

Eagle House School, Mitcham

Safeguarding and Child Protection Policy

SCHOOL STATEMENT ON PUPIL SAFETY AND WELFARE

Eagle House Group recognises that children and young people have a fundamental right to be protected from harm and that pupils cannot learn effectively unless they feel secure. The Group will, therefore, provide a school environment which promotes self-confidence, a feeling of worth and the knowledge that students' concerns will be listened to and acted upon.

The Group will also ensure that the school carries out its statutory duties to report suspected abuse to the Children's Services Departments and to assist those Departments acting on behalf of children in need or enquiring into allegations of child abuse.

Eagle House School, Mitcham is an independent special school which provides an appropriate education for primary-aged pupils who hold a Statement of Special Educational Needs for autistic spectrum disorders, Asperger and associated social and communication difficulties. This includes young people with moderate or severe learning difficulties.

The school is committed to providing a safe environment for pupils and is compliant with national and local guidance and compatible with the school's complaint procedures, staff recruitment, disciplinary procedure, and whistle blowing policy and procedures. The school is committed to providing an environment that is underpinned by an ethos where all staff and pupils are entitled to unconditional regard and respect.

This policy sets out Eagle House School, Mitcham's child protection procedures and pays regard to the DCSF (2006) publication *Safeguarding Children and Safer Recruitment in Education*, and the DoH/DCSF (2006) publication *What to Do if You are Worried a Child is Being Abused*.

Copies of this policy are available to parents on request from the School Office either in person or by post. In addition this policy may be downloaded from the school's web site.

Eagle House School, Mitcham recognises that class teachers and support staff are the first stage in the pastoral care of the pupils in the school. Students with special educational needs may be especially vulnerable to abuse. The nature of the special educational needs of pupils attending Eagle House School, Mitcham means that it is likely to be difficult for them to express themselves. The pupils may also have a poor understanding of inappropriate behaviours directed towards them which might constitute abuse.

All staff at Eagle House School, Mitcham, school professionals, and the management of Eagle House School, Mitcham have received satisfactory Enhanced Disclosures from the Criminal Records Bureau (CRB). Other staff who have might have access to students, such as site care and administrative staff, are also required to have received satisfactory Enhanced Disclosures from the CRB. A central record is held to verify that the qualifications, medical fitness, right to work within the UK and employment references of

staff have been checked and file copies taken. The Eagle House Group is also a registered body with the CRB and the Headteacher and the Administrative Officer of Eagle House School, Mitcham are Authorised Countersignatories for CRB disclosure applications.

1. Safer Recruitment, Agency Staff, Volunteers and Visitors

The school operates safer recruitment procedures. All successful candidates for employment within the school are positively vetted and satisfactorily cleared with respect to a fully completed and signed application form, official proof of identity, written references, medical fitness, qualifications, and the right to work within the UK.

Increased safeguards were introduced under the Vetting and Barring Scheme (VBS), from 12 October 2009. Under these provisions:

- It is now a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts - including most NHS jobs, Prison Service, education and childcare. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work.
- The three former barred lists (POCA, POVA and List 99) are replaced by two new ISA-banned lists.
- Employers, local authorities, professional regulators and other bodies have a duty to refer to the ISA, information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm. Referral forms and referral guidance are available from the ISA website: www.isa-gov.org.uk

All staff, volunteers, and members of the Board of Eagle House Group are required to hold satisfactory enhanced clearance from the Criminal Records Bureau (CRB). These checks are undertaken irrespective of whether the post is teaching or non-teaching, or full-time or part-time, paid or voluntary. Candidates from overseas will be subject to an addition check through their home country. The school does not accept CVs in place of standard application packs, in accordance with the CWDC training guidance in *Safer Recruitment*.

In the case of agency staff, the agency must provide the Headteacher with written confirmation that the identity, qualifications, medical fitness, right to work in the UK, and that enhanced CRB clearance has been obtained. The Agency must provide the Headteacher with written confirmation of the date and number of that person's enhanced CRB certificate. Agency staff must also provide official photographic verification of their identity, such as a passport or photo driving licence, when they first arrive at the school.

Visitors to the school, including parents and carers of current or prospective students, are not allowed unsupervised access to pupils.

2. Responsibilities of Designated Teacher for Child Protection and of Other Staff Trained in Child Protection

The Designated Teacher for Safeguarding and Child Protection is the Headteacher, Alan Simons, who has undertaken and completed accredited training in Safeguarding and Child Protection, most recently in February 2011 (*Level 3 training*)

The Deputy Safeguarding and Child Protection Teacher is Yvonne Gabriel, Deputy Headteacher, who completed accredited training in Safeguarding and Child Protection in February 2011 (Level 3 Training).

The Designated Teachers will undertake LSCB refresher training at least biannually. It is the responsibility of the Designated Teachers:

- To ensure all staff are familiar with school and Merton LA guidelines for identifying and reporting abuse, including allegations of abuse against staff.
- To ensure the school operates an effective Safeguarding and Child Protection policy.
- To ensure all staff receive training in safeguarding and child protection.
- To be responsible for coordinating action and liaising with other agencies and support services over safeguarding and child protection issues and will maintain confidential records of all child protection casework.

3. Responsibilities of All Staff for Safeguarding and Child Protection:

- Be able to identify signs and symptoms of abuse:
- Report concerns to the Designated Staff without delay. If the allegation is against the designated teacher, then staff should report to the Headteacher or the Proprietors.
- Follow the relevant guidelines including Merton LA guidelines and procedures on safeguarding and child protection, and the Eagle House School, Mitcham policy on safeguarding and child protection.
- Know to whom and how to report allegations against other school staff following the guidelines issued by Merton LSCB;
- Monitor and report as required on the welfare, attendance and progress of pupils on the Child Protection Register, and
- Keep clear, dated, factual and confidential records of child protection concerns.

4. Staff Training and Support

- Eagle House Group recognises the importance of safeguarding and child protection training for Designated Staff and for all other school staff who have contact with students;

- The Group expects the Headteacher/Designated Staff to ensure that all school staff, including support and ancillary staff receive foundation training in safeguarding and child protection as and when required and that new members of staff are made aware of school policy, procedures and guidelines when they join the school and receive appropriate training;
- The Headteacher is also expected to ensure that all staff receive regular support in respect of child protection work and know which senior member of staff to refer to for advice in the absence of the Designated Staff;

5. Recognising Child Abuse

Staff at Eagle House School, Mitcham are well placed to observe outward possible signs of abuse, including changes in behaviour or failure to develop or thrive. Categories for concern which may be attributable to child abuse are:

a) PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is sometimes described as fabricated or induced illness (FII).

b) EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they met the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

c) SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexual inappropriate ways.

d) NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to

protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

6. GRAVE CONCERN

Pupils whose situations may not fit the above categories but for whom there is significant risk of abuse.

- If a member of staff suspects the above, the Designated Teacher for Safeguarding and Child Protection shall be informed immediately.
- The Designated Teacher for Safeguarding and Child Protection will assess information given and consult Merton Children's Services;
- Depending on the outcome of the referral to Children's Services, a multi-agency case conference may be convened. The outcome of this will depend upon the particular circumstances of the case but it may result in the pupil's name being entered on the child protection register.
- The Designated Teacher for Safeguarding and Child Protection will keep the pupil's class teacher and other key staff informed of developments.
- Every attempt will be made to offer support for the pupil at school and it is hoped that the school will continue to provide an environment in which he or she spends the school day in safety.

7. Safeguarding and Child Protection and the Eagle House School, Mitcham Curriculum

Eagle House School, Mitcham's curriculum offers important opportunities for helping pupils with ASDs to learn behaviours and skills which will help them keep safe, for example through the social skills curriculum. Pupils may have little awareness of danger, including of others who might wish to exploit their lack of awareness or understanding. This means that it is important to teach pupils attending Eagle House School, Mitcham that it is not appropriate, for instance, to go up to strangers and kiss them, or to touch particular parts of the bodies of others or to allow others to touch them in certain places.

While recognising that adults need to be sensitive to the understanding and communication difficulties of young people with ASDs, it is important for these young people to develop the skills to say, sign or signal, "No!", to recognise "safe" adults, and to be able to communicate to these safe adults about things that happen to them which are not appropriate. In all cases, pupils should be given the opportunity to express themselves in their preferred mode of communication to a member of staff with appropriate communication skills.

It is also important that such work does not cause anxiety or upset normal, stable relationships between parents and carers and their children.

8. Confidentiality

By its nature, safeguarding and child protection involves issues of confidentiality and sensitivity. Nevertheless, all staff have a duty to share relevant information with interested parties and agencies. If a pupil confides in a member of staff, that member of staff must sensitively explain that some issues may need to be referred on to others for the pupil's own sake.

The Designated Teacher holds all records and documentation relating to casework involving child protection issues in a locked confidential store.

9. Abuse by another pupil

Child abuse is not just an adult crime. A distinction needs to be made between behaviour best dealt with by the Eagle House School Anti-bullying Policy and more complex behaviour which can be sexually harmful and where both the perpetrator and the victim need help. Should such abuse come to light then a referral will be made by the Designated Teacher for Safeguarding and Child Protection to the Merton SCB administrators as a matter of urgency (see section 10 below). Other agencies, including the Metropolitan Police Service will be involved in consultation with the RAS Team.

10. Safeguarding and Child Protection Referrals: Links with Other Agencies

Eagle House School, Mitcham recognises that effective communication between different agencies is important in achieving effective co-operation in suspected or actual incidences of child abuse. To help achieve this, Eagle House School, Mitcham will liaise, co-operate and maintain effective working relationships with relevant officers and organisations in any issue concerning child protection, including Social Services, the student's LA, the Metropolitan Police Service, and the Health Service.

A specimen "Record of Concern" referral form for staff to use is attached to this policy.

The Merton SCB administrators, Children, Schools and Families Dept has the responsibility for child protection investigation and monitoring of children who are at risk of harm within Merton. Their contact details are:

Tel: 020 8545 4866

Fax: 020 8545 4198

Address: The Children Schools and Families Dept, 4th Floor, Civic Centre, London Rd, Morden, Surrey, SM4 5DX

E-Mail: mertonlscb@merton.gov.uk

Any disclosure or suspicion of child abuse will be referred to the London Borough of Merton SCB Team within 24 hours of that disclosure or concern being brought to the attention of the school's Safeguarding and Child Protection staff.

Pupils may also wish to speak in confidence to outside agencies such as Childline: 0800 11 11 or www.childline.org.uk.

11. Physical Contact with Children

It is inevitable that teacher and classroom staff will come into physical contact with pupils at Eagle House School, Mitcham. For example, pupils may seek reassurance from staff when they are anxious or upset, or they may seek comfort in the form of physical contact from adults. However, some forms of physical contact may not be age-appropriate, for instance pupils attempting to sit on the laps of adults.

It is also important for adults to appreciate that even innocent contact may be misconstrued, or that particular young people may be averse to physical contact of any kind. Furthermore, it is unacceptable to touch pupils on parts of their bodies that might be considered indecent, no matter how casually. Members of staff are expected to conduct themselves professionally in their relationships with the pupils at Eagle House School, Mitcham.

There may be rare occasions when it may be necessary to physically restrain a pupil. Such instances should involve the minimum necessary force, using approved safe techniques, and should only be undertaken to prevent a student causing injury to him or herself, to others or to property. Members of staff at Eagle House School, Mitcham receive training in Team Teach from suitably qualified instructors. Any use of physical restraint must be recorded and must follow the Eagle House School, Mitcham policy which is underpinned by BILD, DCSF and Department of Health guidelines, including *Physical Interventions: A Policy Framework*. In some situations, it may be better to remove other pupils from the danger in the classroom or other setting rather than attempt to intervene physically.

12. Allegations against Staff

In the event of a safeguarding or child protection allegation against a member of staff, the Headteacher must be informed immediately. If the allegation involves the Headteacher, then it must be reported without delay to the Operations Director of Eagle House Group, Julia Pithouse (0845 074 2972). In some cases allegations may be false or unfounded, but, regrettably, in other cases allegations may be true. All allegations will be dealt with in accordance with the guidance set out in DCSF publication *Safeguarding Children and Safer Recruitment* and London Borough of Merton LSCB procedures.

In the event of a member of staff, volunteer or agency worker leaving the school's employment or not renewing their contract because the school judges that he or she is unsuitable to work with children then this will be reported to the Independent Safeguarding Authority (ISA) under the Vetting and Barring Scheme arrangements within one month.

Independent Safeguarding Authority
PO Box 181
Darlington
DL1 9FA

ISADispatchTeam@homeoffice.gsi.gov.uk

In the event of misconduct which is not related to safeguarding or child protection by a qualified teacher who is registered with the General Teaching Council for England (GTCE), then a referral will be made without delay to the GTCE.

Professional Standards Team
General Teaching Council for England

Victoria Square House
Victoria Square
Birmingham
B2 4AJ

0870 001 0308

13. Policy Review

It is the responsibility of the Headteacher supported by the other members of the school's Senior Leadership Team to monitor this policy. The Headteacher reports on Eagle House School, Mitcham matters to the Operations Director for the school and the proprietor on at least an annual basis. Any deficiencies or weaknesses identified in the school's safeguarding and child protection arrangements will be remedied without delay.

Eagle House School, Sutton

RECORD OF CONCERN

Pupil's Name :			
Pupil's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and Time of Concern :			
Your Account of the Concern : (what was said, observed, reported and by whom)			
Additional Information : (your opinion, context of concern/disclosure)			
Your Response : (what did you do/say following the concern)			
Your Name :			
Your Signature :			
Your Position in School :			
Date and Time of this Recording :			

**PLEASE PASS WITHOUT DELAY TO THE DESIGNATED STAFF FOR
SAFEGUARDING & CHILD PROTECTION**