

CHILD PROTECTION POLICY

1. Introduction

At Bury Grammar School Boys (BGSB) we are committed to ensuring the physical, emotional and moral safety of each boy in our care. We adhere to the Government policies *Safeguarding Children in Education (2004)* and *Every Child Matters: Change for Children (2005)* and play a full and active part in the multi-agency response to all aspects of child protection issues.

In line with the Every Child Matters agenda we aim to ensure that every boy:

- is safe;
- is healthy;
- has the opportunity to enjoy and achieve;
- makes a positive contribution; and
- achieves economic well being.

The school recognizes that when the above outcomes are not achieved children may become vulnerable. We seek to promote these outcomes as an integral part of our responsibility to ensure the safeguarding and protection of all those entrusted to our care.

We are fully committed to following the Bury Area Child Protection Committee procedures although it should be noted that many of our boys live in areas outside Bury. For fuller information on the Child Protection Process, please consult the BSCB Procedures for Safeguarding Children, a copy of which can be obtained from the School Office.

This policy refers to all boys in our care. 'Staff' refers to all teaching and non teaching staff who have contact with the boys.

This policy should be read in conjunction with the school's Confidentiality Policy.

2. Child Abuse and how to recognise it

Recognising child abuse is not easy and it is not our responsibility to decide whether or not a boy has been abused. Staff do, however, have a responsibility to pass on any concerns they may have. The following is taken from the BSCB guidelines.

What is child abuse?

Abuse can happen to a child at any age, from birth to when they have left school. It can happen in well-off families and in poor families; it can happen to children from any ethnic and cultural background; it can happen to children with or without disabilities; it can be deliberate or unintentional.

Abuse can happen because of the way adults or other children and young people behave towards a child; it can also result from adults failing to provide proper care for the children they look after. One child may suffer different kinds of abuse at the same time.

Emotional Abuse

Emotional abuse occurs when a child's basic needs for love, security, praise and recognition are left unmet. It may result in a child becoming withdrawn, nervous, unhappy or lacking in confidence.

Emotional abuse may happen when an adult constantly behaves in an uncaring and hostile way towards a child, perhaps through inconsistency, bullying, rejecting, frightening, criticising, racially abusing or scapegoating the child.

Warning signs:

- A child who is constantly blamed for things that go wrong
- A child who is made to carry out tasks inappropriate to their age
- A child who is not allowed to do usual childhood activities
- A child in a household where there are arguments and violence

Physical Abuse

This is when someone physically hurts or harms a child. Hitting, squeezing, biting or twisting a child's arms or legs can cause injuries like bruises, grazes, cuts or broken bones.

Warning signs:

- Any injuries at all to young babies who are not yet able to move on their own
- Bruises in places where you would not normally expect to find them on a child
- Bruises which have a distinct shape or pattern, like handprints, grasp or finger marks or belt marks
- Burns or scalds with clear outlines
- Bite marks – bruises like 'love bites'
- Bruising in or around the mouth, especially in babies

Neglect

Neglect can result when adults fail to meet the physical or emotional needs of the children they are responsible for. All children need food, clothing, warmth, love and attention in order to grow and develop properly.

Warning signs:

- A child who always appears dirty and smelly
- A child who looks thin and ill
- A child with illnesses that have not been treated
- A child with inadequate or unsuitable clothing for the weather conditions
- A child who suffers repeated accidents
- A child who is not safely supervised
- A child who does not respond when given attention
- A child who craves attention and affection from any adult

Sexual Abuse

Sexual abuse 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. The abuser(s) may use different methods to persuade the child to co-operate and not to tell, like bribery, threats or physical force.

Sexual abuse can take many different forms from touching to intercourse and may also include involving children in looking at, or being forced to take part in, the production of pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Sexual abuse happens to boys as well as girls, and often there will be no physical signs.

Warning signs:

- A child who displays sexual knowledge or behaviour inappropriate for their age
- A child with injuries or unusual appearance to private areas of the body
- A child who is being encouraged into a secretive relationship with an adult
- A child who hints at sexual activity through words, play or drawings
- A child with a sexually transmitted infection

It is important to remember that these warning signs do not always mean that a child is being abused – there may be other explanations such as the illness of a parent, a birth or death in the family, etc – but if staff are concerned it is important that they discuss those concerns with the relevant designated person.

3. Designated persons (DPs) for child protection

- a) The school has developed a team of designated persons who have responsibility for receiving concerns from colleagues and taking appropriate action. Colleagues should feel at ease to discuss concerns with a DP no matter how trivial they may appear.
- b) DPs are encouraged to discuss concerns with each other in recognition of their responsibility and to ensure consistency of approach. In line with the school's Confidentiality Policy this can be done without disclosing identities of boys. The Second Master will line manage child protection and inform the Headmaster when a referral may need to be made.
- c) Designated persons will keep accurate and up to date records of child protection concerns and ensure the security of information. They may be called upon to train new staff in our child protection procedures and should ensure that they receive training through BSCB at least every two years.

Safeguarding line manager: **DEA**

Senior school: Years 1 - 3 **TJT**
Years 4 – U6 **DPC**

Junior school: **DJC**

Whole School: **LA/MMcK**

4. Practical safeguarding guidance for staff

The following guidance is offered to members of staff.

- a) **It is important to remember that it is not a member of staff's responsibility to carry out any form of investigation.**
- b) **If you have a general welfare concern about a boy**
A general welfare concern can be defined as being where a boy is failing to achieve one or more of the outcomes for children as outlined by the ECM agenda and child protection is unlikely to be an issue.

If you have general welfare concerns about a boy, you should report these concerns to the relevant Head of Year as soon as possible. The school will normally aim to contact the parents/guardians at an early stage in an attempt to work together to remedy the situation. If concerns persist then the Second Master should be informed; he may decide to consult with the Bury Advice and Assessment Team to discuss a way forward.

c) If you notice physical injuries in areas associated with non-accidental injury (see Appendix), and these injuries were not sustained during school time/activities

Colleagues should be vigilant to any noticeable physical injuries which a boy sustains and discretely question the boy in order to discover their cause. If the injury is in an area associated with non-accidental injury or if you have any other suspicion then this information should be passed to the relevant DP who will record the event and decide whether or not further action is required and, if so, what action to take. This record will be stored in the boy's open file. Should the situation develop into a child protection issue then all injury records would be removed and placed in the separate CP file.

Most injuries sustained by boys will have a perfectly adequate explanation but they must be recorded. If referral is considered appropriate, the Headmaster will be informed and such referral will be made through the Bury Advice and Assessment Team. If referral is not considered appropriate, the DP will monitor the situation and ensure that written records are made and retained (on the grounds that further concerns may be raised at a later date).

In cases which are not clear-cut the DP will contact the Bury Advice and Assessment Team for a consultation. This can be done without disclosing the identity of the boy. All records are strictly confidential and will only be disclosed to colleagues on a need to know basis (see the school's Confidentiality Policy).

If it comes to light that a boy has been physically assaulted by a parent/guardian, even if there are no obvious or visible injuries, then this information must be passed directly to the relevant DP.

d) If a boy makes an allegation of abuse

If a boy volunteers information to you about abuse, the most important aspect of your response is to be willing to listen and to take seriously what the boy is saying. Staff are advised that interviews with boys should take place in rooms with visual access. You may ask if the boy wishes to have someone else present. If the boy insists on speaking with you alone then let a colleague know that the interview is taking place.

It is important that you do not ask questions which might convey to the boy your own ideas about what might have happened (eg 'Did he/she do x to you?'). The only questions which you should ask are: 'What do you wish to say to me?' and 'Is there anything further you wish to say to me?' It is also important that you explain with sensitivity that action may be required, that other adults (eg the DP) will need to be informed and that you are not able to promise that your conversation with the boy will be confidential to you and to him. You should, as soon as possible, make a written note of the discussion, using the actual words of the boy where

possible. These notes should record date, time and place and should be given to the DP as soon as possible.

If referral to Social Services is considered appropriate, the Headmaster will be informed and such referral will be made through the Bury Advice and Assessment Team.

If an incident occurs outside of school hours, but while the boy is in the care of the school (eg a school trip), then the Headmaster should be contacted at home as soon as possible.

e) If you suspect boy on boy abuse

In the event of physical or emotional abuse of one boy by another it will be taken seriously and dealt with through the school's Anti-Bullying Policy.

In the case of suspected abuse by siblings the relevant DP should be informed. The boy's parents will normally be informed straightaway. If concerns continue then the school will refer its concerns to the Bury Advice and Assessment Team.

In all matters of sexual abuse then the school will refer its concerns to the Bury Advice and Assessment Team.

5. Staff recruitment

BGSB is committed to safeguarding all boys in its care and as such practises safe recruiting procedures. All new staff joining the school and DPs undergo an enhanced CRB check.

6. Training

All staff will be reminded of procedures for dealing with child protection at the September staff meeting each year. In addition they will be trained in child protection at least once every three years. Twilight refresher courses may be organised for colleagues with specific responsibilities (eg Form Tutors/Heads of Year). All new staff will be trained by a DP in the school's Child Protection procedures within three months of their start date.

DPs will attend safeguarding refresher training organised by BSCB at least once every two years.

7. Governors

The Headmaster makes an annual report on child protection matters to the Governors during which no names of boys are disclosed.

8. Policy revision

This policy will be kept under review and will be amended in response to changes made to safeguarding procedures made by external agencies with whom we work.

9. Contact numbers

Bury Advice and Assessment Team
Athenaeum House
Market Street
Bury
BL9 0BN

(where a child lives outside the Bury area, the concern should still be reported to the Bury Office which will liaise with the relevant agency)

Telephone: 0161-253 5454

Emergency Number: 0161-253 6606

Police: 0161-872 5050

Policy agreed by the SLT: December 2008

Policy review date: July 2010

Appendix 1: Allegations against staff

1. An allegation of abuse against a member of staff : Where no further action is deemed to be necessary

Where an allegation against a member of staff is demonstrably false, the Headmaster (or, where the allegation involves the Headmaster, the Chairman of Governors in consultation with the Second Master) will:

- a) Inform the member of staff orally and in writing of the allegation and of the decision that no action is to be taken against the member of staff.
- b) Consider whether counselling and/or professional advice for the member of staff is appropriate and the form this might take.
- c) Communicate with the parents of the boy(s) the details of the allegation and the outcome.
- d) Consider whether counselling and support for the boy(s) who made the allegation are appropriate and the form this might take.

2. An allegation of abuse against a member of staff : Where further action is deemed to be necessary

- a) Where, in the judgement of the Headmaster, an allegation merits further investigation, the Headmaster will consider whether or not the suspension of the member of staff about whom the allegation has been made is appropriate. A member of staff will not be suspended without good reason. Circumstances in which suspension might be deemed appropriate are, eg:
 - i) Where a boy is at risk.
 - ii) Where the allegation is so serious that dismissal for gross misconduct is possible.
 - iii) Where suspension is necessary to allow the conduct of an investigation to proceed unhindered.
- b) Suspension is a neutral act, not a disciplinary sanction, and will be on full pay.
- c) Where suspension is being considered, the Headmaster will:
 - i) Inform the member of staff orally and in writing of the allegation, that an interview will be arranged and that, at the conclusion of the interview, a suspension might occur.
 - ii) Advise the member of staff to seek the advice and assistance of his/her professional association.
 - iii) Inform the member of staff that, at the interview, he/she may be accompanied by a representative of his/her professional association or by a friend.
- d) At the interview the member of staff will be given as much information, including the reasons for any possible suspension, as is consistent with not interfering with an investigation about the allegation. It will be made clear to the member of staff that the interview is not concerned with examining the evidence but is an opportunity for the member of staff to make representations concerning a possible suspension. The member of staff will be given the opportunity to make such representations.
- e) A brief adjournment will be offered to the member of staff before the Headmaster gives his decision about whether or not the member of staff is to be suspended.
- f) If, as a result of the interview, it is considered that suspension is necessary, the member of staff will be advised that he/she is suspended from duty while further investigations are made. Written confirmation of the suspension will be sent within one working day, giving reasons for the suspension.
- g) The suspended member of staff will be given the name of an 'information contact'. The main role of this person will be to provide information about the progress of the investigation. Colleagues and friends of the member of staff will be encouraged to keep in touch with him/her during the time of his/her suspension.

- h) If, as a result of the interview, it is considered that suspension is not necessary, the Headmaster will explain the circumstances which led to consideration of suspension and any follow-up action which it is proposed to take. Where a member of staff is not suspended, but there are concerns about aspects of his/her conduct, the member of staff will be informed that a full investigation will be undertaken before a decision is made about further action under the school's disciplinary procedures.
- i) The Headmaster will consider whether counselling and/or other support for the member of staff is appropriate and the form this might take.
- j) The parents of the boy(s) making the allegation will be confidentially informed of the outcome.
- k) The Headmaster will consider whether counselling and/or other support for the boy(s) who made the allegation is appropriate and the form this might take.
- l) The Headmaster, in consultation with the Chairman of Governors and the Second Master, will take a decision about:
 - i) Informing other members of staff about the suspension/further investigation.
 - ii) Making a statement to other parents about the suspension/further investigation.
 - iii) Making a statement to the media about the suspension/further investigation.

Appendix 2: Common sites and questionable sites for bruises

