

Quwwat-Ul- Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

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Child Protection Policy

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1. INTRODUCTION

Purpose of a Child Protection Policy

To Whom It May Concern: inform staff, parents, volunteers and proprietors about the school's responsibilities for safeguarding children.

To enable everyone to have a clear understanding of how these responsibilities should be carried out.

School Staff & Volunteers

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

They should be aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

Mission Statement

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.
- Ensure children know that there are adults in the school whom they can approach if they are worried.

This Child Protection Policy will be reviewed annually and any deficiencies will be remedied immediately.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the wellbeing of children and their safety and protection whether in the school environment or when undertaking school trips and visits, and journeys. The School Visits policy and procedures sets out the steps that must be taken to ensure pupil safety on visits.

2. STATUTORY FRAMEWORK

In order to protect children from harm the school will act in accordance with the following legislation and guidance:

The Children Act 1989
The Children Act 2004
Education Act (2002), section 175

DCSF guidance Safeguarding Children and Safer Recruitment in Education Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

- DCSF guidance Safeguarding Children and Safer Recruitment in Education (Jan 2007) places the following responsibilities on all schools:-
 - Schools should be aware of and follow the procedures established
 - Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
 - Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
 - A Designated Senior Person (Head Teacher) should have responsibility for co-ordinating action within the school and liaising with other agencies
 - Staff with designated responsibility for Child Protection should receive appropriate training
 - The school operates safe recruitment procedures, i.e. enhanced CRB checks are carried out on anyone who has regular contact with children, including volunteers and staff from other organisations.

3. THE DESIGNATED SENIOR PERSON (DSP)

The Designated Senior Person for Child Protection in this school is:

NAME: Head Teacher

It is the role of the Designated Senior Person for Child Protection to:-

- Overlook the child protection of pupils in the EYFS
- Ensure that the school operates within the legislative framework and recommended guidance
- Ensure that appropriate training and support is provided to all staff
- Develop effective working relationships with other agencies and services
- Decide whether to take further action about specific concerns (e.g. refer to Children, Schools and Families)
- Liaise with Local Borough social care teams over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place and marked 'Strictly Confidential'

- Ensure that the school effectively monitors children about whom there are concerns
- Provide guidance to parents, children and staff about obtaining suitable support.

A Deputy DSP should be appointed to act in the absence/unavailability of the DSP.

4. SCHOOL PROCEDURES

Pupils will be educated in Islamic Studies (PSHE) and in assembly to promote a safe learning environment and equip pupils with knowledge and skills they need to keep themselves and others safe.

If any member of staff is concerned about a child he or she must inform the Designated Senior Person.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

The Designated Senior Person will decide whether the concerns should be referred to the local Social Services Team or discussed with the parents/guardian concerned, unless to do so would place the child at further risk of harm.

Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan (formerly referred to as the Child Protection Register) and a written record will be kept.

If a pupil who is/or has been the subject of a child protection plan changes school, the Designated Senior Person will inform the social worker responsible for the case and transfer the appropriate records to the Designated Senior Person at the receiving school, in a secure manner, and separate from the child's academic file.

TRAINING

The designated Child Protection Officer must be trained in child protection in inter-agency working every two years to a standard approved by the Local Safeguarding Board.

Any other members of staff must be trained every three years in Child Protection and Inter-agency working.

The schools induction process includes familiarisation with all policies including the Safeguarding Policy.

5. WHEN TO BE CONCERNED

All staff and volunteers should be concerned about a child if he or she:

Has any injury which is not typical of the bumps and scrapes normally associated with accidental injury.

Regularly has unexplained injuries.

Frequently has injuries (even when apparently reasonable explanations are given).

Gives confused or conflicting explanations about how injuries were sustained.

Exhibits significant changes in behaviour, performance or attitude.

Indulges in sexual behaviour which is unusually explicit and /or inappropriate to his or her age/stage of development.

Discloses an experience in which he or she may have been significantly harmed.

Any other cause to believe that a child may be suffering harm.

6. DEALING WITH A DISCLOSURE

If a child discloses that he or she has been abused in some way, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Social Services or Police
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions or leading questions
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record/collate evidence
- Pass information to the Designated Senior Person without delay.

Please refer to the appendix 1 for possible signs of abuse.

Support

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Designated Senior Person.

7. CONFIDENTIALITY

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies.
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

8. RECORD KEEPING

When a child has made a disclosure, the member of staff/volunteer should:

Make brief notes as soon as possible after the conversation

Not destroy the original notes in case they are needed by a court

Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child

Draw a diagram to indicate the position of any bruising or other injury

Record statements and observations rather than interpretations or assumptions

All records need to be given to the Designated Senior Person promptly.

The school will report any unexplained absences of a child who is on the Child Protection register before the end of the first day of absence.

The school will inform the LEA of any unexplained absences of 10 consecutive days of a child who is not on the Child Protection register.

If an allegation or abuse against another pupil, then the LEA and Social Services should be contacted.

Newham Local Procedures

The designated person will contact the social services team in Newham, who will advise on the matter.

Newham Social Services: 020 8430 2000

Police: 999 (emergencies) or 020 8534 1212

NSPCC: 0800 800 5000

Parentline Plus: 0808 800 2222

If Newham social services believe a child may have been harmed or if they have to try to find out what has happened and decide what support and protection will best to help the family. In some cases, the Newham Police child protection team will investigate with social workers to decide whether a crime has been committed.

If child abuse is suspected, social services and the police have a legal duty to investigate.

Notifications

The School will inform Ofsted within 14 days of any actual abuse or allegations that take place on the premises.

The School will inform Newham Safeguarding Board and provide the evidence within 24 hours of a disclosure or suspicion of abuse and the school will take no further action until the advice of the local Safeguarding Board has been obtained.

The school will report to the Independent Safeguarding Authority (ISA) within 1 month of leaving the school any person whose services are no longer used as they are considered unsuitable to work with pupils.

9. ALLEGATIONS INVOLVING SCHOOL STAFF/VOLUNTEERS

If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform the Head Teacher.

If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child at the school, or elsewhere, they must immediately inform the Head Teacher. They should also make a record of the concerns including a note of anyone else who witnessed the incident/alleged incident.

If the concerns are about the Head Teacher, then the Proprietor, Management committee should be contacted.

The Head Teacher will not investigate the allegation itself, or take written or detailed statements, but he/she will assess whether it is necessary to refer to Children's Assessment Investigation Team (CAIT) Unit (Newham Social Services) on 020 8430 2000 Extension 45617. Please note this may vary if the child resides in another borough.

If it is decided that the allegation warrants further action through Child Protection Procedures the Head Teacher must immediately make a referral to Children's Assessment Investigation Team (CAIT) Unit (Newham Social Services) on 020 8430 2000 Extension 45617. Once again, this may vary if the child resides in another borough.

Under these circumstances the member of staff against whom an allegation has been made should not be informed of said allegation until future action is agreed with the Social Work Team Manager. It may be necessary to discuss appropriate steps to ensure other children are not at risk. The allegation will be investigated by the CAIT team, in accordance with Child Protection Procedures.

If it is decided that it is not necessary to refer to DCSF, the Head Teacher and Local Authority Designated Officer will consider whether there needs to be an internal investigation.

SELF PROTECTION

Staff must be aware and careful of any action between themselves and a pupil which may inadvertently result in an allegation or put them at risk (i.e. staff must not speak to a child alone or give a lift to a child).

Physical Punishment or Restraint

Staff should never hit children – either with their hands or with sticks or other implements. This is against the law. On some occasions, it may be necessary for a worker to restrain a child or young person physically to prevent him or her from inflicting injury to others or damage to property. On these occasions, only the minimum force necessary should be used. If restraint is used, the worker should make notes of what happened and report the incident to the nominated Child Protection Officer. The child's parents should be informed of the incident.

10. PROPRIETORS ROLE

The trustees are in charge of the annual review. Their role is to:

- Ensure the school has a Child Protection Policy and procedures in place that are in accordance with locally agreed inter-agency procedures, and the policy is available to parents on request
- The school operates safe recruitment procedures and makes sure that appropriate checks are carried on staff and volunteers who work with children
- The school has procedures for dealing with allegation of abuse against members of staff or volunteers that comply with locally agreed inter-agency procedures on guidance in the Chapter 5 in the document titled 'Safe Guarding Children and Safer Recruitment in Education (January 07).' These include procedures for the proprietor to liaise with other agencies in the event that allegations are made involving the Head Teacher.

- A senior member of the schools management structure is designated to take lead responsibility for dealing with child protection issues and liaising with other agencies when necessary. A Deputy should be available to act in designated persons absence
- In addition to basic child protection training, the designated person undertakes training in inter-agency working that is provided, or to standard set by, the LSCB, and refresher training at two yearly intervals to keep his/her knowledge and skills up to date.
- The Head Teacher, and all other staff who work with children undertake training that equips them with the knowledge and skills necessary to carry out their responsibilities for child protection that is kept up to date by refresher training at three yearly intervals
- All permanent and temporary staff and volunteers who work with children are made aware of the schools arrangements for child protection and their responsibilities.
- Any deficiencies and weaknesses with regards to child protection are remedied without delay: and
- Proprietor takes annual review of the schools policies and procedures relating to safeguarding, and how the above duties have been discharged.

The Proprietor will undertake an annual review of the school's policies and procedures relating to safeguarding, and how duties have been discharged.

Appendix

Possible signs of abuse:

Physical abuse:

- Unexplained or untreated injuries
- Cigarette burns, bite or belt marks
- Covering arms or legs unnecessarily
- Flinching when touched

Neglect:

- Poor personal hygiene
- Constantly hungry
- Underweight
- Dishevelled appearance

Emotional abuse:

- Self-harm
- Extremes of emotion
- Sudden speech disorders
- Delayed development in babies

Sexual abuse:

- Stomach pains
- Discomfort when walking
- Inappropriate (sexually explicit) language or behaviour
- Aggressive or withdrawn behaviour
- Fear of one person
- Pain, itching, bruising or bleeding in the genital area