



Kisimul School

Operational and Educational Policy and Procedure

Safeguarding Children

Policy

It is the policy of Kisimul School to ensure that a safe and caring environment is provided at all times for the pupils entrusted to its care, and to protect them from significant harm. (Section 17 of the Children Act 1989) The company is committed to safeguard and promote the welfare of children and to ensuring the effectiveness of what we do. In order to aid this process the registered person, and indeed all staff, have routine links with other agencies concerned with Safeguarding Children.

Our policy applies to all staff and volunteers working in the school/residential units. There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of our staff and volunteers
- Raising awareness of safeguarding children issues
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who may have been subjected to abuse in accordance with their Individual Pupil Care Plan
- Establishing a safe environment in which children can learn and develop

It is the philosophy of the school that the overriding principle to be followed is: **that the child's welfare is paramount and this takes precedence over doubt** If after statutory investigation the concerns or allegations are found to be unsubstantiated, staff should not reproach themselves in any way for having raised the concern.

In pursuance of the above mentioned policy the school follows the guidelines set out by the Surrey Safeguarding Children Board Code of Practice (Sept 2007) and to facilitate this the school has written procedures in place which give specific instructions to be followed by all members of staff. These procedures are attached to this policy and form an integral part of it.

All staff directly involved with working with the pupils shall be made aware of the Kisimul School Safeguarding Children Procedures and the above guidelines by means of appropriate training. Everybody in the school shall

have access to them at all times and all relevant members of staff have a duty to maintain their awareness and to conform to the procedures.

Procedure

General

This procedure follows the guidelines laid out in the Surrey Safeguarding Children Board Code of Practice (2007), copies of which are maintained in the staff room, in the main office and at school. This procedure is intended to complement the Code of Practice in so far as matters which relate specifically to the school. Staff should be conversant with the location and contents of the Code of Practice and follow the Code in conjunction with this procedure at all times, as specified in the Children Act 2004.

The teaching and care staff at Kisimul School are particularly well placed to observe the children in their care and to report instances where they have cause for concern about colleagues, other students or external care providers. To help in this, the definition of child abuse and common social and medical indicators are contained within the Surrey Safeguarding Children Board Code of Practice.

Responsibilities

Staff will be trained to appreciate the great importance which is attached to child protection. (Sources of abuse can be staff, pupils, external carers, parents, visitors, etc.) No one who is involved in any way with the care of children can escape responsibility for identifying the signs of child abuse and having done so, for taking appropriate action as detailed in this procedure. Accordingly, all staff has a duty to conform to this procedure and to be conversant with the Code of Practice.

Failure to follow the Safeguarding children procedure is serious and may result in disciplinary action being taken.

The school has a member of staff designated as the 'Responsible Person'. The Responsible Person acts as a focal point for all matters concerning child protection and acts as the contact between the school and the safeguarding children's agencies.

The Responsible Person at Kisimul School – Woodstock House is a member of staff who has attended the Local Safeguarding Children Board Multi-Agency Foundation Course. At present the role is being undertaken by Ralph Linton. In the absence of Ralph Linton responsibility is delegated to the persons named in Appendix 1 to this procedure in order of contact. (Please note: In the first instance any senior staff may be contacted.)

If a senior manager (Education or Care) at Woodstock is associated in any way with the alleged abuse then the appropriate Director must be contacted at Swinderby.

Procedures

Incidents of possible child abuse obviously need to be handled with sensitivity and confidentiality consistent with the multidisciplinary approach. The Responsible Person will, upon receiving an allegation of abuse, avoid asking leading questions or giving inappropriate guarantees of confidentiality.

If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, then s/he must report this to the senior person on duty, who will inform the relevant Local Authority Designated Officer (LADO) within one working day. (See Contact Numbers)

The senior manager receiving information about an allegation should not seek to determine its validity. Failure to report it to the LADO in accordance with procedures is a potential disciplinary matter.

The LADO will advise staff and managers if the concerns constitute sufficient grounds for the initiation of action under this procedure, having regard to 1.1 above. Children's Social Care Services or the Police Public Protection Investigation Unit (PPIU) may be consulted for advice.

Any member of staff who believes that allegations or suspicions, which have been reported to the line manager, are not being investigated properly has a responsibility to report it to a higher level in their agency and to the LADO.

If for any reason, there are difficulties with following the above procedure, the agency's own whistle blowing procedure should be considered or a referral made directly to the Contact Centre Children's Team – See Contact Details

Staff are reminded to be aware of other indications such as distress at the onset of a holiday period or signs of abuse on return from holiday which could indicate that a child may be subject to abuse while at home or during respite care breaks, e.g.: check for bruising and/or injuries. Any such concerns should be recorded and immediately brought to the attention of the Responsible Person.

The procedures to be followed are set out below:-

- Any suspicion of child abuse must be reported immediately to the responsible person or another designated member of staff.
- If any child appears to be in need of immediate medical treatment they should be taken to the local Accident and Emergency Department in accordance with the procedure for Emergency Medical Treatment. If in the judgement of the Responsible Person there are indications that the cause of the problem may be related to child abuse then the Accident and Emergency Department must be told. If the child does not need medical treatment, but it is felt that a medical opinion is required, then a visit to the GP must be organised at the earliest convenience and the concern must be shared with them.
- Staff must fill out the Complaint form (Appendix 2) with their team leader and this will be kept for future reference. Please note: if the complaint concerns a particular member of staff, then the team leader/teacher should ensure that the member of staff in question is

temporarily moved to work with a different group/class while the responsible person is contacted.

- Staff should not take any further action, unless any relevant information is volunteered by a parent, guardian or any other individual in which case it should be recorded and passed on to the responsible person for action.
- Any case of suspected child abuse or allegation of child abuse, even in the absence of physical evidence, must be brought to the immediate attention of Social Services by the Responsible Person and their advice obtained. This is particularly relevant where the abuse is alleged or suspected to have been perpetrated by an outside caregiver and therefore the pupil is particularly vulnerable to further abuse.
- The responsible person has to decide, in conjunction with the Operations Director or another of the company's Directors, whether to suspend a member of staff where appropriate.
- In line with the National Minimum Standards for Children's Homes 2001 the registered manager has a duty to inform Ofsted without delay about any referral under the Safeguarding Procedure as a notifiable event (Appendix 4).
- The Responsible Person may contact the Custodian of the Child Protection Register appropriate to the child. All enquiries are dealt with by a 'call back' system to ensure that they are genuine. It is very important that the Child Protection Register is interrogated, although it must be noted the interrogation does not constitute a referral.
- The Responsible Person must keep hand written records of all observations and actions taken, timed, dated and signed. These records to include any signs of abuse, neglect or injury where appropriate and must also include records of any communication with the Social Services or Police.
- When a referral is made to a statutory protective agency such as Social Services, the Responsible Person should ensure that there is no misunderstanding regarding:
 - The reasons for making the referral
 - Any special needs of the child including any linguistic, cultural, religious, physical or psychological factors (and where appropriate the child's family)
 - His or her expectations of the agency to which the referral has been made

- The Responsible Person must confirm all verbal communication in writing within 24 hours repeating all relevant information and agreed actions.
- Following a Child Safeguarding Children Investigation, if the Responsible Person still has concerns about the safety of the child, the Social Services Area Manager should be contacted with a view to convening a Safeguarding Children Conference (see Appendix 4 for the appropriate interagency notification form).
- In all cases of child abuse, suspected or confirmed, the Responsible Person should contact the Department for Education and Skills.
- It is the duty of the registered person at Kisimul to ensure that members of staff subject to allegations against them are kept informed of developments and are appropriately supported in line with guidelines set out in the Employee Handbook.

Contact Details

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| Surrey Safeguarding Children Board referral - | 08456 009009 |
| Local Authority Designated Officer (LADO) – | 01372 833310 |
| Allegations Manager (Sue Herbert) - | 01372 833341 |
| Contact Centre Children’s Team - | 08456 009009 |

Contact Centre Children’s Team
 Conquest House
 Wood Street
 Kingston upon Thames
 KT1 1AB

Appendix 1 – Woodstock House

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| Responsible person | Ralph Linton | 07824371652 |
| | Sue McGinty | 07826871290 |

The following are the current delegated persons in order of contact:

1. Russell Brown 0771 236 9547/ 07919 325512
2. Tina Morten 07824848372