



## SAFEGUARDING CHILDREN POLICY AND PROCEDURES.

L'Ecole des Petits fully recognises its responsibilities for child protection, and the great importance of the protection and welfare of children. We believe that this is a shared community responsibility and that failure to provide an effective response can have serious consequences for a child. Teachers and other educational staff are clearly in a unique position to identify and help abused children. This policy complies with DCSF Guidance "Safeguarding Children and Safer Recruitment in Education (DCSF 2007)

This policy applies to all teaching and non teaching staff working in the school. The policy is available to parents at the school either on the school website or in hard copy on request from the admin office.

### Aims

- To undertake safe recruitment in checking the suitability of all staff, volunteers, agency staff and staff employed by another organisation to work with children in the school environment.
- To provide a safe environment in which children feel secure and are able to talk to adults about their concerns and are listened to.
- To raise awareness of all staff of child protection issues.
- To develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- To ensure effective communication between all staff on child protection issues.
- To endeavour to equip children with the skills needed to keep them safe.
- To support children who have been abused in accordance with his/her agreed protection plan.



## **Procedures**

In line with the procedures set out by the London Safeguarding Children Board (LSCB) and taking into account the guidance Safeguarding Children in Education from the DCSF (Nov 2006 & 2007) we will:

- Ensure that we have a Child Protection Officer (CPO) at each of our schools who has received appropriate training and support for the role. At L'Ecole des Petits this role is shared between Miss Saskia De Paolis, Head of English, and Mme Brisset, Headmistress. At L'Ecole de Battersea Mme Brisset, Headmistress, is the CPO, supported by M Balerdi and Mrs Beylefeld.  
In case of absence, members of staff should refer to M. Balerdi, or Mrs Beylefeld (L'Ecole de Battersea) and M. Leclercq (L'Ecole des Petits).
- Ensure that every member of staff knows the name of the CPO and their role.
- Ensure that every member of staff understands the need to be alert to signs of abuse and the responsibility to refer any concerns to the CPO. All teaching staff are issued with the DCSF publication "*What to do if you are worried a child is abused*"
- To apply procedures with common sense and professional judgement. Where there is uncertainty as to our capacity to make the correct judgement to call in the advice of the LA Child Protection Coordinators.
- Develop links with relevant agencies and co-operate as required with their inquiries 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. In the case of a child being injured (head injuries in particular) on the school premises by accident, parents must be notified in writing immediately.
- Ensure all records are kept securely, separate from the main pupil file and in a locked location.
- Develop and follow procedures where an allegation is made against a member of staff. Allegations found to be malicious should be removed from personnel records. Allegations not substantiated, unfounded or malicious should not be referred to in employer references.



- Ensure safe recruitment practices are always followed through interview, ID verification, address verification and references, and through CRB checks and in the case of teachers from the French Education Nationale, that they have been vetted by the French Government. As an additional precaution local CRB checks will be carried out as well on French teachers. Where teachers or volunteers commence work before the CRB results are received, List 99 checks will be carried out as an interim measure of security. In the case of volunteers and persons employed by another organisation written evidence of CRB check, identity and address must be provided. A fresh Enhanced CRB Disclosure should be obtained every three years for all employees and volunteers.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Ensure that volunteers and temporary staff are aware of the school's arrangements for child protection
- Ensure that pupils who have been abused are supported in line with the child protection plan.
- Ensure that the child welfare officer of the appropriate Local Authority is informed of any unexplained absence of two days for pupils on the CP register and ten consecutive days for others.
- Ensure that information is passed to relevant bodies, especially when a pupil moves school.

## **Roles & Responsibilities**

### **The Principals**

- To ensure that sufficient resources are available for the school to operate effective training and procedures in enacting its child protection policy.
- To oversee that safe recruitment procedures are followed and to ensure that appropriate procedures are in place for dealing with allegations of abuse against members of staff.
- To ensure that the school has procedures for dealing with allegations of abuse against members of staff that comply with the LSCB.
- To ensure that the policy and procedures are reviewed annually.

### **The Headmistress**

- To ensure the safeguarding and promotion of the welfare of children attending the school.
- To understand the procedures set out by the LSCB and the role of the CPO
- To monitor the effective operation of policy and procedure and to liaise with the Principals.



- To create a safe environment and a caring ethos within the school..
- To ensure the CPO has sufficient training and support.
- To ensure all staff are alert to possible signs of abuse and know what to do if they have concerns or suspicions.
- To make parents aware of the school's child protection policy.
- To support pupils through related policies (anti-bullying, behaviour and equal opportunities.)

### **The Child Protection Officer**

- To be familiar with the DCSF guidance "*Safeguarding Children in Education*", LCPC procedures and the DCSF guidance "*What to do if you're worried a child is being abused.*"
- To be responsible for referring cases of suspected abuse to the appropriate officer, LSCB or Social Services. This includes dealing with allegations against members of staff.
- To provide advice and to co-ordinate action in school concerning any case of abuse or suspected abuse.
- To keep written records of all incidents that are accurate and clear to others. These records must be kept secure and separate to other class dossiers.
- To liaise with the Head over any incidents/issues and to feed back on the effectiveness of policy and procedures.
- To keep up to date with training on all aspects related to child protection and to communicate information to Head and staff.
- To ensure each staff member is aware of and has access to the school's safeguarding Children policy and has received appropriate training to be refreshed every three years.
- To keep up to date with training in identifying and referring suspected cases of abuse and pass information to staff, the headmistress and Principal, and to undertake refresh training every two years.

### **The Teacher**

- To be aware of the identity of the CPO
- To be aware of the contents of the Child Protection Policy and the procedures.
- To undertake training to identify possible causes of abuse.
- To talk to and listen to a child in need, and not to lead the child in asking questions
- To make a written note of the discussion within twenty four hours to give to the CPO. Note time, date, place, people present and what was said. The record should be verbatim as your notes may be needed in subsequent court proceedings.
- To report orally to the CPO as soon as possible.
- Not to investigate further, but there may be a need to support or monitor the child in the future.
- Do not guarantee confidentiality. Referrals may have to be made in order to safeguard the child.



## **Recognising indications of abuse**

Abuse can take a variety of forms;

**Physical abuse** involving hitting, shaking or other treatment that can cause actual bodily harm. Indications can be:

- Bruises on parts of the body where they are not normally seen
- Lacerations or burns
- Other unusual marks or injuries

**Neglect**, perhaps through a failure to provide proper food and warmth or a failure to understand the emotional well-being of the child. Signs of this can be:

- Inadequate clothing
- Poor growth and constant fatigue
- Hunger or apparent deficient nutrition
- Poor personal hygiene

**Sexual abuse** involves forcing or enticing a child into sexual activities, whether or not the child is aware about what is happening.

**Emotional abuse** is the persistent emotional ill-treatment of children such as frightening them or putting them in positions of danger.

Both sexual and emotional abuse can result in:

- Excessive dependence
- Attention seeking and/or strong need for affection
- Anxiety and/or low self esteem
- Inappropriate sexualised behaviour

**Organised abuse** is a sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.



## **Dealing with Allegations against staff**

Where an allegation is made against a member of staff, the LSCB procedures will be followed and reference will be made to the guidelines on practice and procedure given in *Joint/Teacher Union Guidance on Education Staff and Child Protection: Staff Facing an Allegation of Abuse, and in Safeguarding Children and safer Recruitment in Education (2007) and more recently "Dealing with allegations of abuse against teachers and other staff. DoE 2011*

Allegations that might indicate that a person is unsuitable to continue to work with children are where that person has:

- Behaved in a way that has harmed a child or may harm a child
- Possibly committed a criminal offence against a child
- Behaved towards a child that indicates that he/she is unsuitable to work with children.

If any allegation of abuse is made against a member of staff, the LSCB procedures will be followed and we will have regard to the guidelines on practice and procedure given in *Safeguarding Children and Safer Recruitment in Education (2007)*.

1. A member of staff receiving an allegation of abuse against another member of staff should report this immediately to the CPO (headmistress) unless the headmistress is the one against whom the allegation is made. An allegation against the headmistress should be reported to the Principal. If the headmistress is absent, the report should be made to one of the Principals.
2. The CPO (Headmistress or Principal) should consult with the local authority Safeguarding Children Referral and Assessment Team and obtain written details of the allegation, signed and dated, from the person who received the allegation (not the child). To be done within 24 hours of the allegation or suspicion arising.
3. The CPO (Headmistress or Principal) should record any information about dates, times, locations and names of potential witnesses.
4. An initial assessment of an allegation should be made by the CPO (Headmistress or Principal) to judge whether, there is a need for immediate action to protect the child, the allegation is demonstrably false, or there has been inappropriate behaviour or poor practice that can be dealt with through the school's disciplinary procedures.
5. Where a referral is made because the child has suffered or is likely to suffer significant harm, or the alleged abuse is a criminal offence, the LSCB procedures will be followed.



The local authority (Wandsworth: Joan Edwards and Margaret Walker, Child Protection Coordinators – tel 020 8871 6321, and Paul Seker Child Protection Manager – 0208 871 6998) (Hammersmith & Fulham: Jill Downey – tel 020 8753 5392) will be informed of all allegations and be invited to discuss the allegation with the headmistress (or Principal) to confirm details and the best way of informing parents (if they are not already aware).

The school also has a legal duty to inform the **Independent Safeguarding Authority**, set up following The Safeguarding Vulnerable Groups Act 2006, whose role is to prevent unsuitable people from working with children and vulnerable adults. Helpline 01325 953 795.

6. The CPO (Headmistress or Principal) will inform the accused person about the allegation after consulting the LA officer.
7. If the allegation is not false or unfounded and there is cause to suspect that a child is suffering, a strategy meeting will be called.
8. The LA officer may hold meetings with other agencies e.g. the police, if it is judged that the threshold of significant harm has not already been reached.
9. Teachers are permitted to use reasonable force to control or restrain pupils in certain circumstances, including dealing with disruptive behaviour, ( See Policy on Use of Reasonable Force to Control or Restrain Pupils). This should be taken into account if the allegation is about physical contact.
10. In cases where other interagency involvement is not required, The LA officer will discuss with the CPO (Headmistress or Principal) what steps to take. The CPO (Headmistress or Principal) may decide to take no further action, to dismiss the person or not to use that person's services in the future.
11. Where further investigations are required before deciding how to proceed, the CPO (Headmistress or Principal) will decide, with the LA officer, who will investigate; this may be an independent investigator provided by the LA.
12. The CPO (Headmistress or Principal) will make the decision whether or not to suspend, given the risk to the child and where the allegations warrant investigation by the police.
13. If the allegation is substantiated, the person is dismissed or the school no longer uses his/her services, then the LA officer will discuss with the school whether a referral should be made to DCSF re L99 action or to the GTC, and the LCPC will be notified within a period of one month.
14. If an allegation is not substantiated and the person returns to work, the school will support that person through offering for example, a phased return or mentor.



## **Managing the response to abuse or suspected abuse of a child**

1. Any member of staff concerned about a child must immediately inform the CPO.

2. Members of staff must fill in the Record of Concern Form in an accurate and objective way and return it to the CPO as soon as possible. Any member of staff who is approached by a child wanting to talk should listen positively and reassure the child. They should record the conversation with the child as soon as possible using the Record of Concern Form.

If conversations have been held with a child, a detailed word by word account is recommended to be written down, along with any other information that may be relevant. Dates and times are compulsory for authentication purposes.

If a member of staff notices any markings on a child's body, they should be recorded immediately in the Record of Concern Form and the CPO notified.

The information provided on the form should include:

- Child's name, address, date of birth and details of other family members.
- Details of the concern, including any conversation to be written in the child's own words.
- Name, designation, address and telephone number of informant or referrer.
- Details of the incident eg. Date, time, what the informant or referrer was told and by whom, what they heard or saw, what they said or did.
- Name of GP.
- The nature of the child's relationship with the informant or referrer.
- The child's past and current circumstances and behaviour.
- The child's and family's race, religion, culture.

All persons involved must respect confidentiality, and the person who has communicated with the child, cannot promise the child confidentiality.

All records must be kept strictly confidential and filed in the Head Mistress's office

3. Parents of the child are not to be spoken to about the concerns at this point.

4. The CPOs will decide whether the concerns should be referred to the Social Services Department and the SSD informed within 24 hours of the situation arising. In the case of uncertainty, it is better to seek an outside opinion than make a wrong judgement. If there is any suspicion that a child may be suffering or may be at risk of suffering harm the Social Services must be informed.



5. The Independent Safeguarding Authority should also be notified of any case of suspected abuse at the same time as the Local Social Services Department.

6. Where further investigations are required before deciding how to proceed, the CPO (Headmistress) will decide, with the LA Child Protection officer who will investigate and what form the investigation will take.

### **Dealing with parents**

The school recognises that this can be a sensitive and difficult issue. Where possible, we will respect parents and children's needs for privacy and confidentiality and will endeavour to discourage gossip. We recognise that this can be a traumatic time for non-abusing parents and would aim to give him or her privacy and support.

If, following a report of an incident that parents of the child concerned come to school to challenge our action, we will, where possible, soothe and calm parents pointing out that we have a legal responsibility to inform relevant agencies and that the case is now out of our hands.



## Useful contacts

### o **Social Services Department**

#### **(Hammersmith & Fulham)**

North: 020 8748 3020

South: 020 8753 5842

**Jill Downey – Child protection Coordinator – 020 8753 5392**

#### **(Wandsworth)**

Referral & Assessment team (General Enquiries) 020 8871 8646

Joan Edwards – Child Protection Coordinator 020 8871 6321

Margaret Walker – Child Protection Coordinator

Paul Seker – Child Protection Manager 020 8871 6998

Lindey Webber – Development Officer for Children Safeguarding Board.

To review our policy procedures 020 8871 8610

### o **Independent Safeguarding Authority Helpline** 01325 953 795

### o **NSPCC** 808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

### o **M Parmentier – French Inspector** 020 7073 1328

### o **Social Care Services: Children's Specialist Services**

*Children's Services*

*Children's Specialist Services*

*Welbeck House*

*43-51 Wandsworth High Street*

*SW18 2PS*

Tel: 020 8871 6622

Fax: 020 8871 6333

The Children's Services Department is responsible for a number of services for children and young people.

The reception is open to the public:

- for telephone referrals Monday to Friday 9am to 5pm
- and for callers in person Monday to Friday 9.30am to 4.30pm.



○ **Childline**

FreePost NATN 1111

London

E1 6BR

Phone: 0800 1111

Fax: 02076503201

Email: [info@nspcc.org.uk](mailto:info@nspcc.org.uk)

Website: [www.childline.org.uk](http://www.childline.org.uk)

Free, national helpline for children and young people. Provides a confidential telephone counselling service for any child with any problem 24 hours a day. Children can also write letters to the free post address.

You can contact ChildLine in these ways: You can phone ChildLine on 0800 1111, send us an email, have a 1-2-1 chat with us and you can send a message to Ask Sam. You can post messages to the ChildLine message boards and you can text ChildLine.

○ **Metropolitan Police**

**Child Abuse Investigation Command**

The Child Abuse Investigation Command investigates a variety of crimes against children. They work in partnership with colleagues from other agencies, such as children social care, health and education, to reduce the risk of harm to children and young people across the capital.

The Kingston, Merton and Wandsworth Child Abuse Investigation Team cover the borough of Wandsworth. They are based at Barnes Police Station.

**Address**

Kingston, Merton and Wandsworth Child Abuse Investigation Team

Barnes Police Station

92-102 Station Road

London

SW13 0NG

**Contact**

Phone: 020 8247 7846

*L'École des Petits*



*L'École de Battersea*

The Child Abuse Investigation Team covering the borough of Fulham and Hammersmith is based in Kensington.

**Address**

Whitlock House, 6  
Earls Court Road  
London  
W8 6EQ

**Contact**

Phone: 020 8246 0860

**NOTE. This Policy should be read in conjunction with the Anti Bullying Policy**

This document, although correct at the time of publication, does not form a contract between the recipient and the School. The School reserves the right to make changes at any time which it considers to be necessary for legal, administrative or educational reasons.

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**Reviewed Nov 2011**

**Reviewed July 2009**

**Reviewed Oct 2009**

**Reviewed Sept 2010**

**Reviewed Sept 2011**

Doc Dec 2006

*L'École des Petits*



*L'École de Battersea*

**RECORD OF CONCERN**

Name of child.....

Date of birth .....

Child's address .....

.....

Name of parents/carers.....

Address of parents/carers .....

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Record concern (see Part V Section C):

Signature ..... Date .....

Name .....

Head Teacher's signature ..... Reference.....