

Bradford Christian School

Policy on Safeguarding

Vision

To disciple children as part of a quality education and to ensure that children are living and working in a safe environment.

Responsibility

The Headteacher has ultimate responsibility for the protection of all pupils within the school. The Head will appoint a named person who will oversee and manage any issues that arise. It will be the responsibility of all staff to look out and report any cases that may or may not be child protection issues to the named person immediately. The school also seeks to work in compliance with the DfES circular 'Safeguarding Children and Safer Recruitment in Education (Jan 2007).

The School's named person for supervising our Safeguard policy is Mr Matthew Walker [Deputy Headteacher and Head of Secondary]

Aims

- ❑ To achieve the stated aims of the school.
- ❑ To allow children and young people to work in a safe and caring atmosphere.
- ❑ To allow children, where appropriate, the opportunity to access outside agencies.
- ❑ To report and follow the Safeguarding guidelines regarding concerns of emotional, physical or sexual abuse.
- ❑ To ensure that staff are trained and aware of procedures to be followed in the school.

Means

All members of staff will be required to have undergone an enhanced CRB check. When the ISA announces new procedures for registration all staff will be required to conform with them by the date specified by the I.S.A.

The school will have a named person that will manage any allegations or reports from both within or outside school involving any of our pupils.

The local authority guidelines will be followed to access and implement outside agencies as appropriate to the case especially to the Area Child Protection Committee (ACPC).

The named person will inform the headteacher and the Chair of Governors if any cases are reported to them as soon as possible.

To keep confidential records of any cases that are further investigated within the school and in conjunction with outside agencies.

To liaise with other agencies that may help to inform and contribute to the welfare of our students and seek high quality inter agency training opportunities and to disseminate this to staff.

When discussing issues with older pupils it is advisable to do this in an open room situation or with another member of staff in attendance.

As part of the nature of our school we do offer a counselling service in school with parental consent. The work undertaken in PHSE and Barmitzvah details planned teaching to ensure that children see the school and their teachers as supportive and the school as a secure environment. The anti-bullying policy and behaviour policy should therefore be read in conjunction with this policy.

All visits to external locations should be conducted in mixed groupings and be adequately supervised by both male and female adults if at all possible. This may include parental help.

If a child protection concern arise in school staff must follow the procedures set out in this policy. Disclosures may come from a variety of sources (pupils, staff, parents, carers). Any disclosure must be immediately referred to the named person. If a child protection disclosure is made staff **should not**

1. Promise to keep it a secret
2. Give any clue of prior knowledge about the situation
3. Ask leading questions
4. Investigate the case
5. Tell the subject of the allegation.

They should

1. Make it clear that the named person will be informed so that the appropriate action can be taken.
2. Ask what happened in general terms.
3. Find out when the incident(s) occurred and where it took place.
4. Reassure the person concerned that they have done have done the right thing.
5. Make notes immediately to ensure accuracy.
6. Inform the named person who will, in turn, inform the appropriate agency

Date of this version of the policy: November 2009

Date of next review: May 2010

Child Protection Policy Guidelines for Staff

These guidelines are designed to encourage a professional approach to matters where students need to be spoken to on a one to one basis by members of staff. They are designed to safeguard both students and teachers. The end result, we trust, will be to bring a sense of security to and to enable members of staff to hold effective interviews of a one to one nature with students in the variety of instances which may arise.

Most day to day issues are envisaged to be dealt with by the member of staff within each lesson, possible briefly at the end of the lesson or at a break. The majority of these guidelines will apply:-

1. Do not be alone in a room with a student without the door open.
2. If alone, use furniture to create a barrier between yourself and the student ... give the student space.
3. Do not ever inappropriately touch a student.
4. Do not touch within any investigatory / disciplinary situations.
5. Do not physically touch when alone.
6. Keep private exchanges short.
7. Be aware of the child's needs and their vulnerability. i.e are they tired, hungry etc. If you are aware that the child is uncomfortable, stop your interview, and continue at a more appropriate time in the near future.
8. Conduct all conversations with courtesy – maintain the dignity of the child.
9. For counselling purposes do not have opposite sex teacher / pupil.
10. Give major issues to senior members of staff – beyond daily trivia.

Where situations are of a serious behavioural nature or of an ongoing nature, or affecting significant numbers of students, the matter should be passed to Mrs Hubbard (if Primary students are concerned), Mr Heath (if Middle school students are concerned) or Mr Walker (if Upper school students are concerned), Points 1 – 10 apply; also:-

11. The headteacher's office will be made available for counselling situations at a moments notice. (A brief written record of these interviews will be taken as they may result in the school contacting parents).

If members of staff are required to break up students who are physically engaged with each other, then:-

12. Use physical restraint only as and when absolutely necessary, and in conjunction with verbal commands / commentary.

These guidelines apply to curriculum areas which involve topics of a sexual nature:-

13. Sex education to be conducted in single sex groups as advised by the school's Sex Education Policy, taught by a teacher of the same sex. The school's Sex education Policy and Curriculum material must be adhered to.
14. Use diagrams to indicate bodily changes, not pupils.

Where teachers are planning to cover topics including material of a sexual nature in devotions, the material and approaches should be first discussed with senior members of staff.

The following guidelines should also be wisely adhered to;-

15. When transporting in cars make sure there is more than one child in the car. If you are alone with a child in the car ensure that they travel in the back of the car.
16. If giving extra home tutoring make sure parents are at home and leave the room door open at all times.
17. Sports training – make sure there is more than one child and preferably another adult.
18. Comment / Advice on a female students inappropriate attire (see through blouse / short skirt etc.) should be made by a female member of staff.

Dealing with Allegations Against Staff

If any member of staff receives an allegation against another member of staff (including volunteers), or if they themselves have concerns about the behaviour of another member of staff (or volunteer), they should report it straight away to the Headteacher. In the Head's absence, or if the Head is the subject of the allegation, the matter should be reported to the Chair of School Governors. The Bradford Christian School named person for safeguarding should also be informed.

Accurate records should be kept of allegations made and how the matter is followed up and resolved. Staff involved in the initial process of reporting an allegation should be aware of this, and record their account of events as soon as possible.

Concern should be raised where a member of staff (includes volunteers):-

- ◆ Behaved in a way that harmed a child, or may have harmed a child.
- ◆ Possibly committed a criminal offence against or related to a child.
- ◆ Behaved towards a child or children in a way that indicates he / she is unsuitable to work with children.

The full procedure for dealing with allegations is laid out in the DfES circular 'Safeguarding Children and Safer Recruitment in Education' (Jan 2007). The bare bones of the initial procedure are laid out below.

The parents or carer of a child or children involved should be told about the allegation as soon as possible, once the Headteacher and Bradford Christian School's named person for safeguarding are aware of the matter and have sought necessary advice from the local authority's designated officer. Parents / carers should be kept informed of the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of a disciplinary process.

The Headteacher should inform the accused person about the allegation as soon as possible after consulting Bradford Christian School's named person for safeguarding, the local authority designated officer, and if necessary the police or children's social care. If these agencies are consulted they will advise on what information can be disclosed to the accused person.

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.