

## Senior School

### Guernsey Statement

'The Children Law (Guernsey and Alderney) 2008 states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://childrenlaw.gg>

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/>

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm.

Therefore if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact Health and Social Services Department, Assessment and Intervention Team to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Headteacher and School Child Protection Officer, who will make contact with HSSD colleagues as appropriate.'

### Introduction

We are committed to safeguarding the welfare of our students. This policy was devised in accordance with The Children Law 2008, the guidance laid down by the States of Guernsey (Guernsey and Alderney Child Protection Guidelines <http://www.online-procedures.co.uk/guernsey/>) and by the requirements set out in the UK's *Safeguarding Children and Safer Recruitment in Education* (2007) and the *Children Law Guernsey and Alderney 2008*.

This policy is published on the College website, College portal and in the parent handbook. Our Child Protection Policy for Melrose and the Pre-School is also available on the College website.

Teachers and other responsible adults at The Ladies' College are particularly well-placed to help safeguard children's welfare. During term-time daily contact they may observe outward signs of abuse, changes in children's behaviour or their failure to thrive. Teachers and support staff need to be **alert** to the possibility of abuse, **aware** of the procedures to be followed if they have suspicions and **confident** enough to follow those procedures.

**The aims of this policy are:**

- To ensure all colleagues are aware of what is meant by child abuse.
- To ensure that support and help is given to any student believed to be suffering from abuse.
- To provide the information for staff to carry out their duty of care.
- To ensure the College follows Guernsey's guidelines on child protection.

This policy will be reviewed annually. The next review will be at the end of the academic year 2016. Any deficiency noted during the review process will be remedied within ten working days of the review date.

The Ladies' College Board of Governors undertakes an annual review of these safeguarding policies and procedures and of the efficiency with which the related duties have been discharged. This review takes place in the Trinity Term meeting of the full Board of Governors.

This policy should be viewed in conjunction with the following senior school policies: Anti-Bullying, Health & Safety, Discipline, Rewards & Sanctions, Data Protection ICT, Missing Persons and Prevent policies.

**Key points**

The designated Child Protection Officer is the Principal, Mrs Ashley Clancy, and in her absence the Deputy Principal, Mrs Jane Pearson. Mrs Ailsa Beebee is also trained as a Designated Person.

Parents are informed of the College obligations concerning Child Protection via the parent handbook, website and portal.

Effective links with agencies are encouraged: Health and Social Services, Education, Child and Adolescent Mental Health Service, the Education Department, Educational Psychology Service.

DBS checks/Vetting and Barring procedures are followed for the appointment of all staff and adults who work with students. Procedures are in place to ensure that all teaching and support staff, voluntary helpers and contractors appointed are suitable to work with children. All colleagues are given training with regard to Child Protection policies and procedures and this is completed as part of their induction. All adults employed and volunteering to support the work of the College have a DBS check and all complete the Level 1 training available from the States of Guernsey Education Department every three years and receive a certificate of completion. The Principal receives external training in Child Protection and Inter Agency Working as required by and provided by Guernsey's Education Department. This is updated every two years.

A central register is maintained annually to reflect that all adults employed by the College have read and understood their Child Protection responsibility.

## **Basic Principles of Safeguarding at Ladies' College**

- All students should experience a safe and secure environment.
- Students should know how to get help if needed.
- Any concerns about a student should be reported to the Designated Senior Person (DSP).
- Any disclosures made by a child should be immediately reported to the Designated Senior Person
- Child Protection guidelines should be followed at all times.

### **We will:**

- Ensure all colleagues are aware of what is meant by child abuse.
- Give help and support to any student believed to be suffering from abuse.
- Provide the necessary information for colleagues to carry out their duty of care.
- Ensure that on receiving a notification of concern the DSP will decide promptly on the appropriate course of action, seeking expert advice if needed. If sufficient concern exists that a student may be, or has been, at risk of significant harm a referral will be made without delay following the Guernsey Child Protection Guidelines.
- Maintain appropriate monitoring and review procedures to ensure these guidelines are adhered to.
- Follow guidelines to ensure that all adults who work independently with students are checked following our Safer Recruitment procedures and ensuring that appropriate DBS (Disclosure and Barring Service) checks are completed.

### **Categories of Child Abuse:**

- Physical Abuse
- Neglect
- Failure to thrive
- Emotional abuse
- Sexual abuse

(Descriptions of some of the main signs of abuse are included in the appendix.)

### **Procedure for Colleagues**

Any colleague who has suspicions that a student is at risk should inform the Designated Senior Person (the Principal) or the Deputy Principal. These are the designated staff with responsibility for liaising with the relevant local agencies. Please note that such suspicions will not automatically be formally referred. What is important is that concerns are shared so that the Principal can seek advice from the

Health and Social Services Initial Assessment Team. This is sometimes done 'hypothetically' with no names given.

### **Listening to students**

It is important that colleagues receive information from students (a disclosure) with tact and sympathy. The adult's role is not to investigate but to listen carefully, make relevant notes and pass on the information to the DSP. No undertakings of absolute confidentiality should be given to a student. The Ladies' College has a professional responsibility to share relevant information about the protection of children with other professionals. If a young person confides in a responsible adult and requests that information is kept secret it is important to tell the student sensitively that they have a duty to pass on the information to the Principal. Within that context, however, the student should be reassured that the matter will only be disclosed to people who need to know about it.

### **What to do if a student wants to tell you something has happened**

- Listen very carefully
- Do not promise confidentiality
- Ask open questions such as 'Tell me what has happened' and avoid leading questions such as 'Did s/he do?'
- Make written notes as soon as possible, quoting the student's words and noting anything that you have said. (A referral form is included as an appendix to this policy if you would prefer to use this.)
- Be aware that written material and forms may be shown to parents or external agencies so a professional tone is crucial.
- Do not take it upon yourself to investigate what the student has told you.
- If you think a student is at risk contact the DSP (Principal).
- If the Principal is not available contact the Deputy Principal, who is the Deputy Designated Senior Person.

### **General guidelines for teaching and support colleagues:**

- Establish and maintain an environment where girls feel secure and have a sense of being valued and listened to.
- Where appropriate, include opportunities in the curriculum/assemblies for girls to develop the skills to recognise and stay safe from abuse.
- Ensure the girls know that there are adults in the College whom they can approach if they are worried.
- Listen and respond to students with care and respect but avoid asking leading questions.
- Always work in an open environment and encourage open communication with no secrets.
- Be aware of your behaviour and ensure it is always appropriate, in order to protect students and yourself. Be aware of the potential for

misunderstanding when touching students. (See Physical Contact with Students.)

- If it is necessary to restrain a child because they are an immediate danger to themselves or others or to property then the minimum amount of force should be used for the shortest amount of time.
- Always report any incidents between you and a child to the Year Co-ordinator, the Deputy Principal or Principal.
- Colleagues are expected to treat information they receive about a student in a discreet and confidential manner.
- Colleagues should not establish or seek to establish social contact with current students for the purpose of securing a friendship or to pursue or strengthen a relationship.
- Internal e-mail should only be used in accordance with College policy and great thought should be given to the appropriateness of communicating with current students via social networking sites, text messages etc.
- Do not place yourself or girls at risk of allegations of harm e.g. giving one-to-one tuition or coaching in an isolated area, offering lifts in your car when alone, engaging in non-work related electronic communication with a student.

### **Physical Contact with Students**

The positive relationship between colleagues and students is a great strength of The Ladies' College and the source of our success in enabling girls to fulfil their potential in all areas of College life. It is therefore unnecessary and unrealistic to suggest that colleagues should touch students only in emergencies. Human contact - a hug, a hand on the shoulder, a pat on the back - is a natural part of celebrating success or commiserating with a disappointment. However, colleagues must bear in mind that even perfectly innocent actions can sometimes be misconstrued. Young people can find being touched uncomfortable or distressing for a variety of reasons. It is important for colleagues to be sensitive to student's reaction to physical contact and to act appropriately. Particular care must be taken in situations of, for example, one-to-one tuition or during activities taking place out of school hours or off-site, e.g. trips.

### **Allegations against Colleagues and students and other adults**

If an allegation is made against a member of staff or a student it should be reported to the Principal. If an allegation involves the Principal then this must be reported to the Chairman of The Ladies' College Board of Governors.

### **Following any allegation against a colleague, student or other adult:**

A clear, comprehensive summary of the allegations must be taken in confidence by the DSP, involving relevant colleagues, students and parents.

HSSD must be notified of the incident(s) by the DSP and the overview shared with them, to help to inform how to proceed.

Note: If it is believed that the student will be put at more risk by discussing the allegation with another party the Designated Senior Person should not approach them in order to contribute to the summary.

There may then be up to four strands in consideration of the allegation:

- A police investigation of a possible criminal offence.
- Notification to Guernsey's Health and Social Services Department via the Assessment and Intervention Team and subsequent enquiries and assessment by HSSD or other services about whether the young person is in need of protection. Such notification will take place within 14 days of the allegation whether the allegations relate to harm or abuse committed on the College premises or elsewhere.
- Consideration by the College of disciplinary action in respect of the individual.
- A report to the DBS (Disclosure and Barring Service), if referral criteria are met (i.e. they have caused harm or posed a risk of harm to a child). This detail should also be reported to the NCTL (national College for Teaching and Leadership) and this applies to a circumstance in which a teacher is dismissed or would have been dismissed, had they not resigned.

### **Recruitment and Selection Process**

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share this commitment.

The College has suitable procedures for ensuring its recruitment process screens applicants for child protection purposes. The procedures which apply to colleagues and volunteers who are engaged in regulated activity relating to students and who may work unsupervised with children include the following:

- Our job advertisements make clear the responsibility for safeguarding and promoting the welfare of children.
- Applicants are interviewed in the context of an appropriate job description. A standard form documenting employment history is used.
- Applicants and volunteers personally present identification documents for the purpose of Disclosure and Barring checks.
- All employees are expected to update the Principal, in confidence, should there be any police investigations involving them whilst employed by the College.
- There is a requirement that documentary evidence of academic/vocational qualifications is produced.
- Enhanced DBS checks are carried out on all teaching and support staff, on all governors and all volunteers or contractors who may be left unsupervised with students. Forms from the Guernsey Early Years Department are completed by all Pre-Preparatory Department colleagues.
- Two references are taken up for all newly appointed staff.

- All job offers are made subject to satisfactory checks on identity, enhanced DBS check, references, medical check/declaration (as appropriate), qualifications and right to work documentation.
- Regular monitoring of staff personnel files is carried out by the Governor with responsibility for Child Protection.
- All new colleagues 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 as is a note of their completion date of Level 1 Guernsey Child Protection and Safeguarding, which forms part of the induction process.
- The College undertakes to report to Guernsey Education Department, Health and Social Services Department and the UK Independent Safeguarding Authority within one month of leaving any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children. Compromise agreements will not apply in this connection.

### **The 'Prevent Duty', Female Genital Mutilation and Child Sexual Exploitation**

Keeping Children Safe in Education (July 2015) gives specific advice regarding child sexual exploitation, female genital mutilation and preventing radicalisation.

Colleagues should be mindful of these issues.

Keeping Children Safe in Education also refers to the 'Prevent Duty' which is designed to prevent young people going down a path that at some future point may lead to committing acts of violence or encouraging or helping others to do so. There is a separate Prevent Policy but colleagues should be mindful of their responsibilities to identify and report any suspected cases of radicalisation to the Designated Senior Person. In addition colleagues should ensure that students are protected from extremist material in the classroom, on the internet and that any visiting speakers are vetted. The College is aware of its duty to forbid political indoctrination and secure a balanced presentation of political issues.

'Resilience to radicalisation' should be built through the curriculum and assemblies through the promotion of democracy, diversity, mutual respect and managing debate of contentious issues.

**The process for, "Allegations against Colleagues and students and other adults" will be followed for all concerns, including any concerns about Female Genital Mutilation or Child Sexual Exploitation.**

### **Recording/filming devices**

The Ladies' College does permit colleagues to film or record students engaged in educational tasks or co-curricular activities. This is an essential part of our responsibilities with regard to teaching & learning, assessment, tracking, public examination procedures and quality control in the 21<sup>st</sup> century curriculum as well as carrying out promotional and marketing activities. However, colleagues are asked to upload video or sound files on to the College network, or burn to a CD, as soon as

possible after recording and then delete them from cameras or other hand-held devices.

### **Sixth Forms in Partnership**

Our 'Sixth Forms in Partnership' arrangement means that some girls take A-level classes at Elizabeth College. We are satisfied that the safeguarding policies and procedures at this HMC school, which like The Ladies' College is subject to inspection by the Independent Schools Inspectorate, are appropriately robust and regularly reviewed.

### **Students who leave The Ladies' College before the end of Sixth Form.**

Safeguarding and Child Protection concerns will be shared with the Designated Person at the destination school. The Principal or Head Teacher should ensure that this is completed within 2 working weeks of the destination being known. Should the destination be unknown this would be raised with The Director of Inclusion and Support at the Education, States of Guernsey Government Department.

### **Whistle blowing**

It is important to develop an environment which supports the reporting of concerns. Fostering an open culture encourages transparency and will help individuals to feel supported and listened to. The College is committed to the highest standards of openness and accountability and expects employees who become aware of activities which they believe are illegal, improper, unethical or otherwise inconsistent with this code of conduct to report the matter to the Principal.

In particular, with regard to safeguarding, all colleagues are required to report to the Principal any concern or allegations about school practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a colleague for making such a report, provided that it is done in good faith.

### **Additional Reading**

In addition to the above guidance, this document should be read in conjunction with the below statutory guidance, information and advice as listed below:

#### **Keeping children safe in education: statutory guidance for schools and colleges**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

#### **Keeping children safe in education: information for all school and college staff**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)

#### **Working together to safeguard children: a guide to inter0agency working to safeguard and promote the welfare of children**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

#### **What to do if you're worried a child is being abused: advice for practitioners**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

## **Appendices**

The following are provided as a guide to injuries which may indicate non-accidental cause i.e. signs of possible abuse. If any member of Staff has concerns these should be reported.

### **1. Physical Abuse**

Determining whether an injury is accidental or non-accidental is a skilled job. It requires a full assessment of the injury, explanation, history and circumstances. This is not the role of a teacher/responsible adult.

There are, however, a number of injuries which should be regarded with concern and may indicate a non-accidental cause. Some may need medical assessment and treatment, occasionally urgently. Injuries need to be accounted for. Inadequate, inconsistent, or excessively plausible explanations, or a delay in seeking treatment for the child, should signal concern.

#### **Physical Indicators**

- Unexplained injuries or burns, particularly if they are recurrent
- Untreated injuries or lingering injuries not attended to
- Bruises and abrasions around the face, particularly if they are recurring
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft areas of the face, eg cheeks
- Bite marks
- Burns or scalds
- Weals suggesting beatings.

### **2. Neglect**

Severe neglect is often characterised by the child being underweight, small in stature and with a poor physique. The care of neglected children is often poor and they present as unwashed, unkempt and inadequately fed and clothed. However, poverty, deprivation and neglect are not the same thing. Children may live in poverty but only a small number of these will be neglected.

Assessment over time and with the help of other agencies is vital.

#### **Physical indicators**

Signs which may indicate neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness

- Inadequate clothing
- Untreated medical problems

### **Behavioural indicators**

- Social isolation – does not join in and has few friends
- Low self-esteem
- Frequent lateness or non attendance at school
- Destructive tendencies
- Poor relationships with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking

## **3. Emotional Abuse**

Emotional abuse is often the most difficult to detect.

A child might be clean and physically cared for but be emotionally neglected. The parent's attitude to the child might be characterised by coldness, hostility, lack of interest. They may resort to scapegoating or humiliating the child and the giving of age inappropriate responsibilities. They may give the impression that the child can never please, or may have expectations which are inappropriate, excessive or unrealistic.

### **Physical indicators**

Signs which may indicate emotional abuse:

- Delays in physical development, eg milestones delayed or underweight, lethargic (there may be medical reasons for this, medical advice essential)
- Self-harm.

### **Behavioural indicators**

- Delays in intellectual development
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Social isolation – does not join in and has few friends
- Extremes of compliance, passivity and/or aggression/provocativeness
- Compulsive stealing
- Rocking, thumb sucking, hair twisting, etc
- Drug, alcohol, solvent abuse
- Fear of parents being contacted

## **4. Sexual abuse**

Sexual abuse affects a child or young person emotionally and physically. It is difficult to detect as the physical indicators are not directly visible. Often the

indicators that a child is being sexually abused are exhibited through behaviour. Sexual abuse occurs in every class, cultural and occupational group. Sexually abused children may take refuge in an appearance of normality, e.g. some children immerse themselves in schoolwork as a way of 'blinking out' the abuse.

### **Physical indicators**

- 'Love bites'
- Other bite marks
- Self-harming behaviours (eg deep scratches/cuts on arms)
- Tiredness, lethargy
- Pregnancy or Sexually Transmitted Infections (STIs).

### **Behavioural indicators**

- Sudden changes in behaviour and school performances
- Sexual awareness inappropriate to the child's age – shown for example in drawings, vocabulary, games, etc.
- Provocative sexual behaviour
- Fear of undressing for gym
- Tendency to cry easily
- Regression to younger behaviour, e.g. thumb sucking, playing with discarded toys, acting like a baby
- Depression and withdrawal

## Useful Contacts

<b>Senior School Designated Child Protection Officer</b>	Mrs Ashley Clancy (Principal)	01481 721602 <a href="mailto:principal@ladiescollege.ac.gg">principal@ladiescollege.ac.gg</a>
<b>Melrose Designated Child Protection Officer</b>	Mrs Ailsa Beebee	01481 721338 <a href="mailto:abeebee@ladiescollege.ac.gg">abeebee@ladiescollege.ac.gg</a>
<b>Deputy Child Protection Officer</b>	Mrs Jane Pearson	01481 721602 <a href="mailto:jpearson@ladiescollege.ac.gg">jpearson@ladiescollege.ac.gg</a>
<b>States of Guernsey Child Protection unit</b>  <b>Emergency social worker</b>	Assessment & Intervention team	723182 (office hours)  725241 (or, if you think a child is in immediate danger, call the police on 999)
<b>Guernsey Police, Public Protection Unit</b>		01481 719419
<b>Independent Safeguarding Authority (UK)</b>		Contact details for referrals: PO Box 181 Darlington DL1 9FA, England 01325 953795

Updated January 2016

## Referral Form for Child's Safety and Welfare

Date

Student's Name:

Form:

Name of colleague making the referral:

Note the reason for recording the incident:

Record the following factually: Who? What? Where? When? How?

Check to make sure your report is clear.

Put this form in a sealed envelope and hand in to the Principal.