

Campion School Child Protection and Safeguarding Policy

This policy applies to every section of Campion School, including the Early Years Foundation Stage (Nursery and Reception).

Campion School fully recognises its responsibilities for child protection.

We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. This is the responsibility of every adult employed by, or invited to deliver services at, Campion School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

We aim to:

- Raise awareness of child protection issues in the whole school community;
- Equip children with the skills needed to keep them safe;
- Develop and then implement procedures for identifying and if appropriate, reporting cases or suspected cases of abuse;
- Support pupils who have been abused by establishing a safe environment in which they can learn and develop;
- Ensure we practise safe recruitment by checking the suitability of staff and volunteers who work with children.

The school will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried;
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

The school will endeavour to support the pupil through:

- The content of the curriculum;
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

Definitions

Child Abuse – Child abuse is a serious and complex problem. Often it occurs in environments that are isolated and stressful and it affects those who are most vulnerable.

Child abuse is the term used to describe different types of maltreatment inflicted on a child or young person. It includes neglect, physical abuse, sexual abuse and emotional abuse.

In its most serious forms, abuse can lead to death or long term harm to the physical or emotional well-being of a child or young person.

See Appendix 1 for more details of the main areas of abuse.

Responsibilities

All adults working with or on behalf of children have a responsibility for safeguarding. However, there are key people within school who have specific responsibilities. These **Designated Safeguarding Leads**, last trained in May 2015, are:

Senior School: Mike Henderson

Junior School: Judith Whitehead

The nominated trustee for child protection is Mrs Virginia Murray

The DSLs will have their training updated every two years.

The role of the Designated Safeguarding Lead is detailed in appendix 2.

The Role of Staff

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy. This includes a duty both to children in need (for instance, those displaying signs of self-harm or of an eating disorder) and to children at risk of harm, which includes distress arising as a result of bullying by other pupils. All staff should read at least Part 1 of KCSIE. All school staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

School personnel have day-to-day contact with children and are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. All staff should be alert to signs of abuse and report any concerns or suspicions to a Designated Safeguarding Lead (see appendix 1 - main areas and signs of abuse).

If any member of staff is approached by a pupil regarding any matter concerning abuse, they must tell the pupil that they cannot promise confidentiality (see appendix 3 - What to do if a child discloses).

It is not the role of personnel to investigate suspected abuse or need but rather to recognise it and refer it as appropriate to the Designated Safeguarding Lead.

The induction training of new staff will include the study of this policy (and of part 1 of KCSIE) and of the school's Code of Conduct for staff. New staff will also be introduced to the DSLs and the school's whistle-blowing policy will be made clear to them.

All staff with regular contact with children attend Child Protection training every three years. Any staff who are appointed in between this are given introductory training by the Designated Safeguarding Leads. The Designated Safeguarding Leads will also provide refresher training for all the staff on an annual basis.

Procedure in the event of a concern

Any member of staff who has concerns about a child's safety should report them to a Designated Safeguarding Lead. If a child discloses, the procedures laid out in appendix 3 should be followed. The Designated Safeguarding Lead is responsible for assessing the situation and deciding whether or not a referral should be made. **If it is believed that a pupil is suffering or is at risk of suffering significant harm, a referral will be made to the appropriate police department, who will in turn inform the District Attorney for Minors.**

Individual members of staff may make a direct report to the police if they are convinced that a direct report is the only way to ensure the pupil's safety.

For children who are believed to be in need of additional support, the DSL, in consultation with the Headmaster, will involve those professionals, both in and out of the school, who may be equipped to provide it. These will include the School Nurse, the School Counsellor, doctors and other health workers known to the school who are able to provide medical or psychiatric support to the child and his or her parents, and if thought appropriate, such professionals known to the child and his or her parents.

Confidentiality

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that evidence is not compromised. Staff should only discuss concerns with Designated Safeguarding Leads, the Headmaster or the Chair of the Board of Trustees (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. Record of concern forms and other written information will be stored in a double-locked facility. Sharing information with relevant agencies is permissible, where that information may help to protect a child.

Safeguarding adults

School personnel are expected to establish the safest possible learning and working environment. The aims are to safeguard learners and reduce the risk of staff being falsely accused of improper or unprofessional conduct. School personnel are expected to treat all children with respect. All staff should follow the Code of Staff Conduct.

Allegations against Staff

If an allegation is made against an adult member of the Campion community it must be reported immediately to a Designated Safeguarding Lead and the Headmaster. The allegation must not be discussed with any other member of staff. The Headmaster will then investigate the allegation that has been made, following the tenets of the Child Protection Policy.

The Headmaster has the right to suspend the member of staff pending a further investigation in consultation with the Trustee responsible for Child Protection. Suspension in this instance does not imply that the allegations are proven but will occur when it is necessary in order to protect the safety of the individuals involved. After further investigation, the Headmaster will decide if further action is necessary. This could include suspension, removal from post and providing information to outside authorities (the judiciary and the police). This will happen if the individual involved is regarded as unfit to work with minors.

If the allegation made to a member of staff concerns the Headmaster, the person receiving the allegation will immediately inform the Chairman of the Board of Trustees, without prior notification to the Headmaster.

Any person considered to be unsuitable to work with children will be reported to the Attorney General for Minors and to Interpol's National Central Bureau (NCB). (Local link to Interpol is through the Hellenic Ministry of Citizen Protection). In the case of residents of the United Kingdom a report will also be made to the Disclosure and Barring Service.

Suitability of school personnel

We follow the safer recruitment guidelines listed below:

- Advertisements will contain a clear statement on Child Protection;
- The recruitment process will involve at least one person who is trained in Safer Recruitment;
- A candidate's identity will be verified, preferably from current photographic ID and proof of address.
- Qualifications will be checked for accuracy.
- The candidate's previous employment history will be scrutinised for coherence and completeness.
- References will be obtained and scrutinized and any concerns resolved satisfactorily.
- The interview process will involve at least two people, one of whom will be a Designated Safeguarding Lead, and a method that allows for the formation of a clear picture of the suitability, character and trustworthiness of the candidate.
- Appropriate safety checks, depending on the applicant's country of origin, will be made. For UK applicants the Disclosure and Barring Service is accessed through COBIS and for Greek residents a "piniko mitro" must be obtained from "KEP".
- Employees will be required to sign a medical declaration stating that they are fit to work.

Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, consideration will be given to making a referral to the UK's National College for Teaching and Leadership (NCTL) or to any other country's appropriate national body. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence".

Review

The Child Protection and Safeguarding Policy and procedures will be reviewed annually during a meeting of the Board of Trustees (or an appropriate sub-committee delegated with this task) at which the DSLs and the nominated trustee will be present. The review will be formally minuted. The policy will also be reviewed in the light of statutory changes and after the raising of any Child Protection Concern.

Reviewed: September 2015

Next review: September 2016

Associated policies and documents

Anti-bullying Policy
Health and Safety Policy
ICT Acceptable Use Policy
Welfare Concern Record
E-safety Policy

Further reading

Working Together to Safeguard Children, March 2015, Department for Education, available at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Keeping Children Safe in Education, July 2015, Department for Education, UK, available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSI_E_July_2015.pdf

Contact Details for Relevant Agencies

Police Department for Victims of Abuse

Tel: 210 6465370

Attorney General for Minors

2108827993

ΕΙΣΑΓΓΕΛΙΑ ΑΝΗΛΙΚΩΝ –

Αθήνα: Δ/νση: Πρώην Σχολή Ευελπίδων, κτίριο 16, Αθήνα,

Τηλ: 210 8827993

Πειραιάς: Φίλωνος και Σκουζέ, Πειραιάς, Τηλ: 210 4186001

Local link to **Interpol** is through the **Hellenic Ministry of Citizen Protection**

4 P. Kanellopoulou Street, Athens 10173

Tel. 210 6924558

www.yptp.gr

The NGO “Smile of the Child” www.hamogelo.gr/53.2/Reports-on-abused-neglected-children

National Help Line for Children SOS 1056

Συνηγόρου του Παιδιού <http://www.0-18.gr/>

Χατζηγιάννη Μέξη 5, Αθήνα, TK 11528

cr@synigoros.gr

213 1306703 (Γραμματεία),

800.11.32000 (γραμμή για παιδιά)

Greek Bureau of Unicef :

Postal address:

Hellenic National Committee for UNICEF

8, A. Dimitriou & 37, J. Kennedy Streets

161 21 Kaisariani,

Athens

Greece

Visitors' address:

8, A. Dimitriou & 37, J. Kennedy Streets

161 21 Kaisariani,

Athens

Greece

Telephone: 210 72.55.555

Appendix 1: Main Areas of Child Abuse

There are four main areas of Child Abuse. It should be recognised that all these signs may also be a symptom of another problem.

Neglect – The persistent or severe neglect of a child which results in serious impairment of the child's health or development.

Neglect can occur where parents/guardians fail to meet the basic and essential needs of their children such as food, clothing and medical care. Leaving small children alone and unsupervised is another example of neglect. Parents refusing or failing to give love and affection to their child/ren is a case of emotional neglect.

Signs or symptoms which may possibly indicate neglect:

- Hunger
- Tiredness or listlessness
- Child dirty or unkempt
- Poor school attendance or often late for school
- Poor concentration. Affection – demanding or attention-seeking behaviour
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones.

Physical Abuse is physical injury to a child, reasonable suspicion that an injury was inflicted by a third party or knowingly not prevented an injury from happening when in a position to do so. It involves any non-accidental injury where adults physically hurt, injure or kill a child. This can involve hitting, shaking, squeezing, burning and biting. It also includes giving a child poisonous substances, inappropriate drugs or alcohol.

Signs or symptoms which may indicate physical abuse:

- Bruising, inconsistent account of how bruising or injuries occurred
- Bald patches
- Burns or scalds
- Fear of going home or parents being contacted
- Fear of medical help
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying.

Sexual Abuse – When children and young persons are involved in sexual activities that they do not fully comprehend and which violate the social taboos of family roles. It occurs when the older person uses his/her power over the child/ young person to involve the latter in a sexual activity. It may involve:

- a) Sexual grooming
- b) Inappropriate exposure to sexual acts or materials
- c) Passive use of children and young persons as sexual stimuli for adults
- d) Subjection to exhibitionist activities, voyeurism or coercion into posing for pornographic materials

- e) Inappropriate sexual contact or acts between older individuals and the child/young person
- f) Intercourse as a result of rape, assault and coercion.

Signs or symptoms which may indicate sexual abuse:

- Sexually explicit play or behaviour or age-inappropriate behaviour
- Anal or vaginal discharge, soreness or scratching
- Persistent complaints of stomach disorders or pains
- Eating disorders
- Attention-seeking behaviour including sexual harassment or molestation
- Regressive behaviour
- Enuresis, soiling
- Frequent or open masturbation, touching others inappropriately
- Reluctance to undress for PE or swimming
- Bruises, scratches in genital area
- Lack of trust of a familiar or particular adult
- Unusually compliant

Psychological/Emotional Abuse – persistent or severe emotional ill-treatment or rejection. This occurs where constant lack of love and affection, threats, verbal attacks, taunting, shouting, can lead to a child's loss of self-esteem. It can also include harassment or indifference on the basis of race, culture, gender or disability. Aspects of psychological and emotional abuse include:

- a) hostile rejecting/degrading (eg taunts)
- b) terrorising (eg threats or acts that induce fear)
- c) actively isolating (eg locking a child in a room for extended periods of time)
- d) exploiting/corrupting (eg teaching a child to steal)
- e) denying emotional responsiveness (eg denying affection and shows of love)

Signs or symptoms which may indicate psychological abuse:

- Rocking, banging head, regression
- Self-mutilation, drug or solvent abuse
- Fear of parents being contacted
- Running away, compulsive stealing
- Masturbation
- Eating disorders
- Soiling, smearing faeces, enuresis
- Sudden speech disorders, selective mutism
- Over-reaction to mistakes, continual self-deprecation
- Delayed physical/mental/emotional development.

A crisis can be the result of one incident or the progression and climax of years of torment and hiding.

Appendix 2: The role of the Designated Safeguarding Lead

Raising Awareness:

- To monitor and annually review the effectiveness of the Child Protection and Safeguarding Policy and procedures to ensure that they comply with current best practice.
- To ensure that any deficiencies or weaknesses in child protection arrangements that come to their attention are remedied without delay.
- To ensure parents have access to the Child Protection and Safeguarding Policy procedures. The policy is available on the school website and a hard copy is provided on request.
- To ensure, where necessary, records are passed on to the receiving school if a pupil transfers.
- To act as a source of support, advice and expertise within school on matters of child protection and welfare.

Training and Support:

- To provide refresher training for all staff on an annual basis.
- To ensure that all members of staff receive accredited training every three years.
- To ensure that temporary and voluntary staff are aware of the arrangements for child protection and safeguarding.
- To ensure that all new staff and volunteers receive induction on child protection procedures.
- To ensure that all bus monitors and extra-curricular club coaches are aware of the arrangements for child protection and safeguarding.

Referrals

- To have sound knowledge of the different forms of abuse and a clear understanding of the possible physical and behavioural indicators and know when it is appropriate to make a referral.
- To ensure that in all cases of actual or alleged harm to a pupil, the child protection procedures are followed.
- To inform the Headmaster of all cases of actual or suspected abuse. The only exception to this would be if the Headmaster were implicated in the concerns, in which case the nominated trustee would be informed.
- To act as a focal point for liaison with local authorised agencies, ensuring that appropriate information is available at the time of referral.
- To ensure that clear, detailed written records of welfare concerns about pupils are kept secure in a locked location.

Appendix 3: What to do if a child discloses

Receive:

- Listen sympathetically and with an open mind.
- Stay calm, conveying this through word and action.
- Never promise confidentiality, only discretion. It is important that the pupil understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them.
- Allow the child to talk and finish their story. Let them tell you what they want and no more.
- Do not ask any leading questions.

Respond:

- Where necessary clarify what has been said.
- Ensure that you have a full understanding of the facts as related by the pupil, perhaps by reporting back to the pupil for his/her confirmation.
- Never ask leading questions.
- When the pupil has finished make sure they feel secure. Explain what you will do next and (where appropriate) the referral process.
- Action must be taken immediately if the pupil is in imminent danger.

Reassure:

- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously.
- Remind them that the abuse is not their fault.
- Reassure them but do not promise what you may not be able to deliver – ‘Everything will be alright now’ – it may not be.

Record:

- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the pupil’s own words as far as possible. Include who was present and the date, time and location of the incident or disclosure.
- Complete a Cause for Concern Reporting Form (available in the Teacher file or on Google Docs.) and give this, with any other accompanying information, to the Designated Safeguarding Lead.

Report:

- Refer the matter within 24 hours or sooner and immediately if any pupil is in danger to the Designated Safeguarding Lead.
- Do not discuss with parents/carers. The Designated Safeguarding Lead will decide when parents/carers should be contacted and by whom.
- You have now fulfilled your duty and you should not take any further action or reveal this information to anyone else.