

RAMILLIES HALL SCHOOL, EARLY YEARS, PRE-SCHOOL AND NURSERY

SAFEGUARDING CHILDREN POLICY

1. INTRODUCTION

At Ramillies Hall School, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment.

This Policy has been drawn up, and will be implemented and reviewed, with due regard to guidance issued by the Department for Children, Schools and Families and the Stockport Local Safeguarding Children Board.

In framing and implementing this Policy, particular consideration needs to be given to any child with individual needs (e.g. communication difficulties) which may affect a successful outcome, and if necessary additional provision will be made, or the Policy amended.

With regard to the Stay and Play facility, the Principals will seek assurances from its management that appropriate policies and procedures are in place, and will make arrangements for liaison to take place where appropriate on Child Protection matters.

Parents will be informed of this Policy, and that it is available on the School website. A printed copy will be made available to parents on request.

2. AIMS OF THIS POLICY

To safeguard and promote the welfare of pupils at Ramillies Hall School and children attending Ramillies Nursery, Pre-School and Early Years.

These aims will be achieved by:

- Taking measures to ensure that while they are at Ramillies, children are in a safe environment and risks to their welfare are minimised.
- Arrangements to take all appropriate actions to address concerns about the welfare of a child or children, working in full partnership with other local agencies and in accordance with the guidelines referred to above.

3. PROVISION OF A SAFE ENVIRONMENT

- a) The School will adopt a recruitment procedure for all employed staff and volunteers which includes:

A face-to-face interview
Verifying identity and qualifications

Checking previous employment history
Obtaining professional and character references
Ensuring that the candidate has the health and physical capacity for the job
Taking up appropriate List 99 and CRB checks

These matters are dealt with in more detail in the School's Recruitment Policy, which is made known to all staff who have responsibility for recruitment.

b) The School will ensure adequate policies / provision with regard to

Health and Safety
Meeting the medical needs of any children with medical problems
First Aid
Security
Bullying
Whole School Behaviour
The Use of Restraint by Staff
Drugs and Substance Abuse

The School has separate policies in relation to these matters, which are contained in the School Policies Folder. All staff, teaching and non-teaching, will be made aware of these.

c) The School tries to foster a listening culture where:

Children's viewpoints are valued
Children are encouraged to talk and listen to each other
Children are encouraged to approach any member of staff if they wish to discuss worries or concerns, whether they relate to life at School or outside.

d) Staff are given guidance on appropriate behaviour and measures they should adopt to safeguard themselves when dealing with children - see Appendix 1 to this Policy "Staff Guidance". All staff, including part-time staff and volunteers, will be trained in basic Child Protection matters, and this training will be renewed every three years.

4. THE DESIGNATED CHILD PROTECTION MANAGER

Within the School, there will be one member of staff with overall responsibility for child protection matters, and to liaise with outside agencies where appropriate. This will be Miss Clare Thomas. In case of absence, Miss Diana Patterson will deputise.

Miss Clare Thomas will also be the Designated Child Protection Manager for Early Years.

Appendix 2 to this Policy sets out the responsibilities of the Designated Child Protection Manager. He or she will undergo specific training, delivered by Stockport Local Safeguarding Children Board, and this will be renewed every two years.

5. CHILD PROTECTION PROCEDURES

NO ATTEMPT SHOULD BE MADE BY STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE. Social Care and the police are responsible for undertaking investigations; inappropriate actions by others may negate or contaminate evidence.

6. CONCERNS ABOUT CHILD ABUSE

- a) If a member of staff has concerns that a child is showing signs of abuse, the matter must be reported to the Child Protection Manager without delay.
- b) A written record will be made on the "Note of Concern" form, and further action will be discussed between the Principals, the Child Protection Manager and the member of staff concerned.
- c) If it is felt that further assessment of the situation is required, arrangements will be made for this, and a date set for further discussion.
- d) If it is appropriate to liaise with outside agencies, the Child Protection Manager will have sole responsibility for this, and the procedure followed will be in line with the guidance issued by Stockport Local Safeguarding Children Board.
- e) Usually, the matter will be discussed with the child's parents, and they will be informed if outside agencies are to become involved, unless there are grounds to believe that this would put the child at increased risk.

7. IF A CHILD TELLS A MEMBER OF STAFF ABOUT ABUSE

- a) If a child tells a member of staff that he or she, or another child, is being abused, then the member of staff will respond to the child in line with the Guidance to Staff contained in Appendix 1 to this Policy.
- b) The member of staff will make an immediate written record of the conversation, and report it to the Child Protection Manager without delay.
- c) Further steps will be taken, following the procedure set out in Para 6 above.

8. IF AN ALLEGATION OF ABUSE IS MADE AGAINST A MEMBER OF STAFF OR A VOLUNTEER

- a) Any member of staff who is made aware of an allegation of abuse must report it immediately to the Principals, unless the allegation is against one of the Principals, in which case only the other Principal will be involved.
- b) The Principal(s) will consider whether the allegation suggests that the individual has:
 - Behaved in a way that has harmed or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child;
 - Behaved in a way that indicates that he/she is unsuitable to work with children.

- c) If any of the above may have happened the Principal(s) will record the concerns and contact the Local Area Designated Officer to ask for advice about how to proceed. The LADO will advise the Principal(s) about whether to complete Form 1 (Allegations Management) or treat the matter internally via e.g. disciplinary, capability procedures.
- d) The following will be reported to Ofsted as soon as possible but at the latest, within 14 days by the Designated Child Protection Manager: a) Any allegation that abuse has taken place by a member of staff or a volunteer, either on or off the premises: b) Any allegation that abuse has taken place by any person on the premises.
- e) If it appears that there is any possibility of a criminal offence having taken place, the police will be involved immediately.
- f) Suspension of the member of staff on full pay, while investigations take place, is a possible course of action but will not be applied automatically. It is not a neutral act - it causes distress to the accused member of staff and possibly his/her family, and added disruption within the School.

Before taking this step, therefore, the Principals will consider:

- The nature of the allegation
- The risk of harm to the pupil concerned or to other pupils
- The possibility of tampering with evidence

- g) If an accused member of staff leaves the School, and there are grounds for believing that misconduct has taken place or that he/she is unsuitable to work with children, the matter will be reported fully to the Independent Safeguarding Authority as soon as possible but in any case within one month.

CONTACT DETAILS FOR LOCAL OFFICES

Stockport's Local Safeguarding Children Unit – Duty Officer
Tel 0161 474 5657

Independent Safeguarding Authority
PO Box 181, Darlington, DL1 9FA, Tel 0300 123 1111

Ofsted (Early Years)
Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA, Tel 08456 404040
Our Ofsted reference number is EY 288201

REVIEW OF THIS POLICY

This policy will be reviewed annually by the Principals and the Child Protection Manager. They will also scrutinise the procedures and the efficiency with which duties have been discharged. Any deficiencies or weaknesses in the policy, procedures or arrangements will be remedied without delay.

RAMILLIES HALL SCHOOL POLICY DOCUMENTS

In addition to the Safeguarding Children Policy, the following School Policy documents are available to view in printed format at the School:

Admissions Policy

Curriculum Policy

Anti-Bullying Policy

Behaviour and Sanctions Policy

School Outings Policy

Learning Support Policy

Complaints Procedure

Staff list