



# **Child Protection Policy**

## **Lancing College Preparatory School**

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**Independent Day School for Boys and Girls**

**Lancing College Preparatory School  
The Droveaway  
Hove  
BN3 6LU**

# 1 Policy statement

- 1.1 This policy has been authorised by the Governors, is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.
- 1.2 Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.
- 1.3 Lancing College Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:
  - ensure that we practise safe recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with regulations and guidance given in Safeguarding children and safer recruitment in education;
  - ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with regulations and guidance given in Safeguarding children and safer recruitment in education;
  - ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with, a prompt and detailed report is made to the Department for Children Schools and Families (**DCSF**);
  - follow the local inter-agency procedures of the Brighton and Hove Safeguarding Children Board;
  - protect each pupil from any form of abuse, whether from an adult or another pupil;
  - be alert to signs of abuse both in the School and from outside;
  - deal appropriately with every suspicion or complaint of abuse;
  - design and operate procedures which promote this policy;
  - design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
  - support children who have been abused in accordance with his/her agreed child protection plan;
  - be alert to the medical needs of children with medical conditions;
  - operate robust and sensible health & safety procedures;
  - take all practicable steps to ensure that School premises are as secure as circumstances permit;
  - operate clear and supportive policies on drugs, alcohol and substance misuse;
  - consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our schools or in our local area;
  - have regard to guidance issued by the Secretary of State for Education and Skills in accordance with section 157 Education Act 2002 and associated regulations.

- 1.4 Every complaint or suspicion of abuse from within or outside the School will be taken seriously and in all proper circumstances will be referred to an external agency such as the social services department of the local authority (**SSD**), the child protection unit of the police (**CPU**) or the NSPCC. In each case, the matter should be referred to the Local Authority Designated Officer, Brighton and Hove, Pauline Lambert 01273 295993 or Dr Anne Livesey 01273 328145.

## **2 The Designated Person**

- 2.1 The School has appointed a senior member of staff with the necessary status and authority (**Designated Person**) to be responsible for matters relating to child protection and welfare. The main responsibilities of the Designated Person are:
- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
  - to co-ordinate the child protection procedures in the School;
  - to maintain an ongoing training programme for all School employees;
  - to monitor the keeping, confidentiality and storage of records in relation to child protection;
  - to liaise with the child protection officer appointed by the SSD (Local Authority Designated Officer).
- 2.2 The Designated Person for the entire School site is Mr Alun Price, Deputy Head who may be contacted on 01273 503452. He will:
- advise and act upon all suspicion, belief and evidence of abuse reported to him;
  - keep the Head informed of all actions unless the Head is the subject of a complaint. In this situation, the Designated Person should consult with Dr H Brunjes, Chair of Governors or in his absence, Sneh Mehta, Governor responsible for Child Protection;
  - liaise with the SSD and other agencies on behalf of the School.
- 2.3 If the Designated Person is unavailable or is himself the subject of a complaint, his duties will be carried out by the Head or other Deputy, who has received appropriate training.
- 2.4 The Designated Person has undertaken basic child protection training and training in inter-agency working and will attend refresher training at two yearly intervals.
- 2.5 The Designated Person will ensure that the Head and all staff will receive the required training in child protection (updated every three years) and ensure that part-time and voluntary staff are made aware of the arrangements.

### **3 Signs of abuse**

3.1 Possible signs of abuse include (but are not limited to):

- the pupil says s/he has been abused or asks a question which gives rise to that inference;
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour;
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- the pupil's development is delayed;
- the pupil loses or gains weight;
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- the pupil is reluctant to go home, or has been openly rejected by his/her parents or carers.

### **4 Duty of employees, Governors and volunteers**

4.1 Every employee and Governor of the School as well as every volunteer who assists the School are under a general legal duty:

- to protect children from abuse;
- to be aware of the School's child protection procedures and to follow them;
- to know how to access and implement the procedures, independently if necessary;
- to keep a sufficient record of any significant complaint, conversation or event;
- to report any matters of concern to the Designated Person;
- to undertake appropriate training including refresher training at three-yearly intervals.

### **5 Procedures**

5.1 **Initial complaint:** A member of staff suspecting or hearing a complaint of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- must not ask leading questions, that is, a question which suggests its own answer;
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Person who will ensure that the correct action is taken;

- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Person.
- 5.2 **Preserving evidence:** All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.
- 5.3 **Reporting:** All suspicion or complaints of abuse must be reported to the Designated Person, or if the complaint involves the Designated Person, to the Head or other Deputy.
- 5.4 **Action by the Designated Person:** The action to be taken will take into account:
- the local inter-agency procedures of the Brighton and Hove Safeguarding Children Board.
  - the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the SSD or the police without further investigation within the School;
  - duties of confidentiality, so far as applicable and appropriate;
  - if there is room for doubt as to whether a referral should be made, the Designated Person may consult with the Local Authority Designated Officer or other appropriate professionals on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to SSD within 24 hours. If no response or acknowledgment is received within three working days, the Designated Person will contact Social Services again.
- 5.5 **Referral guidelines:** A referral to the SSD or police will not normally be made where:
- the case is one that can be satisfactorily investigated and dealt with under the School's internal procedures, the parents being kept fully informed, as appropriate.
  - However, if during the course of the internal procedures, it appears that the situation is more serious, the Designated Person will again consider whether a referral should be made in accordance with section 5.4 above.
- 5.6 **External agencies:** Whether or not the School decides to refer a particular complaint to the SSD or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

- 5.7 **Allegations against staff:** The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in chapter 5 of *Safeguarding children and safer recruitment in education*.

Where an allegation or complaint is made against the Head, the Designated Person will report to and consult with the Chair of Governors, or in his absence the Vice Chair.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in [the Staff Manual or Staff Code of Conduct].

- 5.8 **Allegations against pupils:** A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply.
- 5.9 **Suspected harm from outside the School:** A member of staff who suspects that a pupil is suffering harm from outside the School should refer the matter to the Designated Officer.

## **6 Monitoring**

- 6.1 The Designated Person will monitor the operation of this policy and its procedures and make an annual report to the Governors.
- 6.2 The Governors will undertake an annual review of this policy and how their duties under it have been discharged.
- 6.3 The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

## **7 EYFS**

- 7.1 This policy is appropriate for all children in Lancing College Preparatory School (from age 3 to 13).
- 7.2 The Designated Person is the same throughout the school including in EYFS.

## 8 Contact numbers

8.1 The telephone numbers of the Brighton and Hove Council Social Services Departments are as follows:

West 01273 296527

Central 01273 294470

East 01273 295920

8.2 The following telephone numbers may be useful for pupils:

Brighton and Hove Contact Centre 01273 295999

Childline 0800 1111

NSPCC 0808 800 5000

<b>Effective date of the policy</b>	January 2009
<b>Circulation</b>	Governors / all staff / [volunteers] automatically Parents on request
<b>Status</b>	Complies with paragraph 3(2)(b) of the Schedule to the Education (Independent School Standards) (England) Regulations 2003 and DCFS guidance <i>Safeguarding children and safer recruitment in education</i> (DFES-04217-2006)