

**The**  
**Lloyd Williamson**  
**Schools**

**Safeguarding**  
**Children and Child**  
**Protection**  
**Policy**

**2016-2017**

## **Designated Safeguarding Leads (DSLs) for Child Protection:**

### **Senior Staff for Telford Road and Palace Gardens Terrace:**

Lucy Meyer  
Proprietor and Co-Principal

Jerry Wong  
Deputy Headteacher

In addition to and specifically for Palace Gardens Terrace:

Ramona Cristea  
Nursery Manager (PGT)

### **General Statement:**

This policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2002 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools), and the guidance contained in "[Working Together to Safeguard Children](#)", the DfE's statutory guidance "[Keeping children safe in education](#)", Ofsted Guidance and procedures produced by the London Safeguarding Children Board ([LSCB](#)). We also have regard to the advice contained in DfE's "[What to do if you're worried a child is being abused](#)" and "[Information Sharing – Advice for practitioners](#)". The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the School.

### **INTRODUCTION**

The Lloyd Williamson Schools hold as paramount the safety and welfare of our pupils. Because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse. All adults working in the school must protect children from harm and abuse and be aware that any pupil may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our children under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our child protection policy, we have policies to cover the roles of staff, pupils and parents/carers in respect of health and safety, anti-bullying, restraint, racism and discrimination. We also ensure that issues of child protection are raised with children through the Social Studies curriculum. Our policy applies to all staff and volunteers working in the school.

There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children
- Raising awareness of child protection (inclusive of problematic relationships due to Homophobia, Biphobia and Transphobia) issues amongst all staff and volunteers and what to do if they have concerns

- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them
- Ensuring children know there are adults in the school who they can approach if they are worried about anything
- Including opportunities in the Social Studies curriculum to develop and equip children with the skills needed to recognise risks and stay safe from abuse
- Supporting children who have been abused or may be at risk of harm in accordance with any agreed child protection plan
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer (see *Whistleblowing Policy*)
- Ensuring staff follow accepted “safe practice” principles when working with children.

If there are Child Protection concerns the **London Child Protection Procedures** (*London Safeguarding Children Board, 2007*) must be followed (available from the designated teacher with copies in both staff rooms).

## DEFINITION

Safeguarding and promoting the welfare of children relates to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk of** physical injury, neglect, emotional abuse or sexual abuse.

## RECOGNITION

The first indication of concern about a child’s welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a child’s body
- remarks made by the child, another child, a parent or another adult
- observations of the child's behaviour
- unexplained changes in the child's behaviour or personality
- evidence of disturbance or explicit detail about abuse or possible abuse in a child's play, drawing or writing
- evidence of neglect, failure to thrive or exposure to unnecessary risk
- unauthorised absence from school
- information about the parent(s) / carer(s) of the child or their home background

## DESIGNATED SAFEGUARDING LEADS FOR CHILD PROTECTION

### Senior Staff for Telford Road and Palace Gardens Terrace:

Lucy Meyer  
Proprietor and Co-Principal

Jerry Wong  
Deputy Headteacher

In addition to and specifically for Palace Gardens Terrace:

Ramona Cristea  
Nursery Manager

Designated Safeguarding Leads are responsible for safeguarding and child protection issues. Any member of staff concerned about a child or another member of staff should tell one of the designated leads immediately. If they are not in school, contact details are available for them in the School Office.

The designated safeguarding lead has a responsibility to:

1. liaise with other Designated Safeguarding Leads, the local authority Education and Children and Family Services, Police and other agencies on individual child protection cases, providing that confidentiality is maintained.
2. act as the contact person within the school, providing advice and support and ensuring that all staff, including volunteers, are aware of their role.
3. be responsible for co-ordinating action within the school on child protection issues.
4. discuss individual cases with staff on a “need to know basis” to protect children's right to confidentiality.
5. oversee the planning of any curricular or other provision in relation to child protection matters.
6. represent the school at child protection meetings and be a member of a Core Group if required, along with any other relevant staff (e.g. class teacher).
7. ensure staff are familiar with this Policy and Procedure, the London Child Protection Procedures, and DCSF guidance.
8. raise awareness about child protection on an ongoing basis.
9. arrange child protection training for **all** staff at least once every year.
10. ensure that the designated safeguarding leads receive updated training at least every 2 years.

## **THE ROLE OF INDIVIDUAL STAFF**

Everyone in the school must be alert to the possibility that any child, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures.

Concern about a child must be discussed with the designated person immediately so that, if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Members of staff should not investigate child protection concerns. This is done by Children's Social Services or the Police. However, if a child says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

## **CONFIDENTIALITY OF RECORDS**

Our children and their parents/carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and, where appropriate, children should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school.

Members of staff should also remember not to promise children to keep "secrets" (*see procedure below*).

## **WORKING WITH CHILDREN**

We recognise that children who are abused, neglected, or who witness either of these things, 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 child through:

- the content of the curriculum
- the school ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued
- the school Behaviour Policy which is aimed at supporting vulnerable pupils in the school  
- the school will ensure the child knows that some behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred
- liaison with other agencies that support the child such as social services, the child and adolescent mental health service (CAMHS), the borough school attendance service and the educational psychology service
- ensuring that, where a child with a child protection plan leaves the school, their information is transferred to any new school immediately and that the social worker is informed.

## **RECRUITMENT, SELECTION, TRAINING AND SUPERVISION OF STAFF AND VOLUNTEERS**

In our recruitment and selection of staff and volunteers we will at all times adhere to the appropriate guidance which followed the Richard Enquiry Report ("*Safeguarding Children and Safer Recruitment in Education*", DfES 2006)

In particular we will ensure that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Criminal Record Bureau disclosure checks are conducted.

We keep a central record of all staff with the date and outcome of their CRB check so that at all times staff, pupils and parents/carers can be assured this has been done.

## **CONTRACTORS AND OUTSIDE SERVICES**

We expect all contractors providing services within the School whose staff have access to school premises to comply with this policy and the attached procedure. They must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular Criminal Record Bureau disclosure checks.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

## **SAFEGUARDING CHILDREN PROCEDURE**

**Early Help** – the identification of any child who is potentially vulnerable. Any concerns should be discussed as early as possible with the Designated Safeguarding Leads.

We recognize that levels of concern can range from concern, at risk of harm to at risk of immediate danger.

If concern arises about the welfare of a child the following procedure must be followed:

### **DO NOT DELAY**

- tell the designated safeguarding lead as soon as you can - it may be necessary to interrupt a lesson to do this - do not leave notes in the designated person's pigeonhole as they may not get back to check their post until the end of the day once the child has gone home
- early referral gives more time to offer help to the child and family before the situation becomes severe or serious
- when the matter is already severe or serious, early referral gives more time for others to protect the child
- the designated teacher may consult the Child Protection Officer designated in the royal Borough of Kensington and Chelsea

### **MAKE WRITTEN NOTES**

- at the earliest opportunity make a written record of your concerns - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated;
- these notes must be given to the designated teacher as soon as possible.

## **CONCERN FROM SOMETHING THE CHILD SAYS**

**Listen** - do not ask questions or interrogate. **Remain calm** - if you are shocked, upset or angry the child will sense this and this could stop them from saying more. **Reassure** - the child has done nothing wrong - tell them it is alright to talk.

**Do not promise to keep it secret** - tell the child you cannot keep the matter secret and will need to take advice from someone who can help.

## **REFERRAL PROCESS**

If a member of staff wishes to make a referral to Social Services or to the Police they should consult the designated safeguarding leads about how to do this. However, referral must not be delayed - if the designated teacher or deputy is not available a senior member of staff should be advised and the referral made (*see London Child Protection Procedures for details*). The Children and Families Service Referral and Assessment Service will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made.

## **REMEMBER**

- if in doubt, consult
- do not ignore concerns, even if these are vague
- your first responsibility is to the child
- if you need help or support to manage your own feelings, this can usually be provided.

## **CONTACT WITH THE FAMILY**

Contact with the family should be discussed with the designated teacher, who may consult the Social Services or Borough Designated Child Protection Officer.

In cases where a minor physical injury causes concern, it is usual school practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm) the parent or carer should be informed that the matter must be referred to the Children and Family Social Work Service.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the designated teacher will need to refer to the Children and Family Service and will normally advise the family of this.

**In cases where there are suspicions of sexual abuse, the designated teacher will seek immediate advice from the Children and Family Social Work Service before discussing this with the family.**

## **RECORDING**

- all records relating to child welfare concerns will be kept on the child's file and the file will be kept secure - a chronology of concern should be kept;
- we will keep written records of any concerns about children, even where there is no need to refer the matter immediately;
  - information from records will only be used on a "need to know" basis
  - staff will need to know when a child is subject to a Child Protection Plan (previously the Child Protection Register), so they can monitor the child's welfare
  - records relating to the child's welfare will remain on the child's file as long as the child is a pupil at the school

- when the child leaves the school, the new school will be advised in writing that the school's records contain information about child protection concerns even where these are no longer current.



## **CONCERN ABOUT A STAFF MEMBER, CARER OR VOLUNTEER**

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Co-Principals – out of school contact details are on the Staff Contact List, or at the School Office. The School Principal or Designated Lead will inform the LADO in the Borough and cooperate with procedures.

If there is an accusation against a member of staff at The Lloyd Williamson School, then the member of staff will be suspended on full pay\* pending an investigation.

*\* Full pay for four weeks and half pay for the following two weeks. After a period of six weeks, the member of staff will be suspended without pay.*

**The LADO will lead the investigation and the school and its staff will cooperate with all investigation requirements and procedures.**

Staff should never work alone but as part of a team. It may be helpful to discuss any initial concerns about a child either with another member of the team, Co-Principals or Nursery Manager.

If the allegation made to a member of staff concerns one of the Co-Principals, the person receiving the allegation will immediately inform the other Co-Principal, without notifying the Co-Principal against whom the allegation is being made first.

Suspension of the member of staff, against whom an allegation has been made, needs careful consideration, and we will consult the LADO in making this decision.

## **WHISTLEBLOWING**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Designated Person Child Protection. See the *Whistleblowing Policy*.

NSPCC Whistleblowing hotline number: 0800 028 0285.

## **HARM FROM OR TO, OTHER CHILDREN**

### ***Peer on peer abuse: Definition***

We believe there is not always a clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. It is a matter of professional judgement.

If a child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

***When this is the case:***

- abuse or concerns about abuse or harm by other children should be subject to the same safeguarding procedures as in respect of children being abused by an adult;
- professionals responding should be alert to the risk a child may pose to children other than any “current” victim; and
- children who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service.

## **REQUESTS FOR ASSISTANCE BY OTHER AGENCIES**

School staff have a legal duty to assist local authority Children's Social Services or the Police when they are making enquiries about the welfare of children.

Information about a child must therefore be shared on a "need to know" basis with other agencies.

When telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the child is on the school roll

Always advise the designated teacher about such requests for information

Requests for attendance at meetings about individual children (*pupils/students*) (e.g. child protection conferences) should be notified to the designated teacher, who will arrange preparation of a report and attendance at the meeting.

Reports should contain information about the child's:

- academic progress
- attendance
- behaviour
- relationships with children and adults
- family
- any other relevant matter

Reports should be objective, distinguishing between fact, observation, allegation and opinion; unless you specify otherwise, reports will normally be made available to the child's family.

## **PUPILS/STUDENTS SUBJECT TO A CHILD PROTECTION PLAN**

The school will be told by the relevant local authority Children and Family Social Work Service when a child is subject to a Child Protection Plan (previously the Child Protection Register) whether it be the Royal Borough of Kensington and Chelsea or another local authority. The name of the key social worker must be clearly recorded on the child's record. The school will participate fully in the work of Core Groups for these children, to assist with the objectives of the Child Protection Plan for the child. When a child is subject to a Child Protection Plan, the school will report all unexplained absences even if only off a day - strict records must be kept.

When a child is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker and when a child who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

## **PHYSICAL INTERVENTION/POSITIVE HANDLING**

As a school, we believe in nurturing children and will sometimes use a hug, pat on the shoulder or handshake to do so. Distressed children in the nursery will be hugged and held as appropriate. Physical touch between staff and children under these circumstances is recognised as a way of communicating a non-verbal gesture meant to be encouraging. It will only be done safely and in the presence of other members of staff who witness it.

Staff will only ever use physical intervention as a last resort, e.g., when a child is endangering him/herself or others. At all times, it will be the minimal force necessary to prevent injury to another person.

Our policy on the physical restraint of pupils is set out in a separate policy. See our Physical Restraint Policy.

We understand that physical intervention, of a nature which causes injury or distress to a child, may be considered under child protection or disciplinary procedures.

### ***ANTI-BULLYING***

Our policy on the prevention and management of bullying is set out in a separate policy. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures. We are STONEWALL SCHOOL CHAMPIONS.

### ***RACIST INCIDENTS***

Our policy on racist incidents is set out in a separate, Equal Opportunities and Diversity Policy. We also acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

### ***MONITORING AND REVIEW***

The monitoring and evaluation of this policy is the responsibility of the Co-Principals.

This policy is an evolving document and will be reviewed if and when statutory changes are made which affect its contents.

**Updated January 20th 2017**

**Lucy Meyer**  
***Proprietor and Co-Principal***

**Aaron Williams**  
***Co-Principal***

## **Appendix 1. Safeguarding Children Statement**

### **Safeguarding Children**

The Lloyd Williamson School takes seriously its responsibility to safeguard and promote the welfare of children and young people; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support any child who suffers harm.

We recognise that all members of staff have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All members of staff believe that The Lloyd Williamson School should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

If any member of staff feels any cause for concern for the safety of a child in the school, it is their duty to inform a senior member of staff, or the Designated Persons, **immediately**.

If any member of staff feels concerned after noticing bruising on a child, it is their duty to inform the Nursery Manager, the Designated Persons or Co-Principal and record it on a Cause for Concern form.

### **Designated Safeguarding Leads for Child Protection:**

#### **Senior Staff for Telford Road and Palace Gardens Terrace:**

Lucy Meyer  
Proprietor and Co-Principal

Jerry Wong  
Deputy Headteacher

In addition to and specifically for Palace Gardens Terrace:

Ramona Cristea

A full copy of the school's **Child Protection Policy** is available upon request in the School Office.

**August 2016**

**Lucy Meyer**  
**Proprietor and Co-Principal**

**Aaron Williams**  
***Co-Principal***