

Child protection policy

Date adopted: 22nd January 2018

Date for review: 22nd January 2019

Signed: Cornelia Lange

The following designated person has been nominated by this complementary/supplementary school to refer allegations or suspicions of neglect or abuse to the statutory authorities.

The designated person is: Cornelia Lange

In the absence of the designated person, the matter should be brought to the attention of the second designated person.

The second designated person is: Heike Hintze-Gharres

The Children Services number for the area is: 0208 359 4066 (Multi Agency Safeguarding Hub- MASH)

The emergency number is: 0208 359 2000- out of hours

Child Safeguarding policy

Objective

To contribute to the personal safety of all children/young people attending by promoting child safeguarding awareness, good practice and sound procedures.

Policy statement

We at the German Saturday School Hendon believe that children/young people have the right to be treated equally and to learn in a safe and friendly environment.

This policy is based on the following principles:

- the welfare of the child/young person is paramount
- all children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- staff/volunteers are trained to understand the nature of abuse and to be alert to matters of concern
- all staff/volunteers working in this complementary/supplementary school have a responsibility to report concerns to the designated person with responsibility for child protection at the school, and/or to the school's co-ordinator.

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We aim to safeguard children/young people by:

- adopting child protection guidelines through procedures and a code of conduct for staff/volunteers
- sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
- following carefully the procedures for recruitment and selection of staff/volunteers
- providing effective management for staff/volunteers through support, supervision and training
- review our policy and good practice regularly.

The role of the designated person

Every complementary/supplementary school or place of worship should have a designated child protection person, who must undergo child protection training. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors and children/young people and their families.

The name of the designated person and information about their duties are displayed in the supplementary school, so that everyone (including parents/carers) is aware of who to talk to if they have concerns.

In the absence of the designated child protection person, a deputy must be identified.

The named person's role includes:

- ensuring that this policy is implemented throughout the school
- ensuring that all necessary enquiries, procedures and investigations relating to child protection are carried out
- reporting results of screening enquiries and preserving 'need to know' levels of confidentiality and access to secure records
- ensuring that all confidential records relating to child protection matters are kept secure
- liaising with social services at a formal and informal level on child protection matters, also with the police
- reporting allegations and suspicion of abuse to the appropriate authorities
- ensuring that there is adequate induction and training relating to child protection matters
- ensuring that each activity carried out by the school is sound in terms of child protection as regards personnel, practices and premises
- checking all incident reports made by staff/volunteers, countersigning them and making such reference to the appropriate authority as is appropriate.

Good practice

Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place, as follows.

- Each parent must fill out a consent form for each child/young person attending the school.
- A register must be kept of all children/young people attending the school's activities.
- Team members will record any unusual events on the accident/incident form or in the daily diary, unless this includes anything confidential.
- Where possible, staff/volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary or helpful.
- The school recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person are alone together.
- All team members should treat all children/young people with dignity and respect in their attitude, language and actions.

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Outings and trips

- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts.
- All drivers should travel with at least one escort. Drivers and escorts should have up-to-date DBS checks and should have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of a journey and again before beginning the return journey; if the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back.
- Staff/volunteers accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary.
- If a child/young person goes missing while on a trip, staff/volunteers should instigate an immediate search. If the child/young person cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified.
- If, having notified security staff/volunteers and the police, the child/young person cannot be found, the parents/carers of the child/young person must be notified immediately.
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff/volunteers member remains at the visit site to co-ordinate contact between security staff/volunteers and the child's/young person's parents/carers.

Use of premises by other organisations

In the event of a room or rooms on the premises being used by other organisations, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that those hiring the room(s) read and agree to abide by these guidelines.

Safe recruitment

All staff/volunteers will be appointed by at least two members of the management committee.

Most staff and all volunteers will work in teams or in open environments where they are not alone with children. Where necessary, staff members (but not volunteers) may work alone with children/young people, providing that they have completed a satisfactory probationary period.

All staff/volunteers will:

- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet the person specification for the post or role
- fill in a form on first appointment and annually at the start of each school year, to update their personal details, previous and current work/volunteering experience and qualifications
- supply the names of two referees, who will be contacted personally
- be required to complete an enhanced DBS check on appointment, and every three years thereafter, giving photographic and other evidence of identity and including a formal declaration of any criminal convictions
- be taken through child protection policy and procedure on induction, followed by annual training to remind them of procedures and important concepts
- be supervised by a named manager
- be observed at work by the school's co-ordinator.

Responding to allegations of abuse

Allegations against a member of staff/volunteer

The school will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person. Where there is a complaint against a member of staff/volunteer, there may be three types of investigation: criminal investigation, child protection investigation or

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disciplinary/misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but this will not necessarily be the case.

Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, this will be dealt with as a misconduct issue.

If the allegation is about poor practice by the school's designated person, or if the matter has been handled inadequately and concerns remain, it should be reported to the chair of the management committee, who will advise how to deal with the allegation and whether or not the school should initiate disciplinary proceedings.

Internal enquiries and suspension

The designated person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, the school will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the school must reach a decision based upon the available information. This might suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person must remain of paramount importance throughout.

What to do if you suspect that abuse may have occurred

1 You must report your concerns immediately to the designated person at your school.

Step-by-step guidance for staff/volunteers on dealing with their earliest concerns is provided on the card 'What to do if you are worried that a child is being abused'. This guidance is produced by the Department of Health and endorsed by the local authority. Copies of the card must be available to every member of staff and volunteer.

The designated person will:

- obtain information from staff/volunteers, children/young people or parents/carers who have child protection concerns and record this information
- assess the information quickly and carefully and ask for further information, as appropriate
- consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries
- ensure that the parents/carers of the child/young person are contacted as soon as possible, following advice from the social services department
- make a referral to a statutory child protection agency or to the police without delay.

If the school's designated person is the subject of the suspicion/allegation, the report must be made to the chair of the management committee, who will refer the allegation to social services.

2 Suspicions will not be discussed with anyone other than those named above.

3 It is the right of any individual to make direct referrals to the child protection agencies. If, for any reason, you believe that the designated people have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

4 If a child makes a disclosure of abuse:

- make notes as soon as possible (ideally within one hour of being told)
- write down exactly what the child/young person has said, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place)
- record dates, times and when you made the record
- keep all your handwritten notes secure
- report your discussion to the designated person as soon as possible
- if the designated person is implicated, you need to report to the second designated person
- if both are implicated, report to social services
- do not discuss your suspicions or allegations with anyone other than those nominated above

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- the designated person must consider carefully whether or not it is safe for a child/young person to return home to a potentially abusive situation, and, if necessary, they should take immediate action to contact social services in order to discuss putting safety measures into effect.

Allegations of physical injury or neglect

If a child/young person has a symptom of physical injury or neglect, the designated person will:

- contact social services for advice in cases of deliberate injury or concerns about the safety of the child/young person, but they must not inform the parents/carers
- seek emergency medical attention if necessary
- inform the child's/young person's doctor of any suspicions of abuse
- in other circumstances, speak with the parent/carer and suggest that medical help/attention is sought for the child/young person
- if appropriate, encourage the parent/carer to seek help from social services
- if the parent/carer fails to act, seek advice from the Local Safeguarding Children Board
- in the case of real concern, contact social services for advice.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the designated person will:

- contact the social services duty social worker for children and families directly, but must not speak to the parent or to anyone else
- seek advice from the Local Safeguarding Children Board
- collect and clarify the precise details of the allegation or suspicion and provide this information to social services, but should not attempt to carry out any investigation into the allegation or suspicion of sexual abuse
- while allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to social services.

Responding to a child making an allegation of abuse

- It is important **not** to make promises that you may not be able to keep. Do **not** say that you will keep confidential what a child/young person is about to tell you, as you may have a duty to share it with others.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Stay calm and listen carefully to what the child/young person is saying.
- Allow the child/young person to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/young person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- As soon as possible, record in writing what was said, using the child's/young person's own words.
- Make a note of the date, time, any names mentioned and to whom the information was given, and ensure that the record is signed and dated.

Helpful statements to make

- 'I believe you (showing acceptance of what the child/young person says).'
- 'Thank you for telling me.'
- 'It's not your fault.'
- 'I will help you.'

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Do not say:

- 'Why didn't you tell anyone before?'
- 'I can't believe it!'
- 'Are you sure that this is true?'
- 'Why? Who? When? Where?'

Never make promises you can't keep.

Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children/young people, parents/carers and members of staff/volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The Directory of the British Association for Counselling is available from the British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, tel: 01788 550 899, fax: 01788 562189.

Reporting allegations or suspicions of abuse

If you have any concerns about a child/young person being abused, you should inform the designated person named below immediately or if not present, the Directors of the German Saturday School North London. In all cases, the London Borough of Barnet will be informed/

Organisation: German Saturday School North London

Name: Cornelia Lange

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Job/role:Child Safety Officer

Address:Cophall School, Pursley Road, NW7

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Important contacts outside the organisation

- Local Safeguarding Children Board has changed into Barnet Safeguarding Children Partnership:
<http://thebarnetscp.org.uk>.....

Head of BSCP: Andrew Taylor, for the London Borough of Barnet

Emergency number: 0208 359 2000(switch board)

Police station: Colindale Station: Grahame Park Way, Colindale, London, NW9 5TQ.....

Telephone: 020 82001212

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NSPCC Child Protection Helpline: 0808 800 5000

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Reporting suspected abuse

Confidential recording sheet

Organisation:

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Name of person reporting:

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Name of child/young person:

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Age and date of birth:

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Ethnicity:

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Religion: First language:

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Disability:

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Parent's/carer's name(s):

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Home address:

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Postcode: Tel:

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Are you reporting your own concerns or someone else's? Please give details.

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Give a brief description of what has prompted the concerns – include date, time and an outline of specific incidents.

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Any physical signs? Behaviour signs? Indirect signs?

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Have you spoken to the child/young person? If so, what was said?

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Have you spoken to the parent(s)/carer(s)? If so, what was said?

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Has a specific person been alleged to be the abuser? If so, please give details.

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Have you consulted anyone else? Please give details.

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Name of person reported to:

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Date of reporting:

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Signature of person reporting:

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Today's date:

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Action taken:

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Notes

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Policy agreed on behalf of the management committee

Signed:

Date: