

Lyndhurst House Safeguarding and Child Protection Policy (updated December 2009) (applicable to the whole school, including the EYFS)

Lyndhurst House has always prided itself on putting the safety and welfare of the boys first. If our Safeguarding and Child Protection Policy is successful, Child Protection concerns that arise will be dealt with as sensitively and effectively as possible. Records will be accurate and securely stored and passage of information will always occur when it is in the best interest of the boy for this to take place.

The Lyndhurst House Safeguarding and Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues and to make explicit the School's commitment to the development of good practice and sound procedures so that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the pupil. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applications for employment at the school will be subject to an Enhanced CRB check.

Definitions:

- a) Neglect – The persistent or severe neglect of a child which results in impairment of health or development.
- b) Physical Abuse – Actual or likely physical injury to a child, or failure to prevent physical injury or suffering.
- c) Sexual – Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles.
- d) Emotional – Actual or likely severe adverse effects on the emotional and behavioural development of a child by persistent or severe emotional ill-treatment, in-appropriateness, or rejection.
- e) Potential abuse – Situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser.
- f) Bullying – Any persistent and un-invited behaviour which insults, hurts or intimidates someone (including cyber-bullying via the internet or mobile phone).

Signs of possible abuse include:

- a) Neglect – constant hunger or tiredness, frequent lateness or absence, poor personal hygiene, untreated medical problems, running away, stealing, low self-esteem.
- b) Physical – unexplained injuries/bruises, improbable or evasive excuses, untreated injuries, fear of treatment or medical help, fear of physical contact, fear of going home, over-aggressive or defensive tendencies, fear of removing clothes, bites, lashes, facial injuries.
- c) Sexual – tendency to cling, tendency to cry, genital itching, acting 'like a baby', distrust of familiar adults, wetting and/or soiling, fear of undressing, throat infections, depression, fearful/panic attacks.
- d) Emotional – physical, emotional, developmental delay, over-reaction to mistakes, tearful, fear of losing, fear of parents being contacted, stealing, thumb-sucking, rocking, anxiety, Munchausen Syndrome by proxy (if a parent of a child deliberately fabricates or induces illness in that child). Signs may include: perceived illness, doctor shopping, enforced illness,

fabricated illness, poisoning e.g. with salt, induced seizures, suffocation, bleeding, rashes, tampering with vomit/urine. A child may exhibit unusual or unnaturally prolonged illness; symptoms/signs have a temporal association with mother's presence, mother unusually at ease in hospital environment, multiple illnesses/similar symptoms in family, unexplained death of siblings.

Statutory Framework

Working Together Under The Children Act 1989 requires all schools to follow procedures for protecting children from abuse. Further DCFS documentation used for guidance includes 'Safeguarding Children and Safer Recruitment in Education' (2006). Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse – these procedures should cover circumstances in which a member of staff is accused or suspected of abuse.

At Lyndhurst House:

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- Designated teachers should have responsibility for co-ordinating action within the School and for liaising with other agencies.
- All staff should receive child protection training appropriate to their role.

The Designated Teachers for Child Protection are Simon Stringer, the Deputy Headmaster, and the Headmaster. Their role (throughout the school, including EYFS) is:

- To ensure all staff are familiar with School and Borough guidelines for identifying and reporting abuse, including allegations of abuse against staff;
- To ensure the School operates an effective child protection policy;
- To ensure all staff receive foundation training in child protection;
- To be responsible for co-ordinating action and liaising with other agencies and support services over child protection issues;
- Assist the Camden Safeguarding and Social Care Team in enquiring into allegations of child abuse. This will include ensuring that the School is represented at child protection case conferences and that information about the child is provided as required.
- To support and advise staff on child protection issues generally.
- To ensure they have had up to date training.
- To disseminate relevant information to the teaching staff.
- To complete CP records and send on to new schools (where relevant).
- To maintain accurate and secure child protection records in chronological order.

The Responsibilities of the whole School staff

a) All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the boys at Lyndhurst House. In doing so they should seek advice and support as necessary from the Headmaster or Deputy Head.

b) Staff are expected to provide a safe and caring environment in which pupils can develop the confidence to voice ideas, feelings and opinions.

c) All staff are expected to:

- Be aware of signs and symptoms of abuse
- Report concerns to a Designated Teacher
- Monitor and report as required on the welfare, attendance and progress of a pupil on the

Camden Child Protection Register.

- Keep clear, dated, factual and confidential records of child protection concerns.

Appointment of Staff

The documentation sent out to potential candidates makes clear that child protection is a high priority of the School and that rigorous checks will be made of any candidate before appointments are confirmed (see the School's "Recruitment, selection and disclosure policy and procedure").

A reference as to the suitability of a candidate to work with children will always be obtained from the last employer.

At interview candidates will be asked to account for any gaps in their career/employment history.

Candidates will be made aware of systems established within the School for dealing with child protection issues.

Criminal Records Bureau (CRB) checks and checks against the DCSF List 99 register will be followed through for any staff appointed and regular helpers. Staff and helpers who have recently moved to the UK will be asked to produce a certificate of good conduct (or national equivalent) from the authorities representing the countries from which they have recently moved. From November 2010, all new employees will require to be registered with the ISA (Independent Safeguarding Authority).

The Headmaster has undertaken the Safer Recruitment Training provided by the Children's Workforce Development Council (CWDC), as well as the Veale Wasbrough Safer Recruitment Training Programme for Independent Schools.

Allegations against Staff/Volunteers

If a child or parent makes a complaint of abuse against a member of staff or volunteer, the person receiving the complaint must take it seriously and immediately inform the Headmaster.

Any member of staff who has reason to suspect that a boy may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Headmaster. A

record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation.

If the Headmaster decides that the allegation warrants further action through child protection procedures, he will make a referral direct to the Camden Child Protection Advisor or the Social Services team. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff. If it is decided that it is not necessary to refer to Social Services, the Headmaster will consider whether there needs to be an internal investigation.

If the concerns are about the Headmaster, the Proprietors must be contacted directly through The Private Office, 2 Arkwright Road, London NW3 6AE.

Staff Contact with Pupils

In order to minimise the risk of an accusation being made against a member of staff as a result of their daily contact with pupils, the Headmaster will ensure that all staff are aware of the following points of guidance:

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead to any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way (especially when working with individual pupils). Staff should not allow pupils to visit their place of residence unless accompanied by the pupil's parents.
- Staff should discuss and/or take advice promptly from the Headmaster or Deputy Head over any incident which may give rise for concern.
- Records of any such incident and of decisions made/further actions agreed should be made and given to the Headmaster.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

School Procedures

Any member of staff concerned about a pupil must inform a Designated Teacher immediately. (Designated Teachers are: Simon Stringer and the Headmaster).

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

The Headmaster, or in his absence the Deputy Head, will seek advice from Camden's Child Protection Advisor and decide whether the concerns should be referred to the Social Services Department. If it is decided to make a referral to Social Services, this will be done, if necessary, without prior discussion with the parents.

If a referral is made to Social Services, the Designated Teacher will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 48 hours.

Particular attention will be paid to the attendance and development of any pupil who has been identified as at risk or who has been placed on the Child Protection Register.

If a pupil who is on the Child Protection Register changes school, the Headmaster will inform the Social Worker responsible for the case and transfer the appropriate records to the receiving school.

When to be concerned

Staff should be concerned if a pupil:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities.
- Regularly has unexplained injuries.
- Frequently has injuries, even when apparently reasonable explanations are given.
- Offers confused or conflicting explanations about how injuries were sustained.
- Exhibits significant changes in behaviour, performance or attitude.
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his age.
- Discloses an experience in which he may have been significantly harmed.

Support for pupils and staff

All staff concerned will make all reasonable attempts to protect and otherwise support pupils who have disclosed information about possible child abuse incidents.

Dealing with a disclosure from a pupil is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/herself and discuss this with the Deputy Head and/or the Headmaster.

Confidentiality

Members of staff have access to confidential information about pupils in order to undertake their every-day responsibilities. Staff are expected to treat information they receive about pupils in a discreet and confidential manner. Staff who are in any doubt about sharing information they hold or which has been requested of them should seek advice from the Headmaster. Staff need to be cautious when passing information to others about a pupil.

Records & Monitoring

Well-kept records are essential to good Child Protection practice. Concerns and disclosures should be recorded in writing by the member of staff who receives them and passed to the Designated Teachers without delay. The Designated Teachers then decide on further action and any appropriate monitoring programme for the pupil. Records are stored in a dedicated filing system maintained by the Headmaster. When pupils with records in this filing system pass on to their next school, the Headmaster is responsible for transferring information he judges to be relevant to the pupil's next school.

Staff Training

The Designated Teachers receive regular training every two years from Camden local authority (most recently October 2009) and all staff will be reminded in staff meetings of their obligations concerning Child Protection. All other staff will receive updated training at least every three years (most recently in January 2010). Part-time and volunteer staff will also receive training to make them aware of Child Protection arrangements and procedures.

Communicating Policy to Parents & Pupils

The Safeguarding and Child Protection Policy is made available to parents on the School's website. Pupils are periodically reminded in Assemblies and Form Time of the availability of their teachers to listen to them if they have problems or worries.

Evaluation of this Policy

This is carried out annually by the Designated Teachers to coincide with National Anti-Bullying Week in November.

Any deficiencies or weaknesses in Safeguarding and Child Protection will be remedied without delay.

This policy is in accordance with agreed inter-agency procedures and is available to parents on request.

SYNOPSIS

What to do if you are told of abuse:

- Stop and listen
- Take notes & keep (verbatim)
- Do not interrupt
- Do not be judgemental
- Do not promise confidentiality – staff must not work in isolation, but offer discretion
- Avoid leading questions/coaxing, pressurising
- Note concerns about going home, now he has spoken up
- Inform the Designated Teachers promptly who will ask for a verbatim written report with time and persons present
- Discretion should be maintained in the staff room

Maxims:

Never think it cannot happen

Do not work in isolation

What happens next?

- Member of staff with suspicion/concern/disclosure informs Designated Teacher (Simon Stringer and/or Headmaster)
- The Designated Teacher gathers information
- All subsequent concerns are reported and recorded by the Designated Teacher

Where action is required either monitor or refer.

The Headmaster will refer immediately to Social Services where:

- There is a need for services or family support
- There is a likelihood of significant harm

When allegations are made against a member of staff

The Designated Teacher is told in the usual way. A written record will be asked for. It should be signed and dated. The Proprietors are informed by the Headmaster.

A referral to Social Services is made if a potential criminal act has been alleged or if the child indicates he has suffered, is suffering, or is likely to suffer significant harm.

The member of staff may be suspended pending further investigations and will have access to support (DCSF) and union representation.

Designated Teachers: **Andrew Reid (Headmaster)**
 Simon Stringer (Deputy Headmaster)

Child Protection Officer: Jane Carroll (020 7974 6639)
London Borough of Camden