



# BRAMLEY SCHOOL & NURSERY

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IAPS school for girls aged 3 to 11

## BRAMLEY SCHOOL

# CHILD PROTECTION POLICY FOR SCHOOLS

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Child Protection Officer, Mrs Paula Burgess  
Deputy Child Protection Officer, Mrs Janet Hamilton

Reviewed with staff

May 2006

Summer 2007

May 2008

September 2009



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*Headmistress: Mrs. Paula Burgess BEd (Hons), MA, NPQH*

Bramley Educational Trust Limited Registered Charity No: 270046

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## 1.0 Introduction

**This policy is available to parents and prospective parents on request. It is also available on the school website. This policy is in accordance with Surrey County Council Inter-Agency procedures. This policy applies to all pupils in the school including the after school activities and children within the Early Years Foundation Stage.**

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children and Safer Recruitment in Education" DfES Jan 2007, and Surrey Safeguarding Children Board SSCB (formerly the Surrey Area Child Protection Committee), Child Protection Procedures<sup>1</sup>.
- 1.2 The Governing body takes seriously its responsibility under section 175<sup>2</sup> of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff<sup>3</sup>, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child. This policy applies to all pupils in the school including children in the EYFS.
- 1.5 The aims of this policy are:
  - 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
  - 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties, believing they will be effectively listened to.

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<sup>1</sup> The SSCB Child Protection Procedures are only available online at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding).

<sup>2</sup> Section 157 in the case of an Independent School.

<sup>3</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc, and governors.

- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.5 To emphasise the need for good levels of communication between all members of staff.
- 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.8 To ensure that all staff working within our school who have access to children have been checked including CRB and according to the Independent School Standard Regulations. This includes staff employed by another organisation and working with the pupils in school eg supply teachers.
- 1.5.9 To ensure that the CPO and Deputy CPO have access to the most up to date information including definitions and signs of possible abuse which are found on the SSCB Surrey Child Protection Procedure Manual at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding).
- 1.5.10 Signs of abuse are also discussed in the school's Child Protection DVD "The Utility Guide to Child Protection – a guide for staff in Independent and Boarding Schools" (Utility Films Purchased September 2008).

## **2.0 Safe School, Safe Staff**

### **2.1 We will ensure that:**

- 2.1.1 All members of the governing body understand and fulfil their responsibility to ensure that they, and the school, safeguard and promote the welfare of children through all policies, arrangements, and activities.
- 2.1.2 The school operates safe recruitment procedures including CRB checks and compliance with Independent School Standard Regulations.
- 2.1.3 The school follows appropriate child protection checks and procedures which apply to all staff employed by another organisation and adults working with school pupils on other sites.
- 2.1.4 We have a designated senior member of staff, our Child Protection Liaison Officer, and one deputy, all of whom have undertaken Foundation Training delivered through the 2 day Surrey ACPC course) and who undertake other training as required by the LA, to update their training in child protection and inter-agency working at least every 2 years.
- 2.1.5 All members of staff are provided with child protection awareness at induction and they are told who to discuss a concern with.

- 2.1.6 All other staff have child protection awareness training<sup>4</sup> within their first term, updated by the CPLO every 3 years, to maintain their understanding of the signs and indicators of abuse. All staff, part-time and voluntary that work with children are made aware of this.
  - 2.1.7 All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the awareness raising pack “What to do if you are worried a child is being abused” (as in 2.1.4 above).
  - 2.1.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools’ Child Protection Policy, and reference to it in our induction.
  - 2.1.9 Community users organising activities for children are aware of the school’s child protection guidelines and procedures.
  - 2.1.10 We will ensure that child protection type concerns or allegations against adults working in school are referred to the LADO<sup>5</sup> for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority<sup>6</sup> for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer
- 2.2 Our procedures will be regularly reviewed and up-dated.
  - 2.3 The name of the Designated members of staff for Child Protection, the Child Protection Liaison Officer, or CPLO will be clearly advertised in the school.
  - 2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLOs’ names clearly displayed, as part of their induction into the school.

### 3.0 Responsibilities

- 3.1 The designated teacher, CPLO is responsible for:
  - 3.1.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children’s Team<sup>7</sup>(Surrey County Council), and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call<sup>8</sup> . On disclosure or suspicion of abuse, the CPO will contact the welfare agency and

<sup>4</sup> “What to do if you’re worried a child is being abused” SSCB half day basic awareness sessions, and supplementary materials are available at the website at footnote 5. The same course can be presented by trainers from FourS personnel if preferred, at cost

<sup>5</sup> LADO Local Authority Designated Officer for allegations against staff. LEO for a maintained Surrey school, or access the Duty LADO via 01372 833341

<sup>6</sup> contact the LADO for guidance in any case

<sup>7</sup> All new referrals go to the Contact Centre Children’s Team 03456 009009 (Fax 020 8541 9204) operating 8.00am to 6.00pm. CPLOs may consult with an Assistant Team Manager by telephoning 0208 541 7041/7043. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

<sup>8</sup> On line forms will be emailed from the Contact Centre

report within 24 hours. See contact details in footer below. On line forms are obtained from [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

- 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.1.3 Ensuring that all such child protection records are kept confidentially and securely, separate from pupil records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
- 3.1.4 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.
- 3.1.5 Liaising with other agencies and professionals.
- 3.1.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
- 3.1.7 Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred without delay to their key worker's Social Care Team.
- 3.1.8 Organising child protection induction for new staff.
- 3.1.9 The CPO (Headteacher) and Deputy CPO will be trained and updated every 2 years in Child Protection and Inter Agency working for designated persons.
- 3.1.10 The CPO and Deputy CPO will ensure that Child Protection training is provided for staff every three years and that part time and voluntary staff are made aware of the arrangements.
- 3.1.11 Providing an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all staff; number and type of incidents/cases, and number of children with child protection plans (anonymised)<sup>9</sup>
- 3.1.12 Ensuring that a report is made 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 considered unsuitable to work with children. Referral from 20 January 2009 is tel: 0300 123 111.
- 3.1.13 Deficiencies and weaknesses in child protection arrangements on identification will be remedied without delay.
- 3.1.14 The Governing Body will undertake an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged.

## 4.0 Supporting Children

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

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<sup>9</sup> Format for the Governors Annual Report is available from Governor Services and at [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren)

- 4.2. 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.
- 4.3. 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.
- 4.4. All staff must be aware that they should listen to the child and record accurately what the child is saying. They must avoid using leading questions in order to get an accurate account from the child.

To sum up, Staff should follow the 6-point plan:

- Find a quiet place to talk
- Listen carefully , do not interrupt or ask leading questions
- Reassure the child
- Do not promise confidentiality
- Record the conversation as soon as possible after the interview
- Date the interview, state the time and sign it
- Pass the details on to the designated CPO

If the CPO is not at hand pass onto a member of the SMT

Do not hold on to the information!

- 4.5. Our school will support all pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

## 5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headteacher or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only.<sup>10</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

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<sup>10</sup> Guidance about sharing information, can be found in the booklet "What to do if You are Worried a Child is being Abused" DoH 2003 [www.doh.gov.uk](http://www.doh.gov.uk) and as at footnote 3.

- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Contact Centre Children's Team <sup>11</sup>on this point.

## **6.0 Supporting Staff**

- 6.1 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.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.

## **7.0 Allegations of abuse against staff**

- 7.1 All school staff should take care to ensure that their behaviour and actions do not place themselves in a vulnerable position with a child. One example of inappropriate behaviour is engaging in inappropriate electronic communication with a pupil. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. For example working in a room with a door left open, making sure that you are not alone in a space with a child as far as is practicable.
- 7.2 All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given at induction<sup>12</sup>
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher<sup>13</sup>.

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<sup>11</sup> All new referrals go to the Contact Centre Children's Team 03456 009009 (Fax 020 8541 9204) operating 8.00am to 6.00pm. CPLOs may consult with an Assistant Team Manager by telephoning 0208 541 7041/7043. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

<sup>12</sup> The IRSC nationally agreed document "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" is available at [www.teachernet.gov.uk](http://www.teachernet.gov.uk) and as at footnote 4.

<sup>13</sup> or Chair of Governors in the event of an allegation against the Headteacher

- 7.6 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer, who is the Local Education Officer (LEO) for maintained schools<sup>14</sup>, or the Duty LADO for Independent Schools and all other services
- 7.7 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.5 above, without notifying the Headteacher first.
- 7.8 The school will follow the Surrey procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.9 Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision.
- 7.10 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.
- 7.11 We have a procedure for managing suspension of a contract for a community user in the event of an allegation arising in that context.
- 7.12 Procedures of dealing with allegations of abuse by one pupil to another are dealt with in the Anti Bullying Policy.

## **8.0 Whistle blowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LEO/LADO<sup>15</sup>, following the Whistle blowing Policy.

## **9.0 Physical Intervention**

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<sup>14</sup> LEOs at NW 01483 518106, NE 01372 833412, SW 01483 517835, SE 01737 737959  
Duty LADO 01372 833310

<sup>15</sup> LADO Local Authority Designated Officer for allegations against staff. LEO for a maintained Surrey school, or access the Duty LADO via 01372 833341.

- 9.1 Our policy on physical intervention by staff is set out separately in the Behaviour Management Policy, and acknowledges that staff must only use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 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.
- 9.4 We recognise that touch is appropriate in the context of working with children, and all staff have been given "Safe Practice" guidance to ensure they are clear about their professional boundary. This is particularly important in physical activities such as PE and playing a musical instrument.

## **10.0 Bullying**

- 10.1 Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents.

## **11.0 Racist Incidents**

- 11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

## **12.0 Prevention**

- 12.1 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.
- 12.2 The school community will therefore:
  - 12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
  - 12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **13.0 Health & Safety**

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

### **14.0 Designated Persons**

The designated persons with status and authority to take responsibility for child protection matters are the Headmistress, Paula Burgess and the Head of Pastoral Care, Janet Hamilton.