

**THE FALCONS
PRE-PREPARATORY
SCHOOL FOR BOYS**
INCLUDING THE EARLY YEARS FOUNDATION STAGE



**SAFEGUARDING CHILDREN
POLICY**

Child Protection Officers
Gordon Milne (Headmaster) and
Henk Weyers (Deputy Head)

Introduction

Safeguarding and promoting the welfare of children is defined in the **Safeguarding Children and Safer Recruitment in Education 2007** document as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances

The health, safety and well being of all our children is of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture, sexual orientation or disability. They have a right to be safe in our school. To do this we depend upon effective working partnerships between staff, parents and outside agencies.

The atmosphere within our school is one that encourages all children to do their best, to be proud of their achievements and to respect others.

Our teaching of Personal, Social and Health Education and Citizenship (in conjunction with our Every Child Matters Policy) helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them. We provide opportunities that enable our children to take and make decisions for themselves.

Aims and Objectives

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- That it will be made clear to staff applying for posts within the School that the position is exempt from provisions of the Rehabilitation of Offenders Act 1974.
- Staff will be made aware of the Childcare Act (2006) and Every Child Matters (2003).
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- To ensure effective communication between all staff when dealing with child protection issues;
- To lay down the correct procedures for those who encounter an issue of child protection.
- To ensure that all staff are trained to a relevant level on a regular basis (staff at Level 1 Basic Awareness, SMT at Level 2 and Named Person at Level 3)

Responsibilities of the School

We recognise that because of the day to day contact with children, staff are well placed to observe the outward signs of abuse. The school will therefore make sure all new staff and volunteers are aware of our child protection procedures and policies.

The staff at Falcons School for Boys fully recognise their professional responsibilities for protection from harm to all children in our care. Our policy applies to all staff, volunteers and everyone working in the school.

Our responsibilities are:

- Ensuring we practise safe recruitment, in accordance with the Criminal Record Bureau, when checking the suitability of staff, teaching, administrative, and volunteers who work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with the agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.
- Ensuring children know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to:

- Ensure that the proprietor takes responsibility for overseeing the Safeguarding Policies and Procedures and that they are reviewed annually to include the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses within the procedures will be remedied immediately.
- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (Level 2 training as a minimum, Level 3 training desirable)
- Ensure every member of staff (including temporary and supply staff and volunteers) and Head Office knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the Parent Handbook.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

Safer recruitment and selection

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. All recruitment materials will include reference to the school's commitment to safeguarding and promoting the welfare of its pupils. It also includes undertaking interviews and, where appropriate, List 99 and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- A CRB Enhanced Disclosure is obtained for **all** new paid appointments to the school's workforce
- A CRB Enhanced Disclosure is obtained for all volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact
- Schools will ensure that any contracted staff are CRB checked where appropriate
- Schools must keep a single central record detailing a range of checks carried out on their staff
- All new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- Schools must satisfy themselves that supply staff have undergone the necessary checks
- Identity checks must be carried out on all appointments to the school workforce before the appointment is made
- Since 1 January 2010 it has been mandatory that any appointments of school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement

Gordon Milne (Headteacher), Henk Weyers (Deputy Head), Juliette MacDonald (Director of Studies) and Belinda Knight (Early Years Coordinator) have undertaken the Children's Workforce Development Council Safe Recruitment training www.cwdcouncil.org.uk or www.safeguardingchildren.co.uk. (Previously NCSL on-line Safer Recruitment training). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Safer working practice

The school has adopted and made all staff and volunteers aware of the DCSF "Guidance for safer Working Practice for Adults who work with Children and Young People in Education Settings" available on Teachernet, in the school staffroom and in the Policies Handbook to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that pupils are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Discuss and/or take advice from school management over any incident which may give rise to concern
- Record any incidents or decisions made
- Apply the same professional standards regardless of gender or sexuality
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

Safeguarding information for pupils

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHE materials and circle time are used to help pupils learn how to keep safe. This is supplemented by material from appropriate charities and agencies e.g. Childline and NSPCC. We make the boys aware of these arrangements through assemblies, form time and PSHE lessons.

Partnership with parents

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. Parents can report concerns if they are worried a child is at risk of harm to the school, but also by accessing the following websites for information for parents:

www.hounslow.gov.uk/local_safeguarding_children_board
NSPCC www.nspcc.org.uk
CEOP www.ceop.gov.uk
Parents Protect www.parentsprotect.co.uk
www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/useful_information/adviceforparents
www.direct.gov.uk.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/DG_4016091
www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/index.htm

Falcons Boys School also has additional policies on internet safety which parents can request from the office.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with Headteacher, Deputy Headteacher and EYFS Coordinator.

We make parents aware of our policy and guidance through our Parent Handbook and on our school website.

Parents are made aware that they can view this policy on request.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- Every Child Matters and PHSE Policies
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Procedures for children not collected at designated time

If a child is not collected at the end of the day (or after a school club) and ten minutes has elapsed, the boy should be taken to the school office for a call to be made to his parents/guardian. If a nursery boy is not collected at the end of the morning session, at 12 mid day, he should remain in the nursery for the afternoon session until his parents are able to collect him.

If parents cannot be contacted then the boy should be taken to after school care club whilst the office or SMT member continues to contact the parents. If at the end of after school care (5pm), parents have still not been contacted, the boy will be given into the care of a member of the senior management team who will continue to try and reach the parents using all the contact details in the boy's file. If contact is still not made, then the Headmaster will be informed and a decision will be taken by him as to the next steps.

Procedures : Child Protection

Should a case arise, staff should approach one of the named child protection coordinators, The Headmaster and Deputy Head teacher. The School's child protection procedures will then come into practice. Any information disclosed by the child must be recorded and dated and passed on to the Child Protection Coordinator immediately (on the schools pro forma). It is then the responsibility of the Coordinator to take the necessary steps, in discussion with the reporting adult. It is not the responsibility of the reporting adult to talk to the parents or outside agencies, unless requested by the coordinator; all information must be treated with complete confidentiality and sensitivity. In the event of a concern being raised about the named protection officers then Alpha Plus Director of Schools will be informed This is in accordance with and meeting the

criteria set down in the DfES Circular 10/95 "Protecting Children from Abuse: the role of the Education Service".

If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect. The child should be given as much time and attention as he needs. The teacher should make a careful record of all events and pass it on to the named person

The school's named coordinator co-operates with the Social Services department and the Area Child Protection Committee (ACPC contact- Lyn Wilson 02085832785), when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.

If a child alleges abuse, the school can make a referral without communicating with parents first although in some circumstances we inform parents first.

If a child protection referral is made, a case conference is held within the timescale recommended by the local education authority. The case conference offers the opportunity to share information and formulate a plan of action. Staff may be asked to attend and participate in all case conferences and meetings held under the LEA guidelines.

We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.

We require all adults employed in school to have their application vetted through the CRB Procedure, in order to ensure that there is no evidence of offences involving children or abuse in reference to 'Safeguarding Children: Safer Recruitment Selection in Education Settings' DfES publication no. 1568/ 2005.

Training

All Staff will receive basic child protection awareness at the start of their employment at the Falcon School for Boys; this will be led by the School's Child Protection Coordinators. It will involve raising awareness of Child Protection issues as well as procedures and responsibilities of individuals with regard to disclosure and suspicion of abuse. They will also receive certificated training at the earliest possible date. All staff will be expected to attend a certificated training course, arranged by the school, on a biennial basis.

Parents

Parents are expected to help their children to behave in non-violent and non-abusive ways towards both staff and other pupils. Parents will be informed if it was necessary to use minimal force to protect a pupil from injury or to prevent a pupil from harming others or of any accidental bruising that has occurred during the school day.

Parents should always inform the school of any accidental bruising or other injuries that might otherwise be misinterpreted. They should also inform the school of any changes in home circumstances, such as the death of a member of the family, separation or divorce, which might lead to otherwise unexplained changes in behaviour or characteristics.

Parents can feel confident that procedures are in place to ensure that all staff appointed have undergone procedures to ensure that they are suitable to work with children. All voluntary helpers undergo similar procedures including a 'List 99' police check.

Every staff member has an enhanced CRB disclosure. We ensure that all parents at Falcons School for Boys know how to make a formal complaint about a staff member or volunteer in our school through our Complaints Policy, which is available through the office, in the Parent Handbook and on the website. We will take guidance from our local authority (Hounslow) and Alpha Plus should an allegation be made. We respond to any disclosure by children or staff that abuse by a member of staff may have taken place or is taking place, by first recording the details of the alleged incident and then immediately contacting the Named Child Protection Officer, who will seek appropriate advice and take action.

We refer any such complaint to Hounslow ACPC. We will then co-operate entirely with any investigation carried out by social services in conjunction with the police.

Contact Details

- If you or a child is in immediate danger you should always phone 999.
- If you are concerned that a child is being abused you can phone Hounslow ACPC on 0208 5832785.
- We also work closely with the local police. They have a specialist team who deal with Child Protection. You can contact them on 0300 123 1212.

Please note The Police say in principle that following "due process" means that you should contact Initial Response team and then them. It sometimes works the other way though, because circumstances dictate this. Police are called first and then specialist Children's services IRT. The police say that they are also happy to give advice and that much of their referral work comes through schools.

Safeguarding Procedure

Should a child's appearance and behaviour give a member of staff serious cause for concern, the following steps should be taken:

- Talk carefully with the child. Take great care to ask appropriate questions – do not lead or probe beyond the bounds of pupil/teacher relationship and do not prolong the questioning. Make the child feel safe and if he is reluctant to talk, let him go but reassure him of your availability should he wish to confide in you another time.
- Do not at any time promise complete confidentiality to the discloser; explain that you will have to share this information in order to help keep the discloser and other people safe.
- Fill in a concern sheet and discuss your suspicions/unease with the CPO/Head teacher.
- If it is felt appropriate at this stage, the school will share the concern with parents, the CPO and the Head teacher who will discuss the most appropriate way to approach parents, and which staff should be involved at each stage. It may be appropriate for the class teacher to make an initial approach (meetings must include an additional staff member) the CPO to make the second approach, each situation will be dealt with on an individual basis. All meetings will be recorded and a copy of the minutes given to the office to be placed on file.

- If the behaviour/physical manifestations continue, parents must be notified that the situation will need to be addressed with the Social Services.
- Referral decision then taken based on information/observations gathered to date. Head/CPO, initial staff member, Social Services and Police if involved.
- Strategy meeting held with Headteacher, initial staff member and representatives from ACPS.

Where a child makes a disclosure to a member of staff, that member of staff:

1. Offers reassurance to the child; listens to the child and gives reassurance that he or she will take action.

The member of staff does not ask questions. The staff member makes a record of the child's name, address, age, date and time of the observation or disclosure, an objective record of the disclosure, the exact words spoken by the child (as far as possible), the name of the person to whom the disclosure was reported with date, time, and the names of any other people present at the time. The member of staff does not make any promises to the child "not to tell."

2. Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, (as soon as possible but within 24 hours) except where the guidance of the local Safeguarding Children Committee does not allow this. This will usually be the case where the parent is the likely abuser. In this case, the investigating officer will inform parents.
3. Any person having concern for the welfare of a child should at once raise the matter with the designated person.
4. The designated person will take action as seems appropriate to minimise any further risk to the child and maintain confidentiality at all times.
5. Accurate records will be kept of all calls, minutes and outcomes relevant to the matter. All records will be dated and signed by the person completing them.
6. All records will be treated as highly confidential and kept locked in a separate file. They will not be accessible to anyone other than the Head teacher/ designated person.
7. The School operates in accordance with local authority guidelines. They will inform all appropriate bodies of any serious harm and abuse within 14 days. If the School feels they have not received an adequate explanation as to the child's condition any confidential records may be shared with the local Safeguarding Children Board.
8. Where abuse at home is suspected, Falcons School for Boys will continue to welcome the child and family while investigations proceed.
9. The care and safety of the child must always be paramount and Falcons School for Boys will do everything it can to support and work with the family.

Monitoring and Record Keeping

It is essential that accurate records be kept where there are concerns about the welfare of a child. These records are kept in secure confidential files, which are separate from the child's school records. It is important to recognise that regulations published in 1989 do not authorise or require the disclosure to parents of any written information

relating to Child Protection. However it is preferable, where circumstances allow, that parents be informed of and agree to any referral being made (unless it relates to sexual abuse).

Staff must keep the CPO informed of:

- poor attendance & punctuality
- concerns about appearance and dress
- changed or unusual behaviour
- concerns about health and emotional well being
- deterioration in educational progress
- discussions with parents about concerns relating to their child
- concerns about home conditions or situations
- concerns about pupil on pupil abuse (including serious bullying)

When there is suspicion of significant harm to a child and a referral is made as much information as possible should be given about the nature of the suspicions, the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect.

All communications, whether verbal or written, are strictly confidential and only when the Child Protection Coordinator deems it appropriate, will it be opened up to other members of staff.

This procedure for child protection will be reviewed annually in conjunction with the proprietor. Support must be given to members of staff involved in child protection referral and, in the interest and protection of all staff, the procedure for child protection shall be under continual review in order to eliminate any bad practice.

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

- a) behaved in a way that has harmed a child or may have harmed a child
- b) possibly committed a criminal offence against or related to a child, or
- c) has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

we will apply the same principles as in the rest of this document.

We will always follow the Hounslow procedures as detailed at:
www.hounslow.gov.uk/local_safeguarding_children_board

We will also follow the NSPCC Guidance given in 'Managing allegations against people who work with children: Summary of Procedures (England).

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in a lockable filing cabinet in the Head's study, which is designated for all Child Protection Records.

Whilst we acknowledge such allegations (as all others) may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action

- The person who has received an allegation or witnessed an event will immediately inform the Headteacher and make a record

- In the event that an allegation is made against the Headteacher the matter will be reported to the Alpha Plus Director of Schools, who will proceed as the 'Headteacher'.
- The Headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The Headteacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The Headteacher will consult with Local Authority Designated Officer LADO (lyn.wilson@hounslow.gov.uk – tel: 020 8583 3064) in order to determine if it is appropriate for the allegation to be dealt with by school, or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Headteacher will inform the Alpha Plus Director of Schools of any allegations.

A decision to dismiss an employee may result in Alpha Plus submitting information to the DfES and ISA for consideration of whether the employee should be included in the list of people considered unsuitable to work with children.

This policy should be read in conjunction with the Anti-Bullying Policy and the Alpha Plus Disciplinary Procedures

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Appendix 1

The Falcons School for Boys

Disclosure/ Child Protection

Discloser's name-	Reported by-
Child's name (if not discloser)-	
Class-	D o B-
Date-	Time-
GP-	Position in family-
Collected by-	
Address-	

Concerns

Disclosure

Suggestions- To be filled in with Child Protection Coordinator

Parents informed- Yes/ No

Date-

Time-

Other agencies involved-

Date-

Time

Conclusions

Appendix 2

The Falcons School for Boys

Pastoral Care Concern

Pupil's Name:	D.O.B:	Class:
Teacher:	Date:	
<i>Details of incident/concern:</i>		
<u>Action Taken:</u>		

Appendix 3

What to do if a child approaches you to discuss allegations of abuse

Any member of staff who has contact with children at Falcons School for Boys may be approached by a child who needs to talk about something in confidence. Here are some basic principles to follow if this happens to you.

What to do	What not to do
<p>Stay calm</p> <p>Listen, hear and believe</p> <p>Give time to the person to say what they want</p> <p>Reassure and explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed</p> <p>Act immediately in accordance with the procedure in the Child Protection Policy</p> <p>Record accurately in writing as soon as possible what was said and without personal comment</p> <p>Report to the Child Protection Officer only</p>	<p>Do not panic. Don't over react. It is extremely unlikely that the child is in immediate danger</p> <p>Do not probe for more information. Questioning the child may affect how the disclosure is received later on</p> <p>Do not make assumptions. Do not paraphrase or offer alternative explanations or suggestions</p> <p>Do not promise confidentiality to keep secrets or that everything will be OK (it might not)</p> <p>Do not try to deal with it yourself</p> <p>Do not make negative comments about the alleged abuser. Do not make personal observations. Do not make a child repeat a story unnecessarily</p> <p>Do not 'gossip' with colleagues about what has been said to you</p>

It is the duty of anyone who works with children at Falcons School for Boys to report any suspicions or disclosures of abuse. This includes teachers, teaching assistants, kitchen and lunch staff, office staff, peripatetic music staff and supply staff. It is not for the individual member of staff approached to decide whether or not a suspicion or allegation is true. All must be taken seriously and dealt with according to the policy and procedures laid down at Falcons School for Boys.

Appendix 4 Definitions and Symptoms of Abuse

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse. These different types of abuse require different approaches. A child suffering from physical abuse may be in immediate and serious danger. Action should, therefore, be taken immediately. With other forms of abuse there is a need to ensure that adequate information is gathered.

There is also a need to make sure that grounds for suspicion have been adequately investigated and recorded. The need to collate information must be balanced against the need for urgent action. If there are reasonable grounds for suspicion then a decision to monitor the situation should only be taken after consultation. A situation that should cause particular concern is that of a child who fails to thrive without any obvious reason. In such a situation a medical investigation will be required to consider the causes.

Physical Injury

Symptoms:

- bruises and abrasions - especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. Some types of bruising are particularly characteristic of non-accidental injury especially when the child's explanation does not match the nature of injury or when it appears frequently
- slap marks — these may be visible on cheeks or buttocks
- twin bruises on either side of the mouth or cheeks - can be caused by pinching or grabbing, sometimes to make a child eat or to stop a child from speaking
- bruising on both sides of the ear — this is often caused by grabbing a child that is attempting to run away. It is very painful to be held by the ear, as well as humiliating and this is a common injury
- grip marks on arms or trunk - gripping bruises on arm or trunk can be associated with shaking a child. Shaking can cause one of the most serious injuries to a child; i.e. a brain haemorrhage as the brain hits the inside of the skull. X-rays and other tests are required to fully diagnose the effects of shaking. Grip marks can also be indicative of sexual abuse
- black eyes – are mostly commonly caused by an object such as a fist coming into contact with the eye socket. NB. A heavy bang on the nose, however, can cause bruising to spread around the eye but a doctor will be able to tell if this has occurred
- damage to the mouth – e.g. bruised/cut lips or torn skin where the upper lip joins the mouth
- bite marks
- fractures
- poisoning or other misuse of drugs – e.g. overuse of sedatives.
- burns and/or scalds – a round, red burn on tender, non-protruding parts like the mouth, inside arms and on the genitals will almost certainly have been deliberately inflicted. Any burns that appear to be cigarette burns should be cause for concern. Some types of scalds known as 'dipping scalds' are always cause for concern. An experienced person will notice skin splashes caused when a child accidentally knocks over a hot cup of tea. In contrast a child who has been deliberately 'dipped' in a hot bath will not have splash marks.

Neglect

Symptoms:

- Dirty
- Lack of appropriate clothing
- Smells of urine
- Unkempt hair
- No parental interest
(a distinction needs to be made between situations where children are inadequately clad, dirty or smelly because they come from homes where neatness and cleanliness are unimportant and those where the lack of care is preventing the child' from thriving.)
- Underweight — a child may be frequently hungry or pre-occupied with food or in the habit of stealing food or with the intention of procuring food. There is particular cause for concern where a persistently underweight child gains weight when away from home, for example, when in hospital or on a school trip. Some children also lose weight or fail to gain weight during school holidays when school lunches are not available and this is a cause for concern.
- Body sores
- Not wanting to communicate
- Behaviour problems
- Attention seeking
- Lack of respect
- Often in trouble – police
- Bullying
- Use of bad language
- Always out at all hours
- Stealing
- Lack of confidence – low self-esteem
- Jealousy

Sexual Abuse

- a detailed sexual knowledge inappropriate to the age of the child
- behaviour that is excessively affectionate or sexual towards other children or adults
- Attempts to inform by making a disclosure about the sexual abuse often begin by the initial sharing of limited information with an adult. It is also very characteristic of such children that they have an excessive pre-occupation with secrecy and try to bind the adults to secrecy or confidentiality
- A fear of medical examinations.
- a fear of being alone — this applies to friends/family/neighbours/baby-sitters, etc
- A sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa.
- Excessive masturbation is especially worrying when it takes place in public.
- promiscuity
- Sexual approaches or assaults - on other children or adults.
- Urinary tract infections (UTI), sexually transmitted disease (STD) are all cause for immediate concern in young children, or in adolescents if his/her partner cannot be identified.
- Bruising to the buttocks, lower abdomen, thighs and genital/rectal areas. Bruises may be confined to grip marks where a child has been held so that sexual abuse can take place.
- Discomfort or pain particularly in the genital or anal areas.
- The drawing of pornographic or sexually explicit images.
- withdrawn
- rejecting physical contact or demanding attention

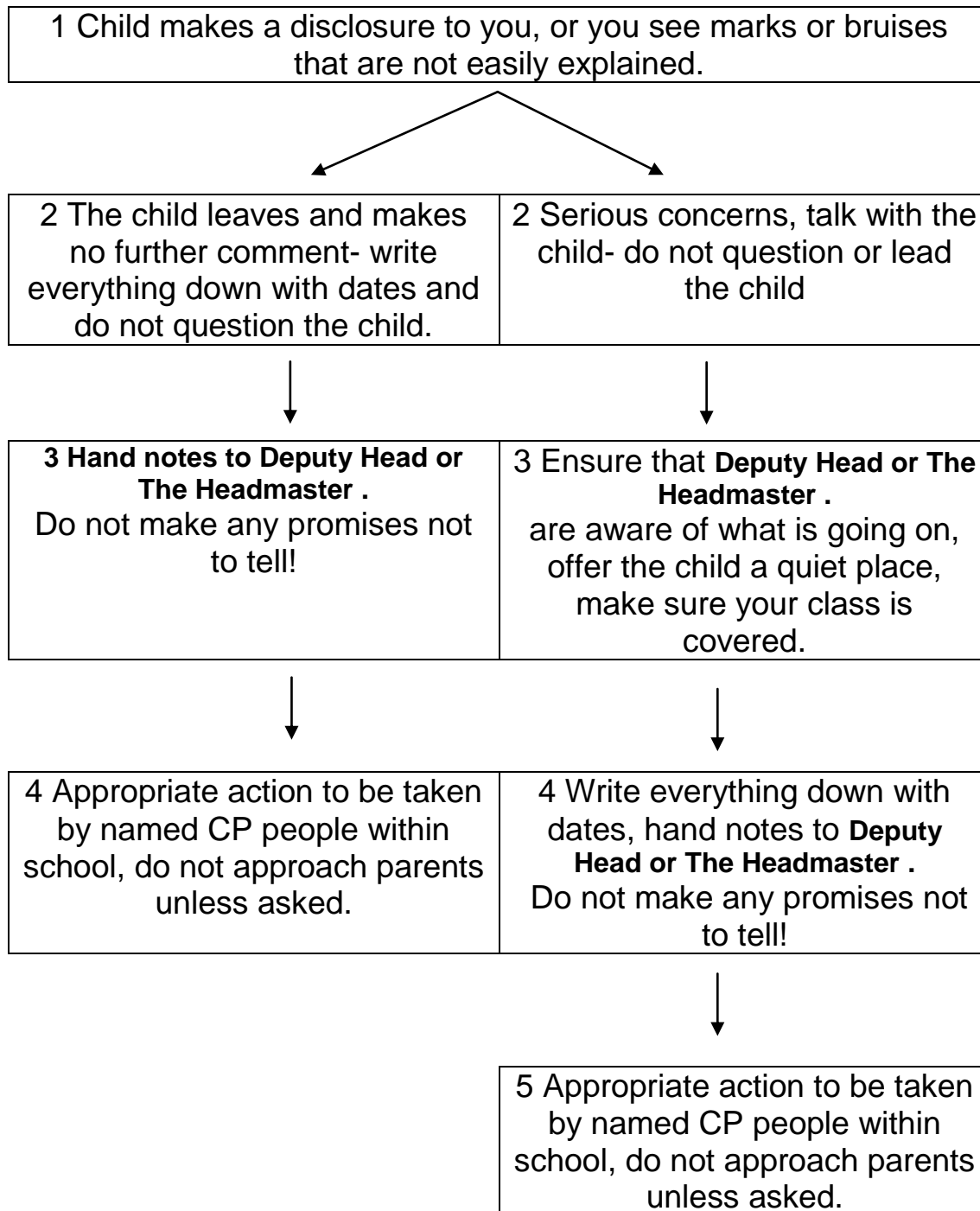
Emotional Abuse

Symptoms:

- Crying
- Rocking
- Withdrawn
- Not wanting to socialise
- Cringing
- Picking up points through conversation with children
- Bad behaviour
- Aggression
- Behaviour changes
- Bribery by parent
- Self infliction
- Lack of confidence
- Attention seeking
- Isolation from peers – unable to communicate
- Clingy
- Afraid of authoritative figures
- Treating others as they have been treated

Child Protection Procedures

At no point do you discuss CP issues with anyone else other than the named CP people within school or adults directly involved with the child.



Code of Behaviour - for All Staff and Volunteers

Interaction with Pupils: Model Code of Conduct for Staff

You must not:-

1. Staff and volunteers **should not** spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting. Staff should not put themselves in a compromising position.
2. Staff and volunteers are **advised not to** make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child.
3. Staff and volunteers **should not** start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.
4. Staff and volunteers should **never** (even in fun) –
 - a. Initiate or engage in sexually provocative conversations or activity.
 - b. Allow the use of inappropriate language to go unchallenged.
 - c. Do things of a personal nature for children that they can do themselves.
 - d. Allow any allegations made by a child go without being reported and addressed or either trivialise or exaggerate child abuse issues.
 - e. Make promises to keep any disclosure confidential from relevant authorities.
5. Staff or volunteers **should not** show favouritism to any one child, nor should they issue or threaten any form of physical punishment.

You must:-

1. Staff and volunteers **must respect** children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
2. Staff and volunteers **will be expected** to act with discretion with regard to their personal relationships. They should ensure their personal relationships do not affect their role within the school.
3. All staff and volunteers **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the designated persons.
4. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, **they should** make others aware of this.
5. If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this immediately to a designated person.