

# CAMBRIDGE HOUSE GRAMMAR SCHOOL



## POLICY ON SAFEGUARDING

In Cambridge House Grammar School we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our Pastoral Care Policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. We seek to protect our pupils by helping them learn about the risks of possible abuse and helping them to recognise unwelcome behaviour in others. It is also essential that they require the confidence and skills needed to keep themselves safe. Our paramount responsibility is to the child.

All our staff and volunteers are subject to background checks.

The purpose of the following procedures on Safeguarding is to protect our pupils by ensuring that everyone who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child. Problems of child abuse will not be ignored by anyone who works in the school. We are aware that some forms of child abuse are also a criminal offence.

The definition of Child Abuse falls into the following categories:

|                  |                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Neglect</b>   | The persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of a child's health or development, including non-organic failure to thrive.                   |
| <b>Physical</b>  | Physical injury to a child, whether deliberately inflicted or knowingly not prevented                                                                                                                                                                                                                                                                       |
| <b>Sexual</b>    | The sexual exploitation of a child or young person for an adult's or another young person's own sexual gratification; the involvement of children or young people in sexual activities of any kind (including exposure or pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles. |
| <b>Emotional</b> | Persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.                                                                                                                                                                                   |
| <b>Bullying</b>  | All forms of bullying, including cyberbullying are unacceptable (see Anti Bullying Policy, Behaviour for Learning Policy, Internet Policy and Behaviour Contracts)                                                                                                                                                                                          |

### ***Procedures for reporting suspected (or disclosed) child abuse***

**The Designated Teacher for Safeguarding is Mrs K McClurg Vice Principal.** In her absence, **Ms A Wilson or Vice Principal (Curriculum)** will assume responsibility for safeguarding matters. If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, **the member of staff must act promptly. He/she should not investigate** - this is a matter for the Social Services - but should report these concerns immediately to the Designated Teacher, discuss the matter with her, and make full notes. The Designated Teacher will, as a matter of urgency, plan a course of action and ensure that a written record is made. The Designated Teacher, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. **If there are concerns that the child may be at risk, the school is obliged to make a referral.** Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately. The Principal may seek clarification or advice and consult with the EA(NER) Designated Officer or the Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. **The safety of the child is our first priority.**

Where there are concerns about possible abuse, the Principal will inform:

- The Social Services
- EA Designated Officer for Child Protection/Safeguarding.

***(This will be done in an envelope marked 'CONFIDENTIAL - CHILD PROTECTION')***

If a complaint about possible child abuse is made against a member of staff the Principal must be informed immediately. The above procedures apply. Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigation by Social Services. The Chair of the Board of Governors will be informed immediately.

If a complaint is made against the Principal, a Vice-Principal must be informed immediately. The Chairman of the Board of Governors will be informed and together they will ensure that the necessary action is taken.

If any member of staff feels unsure about what to do if he/she has concerns about a child, or unsure about being able to recognise the signs or symptoms of possible abuse, he/she should speak to the Principal.

It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

The Vice Principal will be the first line of contact in the case of a safeguarding issue arising. In the event of absence, the Deputy Designated Teacher or Vice Principal (Curriculum) will assume responsibility.

The Board of Governors will receive an annual update from the Vice Principal at a full Board of Governors Meeting (normally at the end of Term 3).

The Vice Principal will provide relevant and appropriate annual training and updates to all staff (teaching and non-teaching) and provide a handout covering the following areas:

- Role of Designated Teacher
- Dealing with disclosures
- Monitoring and Record Keeping
- Summary sheet: types of abuse
- CCTV and Safeguarding issues

**Reference should be made to the relevant Safeguarding Policy Documents with regard to procedures.**

**Sources:** Relevant DENI Circulars and Child Protection/Safeguarding guidance documents (with particular reference to 2006 06/09)

**Linked documents:** Anti Bullying Policy  
Pastoral Care Policy  
Behaviour for Learning Policy  
Internet Policy  
Behaviour Contracts

Signed: ..... Chair of Board of Governors

Signed: ..... Principal

Date .....