

# **THE LADIES' COLLEGE CHILD PROTECTION POLICY – (EYFS)**

## **1. Introduction.**

The purpose of this policy document is to define the principles and aims of child protection at The Ladies' College EYFS and to provide a framework which;

- ◆ promotes consistency in school planning and school practice.
- ◆ facilitates development and change.
- ◆ informs new staff, pupils, parents, governors and the wider community.

This policy document was developed in 2009 through a process of consultation with the teaching staff.

This policy will be reviewed annually. The next review will be in the Spring Term 2011.

This policy should be viewed in conjunction with the following policies: Anti Bullying, Communication, Health and Safety, Behaviour and Discipline and Data Protection.

## **2. Principles.**

### **At school**

- pupils should experience a safe and secure environment.
- pupils should know how to get help if needed.
- any concerns arising in school should initially be dealt with by a member of staff or the school nurse.
- any concerns about a child should be expressed to Mrs S Spurrier the Child Protection Officer (CPO).
- any disclosures made by a child should be reported to the Child Protection Officer (CPO).
- The CPO will share information with the Head Teacher who will in turn inform the Principal.
- Child Protection Guidelines should be followed at all times.

## **3. Aims**

We aim to;

- ensure that all our pupils experience a happy, secure environment at school.
- follow Child Protection procedures to ensure that all appropriate agencies are involved in any observed concerns or reported incidents.

#### 4. Strategies

- a) Concern about a child or a disclosure made by a child should immediately be reported to the CPO who will then follow the Child Protection Guidelines.
- Report disclosures.
  - Report suspicions.
  - Do not make promises.
  - Document every step.
  - Maintain confidentiality.
- b) If a member of staff is contacted by HSSD, or another agency, to provide background information on a child;
- no information should be given on the telephone.
  - calls should be diverted/referred to the CPO.
  - the member of staff concerned should always have the CPO, the Head Teacher or the Principal present at any meeting, however informal.
  - no information should be given that the member of staff concerned would not be happy to give to the child's parents or carers face to face.
  - Information given should be factual and not speculative.
- c) Recruitment and Selection Process for EYFS
- a central CRB check register is kept and updated by the Principal's PA.
  - all new members of staff or visitors who have regular contact with pupils must complete a CRB Enhanced Disclosure form.
  - selection/interviewing of new members of staff is carried out by the Principal, Head Teacher and Senior Teacher in the Preparatory Department.
  - all new members of staff to EYFS are given a copy of our Child Protection Policy and asked to read it as part of the Induction Process, they are then asked to sign the Guernsey HSSD declaration that they have read and understand the policy. This is then kept on file.
- d) If an allegation about a member of staff is made;
- it should be reported immediately to the Head Teacher who will then inform the Principal who will then inform the chair of governors.
  - a clear comprehensive summary of the allegations is then taken.
  - there may then be up to three strands in consideration of the allegation;
    - 1) a police investigation of possible criminal offence.
    - 2) enquiries and assessment by Guernsey Children's Board or services about whether the child is in need of protection.
    - 3) consideration by the college of disciplinary action in respect of the individual.
  - Every effort should be made to maintain confidentiality and guard against unwanted publicity.
- e) Staff are required to observe the following procedures should a child go missing whilst in our care;
- immediately alert other staff who are working in the EYFS and organise a search of the

**5. Resources**

DCFS 'Safeguarding children and safer recruitment in education' statutory guidance.

Child Protection Guidelines.

HSSD.

Education Department.

'Who Can I Talk To?' list displayed in classrooms.

**6. Reporting**

Once a concern, suspicion or disclosure has been made by a member of staff, there will be no report back as all such matters are handled in the utmost confidence.

The Head Teacher will keep any relevant information in a specially designated file, which, after discussion with the Principal, will be passed on to the Senior School if and when appropriate or else destroyed if and when appropriate, in accordance with Data Protection.