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# THE PERSE SCHOOL

CAMBRIDGE

## Policy on child protection

### Policy statement

1. This policy applies to the Perse School (“the School”) which comprises the Perse Pelican Nursery and Pre Preparatory School including the EYFS setting (“the Perse Pelican School”), the Perse Preparatory School (“the Perse Prep School”) and the Perse Upper School (“the Upper School”).
2. This policy has been authorised by the Governors and is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.
3. Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.
4. Our policy and our commitment at the School is to take all reasonable measures to safeguard and promote the welfare of each pupil in our care and to:
  - 4.1. ensure that we practise safe recruitment by checking the suitability of staff and volunteers to work with children and young people in accordance with the guidance given in "Safeguarding Children and Safer Recruitment in Education" and the Education (Independent School Standards) (England) Regulations 2010. Accordingly Applicants for staff and voluntary posts must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Criminal Records Bureau check at the enhanced level. Interviews will be conducted in person by a member of staff trained in safer recruitment, and they will explore candidates' suitability to work with children;
  - 4.2. ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with regulations and guidance given in *Safeguarding children and safer recruitment in education*;
  - 4.3. ensure that all teaching staff and non teaching staff who regularly come into contact with pupils receive child protection training, carried out by the Designated Person or other appropriately qualified staff, on appointment and at three yearly intervals thereafter;

- 4.4. ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) and that person was considered unsuitable to work with children, that no compromise agreement is entered into which prevents reporting and that a prompt and detailed report is made to the Independent Safeguarding Authority (ISA) within one month of that person leaving the school; the address for referrals is PO Box 181, Darlington, DL1 9FA (tel. 0300 123 1111);
  - 4.5. ensure that where staff from another organisation are working with our pupils on another site, the School has received appropriate assurances that approved child protection checks and procedures apply to those staff;
  - 4.6. follow the local inter-agency procedures of the Cambridgeshire Safeguarding Children Board;
  - 4.7. protect each pupil from any form of abuse, whether from an adult, member of staff/volunteer/Head or another pupil;
  - 4.8. be alert to signs of abuse or possible abuse, both in the School and outside;
  - 4.9. deal appropriately with every suspicion or complaint of abuse;
  - 4.10. design and operate procedures which promote this policy and which, so far as possible, minimise the impact upon the innocent of unfounded allegations;
  - 4.11. support children who have been abused in accordance with his/her agreed child protection plan;
  - 4.12. be alert to the medical needs of children with medical conditions;
  - 4.13. operate robust and sensible health & safety procedures;
  - 4.14. take all practicable steps to ensure that school premises are as secure as circumstances reasonably permit;
  - 4.15. operate clear and supportive policies on drugs, alcohol and substance misuse;
  - 4.16. consider and develop procedures to deal with any other safety and welfare issues which may be specific to individual children in the School or in our local area;
  - 4.17. have regard to guidance issued by the Secretary of State for Children, Schools and Families in accordance with section 157 Education Act 2002 and associated regulations.
  - 4.18. Ensure that any weaknesses or deficiencies in the School's child protection arrangements are remedied without delay.
5. Every complaint or suspicion of an abuse either within or outside the School will be considered appropriately and will in appropriate circumstances as set out in paragraphs 20 and 21 below, be referred to an external agency such as the Social Services Department of the Local Authority (SSD), the child protection unit of the police (CPU) without delay and without investigation within the School. The procedures published by Cambridgeshire Local Safeguarding Children Board (LSCB) will be followed. In each of these cases, the matter will be referred by the appropriate Designated Person to the Local Authority Designated Officer (**LADO**), Cambridgeshire, 01223 727967 or

LADO@cambridgeshire.gov.uk. Any doubts or concerns over apparently borderline cases will be discussed informally with the LADO, initially on a "no names" basis.

### **The Designated Persons**

6. The School has appointed senior members of staff ("**Designated Persons**") to be responsible for matters relating to child protection and welfare at each individual School. The main responsibilities of the Designated Persons within their individual School are to:
  - 6.1. Be the first point of contact for parents, pupils, teaching and non-teaching staff, external agencies and any other in all matters of child protection.
  - 6.2. Co-ordinate the child protection procedures in the School.
  - 6.3. Maintain an ongoing training programme for all employees of their individual school, to ensure that all staff of that School including part time staff and voluntary staff receive training in child protection every three years.
  - 6.4. Monitor the creation, confidentiality and storage of records in relation to child protection.
  - 6.5. Liaise with the child protection officer appointed by social services (LADO).
  - 6.6. Subject to paragraph 21.4 keep parents informed of action to be taken under these procedures in relation to their child in accordance with paragraph 27.
  - 6.7. Monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received.
  - 6.8. Liaise with other professionals to ensure that children who are subject to child protection plans are monitored.
  - 6.9. Where appropriate, to take part in child protection conferences or reviews.
  - 6.10. Inform social services in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by social services.
  - 6.11. Keep and maintain records of safer recruitment procedures.

### **The Perse Pelican Nursery and Pre-Preparatory School**

7. The Designated Person for the Perse Pelican School is identified in the annex. They have undergone special EYFS training and are designated to take lead responsibility for the safeguarding of children and liaising with statutory agencies as appropriate in the Pelican as an Early Years setting. They will:
  - 7.1. Advise and act upon all suspicion, belief and evidence of abuse reported to them.
  - 7.2. Liaise with the SSD and other agencies on behalf of the Perse Pelican School.
8. If the Designated Person for the Perse Pelican School is unavailable, their duties will be carried out by the Deputy Head of the Perse Pelican School, who has received appropriate training.

### **The Perse Preparatory School**

9. The Designated Persons for the Perse Prep School are identified in the annex. They will:
  - 9.1. Advise and act upon all suspicion, belief and evidence of abuse reported to him/her.
  - 9.2. Keep the Head of the Perse Prep School informed of all actions unless the Head is the subject of a complaint. In this situation the Designated Person should consult with the Head of the Upper School.
  - 9.3. Liaise with the SSD and other agencies on behalf of the Perse Prep School.
10. If either of the Designated Persons for the Perse Prep School is unavailable, their duties will be carried out by the other Designated Person for the Perse Prep School.

### **The Perse Upper School**

11. The Designated Person for the Upper School identified in the annex. They will:
  - 11.1. Advise and act upon all suspicion, belief and evidence of abuse reported to him.
  - 11.2. Keep the Head of the Upper School informed of all actions unless the Head is the subject of a complaint. In this situation the Designated Person should consult with the Chair of Governors or in his absence the Vice Chair of Governors.
  - 11.3. Liaise with the SSD and other agencies on behalf of the School.
12. If the Designated Person of the Upper School is unavailable, their duties will be carried out by either of the Deputy Designated Persons who are identified in the annex. The Deputy Designated Persons have received appropriate training.

### **Training**

13. The Designated Persons in all three Schools, the Deputy Head of the Perse Pelican School and the Deputy Designated Persons must all have undertaken appropriate training before or upon appointment to this task and will attend refresher training in child protection and inter-agency working at least every two years.

### **Types of Abuse**

14. **Abuse** can be:
  - 14.1. physical abuse, for example beating or punching
  - 14.2. emotional abuse, for example rejection and denial of affection
  - 14.3. sexual abuse, for example sexual assault or encouraging a child to view pornographic material and
  - 14.4. neglect, for example failure to provide appropriate care including warmth or medical attention.

## **Signs of Abuse**

15. Whilst no list can be comprehensive and vigilance is always required the following may be signs of abuse:
  - 15.1. The pupil says s/he has been abused or asks a question which gives rise to that inference.
  - 15.2. There is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
  - 15.3. The pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour.
  - 15.4. The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons.
  - 15.5. The pupil's development is unexpectedly delayed.
  - 15.6. The pupil inexplicably loses or gains weight.
  - 15.7. The pupil's suffers a deterioration in their well-being
  - 15.8. The pupil appears neglected, eg. dirty, hungry, inadequately clothed.
  - 15.9. The pupil is reluctant to go home, or has been openly rejected by his/her parents or carers.

## **Duty of Employees, Governors and Volunteers**

16. Every employee and Governor of the School as well as every volunteer who assists the School is under a general legal duty to:
  - 16.1. Protect children from abuse.
  - 16.2. Be aware of the School's child protection procedures and to follow them.
  - 16.3. Know how to access and implement the procedures, independently if necessary.
  - 16.4. Keep a sufficient record of any significant complaint, conversation or event which should be dealt with as set out in paragraph 18.4 below.
  - 16.5. Report any matters of concern to the Designated Person of the appropriate school.

Every employee is under a legal duty to undertake appropriate training including refresher training at least every three years.

Teaching and non teaching staff should be aware of the Code of Conduct which gives guidance to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one to one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on.

17. **Whistleblowing:** All staff are required to report any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. Reports should be made as follows:
- 17.1 The Perse Pelican School; to the Designated Person of the Perse Pelican School, or if s/he is inappropriate or unavailable to the Deputy Head of the Pelican School,
  - 17.2 The Perse Prep School; to the Head of the Prep School or in his/her absence to the Head of the Upper School.
  - 17.3 The Upper School; to the Head of the Upper School or in his/her absence to the Chair of the Governors.

## **Procedures**

### **18. Initial Complaint**

A member of staff suspecting or hearing a complaint of abuse:

- 18.1 Must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- 18.2 Must not ask leading questions, that is, a question which suggests its own answer.
- 18.3 Must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Person of the appropriate school who will ensure that the correct action is taken.
- 18.4 Must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Person of the appropriate school.

### **19 Preserving Evidence**

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded, preserved and notified to the Designated Person of the appropriate school.

### **20 Reporting**

All suspicion or complaints of abuse must be reported to the Designated Person of the appropriate school, or if the complaint involves that Designated Person, to persons specified in paragraphs 8, 10 or 12 above. In cases of serious harm, the police should be informed from the outset. Details of procedures for reporting allegations against members of staff are given in paragraph 23 below.

## **21 Action by the Designated Person**

Subject to the paramount safety and welfare of the pupil, the action to be taken will take into account:

- 21.1 The procedures published by Cambridgeshire Area Local Safeguarding Children Board (LSCB).
- 21.2 The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the SSD or the police without further investigation within the School.
- 21.3 The wishes of the pupil who is the subject of investigation, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes.
- 21.4 The wishes of the pupil's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed of the circumstances surrounding the suspicion or complaint of abuse. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Person is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose.
- 21.5 Duties of confidentiality, so far as applicable.
- 21.6 The lawful rights and interests of the school community as a whole including its employees and its insurers.
- 21.7 If there is room for doubt as to whether a referral should be made, the Designated Person will consult with the LADO on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to SSD within 24 hours and in accordance with published LSCB procedures. If no response or acknowledgment is received within three working days, the Designated Person will contact Social Services again.

## **22. External Agencies**

Whether or not the School decides to refer a particular complaint to the SSD or the police, the parents and pupil will be informed of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

## **23. Allegations Against Governors, Staff or Volunteers**

The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in Chapter 5 of 'Safeguarding Children and Safer

Recruitment in Education'. A copy of the guidance from the DfE can be found at <http://education.gov.uk/publications/standard/publicationDetail/Page1/DFES-04217-2006>

**The Perse Pelican School:** Allegations against staff or volunteers of the Perse Pelican School should be reported immediately to the Head of the Pelican School. If the Head of the Pelican School is absent, the allegation should be passed to the Head of the Upper School, or in his absence, the Chair of Governors. If the allegation concerns the Head of the Pelican School, the person receiving the allegation should immediately inform the Head of the Upper School, or in his absence, the Chair of Governors, without notifying the Head of the Perse Pelican School first. All allegations will be discussed with the LADO before further action is taken.

**The Perse Prep School:** Allegations against staff, volunteers or either of the Designated Persons with the responsibility for safeguarding of the Perse Prep School should be reported immediately to the Head of the Prep School. If the Head of the Prep School is absent, the allegation should be passed to the Head of the Upper School, or in his absence, the Chair of Governors. Where appropriate, the Head will consult with the Designated Person and all allegations will be discussed with the LADO before further action is taken.

**Allegations against the Head of the Prep School:** If the allegation concerns the Head of the Prep School, the person receiving the allegation should immediately inform the Head of the Upper School, or in his absence, the Chair of Governors, without notifying the Head of the Prep School first. Again any such allegations will be discussed with the LADO before further action is taken.

**The Perse Upper School:** Allegations against staff, volunteers or the Designated Person with responsibility for safeguarding of the Upper School should be reported immediately to the Head of the Upper School. If the Head of the Upper School is absent, the allegation should be passed to the Chair of Governors, or in his absence, the Vice Chair. Where appropriate, the Head will consult with the Designated Person and all allegations will be discussed with the LADO before further action is taken.

**Allegations against the Head of the Upper School:** If the allegation concerns the Head of the Upper School, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence the Vice Chair without notifying the Head of the Upper School first. Again any such allegations will be discussed with the LADO before further action is taken.

**Allegations against Governors:** If an allegation is made against a Governor it should be reported to the Chair of Governors or if made against the Chair of Governors the allegation should be reported to the Head of the Upper School. Again, any such allegations will be discussed with the LADO before further action is taken.

**Suspension:** Suspension will not be an automatic response to an allegation. Full consideration will be given to all options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned; and
- the need for a full and fair investigation.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbook.

**Ceasing to use staff:** if the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, no compromise agreement will be agreed which prevents a prompt and detailed report to the Independent Safeguarding Authority. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

**Resignation:** if a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Independent Safeguarding Authority in appropriate circumstances.

#### **24. Early Years Foundation Stage (EYFS)**

The Perse Pelican School will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the premises of the Perse Pelican School (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of those allegations. The practitioner with responsibility for safeguarding in the Early Years setting at the Perse Pelican School is the Designated Person for the Perse Pelican School.

#### **25. Allegations Against Pupils**

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the appropriate School's policy on behaviour, discipline and sanctions will apply. The School will take advice from the LADO on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him / her if it is necessary to suspend him / her during the investigation.

#### **26. Suspected Harm From Outside the School**

A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation. Contemporaneous notes should be made and, if possible, an audio recording. If an audio recording is to be made, the pupil should be informed. If the member of staff continues to be concerned he or she should refer the matter to the Designated Person for the appropriate school.

#### **27. Informing Parents**

Subject to paragraph 21.4, parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Person will need to consult the LADO, the police and / or the Head of the appropriate school before discussing details with parents.

## 28. Secure School Premises

**School premises:** The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

**Visitors book:** Each individual school keeps a visitors book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises

## 29. Confidentiality and Information Sharing

The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children or to audit the efficiency of the process. The School will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children*.

### Monitoring

30. The Designated Persons will monitor the operation of this policy and its procedures and make an annual report to the Governing Body. Any shortfalls in the Child Protection Policy will be addressed without delay.

The Governors will undertake an annual review of this policy and the efficiency with which the related duties have been discharged. The Designated Persons will liaise closely with those Governors undertaking the review.

### Contact Numbers

The telephone numbers of the Cambridgeshire County Council Social Care Teams are as follows:

Fenland & East Cambridgeshire	use Cambridgeshire Direct Contact Centre 0345 045 5203
Huntingdonshire	use Cambridgeshire Direct Contact Centre 0345 045 5203
South Cambs & Cambridge City	use Cambridgeshire Direct Contact Centre 0345 045 5203
Children's Disability Team	use Cambridgeshire Direct Contact Centre 0345 045 5203
Emergency Duty Team (out of hours)	01733 234724

The following telephone numbers may be useful for pupils:

Childline	0800 1111
NSPCC	0808 800 5000

**Mr Edward Elliott on behalf of the Governing Body**

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**Legal Status:** Complies with *The Education (Independent School Standards) (England) Regulations 2010* and DfE Guidance "Safeguarding Children and Safer Recruitment in Education" (DfES - 04217 - 2006).

**Circulation:** This policy is addressed to all Governors, teaching and non-teaching staff, and is available to parents and pupils on the School website.

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**Policy Date** March 2011

**The Perse School**  
**Policy on Child Protection**  
**Annex – Designated Persons**

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**The Designated Persons and their contact details are as follows:**

**The Perse Pelican Nursery and Pre-Preparatory School:**

Sarah Waddington (Head), (tel) 01223 403940, (e-mail) [pelican@perse.co.uk](mailto:pelican@perse.co.uk)

**The Perse Preparatory School:**

Fiona McDonnell (tel) 01223 403920 (e-mail) [fmcdonnell@perse.co.uk](mailto:fmcdonnell@perse.co.uk)

Matthew Jelley (tel) 01223 403920 (e-mail) [mjijelley@perse.co.uk](mailto:mjijelley@perse.co.uk)

**The Perse Upper School:**

Bruce Kinsey (Senior Tutor) (tel) 403800, (e-mail) [brkinsey@perse.co.uk](mailto:brkinsey@perse.co.uk)

**The Deputy Designated Persons and their contact details are as follows:**

**The Perse Upper School:**

Edward Wiseman (Deputy Head, Pupils), tel 01223 403800, (e-mail) [ewwiseman@perse.co.uk](mailto:ewwiseman@perse.co.uk)

Gail Hague (Senior Tutor), (tel) 01223 403800, (e-mail) [ghague@perse.co.uk](mailto:ghague@perse.co.uk)