies to borderline cases. Staff must not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate allegations of abuse.

The Headteacher should record any information about dates, times location and potential witnesses.

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Proprietor & Mrs Rebecca Rubio, who is the advisor responsible for Safeguarding & Child Protection issues, without telling the Headteacher. The Proprietor will consult with the Local Authority's Lead Officer for Child Protection Mrs Rupinder Verdee. In case of serious harm, the police should be informed from the outset.

The school will follow the LEA procedures for managing allegations against staff.

In line with current procedures a member of staff accused of abuse may be suspended from duty so that the allegation can be investigated fairly. A suspension does not imply guilt: it is for the protection of both the child and the adult.

Investigations will involve:

- Social Care
- Police
- If abuse is reported, the social care inspection will decide;-
  - To what degree the school did not safeguard and promote the welfare of the child.
  - Decide whether the school acted appropriately according to Child Protection Procedures.
  - Decide what lessons may be learned from the experience.

If an allegation is not substantiated and the person returns to work, the school will support the person.

The school will keep a written record of all allegations.

Procedures need to be applied with common sense and judgement.

Allegations found to be malicious should be removed from personnel records. Records are kept of all other allegations but any that are not substantiated or are found to be unfounded or malicious should not be referred to in any employees references.

**Relevant Contact Telephone Numbers:**

Local Authority Designated Officer/Safeguarding-  
Tom Galvin 0208 8825 5040

Child Protection Advisor –0208 825 6134

Police Child Protection Team-0208 246 1901

Ealing Council Children's Services 0208 825 8000

Ealing Hospital 0208 967 5000

NSPCC 0808 800 500

Childline 0800 1111

Parentline 01702 559900 or 0170552878

Metropolitan Child Abuse Investigation Team

Monday –Friday 8-6pm 0208 247 7843 out of hours 0207 230 2061

If anyone who is employed, contracted, a volunteer or a member of staff working in the school is deemed unsuitable to work with children, and thus their services are no longer required, the school will report to the Independent Safeguarding Authority (ISA) within one month of that person leaving the school. Any such report will include evidence about the circumstances as far as possible. The contact address is ISA, PO Box 181, Darlington DL1 9FA (tel 01325 953795). The School is aware that failure to make a report constitutes an offence, leading to its possible removal from the DCSF register of independent schools. "Compromise agreements" cannot apply in this connection.

The school knows that it is an offence under the Vetting and Barring Scheme (VBS) to knowingly employ or take on as a volunteer in an ISA regulated activity anyone who is barred from such an activity. It is an offence not to refer to the ISA details of anyone who is removed from regulated activity, or who leaves while under investigation for allegedly causing harm or posing a risk of harm.

All members of staff are subject to enhanced CRB clearance. Identity checks include sight of passport, qualifications, utility bill, bank statement and driving licence. Records of identity are kept in the employee's individual file in a locked cabinet in the School office. CRB checklists are housed centrally and securely in the School office.

There is also a single centralised register of all staff, supply staff, including volunteers.

### **Whistle blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

### **Physical Intervention**

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times, it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

### **Bullying**

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

### **Abuse of children by children**

Listen to the child and ascertain the seriousness of the situation. Refer the matter to the Headteacher (Designated Person). Cases of abuse may need advice from Social Care. Always inform the Designated teacher for safeguarding and advice from local Social Care Team and local safeguarding Team may be essential.

Bullying can be very subtle and staff should be aware of problems that can arise with older pupils misusing their power over younger pupils, pupils of the same age and a dominant character. Please refer to the Policy on Anti Bullying. It is rare that bullying constitutes abuse and all serious cases of bullying must be referred to the Headteacher before action is taken.

### **Racist Incidents**

Racist incidents or a single serious incident may lead to consideration under child protection procedures.

### **Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty;
- Include in the curriculum opportunities for PHSCE, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **Equal Treatment**

Avenue House School is committed to equal treatment for all pupils regardless of an individual's race, ethnicity, sexual orientation, social background or special educational needs.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of our pupils.

### **Health & Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the Safeguarding and protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

### **Training Record**

Training records may be found on a separate sheet.

Useful Websites:

[www.isa.gov.org.uk](http://www.isa.gov.org.uk)  
[www.ncsl.org.uk](http://www.ncsl.org.uk)  
[www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
[www.standards.dfes.gov.uk](http://www.standards.dfes.gov.uk)

**Please note that despite the fact that we have an Advisor who is responsible for safeguarding and child protection our Proprietor Mr David Immanuel has overall and overriding responsibility for reviewing the policy, procedure and the efficiency of this vital area in Safeguarding Children.**

# Memo

**To:** David Immanuel, Alan Horn  
**From:** Rebecca Rubio  
**CC:** Carolyn Self  
**Date:** 19/11/2011  
**Re:** Child Protection, Safeguarding and Safer Recruitment Review – Avenue House School Ltd

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**Please note that during my visit to the School today, in my capacity as Advisor with responsibility for Child Protection, I reviewed the attached Child Protection Policy and Procedures with Carolyn.**

**In doing so, I was also able to confirm that relevant staff training is appropriate and up to date. There have been no Child Protection issues since our last review of the policy, and the policy has been updated in the light of new regulations and best practice.**

**I am confident that the School performs its duties in this respect to the best of its ability and I have therefore formally approved the documentation on behalf of the Advisors. A further review is scheduled to take place in 12 month's time.**

**Please contact me if you have any queries.**

**Rebecca**

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19<sup>th</sup> November 2011

Further to Rebecca's memo of 16<sup>th</sup> November 2011, I confirm that I have reviewed the current Child Protection and Safeguarding Policy, procedures, staff training and the efficiencies with which the school's responsibilities are discharged.

David Immanuel  
Proprietor  
Avenue House School

**This policy can be made available in large print if required.**