



Shrewsbury School

CHILD PROTECTION AND SAFEGUARDING POLICY

Introduction

This policy should be read in conjunction with the following other documents;

The Anti Bullying Policy, the Complaints Procedure, Health and Safety Policy, The Educational visits Policy, Critical Incidents Policy, First Aid Policy, Missing Pupil Policy and the Guidelines for Safe Recruitment Policy all of which are available to parents upon request. Copies of all these documents are located on the school website. (www.shrewsbury.org.uk).

For members of staff ease of reference, they are also stored together in the 'Safeguarding' folder located in the Common Room and in all Houses.

Shrewsbury School is committed to safeguarding and promoting the welfare of pupils in its care. The following policy document outlines our approach to achieving this. The policy aims to make explicit the school's commitment to the development of good practice and appropriate procedures.

Defining key terms

'Child Protection' is taken to refer to the obligation which the school has to protect all pupils from any form of identified risk or abuse. **'Safeguarding'** extends to the prevention of harm and the promotion of wellbeing of children. 'Working Together to Safeguard Children, 2006' defines safeguarding as 'The process of protecting children from abuse or neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

Section 157 of the Education Act 2002, places a duty on schools and colleges to 'Safeguard and promote the welfare of pupils at the school'. It requires a school to make:

- Arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised; and
- Arrangements to take all appropriate actions to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies

In producing this document due care has been taken to refer to a range of relevant external publications including; 'Every Child Matters – Change for children'; 'The Children Act' 1989 and 2004; 'Working together to safeguard children' 2006; 'Safeguarding children and safer recruitment in education' 2006; various publications produced by Shropshire's Safeguarding Children Board (SSCB)

'Every Child Matters – Change for Children ', a publication that provides much of the core content of the Children Act 2004, emphasises five key outcomes in a school's duty to safeguard and promote the well being of all pupils.

- Helping children to be healthy.
- Protecting children from harm or neglect and helping them to stay safe.
- Helping children achieve well and enjoy what they do.
- Helping children make a positive contribution.
- Helping children achieve economic well-being.

It is the duty of all members of staff, both teaching and support staff, to play an active role in ensuring the safety and promoting the welfare of the pupils in our care. All members of staff are expected to be aware of and follow these published Child Protection procedures. In particular they need to be aware of their duty to report concerns and the appropriate procedures to follow, guidance for identifying signs of possible abuse and issues regarding confidentiality. Staff should also be aware of the importance of these procedures in protecting themselves from the possibility of allegations of harm that could be raised by a pupil.

Record Keeping and Confidentiality

Child Protection records are kept centrally. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Staff also recognise that they must not promise confidentiality when dealing with child protection issues. If a pupil discloses concern regarding a child protection matter this must be passed on to one of the DSP's as soon as possible. The pupil should be told whom their disclosure would be shared with.

Key Personnel and their particular roles

All adults working with or on behalf of children have a responsibility to protect them. Mr. M.J. Tonks and Dr. C.J. Minns act as 'Designated Senior Persons' (DSP'S). They are conversant with current local and national child protection procedures and keep up to date through appropriate training at least every two years. The following members of staff have a particular role to play as outlined below;

The Headmaster

Mr. M. Turner Telephone 01743 280526 hm@shrewsbury.org.uk

As in all areas of school life, the Headmaster assumes overall responsibility for child protection issues.

Children Act Liaison Officer and Designated Senior Person (DSP)

Dr. C.J. Minns Telephone 01743 280644 cjm@shrewsbury.org.uk

Dr. Minns is responsible for instructing and guiding staff and senior pupils on Child Protection matters. He briefs all new staff as part of the induction programme and addresses the school Praepostors during their training day. At least once a year he attends a formal Housemasters' meeting to discuss a range of school wide pastoral issues and also to provide updates on good practice. He acts as a source of advice when coordinating action within the school over suspected cases of abuse. He keeps detailed and accurate records of concerns about child protection issues and submits a report to the Headmaster every term.

The Second Master and Designated Senior Person (DSP)

Mr. M.J. Tonks Telephone 01743 280530; 07810 482123 mjt@shrewsbury.org.uk

The Second Master is responsible for overseeing all pastoral issues in the school. He assumes responsibility for reviewing and updating the school's Safeguarding Policy. He will also ensure that staff have access to the procedures and an appropriate understanding of them.

Housemasters / Housemistresses

Housemasters / Housemistresses ensure that their house staff are alert to the signs of possible child abuse and know what to do if they have suspicions or concerns.

House Matrons

Working closely with Housemasters / Housemistresses, matrons play a crucial role in monitoring, on a regular basis the general health and well being of pupils in their Houses.

The Chaplain

Rev. G.W. Dobbie Telephone 01743 280974 gwd@shrewsbury.org.uk

The Chaplain is a key pastoral figure within the school and one to whom pupils may turn for counsel and advice.

The Listening Team

A number of staff offer practical guidance and advice on a range of personal and pastoral issues via the school's Listening Team.

Designated School Governor with child protection responsibilities

Lt. Col. Stephen Caney MBE BA. The Old Vicarage, Atcham, Shrewsbury, SY5 6QE.

Email sscaney@googlemail.com

This member of the governing body meets annually with the Second Master to discuss issues relating to safeguarding and child protection. After this meeting the policy is then reviewed by the governing body. Any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

Child Protection and Safeguarding – Pupils

Education and Prevention

A range of child protection and broader pastoral issues are addressed through the curriculum. In this area PSHE, Religious Studies, English and Drama are particularly important. Year group assemblies take place that deal with related issues while Housemasters / Housemistresses regularly speak to pupils in House groups emphasising our expectations of them and reinforcing the school's Anti-Bullying Policy. Tutors will also cover a number of related issues with their tutees. In addition, there are many broader moral, spiritual, social and cultural themes raised in chapel. Every employee has a responsibility to protect pupils at the school from abuse. They should be alert to the definitions and indicators of abuse as well understanding the school's child protection procedures. Senior pupils, such as Praepostors, who have positions of responsibility over other pupils are briefed on appropriate procedures dealing with safeguarding and child protection, including their responsibility over other pupils on action to take on receiving an allegation of abuse, as part of their Induction training.

Missing Pupil Policy

There is a Missing Pupil Policy in place at the school for searching for and, if necessary reporting, any boarder missing from the school. A written record is made of any incident of a boarder missing from school, the action taken, and any reasons given by the pupil for being missing.

Signs and categories of abuse

The following categories of abuse have been identified. They are not mutually exclusive and children may be subject to more than one form of abuse.

Physical Abuse

This may include bruises, bite marks, burns and cuts. In such circumstances children may be unwilling to participate in games and may attempt to cover up affected areas.

Emotional Abuse

This refers to the persistent emotional maltreatment of a child and may include conveying to the child that they are worthless, unloved or inadequate.

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It may also involve children in making or viewing pornographic material.

Neglect

Failing to provide for the child's basic physical and emotional needs.

Identification of child abuse is difficult and will frequently require both social and medical assessment. No list of signs and symptoms can be exhaustive but further details are provided in 'A guide to identifying the signs of abuse and neglect' produced by Shropshire's Safeguarding Children Board. A copy of this is provided for all key pastoral and medical staff while an additional copy is available in the Common Room for staff to refer to. Some key indicators of abuse might include

- Repetitive pattern of injury
- Explanations, which are contradictory or implausible
- Burns
- Multiple injuries
- Unprovoked aggression toward either staff or other pupils

Internet and Mobile Phones

Information and communication technology has revolutionised almost every aspect of modern life. Unfortunately, it has also given rise to new types of abuse. The proliferation of mobile phones and electronic messaging has led to the phenomenon of cyber-bullying, where children or adults send insulting or abusive texts or emails. Children and Adults are also able to take photographs and videos on mobile phones and rapidly distribute them to anyone of their choosing. Some young people film physical or sexual assaults and distribute the images to friends and upload them onto websites.

Staff and pupils sign an 'Authorised User Policy (AUP)' which sets out the school's rules regarding the safe and appropriate use of ICT.

Complaints Procedure for Pupils

In order to safeguard the interest of all pupils at the school the Complaints Procedure provides the means by which a pupil may be heard if he / she has any worries regarding their welfare. It is likely that such matters will surface in conversations with friends and adults whom a pupil already trusts. However, if any pupil feels the need to express themselves more fully, or if they are concerned about any matter affecting their welfare, there are three possible courses of action.

The Internal Informal Procedure

In the first instance, it is recommended that the pupil gets in touch with one or more of the following:

Their parents, their Housemaster or Housemistress, their personal tutor, the House matron, a senior pupil, any member of staff, a House Tutor, the Second Master, the Chaplain, the School Doctor or his staff, the School Liaison Officer for The Children Act (Dr. C.J. Minns).

The Internal Formal Procedure

If the pupil is dissatisfied with the results of the Informal Procedure, or feels that informal discussion is inappropriate to the situation, then they may hand a formal written complaint to the Housemaster / Housemistress, the Second Master or Dr. Minns. Such a complaint will receive a written reply

within 48 hours, and if necessary may be referred to the Internal Review Panel, which may ask to hear his case. The Panel will consist of the Second Master, Dr. C.J. Minns, the School Chaplain and a Governor.

The Independent Panel

If the pupil is not satisfied with the results of either of the above procedures, or feels that to approach a current member of staff or the Internal Panel would be inappropriate to the situation, then he / she has the right to telephone any of the following Independent Adults, who are "appropriately distanced from The School," and who have agreed to hear complaints:

Mrs. Daphne Capps	Tel. 01743 354540
Prof. John Patrick	Tel. 01743 249303
Mrs. Linda Perks	Tel. 01743 232028

The 'Childrens' Rights Director can be contacted at;
Ofsted, Aviation House, 123 Kingsway, London, WC2B 6SE (0800 5280731)

Alternatively, he / she may choose to get in touch with The Initial Contact Team at Shropshire Safeguarding Children Board, Shropshire County Council, The Guildhall, Shrewsbury, SY3 8HQ. (Tel. 0345 6789008)

The number for Child Line is 0800 1111

Child Protection and Safeguarding - Adults

Education, Staff Training and Prevention

Child Protection issues figure prominently in many areas of staff training and development. All new staff undertake a structured induction programme where issues of child protection and safeguarding are explained and clarified. Housemasters are updated on current issues by one of the DSP's and they in turn cascade this down through their tutor teams. The Designated Senior Persons update their training every two years to cover child protection issues and inter-agency work. The school provides safeguarding and child protection training for all teaching staff (including the Headmaster, part time and voluntary staff) and this is updated every three years. The bursar is responsible for training where support staff are concerned. In line with current legislation on Safe Recruitment, Shrewsbury undertakes stringent background checks on any person appointed to the staff including CRB checks and compliance with the 'Independent School Standards Regulations'. Where staff from another organisation are supervising pupils off site then the school ensures that appropriate checks have been undertaken.

Avoiding allegations of abuse – guidance for staff

There are also a number of important guidelines located in the Staff Handbook. Tutors are reminded of safe protocols when conducting tutorials via a separate 'Code of Conduct' located in the staff handbook. The staff Authorised User Policy (AUP) provides detailed guidance regarding the safe and appropriate employment of ICT. In addition to the above, whole staff Inset may be dedicated to the subject.

As an overarching principle, all members of staff are reminded of the need to conduct themselves as 'a responsible adult' at all times. Whether on site or when undertaking trips and educational visits appropriate boundaries must be observed. The style of communication between staff and pupils may be relaxed and informal at times, particularly within the context of tutorials. However, all staff must ensure that such encounters are never at odds with the professionalism, responsibility and discretion expected of any adult working in a boarding environment.

Every employee has a responsibility to protect pupils at the school from abuse. They should be alert to the definitions and indicators of abuse as well understanding the school's child protection procedures.

Procedures for Staff / Whistle Blowing Policy

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Second Master or Headmaster. Although this can be difficult in some circumstances this must never impede an individual from putting issues of child welfare first. The school will provide immunity from retribution or disciplinary action for any member of staff who discloses information in good faith. Try not to think 'What if I am wrong?' but rather 'What if I am right?'

Reasons for whistle-blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

What stops people from whistle-blowing

- Starting a chain of events that spirals beyond the individual's control.
- Fear of getting it wrong and the repercussions of this.
- Fear of damaging a colleague's career.
- Fear of resentment from other colleagues.
- Fear of not being believed or taken seriously.

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel able. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint (ideally in writing) exactly what practice is concerning you and why. You are not expected to prove the truth of an allegation but you will need to demonstrate the sufficient grounds for concern.
- Approach the Headmaster or Second Master.
- You are always free to contact some of the local external agencies and safeguarding boards mentioned in this policy.
- Make sure you obtain a satisfactory response.

Child Protection Issues - What happens next?

The following procedures apply for all such allegations against staff including part time and volunteer staff.

All concerns and allegations must be taken seriously and considered with an open mind and without prejudice. You must not take the decision as to whether or not abuse has taken place. Where a pupil discloses information about abuse, listen carefully but do not undertake an investigation. Limit your questions to establishing what has allegedly taken place. Employ open questions only and on no account should suggestions be made as to alternative explanations for their worries. Always make detailed notes whenever a matter of alleged abuse is being discussed. This should be done as soon after the event as possible but not during it. The date and time should be carefully noted and the account signed.

Allegations of abuse against staff, volunteers or the Designated Senior Person with responsibility for safeguarding should be reported to the Headmaster. If the Headmaster is absent, the allegation should be passed to the chair of Governors. If the allegation concerns the Headmaster, the person

receiving the allegation should immediately inform the chair of Governors without notifying the Headmaster first. If support staff are involved then the Bursar will also be informed. Complaints about the Headmaster should go to the Chairman of Governors. Allegations of abuse by one or more pupils against another should follow the afore mentioned procedures and be reported, in writing, to the Second Master. Where allegations of abuse are concerned, these must be reported to the police and 'Children and Family Services' within 24 hours.

Confidentiality

Members of staff should never offer absolute confidentiality to anyone wishing to discuss issues of pupil welfare. They should however reassure the person that whatever is revealed will be handled with sensitivity, tact and on a 'need to know' basis. Reassurance should be given that all steps will be taken to protect the informing individual from any retaliation or unnecessary stress that might be feared once a disclosure is made. All staff should be aware that there is a statutory requirement to report information about such matters as child abuse.

The next stage

Any written allegation will be considered by the Headmaster and/or the Second Master and the Children Act Liaison Officer and may be referred confidentially to the school solicitor. At all times a written log of meetings and decisions taken must be kept.

The Headmaster must decide whether there is need for an investigation and the member of staff concerned will be informed of his decision. If the Headmaster believes that the allegation is without foundation, he should inform the member of staff of the allegation and the fact that no further action is to be taken (although the Internal Complaints Procedure may still apply in some cases). In any such meeting or conversation the member of staff may be accompanied by a friend. The parents should also be informed. Counselling for both the member of staff and the pupil may be considered appropriate. A report must be written.

If there is to be an investigation

If an investigation is initiated the member of staff will be informed accordingly. He or she will be advised that details of the investigation will be recorded in writing. The member of staff allegedly involved should be acquainted with this procedure and the Internal Complaints Procedure and should be informed of all measures decided upon throughout the investigation, including during possible suspension periods. Delays in any investigation should be kept to the minimum.

In all circumstances dealing with specific allegations of abuse the Headmaster will inform the local Safeguarding Board. Such contact will be made, in writing (or with written confirmation of a telephone referral) within 24 hours. Any investigation by the police or Children and Family Services will take priority over an internal investigation by the school. The police may act independently of the school.

Where more general concerns regarding staff 'unsuitability' are raised these will be reported to the Local Authority Designated Officer (LADO) at the local Safeguarding Board. The LADO will inform the Headmaster on the next steps to be taken and decide whether or not the matter should be referred to the Police or 'Children and Family Services'. The LADO would also be consulted throughout any process dealing with allegations against staff who work with children.

The member of staff allegedly involved will be informed by the Headmaster of the allegation and of his response to it, in the presence of a witness. The time and date will be recorded. Advice on legal assistance and counselling for the member of staff will be discussed. The Chairman of Governors will be informed. The Headmaster is responsible for informing the parents of the boy involved. On receiving the written allegation or at any subsequent stage of the enquiry the Headmaster may suspend a member of staff from duty. Suspension should be regarded as a necessary procedure rather than a judgement on the school's part. A member of staff suspended during the course of an enquiry will receive full pay. The member of staff should be advised to seek advice from an

appropriate teacher organisation. It is also recognised that a suspended member of staff should receive support. Social contact with colleagues need not be precluded unless it is likely to be prejudicial to the investigation.

The Headmaster may consider it proper for the member of staff to vacate their school accommodation during the enquiry. In this case the Headmaster may feel it necessary to re-house, at the school's expense, the member of staff allegedly concerned. Likewise, the Headmaster may decide that the complainant should remain at home during the investigation. During the course of the investigation it is for the school to inform parents of other pupils, to report the situation to the DCSF and to deal with press enquiries. It is also the school's duty to take appropriate care over the welfare of any pupils who are involved. Counselling of any staff allegedly implicated will be considered at this stage.

The outcome

The result of the investigation will be made known in writing by the Headmaster to the member(s) of staff allegedly involved. In the event of guilt either through law or by the decision, based on evidence, the Headmaster, in communication with the Chairman of Governors, will decide on further action if external authorities have not already taken action. In instances which might involve dismissal and in which action has not already been taken by external authorities, the case will be assessed at a formal hearing involving a panel of two Governors and the Headmaster. The process of appeal against a decision made by the Headmaster or by a panel at a hearing will be made clear. The member(s) of staff allegedly involved is/are encouraged to use the professional bodies who could assist in providing legal advice, insurance and professional assistance. In the event of a decision in favour of the member(s) of staff allegedly involved, the Headmaster and Governors will decide on the future of those making the allegations. He will inform the member(s) of staff allegedly involved of the decision, reiterate his full support and offer encouragement to seek advice from appropriate professional bodies and/or legal advisers.

NB

- The need for confidentiality at all stages is crucial.
- All members of staff are advised to consider joining professional bodies who could assist in providing legal advice, insurance and professional assistance.

A more general complaint against a member of staff

Complaints other than those relating to Child Protection issues, if made at all, are likely to be made by a pupil to parents, Housemaster, Tutor or the Headmaster. Complaints could also arise from other sources: a colleague, a member of the non-academic staff or a visitor. A pupil making a complaint is already encouraged to follow the internal procedures detailed on the Yellow Card. If a complaint reaches the Headmaster, he will decide with or without the assistance of senior members of staff, the Chairman of Governors, the school solicitor, outside agents - all depending on the severity of the allegation - whether to proceed further. He may at this stage interview the member(s) of staff against whom the allegation is made.

No case to answer

If the Headmaster decides that there is no case for further investigation, he will inform the member(s) of staff concerned that there has been a complaint, that he believes it to be unfounded and state that no further action is to be taken. In discussion with the Headmaster the member(s) of staff may be accompanied by a friend. Counselling may be appropriate. The Headmaster is responsible for informing the parents of the pupil concerned and deciding on any further action. A report must be written, copied to the member(s) of staff in the allegation, and kept on the pupil's file.

Further investigation required

If the Headmaster decides that further investigation is required - and, in the most serious cases this may not be his decision (i.e. it may be the decision of the Social Services Manager, Police or other

outside agency) - then the procedure relating to Child Protection Issues will come into effect the key elements of which are highlighted below.

- The member(s) of staff allegedly involved will be informed in the presence of a witness.
- Advice on legal assistance, teacher organisation representation, counselling where necessary, will be discussed.
- Timed, dated written records will at all times be kept.
- The Chairman of Governors, the parents of the pupil(s), and the school solicitor will all be informed.
- A decision will be made by the Headmaster on whether the member(s) of staff allegedly involved will be suspended: if so, it will be on full pay. This decision should be regarded as a necessary procedure rather than a judgement on the school's part.
- A decision will be made by the Headmaster on whether it is proper for the member(s) of staff to vacate school accommodation. The Headmaster may feel it necessary to rehouse, at the school's expense, the member(s) of staff allegedly involved. Likewise, the Headmaster may decide that the complainant should remain at home during the investigation.

The school will also report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person whose services are no longer used because he or she is considered unsuitable to work with children. The ISA may be contacted at PO Box 181, Darlington, DL1 9FA.

(Telephone 01325 953 795). They can also be contacted at isadispatchteam@homeoffice.gsi.gov.uk

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