

Park Avenue Girls' High School

# **PARK AVENUE GIRLS' HIGH SCHOOL**

# **Child Protection Policy**

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**Educating Nurturing Inspiring**

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**REVIEWED ON Wednesday 10<sup>th</sup> August 2016**

### **What do we mean by abuse or neglect?**

A person may abuse or neglect a child or young person by harming them, or by not stopping them from being harmed.

**Physical abuse** is when children or young people are hurt or injured by others, for example by hitting, shaking, squeezing or biting.

**Emotional abuse** is when children are persistently denied love and affection. Children will suffer if they are always shouted at, made to feel stupid, rejected, used as scapegoats or live in a violent environment.

**Sexual abuse** is when others use children to meet their own sexual needs. This might include sexual activity involving the child or young person or showing children pornographic material on videos or on the internet.

**Neglect** is where no one meets children's basic needs for food, warmth, protection, education and care, including health care.

The **sexual exploitation** of children is a form of child abuse which involves a combination of factors:

- Pull factors: children exchanging sex for attention, accommodation, food, gifts or drugs;
- Push factors: children escaping from situations where their needs are neglected and there is exposure to unsafe individuals;
- Control, brain washing, violence and threats of violence by those exploiting the child.

Boys and girls may be drawn into sexual exploitation by peers who are already involved. Girls in particular are frequently coerced into sexual exploitation by an older man, posing as and viewed by them as their boyfriend. Over time, access to friends and family becomes curtailed and the child becomes alienated from agencies which may be able to identify and interrupt the abuse.

Sexually exploited children are rarely visible on the streets, and grooming children for abuse via the internet has contributed to the invisibility of the sexual exploitation of children.

Increasingly, victims are identified under 16 years of age, across all cultures. Many children are exploited in the community.

Sexually exploited children commonly have low self-esteem and have experiences which include the following signs and symptoms:

- Going missing frequently and / or from a young age;
- Previous and sometimes current sexual abuse, neglect, physical abuse and domestic violence within the family;
- Family involvement in sexual exploitation, drugs and alcohol;
- Drug and /or alcohol use themselves;
- Emotional symptoms, including eating disorders, mood swings and self harm;
- Involvement in theft, shoplifting, deception etc. often organised by the person exploiting them;
- A preoccupation with their mobile phone which indicates the child is being controlled e.g. possession of multiple phones, extreme distress when one is lost or not working;
- Showing signs of sexual activity / abuse, including STD symptoms, terminations and pregnancy scares;
- Possession of money and goods not accounted for;
- Having an older "boyfriend" - in some cases the "boyfriend" drives them about.

Professionals in all agencies should be alert to the possibility that a child for whom they have concerns may be sexually exploited. They should discuss their concerns with their agency's nominated safeguarding lead.

If you have concerns that a young person is at risk of sexual exploitation contact: **01782 235100** and ask to speak to the Duty Social Worker.

For more information visit the Stoke-on-Trent Local Safeguarding Children Board website: [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

## **Aim**

Whilst the prime focus of PARK AVENUE GIRLS HIGH SCHOOL is to secure the best Islamic and educational provision for the child, the school recognizes that the safety, welfare and care of children are paramount. We are, therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- All reasonable measures to be taken to minimize the risks of harm to children's welfare;
- All appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
- All persons working at this school to be made aware of this policy.
- We recognize that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

In order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognize signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse
- Monitor and support children at risk
- Use the curriculum to raise children's awareness, build confidence and skills
- Work closely with parent/guardians and support external agencies.
- Ensure that all adults within our school who have access to children have been checked as to their suitability

PARK AVENUE GIRLS HIGH SCHOOL will support all children by:

- Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns, who leaves the school, by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

The role of all staff and other persons within the School

- All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-
- Trained and aware of potential indicators of abuse
- Open to hearing concerns from children and others, without seeking to investigate these concerns.
- Informed on how to report any concerns to their Designated Senior Person for Child Protection.
- Informed on how to report any concerns relating to staff to their Head Teacher.
- Informed on how to report any concerns relating to their Head Teacher.

- Listening to children.

**Park Avenue Girls High School will:**

- Create the opportunity and environment for children to be able to talk about their concerns
- Establish systems to enable cover for the member of staff listening to a child's concerns.

**Always:**

- Report on as soon as a member of staff has a concern.
- Record information verbatim using the actual words of the child and noting any questions the child rises.
- Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- Pass these notes to the DSP.
- If possible use a silent witness.

**Never:**

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgment
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimize risk to them whilst supporting the child.

We recognise that all matters relating to Child Protection are confidential. The Head or DSP will disclose any information about a pupil to other members of staff on a need to know basis only.

***Designated personnel***

Designated Senior Person for Child Protection:

Head teacher; Abdul Ghafoor Salloo

Deputy DS; MRS Mehrunisha Salloo

Nominated Governor; Moulan Muhammad Shuayb

### **Supporting Staff**

- We recognize that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSP and to seek further support as appropriate.
- All staff are able to access confidential support and counseling through the local Staff Care line & Teacher Support network etc.

### **The role of the DSP**

- The Designated Senior Person is responsible for:
- Adhering to the Stoke on Trent Education and school procedures with regard to referring a child if there are concerns about possible abuse
- Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
- Ensuring that all such records are kept confidentially and securely and are separate from child records
- Ensuring that an indication of further record-keeping is marked on the child records
- Liaison and joint working with Social Care Services, and other relevant agencies

### **Reporting Procedures**

- All concerns must be passed to the DSP who will seek advice/make a judgment as to whether a referral to Social Care Services or the need for any other action is to be taken.
- If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.
- Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order to prove the procedure has been followed.

### **Staff allegations**

- All child protection allegations relating to staff must be reported directly to the Head Teacher and the DSP without informing the subject of the concern/allegation.
- The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognized that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt.

- Any complaint or concern of a child protection nature received by any person and relating to the Head Teacher must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors.
- All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the guidance in respect to safe conduct which includes the following:
- Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/guardians.
- E-mail or text communications between an adult and a child or young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.
- All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behavior. Adults should not use any form of degrading treatment to punish a child.

The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of the School's behavior management policy which is widely publicized and regularly reviewed.

- There are some jobs within the school which may require physical contact with children. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behavior if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned.

The scale and nature of any physical intervention must be proportionate to both the behavior of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.

- It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/guardians. There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/guardians.
- Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behavior remains professional at all times and stays within clearly defined professional boundaries.

- Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents/guardians by agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.
- Adults should ensure that children and young people are not exposed to any inappropriate images or web links. The School will ensure, through their Internet Policy, that internet equipment used by children will have the appropriate controls with regards to access, e.g. personal passwords should be kept confidential.
- Staff may need to work with children in a one to one situation. It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/guardians, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place. The environment must be easily visible and should not be in an isolated place.
- Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- Schools responsible for children in receipt of a managed care placement will also have a duty to inform the Care Quality Commission (CQC), in cases of child protection concerns.
- Heads responsible for children in receipt of a managed care placement will also have a duty to involve CQC

### **Procedure**

- The School adheres to the Stoke-on-Trent Safeguarding Children Board procedures and the Stoke-on-Trent, Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher and DSP and must be the subject of training and be available to all staff and governors.
- The Head Teacher will identify a Designated Senior Person (DSP) for Child Protection co-ordination in the school. The Head will identify clearly who will deputies in the absence of the DSP and ensure that any such deputy is appropriately trained.
- The DSP will ensure the following reporting and recording procedures are maintained:
- Incident report form (catalogued and cross references to the incident book)
- Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report.)
- Child school record
- All of the above documents will be kept in a locked cabinet in the DSP's office
- The Governing Body will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

### **Parents and Guardians.**

- Parents and Guardians will be made aware of the school's policy through published information and in initial meetings with parent and Guardians of new children. Parents and guardians will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This

decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

- A copy of this policy is available to all parents/guardians and children upon request.

### **Teaching and Learning**

- The curriculum will be used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and an understanding of protecting others.
- The school will promote child support services through assembly and display of contact information, e.g. Childline etc.

### **Training**

- All members of staff (including admin staff, security staff and cleaners) will receive training on child protection procedures and will receive updates and refreshers every 3 years. It is also strongly recommended that the Governing Body also receives this training.
- The DSP will be provided with Education Services core training in order to carry out his/her role and will attend refresher training updates every 2 years.
- Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behavior management and risk assessment.

## **ALLEGATIONS MADE AGAINST HEADTEACHER**

### **1. Preamble**

This protocol is designed to provide guidance on the action which may be taken in relation to allegations of misconduct with pupils made against Headteacher

### **2. What Happens when an allegation is made?**

- When an allegation is made, this may be made to another member of the school staff, a member of the Authority's staff, a Governor, or the Police.
- On receiving an allegation the person in receipt of the information must make an accurate record of the details initially provided, including dates, times, location(s), incident(s) and people allegedly involved.
- If the allegation is made to a member of school staff the member of staff must refer the matter to the school's DSP or Child Protection Liaison Officer, having first made a record of the allegation made.



- The Chair of Governors must be informed.** Where the Headteacher is the Child Protection Liaison Officer the matter should be referred to the Chair of Governors or the Vice Chair if they are not available. The Child Protection Liaison Officer should enlist the support of the Head of Children and Families (phone 823411) and the HR Advisory Services Manager (phone **01782 235100**)
- If the allegation is made to a member of the Authority's staff, they must refer the matter to the Head of Children and Families, having first made a record of the allegation made.
  - The Head of Children and Families who, in liaison with HR Advisory Services Manager, will notify the Referral and Assessment Team of the details and confirm them subsequently in writing to the Referral and Assessment Team, within 48 hours (2 working days).
  - The Head of Children and Families, in liaison with HR Advisory Services Manager, will determine whether the allegation:
    - (a) Is to be dealt with as a child protection investigation, in which case the Child Protection Procedure will have priority over other procedures. The Police may be involved in this process.
    - (b) Should be dealt with as a disciplinary investigation.
    - (c) Constitutes inappropriate conduct which does not necessitate further formal investigation, but yet warrants managerial action.
    - (d) Is unfounded and should be discussed with the Headteacher and Chair of Governors.
  - If the allegation is made directly to staff within the Children and Families services of the Directorate or the Police, they will determine whether it should be dealt with as a child protection investigation. Staff in the Children and Families services should follow their own Safeguarding Children Procedure set out in the Children in Need handbook in line with the agreed Area Child Protection Committee safeguarding procedures. The Police through the course of the investigation may ascertain whether a criminal act has been committed.
  - The Police and Children and Families services are the lead agencies in determining what course of action will be taken advising on the course of action to be followed. They may advise that it is not appropriate for the Headteacher to remain in close proximity with pupil(s), potential witnesses or potential evidence.
  - Subject to Police advice, the Chair of Governors will normally be informed of the nature of the allegation at the outset and advised of the action recommended. Using the National Network of Investigation and Referral Support Co-ordinators' Guidance, it may be necessary for the Headteacher to be assigned to alternative duties away from the school site or be suspended. **Suspension is not an**

**automatic outcome.** The guidance referred to above can be found at

[http://eduwight.iow.gov.uk/the\\_lea/personnel/Allegations\\_Against\\_Staff/](http://eduwight.iow.gov.uk/the_lea/personnel/Allegations_Against_Staff/)

- The Council's Communications & PR Manager should be contacted for advice on handling media interest.

### 3. Who is to be involved in the Interview?

The Chair of Governors, or a substitute Governor will conduct any interview which may lead to suspension, and he/she will be accompanied by a representative of the Director of Children's Services.

**The suspension of the Headteacher can only be undertaken by the Chair of Governors or a substitute Governor..** Where it is decided to suspend the Headteacher the full governing body will be notified.

### 4. Timing of the Interview

If there is concern about the possible welfare or safety of pupils, students or staff, the interview should be held immediately the arrangements referred to below have been made, subject to Police advice. Normally the interview to consider whether suspension is necessary should be timed to coincide with a natural break in the Headteacher's working day.

### 5. Arranging the Interview

5.1 Although it is important to act quickly when arranging an interview with the Headteacher which may lead to suspension, the following steps should be taken:

- (1) The Headteacher should be advised to contact their Trade Union.
- (2) Where the Headteacher is an accredited Trade Union representative or Safety Representative, the interview should not be arranged without circumstances of the case first being discussed with the County Secretary or full-time official of the Headteacher's Trade Union.
- (3) Where the Headteacher is a member of a recognised Trade Union, every effort should be made by the Chair of Governors or a substitute Governor to contact the County Secretary or full-time official of that union to establish what arrangements, if any, can be made, as a matter of urgency, for the employee to be represented at the interview.
- (4) Where the Headteacher is not a member of a recognised Trade Union, the Headteacher should be encouraged to identify a person who could be readily available and prepared to accompany the employee at the interview and/or offer support at the meeting.
- (5) Where the Headteacher is to be accompanied at the interview, he/she should be informed, when the representative arrives, that a serious allegation is to be put to him/her and that a representative is available to accompany him/her. The Headteacher should then be offered the opportunity of a meeting with their representative before the interview.

(6) If it is not possible to make arrangements for the person to be represented, the interview should still be held. The Headteacher will be advised to contact their professional association. **The interview is not a Hearing.**

### **Purpose of the Interview**

- The purpose of the interview is to:

Put to the Headteacher the substance of the allegation, subject to Police advice, listen to the Headteachers response and to consider further action.

- The member of staff should be informed at the outset of the interview that an allegation has been made and that, at the conclusion of the interview, suspension might occur. The meeting is not concerned with examination of the evidence but is an opportunity for the member of staff to make representations concerning any possible suspension. The member of staff should be given an opportunity to make such representations after the information has been given and the reasons for any proposed suspension explained.

### **The Interview**

- If it is clear that the allegation against the Headteacher is without foundation, no further action should be taken. The Chair of Governors should arrange for the Headteacher to be provided with appropriate support, within 5 working days, in liaison with the Director of Children's Services.
- At the interview the Chair of Governors should explain to the Headteacher that the meeting is not a formal disciplinary hearing but that it is necessary to put to him/her a serious disciplinary matter which may lead to suspension. Subject to Police advice the essential facts should then be put to the Headteacher and the Headteacher asked to make any response he/she wishes. **It would be appropriate to agree a brief adjournment before the employee responds, if it is requested**
- If the Chair of Governors considers that the allegation should be acted upon, the Headteacher should be told that he/she is suspended from duty. Other options may be considered as outlined in paragraph 2.8. It should be emphasized that the suspension is intended as a neutral act pending further investigations and that a conclusion as to the need for further formal action, which may include a Hearing, will be reached as soon as possible. A letter confirming the suspension should be given to the Headteacher at the end of the interview. If this is not possible, it must be sent to the Headteacher within 24 hours of confirming the suspension. Where the letter is not given to the Headteacher it will be hand delivered or sent by registered post A sample letter is attached.
- The Headteacher will be asked to return all school property including keys, laptop, equipment, mobile phone, files, the school diary, school identity badge.

- If the Headteacher is represented at the interview the representative will arrange for the Headteacher to be accompanied home and discuss with them support for him/her and contacting their family.
- Where the Headteacher is not represented, the Chair of Governors will arrange for the Headteacher to be accompanied home and discuss with them, support for them and contacting their family.

Where it is considered that the allegation is a child protection issue, the decision making process will normally require a strategy meeting involving the key agencies and the Chair of Governors or a substitute Governor to consider the case.

Throughout the process the LEA will take a neutral stance. The LEA has a role in advising the Chair of Governors of the appropriate action to be taken and the statutory responsibility to safeguard the welfare of children.

Colleague Headteachers may wish to offer support to the Headteacher who is suspended. However, they must do so in a personal capacity and need to be aware that any public debate could be prejudicial to the parties concerned.

The following record of training will be maintained by the DSP

Group Date of last training & by whom

Governors/named Governor

DSP (Core training)

DSP update/refresher

HT (core training)

HT refresher

Support staff (by individual name)

Teaching staff (by individual name)

### **Visitors and Volunteers**

A summary of the schools procedures and the name of the DSP will be displayed for the information of visitors/volunteers at the school.