

Olive Tree Study Support

CHILD PROTECTION AND SAFEGUARDING POLICY

This policy will be reviewed annually by the board of directors and the responsible member of staff for safeguarding.

This policy should be read alongside the following policies: Recruitment and Selection Policy, Vetting of External Speakers Policy and the Behaviour Policy.

A hard copy of this policy will be made available to parents upon request.

This policy applies to all children in the school.

There are four sections in this policy, A, B, C & D

A - Providing a Safe and Supportive Environment

1. Introduction & defining types of abuse
2. Safer Recruitment and Selection
3. Safe Practice
4. Partnership with Parents
5. School Training and Staff Induction
6. Children Missing from Education
7. Information held about children
8. Roles and Responsibilities:

Board of Directors

Head Teacher

Child Protection Officer

All Staff and Volunteers

B - Taking Action to Ensure that Children are Safe at School and at Home

1. Staff will immediately report
2. Responding to Disclosure
3. Action by Child Protection Officer with the agreement of the Head Teacher 2
4. Action by Child Protection Officer following a child protection referral
5. Recording and Monitoring
6. Supporting the Child and Partnership with Parents

C - Allegations regarding person(s) working in or on behalf of school

D - External contacts

A1 - Introduction

It is important that all staff understand that the nature of their work and the responsibilities related to it, place them in a position of trust. The Islamic duty of trust is paramount in child protection. The Prophet Muhammad (SAW) and his household are the best example of how to look after and raise children.

The school policy clearly defines the procedures in place. The school will not make any assumptions about employees or parents. This policy includes liaison

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with external agencies, where necessary and that process is consistent with the moral and ethical duties of the school. As an Islamic school in Britain, the procedures in place comply with both British and Islamic law.

This policy has been updated to take into consideration the new statutory guidance 'Keeping Children Safe in Education', April 2014 and should always be used alongside this guidance and any other additional / supplementary guidance made available by the DfE or local authority.

The policy aims to:

- _Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided
- _Assist adults at the school working with children to work safely and responsibly, to understand the signs of abuse, the different types of abuse and the forms they can be manifested in and to monitor their own standards and practice
- _Minimise the risk of misplaced or malicious allegations made against adults who work with children and
- _Minimise the incidence of positions of trust being abused or misused

The term child abuse is used to describe a range of ways in which people harm children, resulting in impairment of health, development and well being of the child.

Physical Abuse: It involves hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating and causing physical harm to the child. It may also be caused when a parent or carer fabricates their symptoms or deliberately induces illness in the child.

Emotional Abuse: Persistent emotional maltreatment of a child resulting in severe and persistent adverse effect on the child's emotional development, includes conveying to the child they are worthless, unloved, or inadequate.

Neglect: Persistent failure to meet a child's basic physical and/or psychological needs resulting in serious impairment of a child's health or development. May involve a parent or carer failing to provide food clothing or shelter. Failing to protect a child from physical or emotional harm. Failure to provide access to appropriate medical care.

Sexual: Involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not a child is aware of what is happening. Activities may involve physical contact, including penetrative or non-penetrative acts. Non-contact activities involve, children looking at or in the production of sexual images, watching sexual activities or encouraging children to behave in a sexual inappropriate ways

Specific Safeguarding Issues

- _child sexual exploitation (CSE)
- _bullying including cyber bullying

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- _domestic violence
- _drugs
- _fabricated or induced illness
- _faith abuse
- _female genital mutilation (FGM)
- _forced marriage
- _gangs and youth violence
- _gender based violence
- _mental health
- _private fostering
- _radicalisation
- _trafficking
- _teenage relationship abuse

It is understood that not all issues named above may apply to the students of Olive Tree Study. However, we endeavour to train and educate our staff on the above issues, so that they will be in a good position to recognise the signs of abuse related to the above and therefore be in a position to report any concerns if necessary.

Underpinning Principles

- _The welfare of the child is paramount
- _It is the responsibility of all staff to safeguard and promote the welfare of children. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children in Olive Tree Study
- _Adults who work with children 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
- _Adults should work and be seen to work, in an open and transparent way
- _The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin and religious belief

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- Staff should continually monitor and review their practice and ensure they follow this policy

This policy attempts to identify what behaviours are expected of all adults working in Olive tree Study School. Adults whose practice deviates from this policy may bring into question their suitability to work with children and result in disciplinary action being taken by Head Teacher.

Named Personnel with designated responsibility for safeguarding:

- 1) Head Teacher – Tahera Akther
- 2) Head Child Protection Officer – Abdul Alim
- 3) Deputy Child Protection Officer 2 – Nuzhat Jabeen

The school acknowledges that safeguarding is the legal responsibility of the governance.

Designated Director – Abdul Alim

A2.1 – Safer Recruitment and Selection

Olive Tree Study complies with the ‘Keeping Children Safe in Education’ statutory DfE guidance, April 2014. We ensure that all appropriate measures are applied in relation to everyone who works in the school including volunteers and contracted staff. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and Criminal Records Bureau checks now known as DBS checks.

The following will apply:

- an Enhanced DBS Disclosure is obtained for all new appointments to our school’s workforce
- This school is committed to keep an up-to-date single central record detailing a range of checks carried out on our staff
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks will be carried out on all appointments to our school workforce before the appointment is made
- All qualifications will be checked and verified
- Two references will be sought for each appointee, preferably from their most recent employers
- All new appointments will complete a health declaration
- A disqualification by ‘association’ form must be completed

(Also see Recruitment and Selection Policy)

A2.2 – Outside Speakers

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All outside speakers will be checked to ensure they:

- 1) Do not have any convictions related to children or any other convictions that the school deems inappropriate.
- 2) Are not connected to extremism in any shape or form.

If an outside speaker is representing an organisation, the School will require:

- Written confirmation that he or she has been appropriately vetted by their employer according to DfE April 2014 Keeping Children safe in Education guidelines. The evidence of these checks will not be recorded in the schools single central record but will be kept alongside risk assessment records for trips and exclusions
- Proof of identification when the speaker attends the school.

If the outside speaker is an individual, the school will:

- Request for the individual to produce a valid enhanced DBS check. If this is not available this may not automatically prevent them from visiting the School if results of other checks show no issues.
- Ensure that background checks are made to ensure the suitability of the person. This will include obtaining references for this person (verbal or written) and checking the internet to see if there is any information available on the individual.

Important: If an external speaker is holding a particular 'partisan' political point of view they must not be cleared to attend the school unless another speaker who holds the opposite / different view is also invited to speak at the school. In some cases a staff member may be in a position to 'bridge the gap internally with a follow up session. However, prior permission will be needed from the headteacher before speaker is confirmed. This is in order to ensure that all views taught at the school are balanced and non-partisan.

At no point will any outside speaker be left alone with children. Olive Tree Study will ensure it provides adequate supervision of the outside speaker at all times.

(Also see Vetting of External Speakers Policy)

A3 – Safe Practice

1. Duty of Care

All staff are individually accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.

Whether working in a paid or voluntary capacity, there is a duty to keep children safe and to protect them from sexual, physical and emotional harm. Children have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children. Failure to do so may be regarded as neglect.

The duty of care is in part, exercised through the development of respectful and caring relationships between adults and children. It is also exercised through your behaviour, which at all times should demonstrate integrity, maturity and good judgement.

The Olive Tree Study will uphold the duty of care towards their employees, both paid and unpaid, under the Health and Safety at Work Act 1974. Provide a safe working environment for adults and provide guidance about safe working practices. We have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances. The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse.

2. Confidentiality

Staff may have access to confidential information about children and in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child concerned.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the child protection officer or Head teacher.

The storing and processing of personal information about children is governed by the Data Protection Act 1998. Please refer to the Data Protection Policy for more information.

Whilst staff need to be aware of the need to listen and support children they must also understand the importance of not promising to keep secrets. Neither should they request this of a child under any circumstances.

Additionally, concerns and allegations about staff should be treated as confidential and passed to the Head Teacher without delay.

3. Making a Professional Judgement

This policy does provide a complete checklist of what is, or is not appropriate behaviour for staff in all circumstances. There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with the Head teacher. Staff should always consider whether their actions are warranted, proportionate and safe and applied equitably.

4. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all staff working with children are in positions of trust.

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A relationship between an adult and a child cannot be a relationship between equals. There is potential for exploitation and harm. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

5. Staff Conduct

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of all children in Olive Tree Study. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the parents and public in general and all those with whom they work.

There may be times, for example, when a staff member's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities.

This could be because their behaviour is considered to compromise their position in the school or indicate an unsuitability to work with children. Misuse of drugs, alcohol, inappropriate sexual behaviour or acts of violence would be examples of such behaviour. The Head Teacher reserves the right to suspend any member of staff who falls under such suspicion pending a full investigation. Staff should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the school. The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration as to whether there may be a potential risk to children in the school.

6. Dress and Appearance

The Olive Tree Study expects all members of staff to follow the Islamic orthodox dress code and appearance. For men the dress code and appearance would be one that is suitable for prayer inside a Mosque. For women the full hijab is expected to be worn.

7. Personal Living Space

No child should be in or invited into the home of a member of staff, unless the reason for this has been firmly established and agreed with parents/ carers and

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the Head teacher. Additionally a chaperone must be present at all times if such an action is permitted.

8. Gifts, Rewards and Favouritism

Gifts or rewards to children form part of the Olive Tree Study behaviour policy. There are specific procedures for recognising particular achievements of students.

It is acknowledged that there are specific occasions when a member of staff may wish to give a child a personal gift. This is only acceptable practice where it is in line with the agreed policy, the member of staff has discussed the giving of the gift and the reason for it, with the line manager and/or parent or carer and the action is recorded. Any gifts should be given openly and not be based on favouritism.

Staff should exercise care when selecting children and/or for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny. Use the agreed school policies on rewards to avoid such situations

There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. on special occasions or as a thank you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

9. Infatuations

Occasionally, a child or young person may develop an infatuation with a member of staff who works with them. Deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

A member of staff who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with the Head Teacher or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

10. Communication with Children (including the Use of Digital Technology)

Communication between children and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Staff should not share any personal information with a child. They should not request, or respond to, any personal information from the child, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.

Staff should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children including e-mail, home or mobile telephone numbers. E-mail or text communications between staff and a child outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

Internal e-mail systems should only be used in accordance with the Internet Policy. The school's Curriculum policy should also be referred to in respect to safe internet use.

11. Social Contact

Staff should not seek to have social contact with children or their families, unless the reason for this contact has been firmly established and agreed by the Head Teacher, or where an adult does not work for an organisation, the parent or carers. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgement in making a response but should always discuss the situation with their line manager or with the parent of the child or young person. Adults should be aware that social contact in certain situations can be misconstrued as grooming.

12. Sexual Contact

Intimate or sexual relationships between children and staff will be regarded as a grave breach of trust and a serious crime resulting in suspension and prosecution. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Children are protected by specific legal provisions regardless of whether the child consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material, whether or not the child is aware of what is happening.

Staff should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

13. Physical Contact

Physical contact between a member of staff and a child should always be avoided.

Not all children feel comfortable about physical contact, and staff should not make the assumption that it is acceptable practice to use touch as a means of

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communication. Permission should be sought from a child before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Physical contact which occurs regularly with an individual child is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. This would then be part of a formally agreed PSP or within the parameters of established, agreed and legal professional protocols on physical contact e.g. sport activities or medical procedures. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to the Head Teacher. Parents/carers should also be informed in such circumstances. Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Staff should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with the line manager and the parent/carers.

Please also refer to the Olive Tree Study Behaviour Policy.

14. Behaviour Management

All children have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

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Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is not acceptable in any situation. Any sanctions or rewards used should be part of the behaviour management policy.

The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to staff.

15. Use of Control and Physical Intervention

There are circumstances in which staff working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions.

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned.

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used. Under no circumstances should physical force or intervention be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported. This should include written and signed accounts of all those involved, including the child. The parents/carers should be informed the same day.

16. Personal Care

Children are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard and/or satisfy health and safety considerations. This supervision should be appropriate to the needs, gender and age of the concerned and sensitive to the potential for embarrassment. Staff need to be vigilant about their own behaviour, ensure they follow Islamic guidelines and be mindful of the needs of the children.

17. One to One Situations

One to one situations have the potential to make children more vulnerable to harm by those who seek to exploit their position of trust. One to one situations

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are best avoided. Staff working one to one with children may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken.

18. Home Visits

Home visits, if necessary, will only be carried out by the Head Teacher or by another member of the teaching staff instructed by the Head Teacher. No one else should be involved in home visits. Any need for a home visit must be justified to the Head Teacher who would then make appropriate arrangements.

19. Transporting Children

Members of staff should not provide any transportation for children. If there are any exceptional circumstances, the Head Teacher and the Parents/carers must be consulted first.

20. Photography and Video

Please refer to the Data Protection Policy for full guidance. It is forbidden for staff to take photographs of children for their personal use.

21. Access to Inappropriate Images and Internet Usage

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to a criminal investigation and immediate suspension from post.

Adults should not use equipment belonging to their organisation to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. The Head Teacher reserves the right to suspend any member of staff who falls under such suspicion pending a full investigation.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) will be immediately informed by the Head Teacher.

A4 - Partnerships with Parents

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.

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Olive Tree Study 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 Head Teacher.

We make parents aware of all our policies on the school website and admissions brochure.

However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge. The school will, of course, always aim to maintain a positive relationship with all parents.

A5 - Olive Tree Study Training and Staff Induction

The Head Teacher, Child Protection Officer, or other suitably qualified trainers will provide basic safeguarding training and awareness to all employees on an annual basis. All staff will receive a handbook containing the School Child Protection and Safeguarding Policy and attend an induction session to elaborate on the policy. All Temporary staff will receive a copy of this policy.

A6 – Children Missing from Education

The school will take all reasonable steps to ascertain the whereabouts of a child who has stopped attending school where no information has been supplied to the school about the circumstances. If after this the child's whereabouts is still unknown, then the child will be taken off-roll and the matter will be referred to the Education Social Work Service.

A7 – Information held about children

The school will hold the following information about children attending this school:

- Name and contact details of parents/carers
- Emergency contact details
- A list of authorised persons who can collect the child from school
- Date of birth of the child
- GP details
- Previous education details
- Health and Dietary issues
- Child protection/Custody/Court matters if relevant

A8 – Roles and Responsibilities

The Board of Directors will ensure that:

- the school has a child protection policy and procedures in place that are in accordance with the latest DfE and local authority guidance and the policy is made available to parents on request

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- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority
- staff undertake appropriate child protection training
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- a director is nominated to be responsible for liaising with the LA in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate
- they review their policies and procedures annually

The Head teacher will ensure that:

- the policies and procedures adopted by the Board of Directors are fully implemented and followed by all staff
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.

The Designated Child Protection Officer with the agreement of the Head Teacher will:

i) Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies
- act as a source of support, advice and expertise

ii) Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral
- have a working knowledge of how the Newham Safeguarding Children's Board operate
- ensure that all staff have access to and understand the school's child protection policy

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- ensure that all staff have induction training
- staff will receive re-training every three years
- the Child Protection Officer will attend training every two years
- keep detailed, accurate and secure written records
- attend any relevant or refresher training courses at least every two years

iii) Raising Awareness

- ensure the child protection policy is updated and reviewed annually
- ensure parents are made aware of the child protection policy
- where a child leaves the school, ensure the child protection file is copied for the new school and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the Child Protection Officer or the Head Teacher of any concerns

B1 – Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play

- any explanation given which appears inconsistent or suspicious
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- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person

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- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

B2 – Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate verbatim what they have been told to the Head Teacher or the Child Protection Officer.

Principles

Staff will not investigate any disclosure.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the Head Teacher or Child Protection Officer
- reassure and support the person as far as possible
- explain that only those who ‘need to know’ will be told

B3 – Action by Child Protection Officer with the agreement of the Head Teacher

Following any information raising concern, the Child Protection Officer will consider:

- any urgent medical needs of the child
- making an enquiry to find out if the child is known by the authorities
- Local boroughs Safeguarding board to be informed within 24 hours of a disclosure or suspicion of abuse and seek advice before taking any further action
- the child’s wishes

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- Inform OFSTED no later than 14 days after disclosure of any actual abuse or allegation of abuse on the school site

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment

All information and actions taken, including the reasons for any decisions made, will be fully documented.

B4 – Action by Child Protection Officer following a child protection referral

- make regular contact with the Social worker involved to stay informed
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Officer for Learning or the Manager of the Child Protection and Review Unit
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care

B5 – Recording and Monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and

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dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible by the Head Teacher and Child Protection Officer. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person for Child Protection.' If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the Education Social Work Service. Original copies will be retained until the child's 25th birthday.

B6 - Supporting the Child and Partnership with Parents

- the School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents

- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

- We will provide a secure, caring, supportive and protective relationship for the child

- will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why

- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Child Protection Officer and/or Head Teacher will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

C - Allegations regarding person(s) working in or on behalf of school

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

Actions

- The person who has received an allegation or witnessed an event will immediately inform the Head Teacher

- In the event that an allegation is made against the Head Teacher the matter will be reported to the Board of Directors

Olive Tree Study Support



- The Head Teacher or the board of directors 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 Head Teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

- The Head Teacher or board of directors will then interview the member of staff who the allegation has been made against

- If the Head Teacher is satisfied that the allegation requires further investigation then the Head Teacher reserves the right to suspend the member of staff (without pay) until the internal investigation is complete

- If the allegation is found to be unwarranted after investigation then the member of staff will be re-instated immediately

- If the allegation is found to be true then advice will be sought from external agencies to ascertain if a criminal investigation is necessary.

- In the case where a criminal investigation is started the member of staff will remain on unpaid suspension.

- If convicted, the member of staff will be dismissed from his or her post

- If the matter does not require police involvement, the school will carry out a panel hearing. The panel will be made-up of two governors and the Head Teacher. In the case of an investigation of the Head Teacher, then the board of directors will make up the panel

- The panel will consider all the evidence and either issue a disciplinary caution (three cautions will result in automatic dismissal) or dismiss the member of staff

- Consideration will be given throughout to the support and information needs of children, parents and staff

- The Head Teacher will inform the board of directors of any allegation

- The Head Teacher will inform ISA of any member of staff who has been investigated by the school and subsequently removed from his /her post