



# Bricklehurst Manor School

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## Child Protection Policy

*The Welfare of the Child is Paramount (Children Act 1989)*

### Introduction

Bricklehurst Manor is committed to safeguarding and promoting the welfare of all children whatever their age, culture, disability, gender, religion or racial identity and expects all staff and volunteers to share this commitment. The school fully recognises its responsibilities for child protection and all members of school staff should be alert to the possibility of signs of abuse by a parent, sibling, other relative, carers, acquaintances or strangers. They must be aware of the procedures in such cases and the requirement to report their suspicions, however tenuous, to the Designated Safeguarding Teacher, (DST) who is the headteacher, Mrs Christine Flowers. The school recognises that it is an agent of referral and not of investigation and enquiry.

Our policy applies to all parts of the school including our Early Years Foundation Stage. There are 4 main elements to our policy.

- Ensuring that we practice safe recruitment in checking suitability of staff and volunteers to work with children.
- Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils within a safe environment in which children can learn and develop.
- Protection by developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support to pupils who have been abused in accordance with his/her protection plan.

### Procedures

1. Bricklehurst Manor School's Child Protection Policy will follow the procedures set out by East Sussex Safeguarding Children Board and take account of the guidance offered by the DCSF:
  - Ensure safe recruitment practices are always followed, including obtaining references and undertaking CRB checks for all employees at the school.
  - Ensure we have a designated teacher for child protection who has received appropriate training and support for this role.
  - Ensure every member of staff and volunteers know the name of the designated teacher responsible for child protection and their role.
  - Ensure that all staff who work at Bricklehurst Manor know that inappropriate behaviour with or towards children is unacceptable. We seek to achieve a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded accusations.
  - Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection. Keep written records of concerns about children, even where there is no need to refer the matter immediately.

- Ensure all records are kept securely and in locked locations.
  - Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the new parents' 'information booklet'.
  - Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
  - Discuss with the relevant authorities if there are general concerns about a child's welfare which persists over a period of time, if we receive information that suggests that a child may have been abused or neglected or that abuse or neglect is likely or if we receive information from any source about a child which suggests that he/she has actually been abused or neglected.
  - Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
  - Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
  - Ensure that any deficiencies or weaknesses in Child Protection arrangements are remedied without delay.
  - Assurance should be obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site.
2. The policy will be made available to parents on the school website and a copy will be sent on request.
3. The Head and all full time staff receive training in child protection. (updated every 3 years). Part time and voluntary staff who work with children are made aware of the arrangements. New staff receive appropriate guidance within the induction process. All staff are alerted to signs of abuse which are recorded in the staff handbook and know how to respond to a disclosure. There is an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged. The DST will receive training every 2 years in child protection and inter agency working.

We recognise that, "because of the day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop." (Working Together under the Children Act )  
The school will therefore:

- 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 PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

### **Supporting pupils at risk.**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk.

When at school their behaviour may be challenging and defiant or they may be withdrawn. 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.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **Allegations of abuse made against staff.**

Where an allegation is made against a member of staff, or volunteer, an accurate written record should be made to include date, time, place and incident details. A decision should be made, within the context of the types of abuse, as to whether the member of staff has

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against a child
- Behaved in a way to indicate that he/she is unsuitable to work with children

If so then the DST should immediately be informed, who will then consult with the Local Authority Office. The local authority designated officer (LADO) will provide advice and guidance, liaise with the police if necessary or any other agencies, be involved with the management of the case and ensure the allegation is dealt with fairly, thoroughly and swiftly. A decision would be made as to how the matter would be dealt with appropriately and this may or may not lead to the suspension of the member of staff concerned.

In the event of an allegation, parents should be told as soon as possible, the child helped to understand the process and the person against whom the allegation is made be informed. Information should be treated as highly confidential to protect the child in the first instance.

Should the allegation be against the Headteacher, then the above procedure should be put in place by the school chaplain, Reverend John Maskell.

More information can be found in the following publications, copies of which may be found in the school office.

Safeguarding Children by East Sussex Local Safeguarding Children Board  
What to do if you're worried a child is being abused – Summary  
What to do if you're worried a child is being abused HM Government  
Safeguarding Children: Safer Recruitment and Selection in Education Settings DES2006  
Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Staff DES

The Headteacher is responsible for ensuring the annual review of this policy.

This policy and the procedures were reviewed, including the efficiency with which the related duties have been discharged, in December 2010 and will be reviewed again in December 2011.

## **A message to all of our pupils.**

At school we should all respect each other and care for each other.

At Bricklehurst we want to make your life as enjoyable as possible while you learn as much as you can. The staff at Bricklehurst are here for you.

At school you may need to talk to someone. Problems can often be solved if you talk to someone about them. You may feel that you have been unfairly treated by someone, another child or a grown up. You may have a suggestion for an improvement at school. You may have something private, important or difficult in your life which is worrying you so that you would like to share it with someone. We all need to talk to someone else; sometimes it is for help, comfort or guidance. Your form teacher is here to listen to you. You can always have a friend with you. All the staff are here to help and listen.

People you can talk to are; your teacher, Mrs Flowers, Mrs Boneham, Mrs Shoard or any of the teachers. You can also talk to Reverend John when he is in school. You can contact him on this telephone number 01825 722286 or you can leave a note for him in the worry box in the front hall.

Your teacher has a worry box in the classroom too so you can write a note to your teacher as well.

Sometimes you may need to speak to someone out of school and you can phone Childline on 0800 1111.