



Clifton College Preparatory School

Child Protection Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; the School complies with DCSF

Guidance Safeguarding Children and Safer Recruitment in Education.

Definition/ Rationale

The School endeavours to establish and maintain a positive and supportive environment and ethos in which children feel secure, are encouraged and given confidence to relate appropriately to adults and their own peers. The pastoral care system in the School enables pupils to approach responsible adults, on a variety of levels, if they are worried or in difficulty. Indeed, the many routes available to pupils are clearly indicated in pupils' Prep Diaries.

We recognise that children who have been abused may find it difficult to develop a sense of worth. They may feel helplessness, humiliation and a misplaced sense of self-blame. The School will endeavour to support such pupils through focussed pastoral care and counselling, making referrals to outside agencies when appropriate.

The School curriculum (especially PSHE, Religious Studies, English and Drama lessons) equips children with the skills they need to stay safe from abuse and to know to whom to turn for help.

Definitions

Under the *1989 Children Act*, the *2004 Children Act* and all subsequent legislation and guidelines (*Every Child Matters*, *Working Together to Safeguard Children 2006* etc) dealing with the care and protection of children, Clifton College acknowledges that it has a duty and legal responsibility to ensure that all reasonable and proper procedures and practices are in place to ensure the safety and protection of children entrusted to its care.

This Policy applies to *all* staff (teaching and non-teaching) and volunteers working in the School. It also applies to governors/members of the College Council.

The *1989 Children Act* identifies four categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. (*Working Together to Safeguard Children, HM Government, 2006, pp37f*)

There may be occasions when a child or adult discloses abuse which occurred in the past. This 'historical abuse' must be treated in exactly the same way as a disclosure or suspicion of current child abuse; the abuser may still represent a risk to children now.

It is vital that if there is any concern, however small, this concern is passed to the

CP officers. (David Pafford or Steve Webb internally. Mrs Carol Lear is the appointed Governor with responsibility for CP and this is an alternative.)

Examples or issues which could give cause for concern are to be found in the Appendix. However, these are examples only and should not be taken as the only issues to be referred.

Procedures

The School will:

- a) Ensure that it has a designated senior member of staff who has undertaken appropriate training.
The Child Protection Officer is David Pafford (tel: 07522102995/506).
The Deputy CPO is Steve Webb (tel: 0117 3157549, mobile 07753256337) and should be contacted in David Pafford's absence;

The Designated Child Protection Officer receives training every 2 years – Level 3 trained

The Assistant CPO and Deputy Head Pastoral are Level 2 trained

All staff are given INSET on Safeguarding & Protecting Children every 3 years.

- a) All new members of staff (regardless of their areas of work) are given full induction on Safe Working Practice and Safeguarding & Protecting Children.
- b) Ensure that all staff ('staff' is taken to mean employees of Clifton College in whatever form), volunteers and Governors know:
 - the name of the C.P.O. and his/her role
 - that they have an individual responsibility for referring any Child Protection concerns, allegations about behaviour of colleagues or practices which are likely to put pupils at risk of abuse or other serious harm.
 - the procedures and practices identified within the School Policy;
 - that the school abides by the Whistle Blowing policy;
- c) Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse;
- d) Ensure that parents have an understanding of the responsibility placed on the School and staff in relation to Child Protection;
- e) Provide guidance to staff on relationships with pupils, e.g. one to one contact and physical contact;
- f) Provide Child Protection training within the induction programme for all new members of staff and provide whole-College training periodically every three years;
- g) Ensure that senior pupils (twelves) receive training about their limited role and responsibilities concerning the welfare of pupils.
- h) Work to develop effective ongoing links with relevant agencies and co-operate as required with their enquiries regarding Child Protection matters, including attendance at case and review conferences;
- i) Keep written and secure records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Services;
- j) Designate a governor/member of the College Council for Child Protection who will oversee the School's policy and practice. At present, the governor

- is Mrs Carol Lear (tel. 0117 942 3610);
- k) Ensure that the duty of care towards pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice.
 - l) Ensure that the school operates safe recruitment procedures.
 - m) Ensure that the school remedies without delay any Child Protection issues.

Practices

When abuse is disclosed or observed, staff should take the following action:

- Listen with care, reassurance, seriousness and sincerity that the child is being believed.
- Inform the child that confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child. Confidentiality is crucial to all our relationships – *but the welfare of the child is paramount.*
- Affirm the child’s feelings as expressed and avoid making judgments. *Do not ask leading or closed questions.* Instead, ask open questions e.g. “How did this make you feel?”
- Write an accurate and contemporary record of the conversation. Add day, time, place. Sign this and keep securely.
- Inform the School’s Child Protection Officer as soon as possible and certainly within 24 hours. Under no circumstances should staff seek to investigate the claims further themselves.
- In the event of an allegation, the Child Protection Officer will establish the prima facie facts of the case and will then inform the relevant Social Services (Children and Young People’s Services) area (Avondale Road – 0117 955 8231, Southmead House – 0117 903 8700, Ridingleaze House – 0117 903 1700, Broadwalk – 0117 903 1414, Hartcliffe – 0117 353 2200, Welsman – 0117 903 6500). Outside of office hours, the Emergency Duty Team may be contacted (01454 615165). Initial contact should be made as soon as possible and certainly within 24 hours. Any telephone referral will be followed up in writing within 24 hours. It is also good practice to inform the parents of the child, unless to do so would be to place the child at greater risk. The College Medical Officer will also be informed.
- Ensure that parents wishing to make a complaint know how to do so. The mechanism for this is as follows. The Government body which looks after the care of children (Ofsted) can be contacted via www.ofsted.gov.uk. If you have a major concern with the care of any child, you may also contact www.whistleblowing@ofsted.gov.uk.
- If no referral is made and evidence appears which means the allegation is more serious than initially thought, the designated person may then make a referral at a later date.

- Following serious allegations or statements involving staff of the College, the protocols outlined in *Safeguarding Children in Education: Dealing with Allegations of Abuse against Teachers and Other Staff (2005)* will be followed. The member of staff will be interviewed by the Headmaster and C.P.O. as soon as possible and certainly within 24 hours. The Headmaster will inform the Local Authority's designated officer. If there is a case to answer, the member of staff will be immediately suspended on full pay pending investigation by Social Services.
- If the Child Protection Officer is subject to allegation or suspicion, the Headmaster will be informed.
- If the Headmaster is subject to an allegation or suspicion, then Carol Lear (Governor with special responsibility for Child Protection should be informed)
- The Designated Person will monitor the operation of the Child Protection policy and its procedures and make an annual report to the Governors.

**Monitoring
and
Evaluation**

This Policy is implemented and disseminated through staff induction, House staff and House handbooks and the ongoing training of the C.P.O., teaching and non-teaching staff. It is the intention and hope that this Policy will reflect the utmost importance which the School gives to the holistic care and welfare of its pupils.

Reviewed

The Policy is reviewed annually by the Headmaster, the Headmaster's Management Team, the Housemasters/mistresses and the College's Council. It will also be reviewed following any significant incident involving Child Protection. If deficiencies or weaknesses are found in this policy then the policy will be reviewed and remedied as appropriate and any amendments made with immediate effect.

JEM / DTP / SJW – April 2012 (Review Date April 2013)

Appendix A

Abuse of Position of Trust – Notes for school staff Legislation: Sexual Offences Act 2003 (came into force 1 May 2004)

Note The legislation uses 'he' throughout but applies equally to males and females.

It is an offence for a person aged 18 or over intentionally to behave in certain sexual ways* in relation to a child aged under 18, where the adult is in a position of trust in respect of the child.

*sexual ways includes

- Sexual activity with a child - eg kissing, sexual touching, intercourse (section 16 SO Act)
- Causing or inciting a child to engage in sexual activity (s17)
- Sexual activity in the presence of a child (s18)
- Causing a child to watch a sexual act (s19)

The offence includes all children under 18.

It is central to the offence that the prosecution is required to prove that the defendant was in a position of trust in relation to the child **and** that the defendant knew he was in a position of trust in relation to the child.

An example of where a person might not reasonably be expected to know that he is in a position of trust in relation to a child would be where a teacher meets in a bar, and subsequently has sex with, a sixth form student who he is not aware attends the school at which he teaches.

Section 21 Positions of Trust

.... 'A' looks after persons under 18 who are receiving education at an educational establishment and the child in question receives education at that establishment. Someone receives 'education at an educational establishment' if he is registered or enrolled there as a pupil or student or is educated there by arrangement with the educational establishment at which he is registered or enrolled.

Section 23 Marriage exception

Where a person is lawfully married to a person aged 16 or over at the time of engaging in activity that would amount to an abuse of trust he shall not be guilty of that offence. It is for the defendant to prove he was lawfully married at the time.

Section 24 Sexual relationships which pre-date position of trust

A person shall not be liable for an abuse of trust where a *lawful* sexual relationship existed between the parties immediately before the position of trust arose. The requirement that the sexual relationship be lawful means that the defence would not, for example, apply to a 21 year old teacher who had an existing relationship with a 15 year old girl before moving to teach at the girl's school.