

iii. Safeguarding Policy (Child Protection)

Introduction

This policy is provided via the Family and Staff Handbooks for all parents, staff and pupils and is available on the school website and on request.

Stonyhurst is committed to a Safeguarding (Child Protection) Policy that provides clear direction to staff and others about expected codes of behaviour in dealing with Child Protection issues, and complies with DCSF procedures set out in "Safeguarding Children and Safer Recruitment in Education". This policy makes explicit Stonyhurst's commitment to the development of good practice and sound procedures, endorsed by the Stonyhurst Mission Statement. We take advice from the Lancashire Children and Young People's Safeguarding Coordinator to ensure that our policy is in accordance with locally agreed inter-agency procedures and the requirements for boarders set out in the National Minimum Standards.

Stonyhurst operates Safer Recruitment Procedures that include Enhanced CRB checks on all staff and volunteers before their appointment to Stonyhurst is confirmed, and compliance with Independent School Standards regulations. It is the norm for applicants to start work only after their CRB clearance has been received. In cases where the appointment date is prior to the receipt of CRB clearance, a List 99 check and appropriate risk assessment are undertaken, covering the period until the CRB certificate is received and the staff member concerned will be appropriately supervised during this period. However, no employee is allowed to undertake boarding duties until a satisfactory enhanced CRB clearance has been received. Systems are in place to ensure the timely renewal of CRB checks should there be any concerns about

an employee. Referral to the ISA is standard procedure when a member of staff leaves employment at Stonyhurst should we consider them to be unsuitable to work with children.

Policy Outline

Stonyhurst recognises the five outcomes from '*Every Child Matters*' that every child has the right to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Consequently, the Stonyhurst Safeguarding Policy focuses on the following:

- prevention
- protection
- support
- operation of a 'Safer Recruitment Policy' *
- maintaining a safe environment in which children can learn and develop

* Stonyhurst maintains a complete Single Central Record of background and identity checks. Safer Recruitment Training is undertaken by key staff: Andrew Johnson, Julian Ridley, Larry Crouch, Frances Ahearne & Barbara Church Taylor. Stonyhurst complies with the statutory requirement to have at least one person trained in safer recruitment.

This policy applies to all pupils of the school and must be upheld by all employees of Stonyhurst.

Policy Application

Stonyhurst recognises that for children high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults assists prevention.

Stonyhurst therefore endeavours:

- to establish and maintain an ethos where pupils feel secure, are encouraged to talk and are listened to;
- to ensure that pupils know that there are adults in Stonyhurst whom they can approach if they are worried or are in difficulty (for instance the Designated Senior Person, the Deputy Head (Pastoral), the Director of Boarding, the pupil's Tutor, Playroom Leader, the Chaplain, Independent Listener, or any staff member);
- to include in the PSHE curriculum, both the subject of abuse and the advice needed to stay safe from it (as outlined in the PSE Programme of Study available from the PSE Co-ordinator);
- to include in the PSHE curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life (as outlined in the PSE Programme of Study available from the PSHE Co-ordinator);
- to ensure that wherever it is necessary every effort will be made to establish effective working relationships with parents and representatives from outside agencies.

Roles and Responsibilities

Overseeing Stonyhurst's Safeguarding (Child Protection) responsibilities is the Designated Senior Person, Mrs J Hines,

who liaises directly with the SMH Headmaster on Safeguarding issues.

The Deputy Designated Senior Person is the Headmaster.

The appointed governor with Safeguarding (Child Protection) Responsibilities is Mr P Boylan. Overseeing the SMH's EYFS responsibilities is Mrs M Lea, Deputy Head (Lower School Education), who liaises with local statutory children's agencies as appropriate.

The Lancashire Children and Young People's Safeguarding Co-ordinator is Mr Paul McIntyre (01772 532634) and the Schools' Safeguarding Officer is Ms Mary Aurens (01772 531196):

School Safeguarding Team
Safeguarding Unit
County Hall
PRESTON
PR1 8JR

The Local Authority Contact is the Safeguarding Co-ordinator (Telephone 01772 532634).

The Designated Senior Person is responsible for:

- ensuring that Stonyhurst maintains a clear policy for Safeguarding (Child Protection);
- understanding the procedures and how they work in practice;
- ensuring that Stonyhurst has a system for recording Safeguarding (Child Protection) concerns at all stages, up

to the point of referral to the Children's Social Care when consultation with the Headmaster is necessary;

- referring any allegations or suspicions of abuse to the local Social Services Department within 24 hours;
- encouraging Stonyhurst staff to discuss issues of Safeguarding (Child Protection) at both personal and professional levels;
- providing support and guidance to Stonyhurst staff;
- undertaking appropriate training
- discussing with the Headmaster any issues or situations which may work against the interests of pupils.

The Headmaster is responsible for:

- appointing a Designated Senior Person with the responsibilities specified above;
- liaising closely with the DSP and being especially attentive to any concerns raised by him or her;
- assessing the DSP's competence in the role and taking any facilitating action to ensure that Stonyhurst fulfils its Safeguarding (Child Protection) responsibilities, and if any deficiencies or weaknesses are identified in Safeguarding (Child Protection) arrangements, he must see that these are remedied without delay;
- ensuring that all staff have basic training in Safeguarding (Child Protection) issues, including two-yearly updated training for the Designated Senior Person which also includes training on inter-agency working. The latest

training occurred on 6th September 2010 for all staff. All staff also received training on 4th September 2009 and 15th January 2010. Part-time and voluntary staff are included in the arrangements. Specific e-safety training has been included and there was staff training on this on 7th September 2010.

The Governing Body is responsible for:

- undertaking an annual review of the school's Safeguarding (Child Protection) policies and procedures, and of the efficiency with which related duties are carried out.

Procedures

Stonyhurst undertakes to implement procedures in accordance with locally agreed inter-agency procedures where applicable to independent schools, set out in the document produced by the Local Safeguarding Children's Board (LSCB) entitled "Children in Need of Protection". The policy is reviewed annually and any deficiencies or weaknesses in Safeguarding (Child Protection) arrangements are remedied without delay.

This document, together with some others, is lodged with the Designated Senior Person and is available for consultation.

Staff will be informed of any amendments, which will affect the Stonyhurst's Safeguarding (Child Protection) Policy.

Arrangements to deal with Allegations of Abuse against Members of Staff, Volunteers or the Headmaster.

Allegations against staff or volunteers should be reported to the DSP immediately the allegation is made, and certainly within 24 hours. If the DSP is absent, the allegation should be passed to the Headmaster with the same urgency. If the

allegation concerns the Headmaster, the person receiving the allegation should immediately inform the Chairman of Governors without notifying the Headmaster first. In case of serious harm, the police should be informed from the outset. The Chair of Governors can be contacted through the Clerk to the Governors Mr J Ridley who is the Bursar. Contact should be made through reception if he is not in school.

Where a member of staff who lives within the School premises is suspended pending an investigation of a Safeguarding (Child Protection) nature, arrangements for alternative accommodation will be made.

- Staff receiving an allegation of abuse about another member of staff should report the matter immediately to the Headmaster, according to the guidelines of the Stonyhurst Whistleblowing Policy, unless the Headmaster is the person against whom the allegation is made. When allegations are made about the Headmaster the matter must be reported to either of the following:
Designated Senior Person
OR
Local Authority Safeguarding Team
AND
Chair of Governors

If an allegation is made against SMH's DSP, then it should be referred immediately to the Headmaster.

- The member of staff to whom the allegation has been made must make a written, signed and dated account of the allegations as soon as possible (and certainly within 24 hours).

- Immediately an allegation is made the Headmaster/Deputy Headmaster/Chair of Governors, as appropriate should:
 - i. seek advice from/consult the Senior Area Personnel Officer/Local Authority CP Officer and, as necessary, Diocesan Church Authority Officer.
 - ii. Countersign and date the written account of the person reporting the allegation (see 1.2).
 - iii. Obtain, as necessary, further details of the allegation in writing, signed and dated by the person who receives the allegation (not the child who is the subject of the allegation).
 - iv. Record any information about times, dates, locations and names of potential witnesses.

Urgent initial consideration by the Headmaster of an allegation.

In all circumstances the Headmaster will refer allegations of abuse to the Local Authority Delegated Officer (LADO) within 24 hours.

- Where an allegation is made against a member of staff, there should be an urgent initial consideration by the Headmaster, of the substance of the allegation. Where the allegation is against the Headmaster, urgent initial consideration should be given by the Chair of Governors as appropriate, in consultation with the Local Authority Delegated Officer (LADO)
- If the allegation suggests that a child has suffered or is likely to suffer significant harm, or where it is possible

that a criminal act has been committed, there must be an immediate referral to Children's Social Care in accordance with Lancashire Safeguarding Children's Board Procedures. If there is any doubt of these matters, then guidance/clarification must be sought from the Lancashire Children and Young People's Safeguarding Co-ordinator (Mr Paul McIntyre).

- There will however be instances where allegations made do not require referral under local child protection procedures detailed above. Those instances are as follows:
 - i. Where the allegation relates to the use of reasonable force to restrain a pupil, in accordance with s.550A of the Education Act 1996 and DfEE Circular 10/98 and Welsh Office Circular 37/98, it will be appropriate for the Headmaster to deal with the matter at school level. An allegation of assault beyond the use of reasonable force would however need to be dealt with in accordance with the local child protection procedures as detailed above.
 - ii. Where following initial consideration it is absolutely clear to the Local Authority lead officer and the Headmaster (or where the allegation involved the Headmaster, the nominated governor) that the allegation is demonstrably false by virtue of the fact that the immediate circumstances of the allegation show that it would not be possible for the allegation to be true, then again the matter can be dealt with at school level. However, in these circumstances, it should be borne in mind that if a child has made an obviously false allegation, this may well be a strong indicator of abuse elsewhere which requires further exploration. The best way for this to be achieved is

through an inter-agency referral in order that any underlying causes can be teased out.

- iii. The allegation may represent inappropriate or poor practice by a member of staff which needs to be considered under local disciplinary procedures.
- Therefore, when any allegations are made, there are four possible outcomes which may arise from the initial discussion between the Local Authority and the Headmaster:
 - (i) Where the pupil has suffered, is suffering, or is likely to suffer significant harm, there should be an immediate referral under local Safeguarding (Child Protection) procedures established by the Lancashire Safeguarding Children's Board Procedures.
 - (ii) Where the child has alleged that a criminal offence has been committed, then again this will be referred under local child protection procedures and the police may carry out a criminal investigation. However, it may be that the matter can be dealt with at school level.
 - (iii) The allegation may represent inappropriate behaviour or poor practice by a member of staff (which does not fall within the above categories) that needs to be considered under local disciplinary procedures.

- (iv) The allegation is apparently without foundation.

Allegations that call for immediate referral to Child Protection Agencies

- The priority must be to determine whether a child or children are at risk of significant harm and are in need of protection. If this appears to be the case there should be an immediate referral by the Headmaster to Children's Social Care in accordance with the Lancashire Area Safeguarding (Child Protection) Procedures. Where the Headmaster is the subject of the allegation, the Local Authority will undertake this in liaison with the Chair of Governors of the school.
- Subsequent action will be in accordance with the Lancashire Area Safeguarding (Child Protection) Procedures. Early action to establish the nature of the allegation and consideration of whether it should be investigated should be undertaken in such a way that it does not prejudice any such subsequent action. There must be no interference with evidence. Any investigation is a matter for Children's Social Care or the Police.
- The Local Authority Designated Officer for Allegations is Tim Booth at the LCC Safeguarding unit and his telephone number is 01772 536694

Allegations that may require urgent referral to Child Protection Agencies

- It is important for the Headmaster to act quickly. It is also important to recognise that establishing whether an allegation warrants further investigation is not to form a

view on whether the allegation is to be believed. At this stage a Headmaster should not investigate the allegation itself, or interview pupils, but should consider, in consultation with the Senior Area Personnel Officer/Local Authority CP Officer and, as necessary, the Diocesan /Church Authority Officer, whether the allegation requires further investigation and, if so, by whom. Only if the allegation was trivial or demonstrably false, would a further investigation not be warranted.

- Where the Headmaster, in consultation with the Senior Area Personnel Officer/Local Authority CP Officer, believes that the allegation warrants investigation:
 - (i) there should be a consideration as to whether an immediate consultation with Children's Social Care is required.
 - (ii) where it is believed that the child or children is/are not at risk of significant harm, consideration should be made as to the need for disciplinary action. If that is the case, it would be necessary to investigate at school level and subsequently to consider whether disciplinary action is required under the School's Discipline, Suspension and Dismissal Procedure.
- In the case of an allegation against the Headmaster, action will be undertaken by the Chair of Governors in accordance with LCC policy.

Procedures for dealing with abuse by one or more pupils against another pupil

Such cases will be treated as with any Safeguarding (Child Protection) allegation as set out in this policy and advice will be taken from the LADO.

Training

The Headmaster and all staff receive appropriate INSET training on Safeguarding Children at least every three years provided by the Lancashire Education Authority.

Professional Confidentiality

We will share information to protect a child, having taken advice from the Designated Senior Person and, if necessary, Lancashire Safeguarding Childrens Board.

Anyone approached by a pupil regarding safeguarding issues should follow the advice in the pocket guide on Safeguarding (Child Protection).

Confidentiality is the norm in regard to child protection concerns in Stonyhurst. The purpose of this confidentiality is to benefit those involved in any specific case.

Members of staff to whom pupils disclose Safeguarding (Child Protection) matters must be sensitive in explaining that the information they receive might have to be passed on to others. On no account should any guarantee of confidentiality be given to the pupil concerned.

Pupils making disclosures of alleged abuse in good faith will be protected.

The above is informed by the documents: "Information Sharing: Guidance for Practitioners and Managers" published

by HM Government and in particular the section on “The Seven Golden Rules for Information Sharing”.

Use is also made of the Government link:

<http://www.governornet.co.uk>

Records and Monitoring

Well-kept records are essential to good Safeguarding (Child Protection) practice. Stonyhurst is clear about the need to record any child protection concerns held about a pupil and is also aware that such records must be kept confidential and secure until such time, if judged necessary, they are passed over to appropriate outside authorities.

These records will comprise concerns, in writing, passed to the Designated Senior Person by his or her colleagues. Each pupil about whom a note has been received will have an individual file, chronologically ordered, and locked with other Safeguarding (Child Protection) documentation, separate from other SMH records.

Each pupil about whom a Safeguarding (Child Protection) File has been opened will be the subject of a discussion between the DSP and the Headmaster. The likely outcome of the discussion will be to inform the pupil’s Playroom Master/Housemistress and Tutor, in order to ensure still more effective monitoring of the area of concern.

Through the procedure explained in the preceding paragraph, specific pastoral staff will be aware that a pupil is being monitored for Safeguarding (Child Protection) purposes. Nonetheless, it is the responsibility of all staff to pass on their concerns about any pupil to the DSP, whether or not they have been informed that a specific pupil is being monitored.

The DSP is responsible for collating the concerns lodged in a pupil's Safeguarding (Child Protection) File and in consultation with the Headmaster decides whether the case warrants referral to the Children's Social Care.

The Safeguarding (Child Protection) File of any pupil who leaves Stonyhurst for another school will be transferred to the authorities of that school at the Headmaster's discretion.

Attendance at Safeguarding (Child Protection) Conferences

In the event of a Safeguarding (Child Protection) Conference (which involves Children's Social Care) being convened for a Stonyhurst pupil and an invitation being received from the Chair of the Conference to the school the DSP would attend.

Supporting Pupils at Risk

Stonyhurst recognises that any pupil who has been a victim of sexual, physical or emotional abuse, or the abuse of neglect, may find it difficult to develop a sense of self-worth, and exhibit behaviour that is challenging and defiant. Stonyhurst accepts that it is necessary to take this into account in determining disciplinary sanctions against such pupils. Stonyhurst also accepts that pupils who have experienced abuse may be inclined to abuse others and that such abuse requires a considered and sensitive approach to all those involved.

Stonyhurst endeavours to support pupils through:

the structure of Pastoral Care throughout the school, in particular the support of the Deputy Head (Pastoral), Director of Boarding, Playroom Leader, Tutor, Class Teacher and Chaplain;

the close attention of the Senior Management of SMH in serious cases;

the availability of the Stonyhurst Counsellor or other professional help;

integrating Christian values and the Christian perspective as taught in all subjects of the curriculum, Playroom Retreats, school Masses, other aspects of the religious life of the school and morning assemblies;

the PSHE programme which emphasise the development of self-esteem in a variety of situations, and self-motivation;

a commitment to develop productive, supportive relationships with parents, if it is in the pupil's interest to do so.

Indicators of Abuse and Neglect

Injuries

Bruises or abrasions, especially about the feet, head, genitals or other parts of the body where they would not normally be expected to occur given the age of the child. Damage or injury to the mouth of a child, eg bruises or cut lips.

Bite marks.

Burns and/or scalds, especially small circular burns (often cigarette burns).

Bilateral injuries such as two black eyes – this rarely occurs accidentally.

Fractures in children under two years old.

Poisoning and other misuse of drugs.

Repeated minor injuries and/or self harming.

Other signs include:

Lethargy.

Withdrawal.

Wariness.

Passivity.

Frozen awareness.

An unkempt, dirty appearance.

Developmental retardation without a medical condition.

Over-solicitous behaviour towards adults.

Failure to thrive or grow without an underlying medical condition.

Concerned staff should provide the DSP with a handwritten and dated report and this will be given serious consideration before further action, including contact with Children's Social Care within 24 hours.

This policy should be considered together with related policies as given in the SMH Staff Handbook.

Stonyhurst: A Safe Environment

To help ensure appropriate staff/pupil relationships, all staff should read and follow the guidelines published in the document "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" (this guidance has been updated from an original 'Investigation Referral and Support Co-ordinators Network' document commissioned by what was the DfES but has now be re-named the DCSF). A copy is sent to all members of staff.

All those interviewed for positions at Stonyhurst will be informed of the school's approach to Safeguarding (Child Protection). The Headmaster reserves the right to contact not only recent employers, but also any previous employer of a potential employee of Stonyhurst to ensure that that person has given no cause for concern in Safeguarding (Child Protection) issues.

Should an allegation be made against any member of staff, the DSP will advise about procedures and direct him/her to the relevant advisory material.

The School will seek to obtain reasonable assurances that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's pupils on another site.

The Stonyhurst Campus is risk assessed annually and any arising issues are dealt with by Senior Management in conjunction with other co-opted staff such as Buildings Manager and the Domestic Bursar.

Missing Pupil Procedure

Should any pupil be notified to the Deputy Head (Pastoral), the School Office, the Director of Studies Office or the Pastoral Head as "missing", the following actions will be taken:

- i) Action will be taken internally to locate the pupil, this will include a search of the premises;
- ii) If after two hours that action fails to locate the pupil, parents/guardians, or other suitable

person, will be contacted to notify them of the situation;

- iii) If after four hours from the original report the pupil is still “missing”, the police will be contacted.

This serves as a maximum set of time parameters. Timings for notification will be shortened in accordance with the circumstances and time of day that the pupil is reported as “missing”.

Ofsted Contact Details

- We undertake to inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the Stonyhurst campus (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse that is alleged to have taken place on the campus and any action taken in respect of these allegations.
- We will inform Ofsted of the abuse as soon as is reasonably practicable but at the latest within 14 days.

Ofsted
National Business Unit
2nd Floor
Royal Exchange Buildings
St Ann’s Square
MANCHESTER M2 7LA

Telephone: 08456 404040
Email: enquiries@ofsted.gov.uk

Internet; www.ofsted.gov.uk (for their most recent report online)

Training:

All Staff are given regular training in Safeguarding matters.

The Designated Senior Person will receive Level 3 training as will his Deputy through Lancashire Safeguarding Children's Board. Pastoral Heads will receive Level 1 training through Lancashire Safeguarding Children's Board. New staff receive induction training in safeguarding matters.

Resources:

Child Protection in Education: a Child Protection Information Pack. In particular refer to Section 4. This can be accessed through the Deputy Head (Pastoral).

Children in Need of Protection: a Multi-Agency Policy, Guidance and Procedures Document produced by the Lancashire Area Child Protection Committee. This is located in the office of the Deputy Head (Pastoral).

Working Together to Safeguard Children 2010: A copy is available in the office of the Deputy Head (Pastoral).

Bullying – Don't Suffer in Silence: an anti-bullying pack produced for schools by the DfES. All Pastoral Heads at Stonyhurst have a copy for reference.

Duty of Care: A Resource Handbook for Boarding School Staff. This is produced through the Boarding Schools Association (BSA). All Pastoral Heads have a copy for reference.

Head of House. This Boarding Schools' Association publication provides essential advice on good boarding practice. A copy is available for reference from the Deputy Head (Pastoral).

Good Practice in Boarding Schools. Another valuable resource published by the Boarding Schools Association. A copy is available for reference from the Deputy Head (Pastoral).

World Class: Meeting the Needs of International Students in British Schools. Copies are lodged with the Director of Boarding, the Deputy Head (Pastoral) and all Playroom Leaders.

The Anti-Bullying School: A Lancashire Education Authority resource that can be accessed through the Deputy Head (Pastoral), all Playroom Masters and both Housemistresses.

The College Director of Studies (Mrs H Harris), in consultation with the Deputy Head (Academic) (Mr Mike Gibson), arranges training in pastoral matters. This takes the form of 'Whole Staff INSET' and courses for individual members of staff through the Local Authority or the Boarding Schools Association.

Guidance for Staff

It is important that staff, by their behaviour or actions, do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on.)

Staff should:

- Treat everyone with respect
- Provide an example for others
- Respect a young person's right to privacy
- Provide access for young people to talk to others about any concerns they may have
- Recognise, and allow for, the special needs of young people disabilities and learning difficulties
- Encourage young people and adults to point out attitudes or behaviour that they do not like
- Avoid inappropriate physical contact
- Remember that someone else might misinterpret your actions, no matter how well intended
- Recognise that special caution is required in sensitive moments of counselling when dealing with bullying, bereavement or abuse
- Respect the cultural, religious and ethnic backgrounds of those you work with.

Staff should not:

- Permit abusive peer activities (e.g. bullying, racial harassment etc.)
- Have any inappropriate physical contact with young people
- Jump to conclusions about others without checking the facts
- Show favouritism to any individual
- Be drawn into inappropriate attention seeking behaviour such as crushes or tantrums
- Make suggestive remarks or gestures
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Interview vulnerable young people on their own.

Incident Management (Safeguarding)
Flowchart for responding to allegations of abuse by an adult in school

