



# Bourneville School and Sixth Form Centre

**Business Enterprise and Music College** *where learning leads to great opportunities*

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Bourneville School fully recognises its responsibilities for Child Protection. Its Child Protection Procedures and Practice follow the LA Guidelines issued in March 2008.

## Child Protection Policy

### 1.0 Aim

- 1.1 Whilst the prime focus of Bourneville School is to secure the best educational provision for the child, the Bourneville School recognises that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;
  - 1.1.2 all appropriate actions to be taken 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;
  - 1.1.3 all persons working at this school/service to be made aware of this policy.
- 1.2 We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school/service will often, by virtue of their day-to-day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.
- 1.3 In order to protect our children, we aim to:
- 1.3.1 Create an atmosphere where all our children can feel secure, valued and listened to
  - 1.3.2 Recognise signs and symptoms of abuse
  - 1.3.3 Respond quickly and effectively to cases of suspected abuse

- 1.3.4 Monitor and support children at risk
  - 1.3.5 Use the curriculum to raise children's awareness, build confidence and skills
  - 1.3.6 Work closely with parents/carers and support external agencies
  - 1.3.7 Ensure that all adults within our school/service who have access to children have been checked as to their suitability (refer to personnel policy)
- 1.4 Bournville school will support children by:
- 1.4.1 Encouraging self-esteem and appropriate self assertiveness whilst not condoning aggression or bullying
  - 1.4.2 Promoting a caring, safe and positive environment within the school.
  - 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 1.4.4 Notifying Children's Services via the approved mechanisms as soon as there is a significant concern.
  - 1.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

## **2.0 Designated Personnel**

- 2.1 Designated Senior Person (DSP) for Child Protection – **Sarah Douglas, ext 269 office in Morris Building.**
- 2.2 Designated Senior Person Deputy – Tim Spencer and Another from April 28<sup>th</sup> 2010
- 2.3 Headteacher **Barbara Easton** (deputy in an emergency).

## **3.0 The role of all staff and other persons within the schools settings**

- 3.1 All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-
  - 3.1.1 Trained and aware of potential indicators of abuse.
  - 3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns.
  - 3.1.3 Informed on how to report any concerns to their Designated Senior Person(s) for Child Protection.
  - 3.1.4 Informed on how to report any concerns relating to staff to their Headteacher.
  - 3.1.5 Informed on how to report any concerns relating to their Headteacher.

## 3.2 Listen to children.

3.2.1 Create the opportunity and environment for children to be able to talk about their concerns.

3.2.2 Establish systems to enable cover for the member of staff listening to a child's concerns.

3.2.3 Always:

- Report on as soon as you have a concern.
- Record information verbatim using the actual words of the child and noting any questions the child raises.
- Note dates, times, who are present, positions in the room, anything factual about the child's appearance.
- Pass these notes to DSP.
- If possible use a silent witness.

### **Never:**

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement.
- Arrange a medical examination.

**3.2.4 Whilst it is appropriate to gather some initial information from the child, staff in schools and Education Services should not attempt to investigate the matter once there are indications of concern.** It is essential to involve the Designated Senior Person for Child Protection (DSP) immediately and for the DSP to refer the matter quickly to Children's Services where this is indicated.

**3.2.5 If a Bruise or a Mark or a Change in Behaviour is Noted.**

It is appropriate to speak to the child about it in a simple way by using open-ended questions. I.e. being careful not to suggest a cause. The child's response should be carefully noted and recorded accurately if there is any concern. The child's general behaviour is unusual or if there appear to be inconsistencies in the child's explanation. This must be carefully recorded as an observation of what is seen and heard. The DSP must be contacted immediately once a concern is identified and no attempt should be made to enquire further.

- 3.2.6 Children may show that they have marks which are relatively easily visible without a full personal examination. Marks which are visible must be noted and described, identifying the position, shape, size and colour. Whilst recording what is seen is an essential task for schools and services, it is not appropriate for non-medical staff to make a medical judgement on their significance. **Photographs of marks or bruises must not be taken and children must not be asked to remove clothes for the purpose of a detailed personal examination.** Schools must never attempt to arrange medical examinations for child protection purposes.
- 3.2.7 The recording of information from a child needs to be very accurate and the DSP must be contacted immediately if there is any concern. An Incident Report must be completed (see Appendix A for the Incident Report Proforma). If the child gives what appears to be a satisfactory explanation this should be recorded on the Incident Report. The DSP will make a referral if there is a concern.

### 3.3 If Children Begin to Disclose Information about Abuse

- 3.3.1 **The main role of all staff when a child begins to disclose something painful is to listen reassuringly and to be supportive to the child in expressing what he/she is trying to say without leading the child.** Children and young people may try a number of times to speak to adults about matters which are very personal so a supportive, caring, patient, listening attitude is required.
- 3.3.2 If children are disclosing information it is important to listen without asking questions. However, you may need clarification in some instances in which case it is important not to ask leading questions but ask open questions (e.g. "tell me what happened?") but care must be taken not to put words a child's mouth (e.g. "your mother/father must have made you very upset...")
- 3.3.3 Professional sensitivity is essential but children cannot be guaranteed confidentiality. Children must be assured however that only those who need to know will be informed. Teachers and other staff in Education Services have a duty to report any matter which may involve significant harm to a child even when the child is concerned about this. Children should be given assurances that the information will be handled very carefully and older children will certainly be involved in

the discussion about what to do about the concern. Any anxieties of a child should be carefully noted and this information should be passed on as part of the referral.

### **3.4 Obtaining Information from Children**

**3.4.1 Schools or Education Services should never attempt to investigate child protection concerns – their role is limited to establishing basic initial information to pass on to CS. The guidance below is intended to help in obtaining that limited initial information from a child.** This guidance may also assist in internal enquiries (e.g. Under the Disciplinary Codes) when it has been determined with CS that child protection procedures will not be pursued.

**3.4.2 Questions should be limited and open-ended and sensitive to the child's age, ability and understanding.** They should never be leading questions. Examples of open ended questions are:-

- Has something happened to you?
- Can you tell me what happened?
- Where did it happen?
- When did it happen?
- What has upset you? (after being told by the child s/he was upset)

**3.4.3** Examples of Leading questions to be avoided are “was it your Dad who hit you?” “or “does your brother bully you?” or “so that must have upset you?”.

## **4.0 Supporting Staff**

**4.1** We recognise that staff working in the school/service who have been involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

**4.2** We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

**4.3** All staff are able to access confidential support and counselling through for example Birmingham City Council Staff Careline, Teacher Support network.

## **5.0 The role of the DSP**

5.1 The Designated Senior Person is responsible for:-

- 5.1.1 Adhering to the Birmingham Safeguarding Children's Board, Education and school/service procedures with regard to referring a child if there are concerns about possible abuse.
- 5.1.2 Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral.
- 5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from a child's record.
- 5.1.4 Liaison and joint working with Children's Services, and other relevant agencies.

## **6.0 Reporting Procedures**

- 6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Children's Services or the need for any other action to be taken.
- 6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.
- 6.3 Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

## **7.0 Allegations**

- 7.1 All child protection allegations relating to staff must be reported directly to the Headteacher/ (and not the DSP) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Children's Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of

any proof or of any guilt. Advice should always be taken from the Employee Relations Team in this respect.

- 7.4 Any complaint or concern of a child protection nature received by any person and relating to the Headteacher must be passed in confidence to the Schools and Education CP Team 0121 303 5119 who will give advice and support including making contact with the Chair of Governors.
- 7.5 All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school/service policy/guidance in respect to safe conduct.
- 7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 7.7 Schools responsible for children in receipt of a managed care placement will also have a duty to inform CSCI (Commission for Children's Inspection), in cases of child protection concerns. The Designated Senior Person will also inform the Designated Teacher for Looked After Children/.

## **8.0 Procedure**

- 8.1 Bournville School adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures.
- 8.2 The Headteacher will identify a Designated Senior Person (DSP) for Child Protection co-ordination in the school. The Head will identify clearly who will deputise in the absence of the DSP and ensure that any such deputy is appropriately trained.
- 8.3 The DSP will ensure the following reporting and recording procedures are maintained:
  - 8.3.1 Incident report form (catalogued and cross references to the incident book)
  - 8.3.2 Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name signature and date of DSP receiving the report.)
  - 8.3.3 Child's school record

- 8.4 The Governing Body will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

## **9.0 Parents and Carers**

- 9.1 Parents and Carers will be made aware of the school/service policy through published information, via the website and newsletters and in initial meetings with parent and carers of new children. Parents and Carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Children's Services. It will be made clear that this is a legal obligation and not a personal decision.
- 9.2 A copy of this policy is available to all parents, carers and children upon request.

## **10.0 Teaching and Learning**

- 10.1 The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others. Through the ICT curriculum children and young people will address the issues of e-safety, as well as through Personal Learning lessons and through assemblies and tutorials.  
All children and young people are encouraged to tell adults of issues and problems they or their peers are experiencing.
- 10.2 The school will promote child support services through assembly and display of contact information, eg. Childline, Connexions, Birmingham Sign Posting Service.

## **11.0 Training**

- 11.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every 3 years. Link Governors will also receive training.
- 11.2 The DSP, Head and Deputy DSPs will be provided with Education Services

core training in order to carry out their role and will attend refresher-training updates every 2 years.

11.3 Child Protection training will be clearly cross-referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment, and confidentiality procedures.

11.4 The following record of training will be maintained by the DSP.

<b>Training</b>	<b>Date of Last Training</b>	<b>By Whom</b>
Named Governor	Rosemary Littlechild	
DSP (Core Training)	Sarah Douglas – October 2008	Bham Health Ed Unit
DSP (Core Training)	Tim Spencer – July 2010 Nicola Stapleton July 2010	
DSP update/refresher	Sarah Douglas – October 2010	As above
HT (Core Training)	November 2008	
Teaching and Support Staff (by individual name)	June 2007 March 2010	Barry Prever Sarah Douglas
Governor Training	March 2010	Sarah Douglas
Safer Recruitment	Barbara Easton Sue Webb – Ian MacKenzie Rosemary Littlechild Sarah Pinfield	

## **12.0 Visitors and Volunteers**

A summary of the schools procedures and the name of the DSP is displayed in the offices next to the signing in books for the information of visitors to the school. Name and contact details of the Designated Senior Person is displayed on the reverse of the visitor passes.

## **13.0 Review**

This policy will be reviewed annually by a Senior Designated Teacher



## **Appendices**

Appendix A – Child Protection Incident Report

Appendix B – School Report for Child Protection Conference

Appendix C – Useful Contact Numbers

Appendix D - Terms, Abbreviations and Acronyms used in this document.

Appendix E – Child Protection information 2009/10

Appendix F – Child Protection Information for visitors and volunteers







4. **Any Learning Difficulties And Progress In Meeting These**  
(e.g. Individual Education Plan, Stage in SEN Code of Practice etc)

5. **Attendance Pattern** (include a register printout where possible)

Who (if anyone) normally brings child to school:

6. **General Behaviour And Relationships With Adults And Peers**  
(Note any significant changes)

7. **Any Incidents Of Relevance**

8. **Parental Contact With School**

9. **Any Other Support Provided By School**

10. **Other Agencies/ Support Services Known To Be Involved**

11. Progress On Child Protection Plan (Review Conferences Only)

12. Other comments/ Observations

13. View On Registration Or De – Registration (if appropriate)

Signed: Date:

Contact person in school if not DSP:

Signed: Date:

Head Teacher:

14. Notes Of Decisions Made At Conference

## Appendix C

### ***Useful Contact Numbers***

Education Services Child Protection Team	0121 303 5119
Education Welfare Service Duty / EWS Area Managers:	
North Area	0121 303 8900
Central Area	0121 3031200
South Area	0121 303 8050
Health Education Unit (For Education Services Child Protection Training)	0121 303 8200
School and Governor Support – North	0121 303 2541
School and Governor Support – Central	0121 303 2259
School and Governor Support – South	0121 303 4692
Employee Relations	0121 303 2411
Police – Head Office	0845 113 5000
Children’s Service Area Offices:	
• Edgbaston & Northfield	0121 303 1888
• Erdington & Sutton Coldfield	0121 464 8022
• Ladywood & Perry Barr	0121 303 4362
• Selly Oak & Hall Green	0121 303 5050
• Small Heath & Sparkbrook	0121 303 2334
• Yardley & Hodge Hill	0121 303 6541
• <b>Emergency – out of office hours</b>	<b>0121 475 4806</b>

## Appendix D

### 5. Terms, Abbreviations and Acronyms used in this document.

- BC&YPD – Birmingham Children and Young People’s Directorate
- BSCB – Birmingham Safeguarding Children Board
- Children – Children and Young People
- CSCI – Commission of Children’s Inspection
- DSP – Designated Senior Person
- ER – Employee Relations
- EWS – Education Welfare Service
- Head – Head Teacher of Head of Service
- HEU – Health Education Unit
- HR – Human Resources
- LA – Local Authority
- List 99 – The Protection of Children Act 1999
- Parents and Carers – All persons having parental responsibility or undertaking actual care of the child.
- POCA – Protection of Children Act
- CS – Children’s Services
- Strategy meeting – a meeting of professional agencies
- Child Protection Conference – a meeting of professional agencies and parents / carers and on occasion the young person involved.

## Appendix E

### Child Protection 2009/10

General information for all staff to be issued to all staff at the start of each academic year

Senior Designated Teachers (DST) - 1 Sarah Douglas (A.H.T)  
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“If you see a child who, by their actions, condition, or who is behaving in a way that causes serious significant concern, you must report it to the DST who will then make a decision about how to proceed”.

**It is a legal obligation on all staff to follow these guidelines**

#### **Categories of abuse**

- (a) Persistent or severe neglect;
- (b) Physical abuse or injury;
- (c) Sexual abuse;
- (d) Emotional abuse;
- (e) Organised abuse.

#### **Dealing with disclosures**

Never promise confidentiality – make sure that the child knows you will have to pass the information on and to whom. Only ask the child **open** questions, e.g. “has something happened to you?” Do not ask **leading questions**, e.g. “was it your dad that hit you?”

If you make any notes – do not leave spaces at the end of lines, or if you do, initial them. Date and sign notes and then pass them to the STD.

#### **Five stages to help you deal with disclosure**

Receive Listen, remain neutral, and accept what the child says.

Reassure Stay calm; assure the child they have done the right thing – **don't** make promises. Alleviate feelings of guilt and shame, empathise with the child.

React Use only open questions, do not criticise the perpetrator, explain what happens next, inform DST.

Record Make notes as accurate as possible. Write up asap. Keep notes safe; be objective – say what you see and what you hear – not what you think.

Do not ask child to write down what happened – deemed by Police as giving a statement.

Support Create time and space for child; get support for yourself.

In Education we are a reporting agency – not an investigating agency. Social Services and the Police do this. You, by investigating, can contaminate the evidence.

### **Fundamental principles for protecting yourself**

- 1 Be as public as you can – meet pupils in publicly visible settings.
- 2 Do not work in isolation with a pupil.
- 3 If something goes wrong, then tell someone.

### **Physical contact**

- Always avoid unnecessary physical contact;
- Redirect attention away from any personal matters which may arise;
- Contact during class activities should be restricted to what is appropriate.
- If a child is distressed physical contact can be given but discretion should be used over the level and justification. Avoid this in a one to one isolated area.
- Apparently sexualised behaviour amongst pupils should be discouraged. Discuss with DST.

### **Use of force**

All other strategies should be used first –

- Pupil should be warned that force will be used;
- If possible summon another adult;
- The minimum amount of force used for minimum amount of time;
- Keep young person talking.

Physical restraint (Positive Handling Strategies) will normally only be necessary to prevent the pupil -

- Causing harm to himself/herself or others;
- Causing serious crime to property;

- Committing an act, which risks harm to other people.

Detailed records of any incident involving force should be kept. It is always advisable to inform parents of any incident and to allow the opportunity to discuss it.

## **Appendix F**

Summary of Child Protection Information for Visitors and Volunteers.

Bournville School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Bournville in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSP name.....

If this person is not available please contact

Deputy DSP name.....

Head teacher.....

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully and observations which could indicate abuse

- They should not attempt to investigate once the initial concern is raised
  - They should involve the Designated Senior Person (DSP) immediately
  - If the DSP is not available the Head or the Deputy DSP should be contacted
  - Disclosures of abuse or harm from children may be made at any time.
- If anything worries you or concerns you, report it straight away.

Approved by: .....

Signature:.....

Position:.....

Date:.....

Date for renewal: January 2011