

# **Bradford Grammar Junior School**

## **Child Protection: Safeguarding Pupils Addendum**

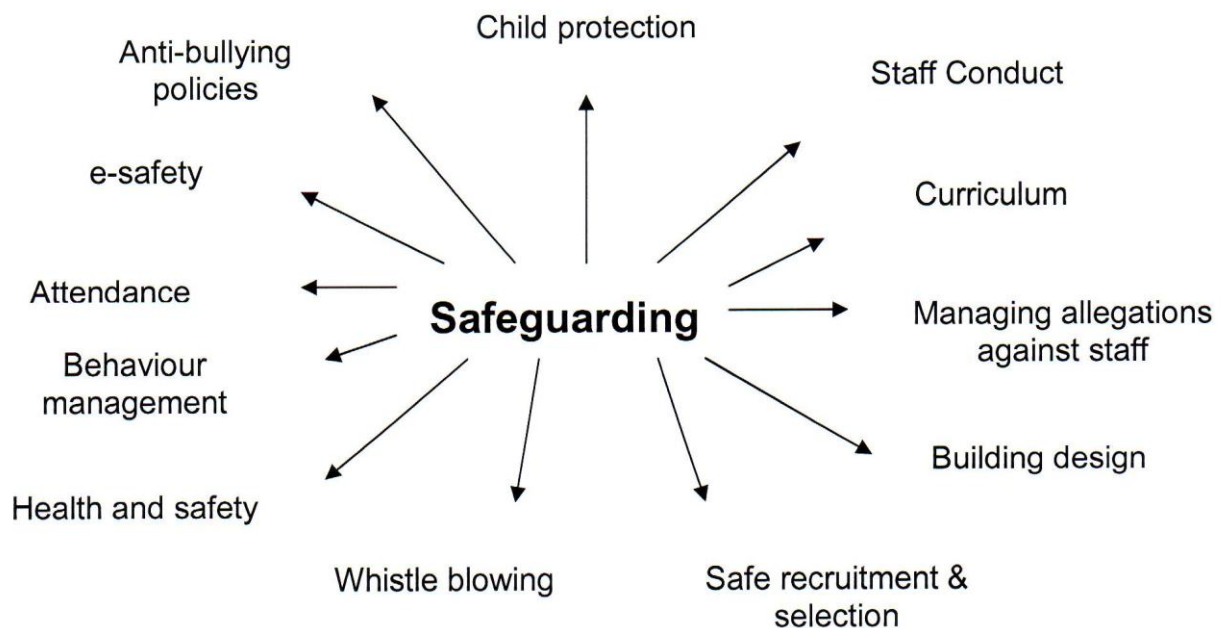
**Policy Document**

## Bradford Grammar Junior School

### Child Protection Addendum

Bradford Grammar School has a detailed and comprehensive policy on Child Protection with regard to safeguarding and promoting the welfare of the children who are pupils at the school. It was, however, decided to compile the following addendum in order to adapt the policy for the Junior School.

It is recognised that safeguarding is not just one policy or indeed one area many aspects contribute to the safeguarding of pupils. The following diagram indicates many of the areas involved:



This policy is in accordance with locally agreed inter-agency procedures and is made available to parents on the school website. The framework for reporting and referring child protection incidents is located in the Whole School Child Protection policy:

- The school operates safe recruitment procedures (including CRB checks and compliance with Independent School Standards Regulations) See Carole Bradbourne (Human Resources Manager)
- This addendum and the Whole School Policy includes arrangements to deal with allegations of abuse against members of staff, volunteers and the Head
- The named persons for the school are Neil Gabriel (Headmaster of the Junior School) and Michael Sharpe (Senior School Deputy Head) and they take responsibility for child protection matters
- Both named persons have had the required training (and this is updated every two years) in child protection and inter-agency working
- The staff have also had the required training in child protection (updated every three years) and indicate that part-time and voluntary staff who work with children are made aware of the arrangements
- Any deficiencies or weaknesses in child protection arrangements will be remedied without delay
- The school will liaise with other agencies that support the pupil such as social services, Child and Adult Mental Health Service (CAMS), education welfare service and educational psychology service.

### **Safer Recruitment**

All information regarding safer recruitment and vetting and barring can be obtained from Carole Bradbourne the Human Resources Manager. The Headmaster and Deputy Head of the Junior School along with all the SMT have successfully passed a nationally recognised Safer Recruitment Course.

## **Training and Support**

The Child Protection Officers, the Headmaster, the named Governor and Senior School Deputy Head will receive regular training appropriate to their role. This will include counselling and support, especially after particularly difficult or distressing cases. In addition, we will ensure that all staff, volunteers and governors are also given regular and appropriate training and are updated every three years. A course for all Governors took place on the 20<sup>th</sup> March 2010.

The next staff child protection course is scheduled for the September 2010 INSET day.

In all training for staff guidance is always given ensuring that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of harm. Most of the advice is common sense:

- Do not stand between the pupil and the exit of a room
- When possible try to have another member of staff present when interviewing a pupil. Where this is not possible take a pupil to a room where they are visible (most doors now have vision panels in them)
- Always let a colleague know where you are with a pupil
- NEVER provide your personal email to a pupil no matter how innocent and seemingly helpful this may seem
- NEVER provide your personal phone number to a child and do not under any circumstances text a pupil
- Only in extreme cases should a pupil be conveyed by private car. This has insurance and child protection issues
- Touching pupils should, wherever possible be avoided. However as discussed at the last child protection course this is not always possible.

## **Dealing with disclosure**

This is dealt with in the Whole School Child Protection policy. However, it should be noted that confidentiality cannot be promised to any pupil making a disclosure. The

pupil should be told that the teacher and or the named persons may have to pass the information on to third parties in order to get the required help for the pupil.

### **Disclosure of abuse from one or more pupil against another**

In the unlikely event that one pupil makes a disclosure about another pupil the general principles of listening and reporting to the named person remain the same. Should such an allegation be made then the named person will need to discuss the incident with the parent of the abused child. Then the named person must then decide whether to disclose this to the parents of the perpetrator or go directly to social services. Many factors lead to one pupil abusing another and often they themselves are being abused. It is vital therefore that each disclosure be treated purely on the facts and no one prescribed solution can be seen as a best fit.

The reporting arrangements (including contact with a welfare agency within 24 hours of a disclosure of abuse) are listed in the Whole School Child Protection Policy.

### **Review**

In Clock House the policy will be reviewed annually by the Governors and they will be given a report indicating any referrals or incidents related to child protection. The Governors will then assess the suitability of the policy and make any recommendations they feel necessary.

### **Anti-Bullying Policy**

The Clock House procedure for dealing with abuse by one or more pupils against another pupil is included in our Whole School Anti-bullying Policy.

## **Child Protection Action Flow Chart**

The school's reporting arrangements, including contact with a welfare agency, will take place within 24 hours of a disclosure or suspicion of abuse.

Should any allegation or disclosure about a member of staff be given to a teacher by a pupil then they must follow the guidelines for such discussions. The teacher should immediately inform the Headmaster who will inform the Local Authority Designated Officer.

Junior School Staff have also been issued with the document entitled: 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings'.

### **Duty to report**

Staff should also be confident, that should they have any concerns about a child a member of staff or parent they should not hesitate to inform the Headmaster or one of the designated officers.

All allegations against staff, volunteers or the designated person with responsibility for safeguarding should be reported to the Head (The Junior School named person for Child Protection). If the Head is absent, the allegation should be passed to the Deputy Head of the Senior School or the Chair of Governors. If the allegation concerns the Head, the person receiving the allegation should immediately inform the Chair of Governors without notifying the Head first. In case of serious harm, the police should be informed from the outset.

The Whole School Staff Handbook and the Child Protection Policy provide information on interviewing pupils and where to sit etc. in relation to the schools architecture and to make the child feel as comfortable as possible.