



FOUNDED 1879

**HALLFIELD SCHOOL**  
**CHILD PROTECTION & SAFEGUARDING POLICY**



# HALLFIELD SCHOOL

## CHILD PROTECTION & SAFEGUARDING POLICY

### SCOPE

All staff and pupils including EYFS

### AIMS

To promote the safety and welfare of the child

To ensure that appropriate procedures are in place to:-

- Safeguard all pupils
- To respond rapidly if child protection issues arise.

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### POLICY STATEMENT

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The policy of the school is to provide a safe and secure environment in which children can thrive and develop and where all aspects of their welfare will be protected.

We will:

- Provide the equivalent of Level 1 child protection training for all staff every three years, to respond to changes in the legal framework for child protection
- Ensure that the designated officers will attend training in child protection and inter agency working at least biannually and highlight procedures regularly at staff meetings
- Work in collaboration with Birmingham City Council Social Care and Health (Child Protection) department
- Ensure that any deficiencies in the Child Protection Safeguarding Policy are remedied without delay.
- Ensure that the Child Protection Safeguarding Policy is ratified by the Board of Governors and will be subject to an annual review
- Report at least twice a year to the Education & Marketing Committee of the Board of Governors on significant developments in the area of child protection within the school

In EYFS we will:

- Designate a practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate (Ofsted currently allows this role to be assumed by a member of staff who does not specifically work within EYFS)
- Inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations
- Inform Ofsted of the above, as soon as is reasonably practicable, but at the latest within 14 days.

It is our intention to conform to best practice and, to this end we intend to:

- Foster an atmosphere in which children feel secure, feel valued and feel they are listened to
- Have a range of adults available to children for help if they need it
- Be vigilant and able to recognise signs and symptoms of possible abuse
- Have clear procedures and lines of communication in order to respond to any signs of possible abuse
- Work closely with parents and other agencies when dealing with suspected cases of abuse
- Ensure that all staff appointments are subject to a full disclosure and in accordance with safer recruitment procedures
- Minimise the situations in which abuse of children might occur
- Use the PSHE scheme of work to raise children's awareness and build confidence
- Have clear procedures to follow in the event of a pupil making allegations of abuse against members of staff

***Person Responsible For Policy***

*Designated Child Protection Officer - Deputy Head*

***Designated Deputy Child Protection Officers:-***

*Headmaster*

*Head of Pre-Prep Department (EYFS)*

*Hallfieldfirst Manager (EYFS)*



# HALLFIELD SCHOOL

## CHILD PROTECTION SAFEGUARDING PROCEDURES

Pupils from a wide geographical area attend the school. It is the school policy to follow the agreed inter-agency policy of Birmingham City Council Social Care and Health Department (child protection). Therefore the contact details for referrals for all pupils are;

- BIRMINGHAM CAF CO ORDINATOR
- CAF REGIONAL COORDINATOR
- CHILDRENS SOCIAL CARE EMERGENCY DUTY TEAM
- LOCAL AUTHORITY DESIGNATED OFFICER (LADO)
- LOCAL SOCIAL CARE OFFICE

### 1. RECOGNISING A PROBLEM

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You may suspect or know that a child has a problem,

- Because the child tells you about it
- Because of something another child or adult says
- If the child's behaviour undergoes a marked change
- If the child has unexplained bruises or other injuries
- If the child appears to be punished too harshly
- If the child appears to be inadequately cared for (hungry, dirty)
- The pupils loses or gains weight
- The pupil is reluctant to go home.

### 2. DEALING WITH DISCLOSURES

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- Stay calm and be reassuring
- Find a quiet place to talk
- Take seriously what you are told
- Listen but do not press for information or put words in the child's mouth
- Do not ask leading questions
- Do not question the pupil about the alleged incident
- Tell the child you will do your best to protect and support them
- Do not promise confidentiality
- Seek immediate medical attention for the child if required
- Preserve any evidence, such as clothing
- Document all information promptly. Use the child's own words where appropriate
- Record facts, not opinions. Document the names of other people present. Record the date time and location of disclosure. Ensure that information is signed and has your name written in print
- Discuss with the Designated Child Protection Officer (DCPO) If the DCPO is away the concern will be discussed with either the Headmaster or Head of Pre-Prep

### 3. RESPONDING TO A PROBLEM

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Any allegations a child makes must be taken seriously. These may be allegations against another pupil, family member, staff, volunteer or other party.

When a pupil makes allegations against another pupil then the member of staff must follow the school Anti Bullying policy and procedures.

Whatever the cause of your suspicions/knowledge you should fill in an incident form (Appendix 1) immediately. You should then discuss your concerns with the Designated Child Protection Officer. Blank copies of incident forms are kept in the Main Reception or Pre Prep office and are available on the Staff network. The Designated Child Protection Officer will keep the report in a confidential child protection file.

The DCPO will contact a welfare agency within 24 hours of disclosure or suspicion of abuse. If it seems the child is suffering or may suffer **significant harm**, the matter must be taken to DCPO immediately. The DCPO will then take responsibility for contacting social services. A telephone referral will be followed with a written referral within 24 hours. There is a legal duty to refer to social services if it is thought that there is/may be significant harm caused to a child. Any member of staff retains the right to contact Social Services directly.

When referring to social services in some cases it may be appropriate to let parents know of your intention to make a referral. In serious cases and in all cases of suspected child abuse the decision on when to inform parents should be made in discussion with social services.

### 4. CONFIDENTIALITY

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Confidentiality is vital where there may be concerns about a child's welfare. Any information you are given should only be shared with consent from the Designated Child Protection Officer.

Any child protection information you have must be shared with the Designated Child Protection Officer, who may have information from other sources which would help in deciding on any appropriate course of action.

You may, in extreme circumstances, be legally required to share information you have been given.

Children have a right to expect that any confidential disclosures that they make will be taken seriously and treated with sensitivity. A "Confidentiality Statement" (Appendix 2) is displayed in every Upper School classroom and in areas of Pre Prep.

### 5. RESPONSIBILITIES (WHOLE SCHOOL)

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It is the responsibility of all members of staff to comply with the child protection policy and procedures.

It is the responsibility of the DCPO to monitor any reports of concerns made by staff. It is also the responsibility of the DCPO to decide whether and when it's appropriate to contact social services.

It is the responsibility of social service to consider information and discuss any concerns. They will advise the DCPO on any action that is needed to immediately safeguard the child.

#### 5.1 Responsibilities EYFS

There are two Designated Deputy Child Protection Officers who are based in the EYFS at Hallfield. The Deputy Head is the Designated Child Protection Officer for the whole school.

To ensure collaborative working within the different areas all EYFS child protection concerns must be taken to the Designated Child Protection Officer.

The school recognises its additional responsibilities in accordance with the guidance for EYFS. This includes the responsibility to inform Ofsted if there are any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises, or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

The DCPO will inform Ofsted as soon as is reasonably practicable, but at the latest within 14 days.

## **6. PROTECTION OF CHILDREN ON SCHOOL PREMISES**

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Access to the school premises is made as difficult as possible for those without a valid reason to be there. There are locked gates and code-locked doors. There is an entry phone on the main front door. Children are told not to open the front doors to anyone. Visitors who are entitled to be on the premises sign into school at the front office and must obtain a visitors pass.

Codes to doors are changed at regular intervals.

Most classrooms and all individual music rooms have glass panels in the door. Thus children are not left "out of sight".

### **6.1 Protection of pupils off site**

School staff will follow this policy at all times including when off site.

The School trip policy has more details on pupil safety during educational visits.

Assurance must be obtained prior to a trip that there are appropriate CRB checks and child protection policies and procedures that apply to any staff employed by another organisation and working with the pupils.

## **7(A) STAFF APPOINTMENTS AND SAFER RECRUITMENT**

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- All staff appointments are subject to safer recruitment procedure
- During the interview/application process candidates must list all previous employment and explain any gaps
- Proof of identity is obtained. Originals are seen and photocopies are kept on the personal file
- All offers of appointment are subject to a CRB check and medical clearance
- New employees do not take up their post until the CRB check is received
- All referees are contacted. A written record of references is kept
- The school will obtain written confirmation of CRB checks from the agencies when agency staff are employed
- Induction of new staff includes information on child protection
- All staff are subject to a probationary period where there is particular monitoring of behaviour
- Any volunteers (e.g. Parents helping on trips) will not have unsupervised access to children. If a volunteer is to have unsupervised access or is accompanying a school party on an overnight visit the school will ensure that they have an enhanced CRB disclosure
- Any volunteer or visitor who will be supervised during their visit will be checked against the List 99

## **7(B) STAFF GUIDANCE**

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- All staff (including new staff) will be inducted with information on acceptable behaviour. This will include information on situations such as one-to-one tuition, conveying a pupil in a car, sports coaching and engaging in electronic communication with pupils. The aim of this is to ensure staff are not placing pupils or themselves at risk of harm or allegations of harm to a pupil.

## **8. SUPPORTING PUPILS WITNESSING DOMESTIC VIOLENCE**

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Children who witness violence or emotional abuse within the home need to be supported in school.

If staff have any suspicion of domestic violence within a pupil's home they must discuss with the DCPO.

Staff will be provide a safe environment in school where pupils feel valued and empowered.

The DCPO is informed by the Primary Care Trust (PCT) School Nurse designated to Hallfield School of any domestic violence notifications for pupils. These notifications are sent by the police when they attend a domestic violence incident at a home where children reside. This is for all pupils attending the school regardless of their residential area. The DCPO will record this information and assess which staff need access to this information in order to safeguard the child.

## **9. SAFE ICT USAGE**

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The school ICT policy highlights the appropriate use of ICT in school. How internet usage is monitored is detailed in page three of the ICT policy.

Internet usage is monitored and any inappropriate usage that potentially involve child protection issues are immediately brought to the attention of the DCPO.

Any incidents of a child protection nature will be thoroughly investigated and referred to the police if appropriate. Any evidence such as computers will be preserved.

## **10. ALLEGATIONS AGAINST STAFF – SEE SEPARATE POLICY**

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## SAFEGUARDING CHILDREN CONCERNS LOG

### SECTION ONE: PUPIL DETAILS

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Other known siblings (Name and DOB) \_\_\_\_\_

### SECTION 2: INCIDENT DETAILS

Date and time of incident/disclosure: \_\_\_\_\_

Place of incident/disclosure: \_\_\_\_\_

People present: \_\_\_\_\_

Details of incident/disclosure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix 1

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other agencies involved with the family, e.g. Health Visitor, Social Worker

YES  NO  DON'T KNOW

If Yes please give details: \_\_\_\_\_  
\_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Designation: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3: TO BE COMPLETED BY DESIGNATED CHILD PROTECTION OFFICER**

Date form received: \_\_\_\_\_

Are there any previous records held for this child/family? YES  NO

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_



## HALLFIELD SCHOOL

### CONFIDENTIALITY STATEMENT FOR CHILDREN

CHILDREN CAN TALK WITH A MEMBER OF STAFF:-

- If you have something important to talk about
- If you are worried about things that are happening to you
- If you need help or need to know where to seek help

❖ *The staff are here to listen and to help. They will try to do what they can to help you.*

❖ *You can choose any member of staff to talk to about things that are worrying you.*

*If you are worried about confidentiality:*

- Tell the staff, they will understand.
- They may be concerned about your safety and need to share this with others, but they will tell you first.

*If you are still unsure about talking to a member of staff:*

- *You can talk to your parents or carer.*
- *You can phone:*

***Child Line 0800 1111;***  
***the call is free and will not show up on your bill.***

***NSPCC 0900 800 500***