

Royal Hospital School
Independent Day and Boarding School for Boys and Girls

Child Protection Policy

18 January 2012

Child Protection Policy

Policy statement

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.

Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

The Royal Hospital School (School) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:

1. Ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in "Safeguarding children and safer recruitment in education", the Education (Independent School Standards) (England) Regulations 2010 and the National Minimum Standards for Boarding Schools.
2. Ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with the above regulations and guidance given in "Safeguarding children and safer recruitment in education" and the National Minimum Standards for Boarding Schools.
3. Ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Independent Safeguarding Authority (ISA).
4. Ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff.
5. Follow the local inter-agency procedures of the Suffolk Safeguarding Children Board.
6. Protect each pupil from any form of abuse, whether from an adult or another pupil.
7. Be alert to signs of abuse both in the School and from outside.
8. Deal appropriately with every suspicion or complaint of abuse.
9. Design and operate procedures which promote this policy.
10. Design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.

11. Support children who have been abused in accordance with his / her agreed child protection plan.
12. Be alert to the medical needs of children with medical conditions.
13. Operate robust and sensible health & safety procedures.
14. Take all practicable steps to ensure that School premises are as secure as circumstances permit.
15. Operate clear and supportive policies on drugs, alcohol and substance misuse.
16. Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area.
17. Have regard to guidance issued by the Secretary of State for Education (DfE) in accordance with section 157 of the Education Act 2002 and associated regulations.

Every complaint or suspicion of abuse from within or outside the School will be taken seriously and in all proper circumstances will be referred to an external agency such as the social services department of the local authority, the child protection unit of the police or the NSPCC, **without investigation within the School**. In each case, the matter will be referred by the Designated Person to the Local Authority Designated Officer (LADO), who is the South Suffolk Area Safeguarding manager, Tina Wilson, telephone number 01473 583000. Any doubts or concerns over apparently borderline cases will be discussed informally with the LADO, initially on a "no names" basis.

Responsibilities for Child Protection - The Designated Person

The Deputy Headmaster, Mr James Lockwood, is the Designated Person i.e. he is the senior member of staff responsible for matters relating to child protection and welfare. He may be contacted on 01473 326202. Parents are welcome to approach the Deputy Headmaster if they have any concerns about the welfare of any child in the School, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private with the child's tutor or the Headmaster who will notify the Deputy Headmaster in accordance with these procedures.

His main responsibilities are:

1. To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
2. To co-ordinate the child protection procedures in the School.
3. To keep the Headmaster informed as appropriate of all child protection matters.
4. To maintain an ongoing training programme for all School employees.
5. To monitor the keeping, confidentiality and storage of records in relation to child protection.
6. To liaise with the LADO.
7. To keep parents informed of action to be taken under these procedures in relation to their child (see the "Informing parents" section below).
8. To monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received.

9. To liaise with other professionals to ensure that children who are subject to child protection plans are monitored.
10. Where appropriate, to take part in child protection conferences or reviews.
11. To inform social services in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by social services.
12. Keep and maintain records of staff and governor training on child protection and safer recruitment procedures.

In turn, the Deputy Headmaster has designated a Child Protection Officer, as follows:

Amanda Pearson: telephone 01473 326215

The Deputy Headmaster and the Child Protection Officer will:

1. Advise and act upon all suspicion, belief and evidence of abuse reported to them.
2. Keep the Headmaster informed of all actions unless the Headmaster is the subject of a complaint. In this situation, the Designated Person should consult with Mr Henry Strutt, Chair of Governors or in his absence, Mr Martin Sands, Director of Greenwich Hospital, without notifying the Headmaster first.
3. Liaise with the social services and other agencies on behalf of the School.

In addition the Deputy Headmaster may authorise the Child Protection Officer to undertake any of the actions described below in handling allegations, suspicions or incidents of abuse.

If the Deputy Headmaster or the Child Protection Officer are unavailable or are themselves the subject of a complaint, their duties will be carried out by the Headmaster or other Deputy, who has received appropriate training.

The Deputy Headmaster, the Child Protection Officer and the Headmaster have undertaken basic child protection training and training in inter-agency working and will attend refresher training at two yearly intervals.

Types of abuse

Abuse can be:

- Physical abuse, for example beating or punching.
- Emotional abuse, for example rejection and denial of affection.
- Sexual abuse, for example sexual assault or encouraging a child to view pornographic material.
- Neglect, for example failure to provide appropriate care including warmth or medical attention.

Signs of abuse

Possible signs of abuse include (but are not limited to):

1. The pupil says s/he has been abused or asks a question which gives rise to that inference.
2. There is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
3. The pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour.
4. The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons.
5. The pupil's development is delayed.
6. The pupil loses or gains weight.
7. The pupil appears neglected, e.g. dirty, hungry, inadequately clothed.
8. The pupil is reluctant to go home, or has been openly rejected by his / her parents or carers.

Duty of employees, governors and volunteers

Every employee and governor of the School as well as every volunteer who assists the School are under a general legal duty:

1. To protect children from abuse.
2. To be aware of the School's child protection procedures and to follow them.
3. To know how to access and implement the procedures, independently if necessary.
4. To keep a sufficient record of any significant complaint, conversation or event.
5. To ensure that any matters of concern are reported promptly to the Designated Person.

Every employee is under a legal duty to undertake appropriate training including refresher training at three-yearly intervals. Governor training on child protection issues will be arranged as appropriate.

Whistleblowing: All members of staff are required to report to the Headmaster, or the Chairman of Governors or the Director of Greenwich Hospital in his absence, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. In exceptional cases such reports should be made to the Local Authority Designated Officer. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Senior pupils: Senior pupils who hold positions of responsibility over other pupils will be briefed on appropriate action to take should they receive any allegations of abuse.

Procedures

Initial complaint: A member of staff suspecting or hearing a complaint of abuse:

1. Must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
2. Must not ask leading questions, that is, a question which suggests its own answer.
3. Must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that the information will need to be passed to the Deputy Headmaster or Child Protection Officers, who will ensure that the correct action is taken.
4. Must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Deputy Headmaster or Child Protection Officers as soon as possible.

Preserving evidence: All evidence, for example, scribbled notes, mobile phones containing text messages, clothing and computers, must be safeguarded and preserved.

Reporting: All suspicion or complaints of abuse must be reported to the Deputy Headmaster or Child Protection Officer or if the complaint involves the Deputy Headmaster or Child Protection Officer, to the Headmaster. Details of procedures for reporting allegations against members of staff are given below.

Action by the Deputy Headmaster : The action to be taken by the Deputy Headmaster will take into account:

1. The local inter-agency procedures of the Suffolk Safeguarding Children Board.
2. The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to social services or the police.
3. The wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes.
4. The wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Deputy Headmaster is concerned that disclosing information to parents would put a child at risk, he will take further advice from the relevant professionals before making a decision to disclose.
5. Duties of confidentiality, so far as applicable.

If there is room for doubt as to whether a referral should be made, the Deputy Headmaster will consult with the LADO on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, the Deputy Headmaster will confirm the referral in writing to social services within 24 hours. If no response or acknowledgment is received within three working days, the Deputy Headmaster will contact social services again.

External agencies: Whether or not the School decides to refer a particular complaint to social services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to social services or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate. Boarders and their parents have access to a complaints procedure in relation to issues affecting their welfare which provides contact details for ISI and the LADO.

Allegations against staff: The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures (which are set out more fully in the appendix) follow the DfE guidance *Dealing with allegations of abuse against teachers and other staff* (DfE-0061-2011) and should be used where the member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Allegations against the Designated Person: Where an allegation is made against the Designated Person or any other member of staff or a volunteer, the matter should be reported immediately to the Headmaster. Where appropriate, the Headmaster will consult with the Designated Person or Child Protection Officers and all allegations will be discussed with the LADO before further action is taken. The accused person will be informed of the allegation as soon as possible after the LADO has been consulted. Appropriate support will be provided and a representative will be appointed to keep the accused person informed of the progress of the case as appropriate.

Allegations against the Headmaster, the Chairman of Governors, or any other governor: Where an allegation or complaint is made against the Headmaster, the person receiving the allegation should immediately inform the Chairman of Governors, or in his absence, the Director of Greenwich Hospital, without first notifying the Headmaster. Similarly, if an allegation is made against the Chairman of Governors, or any other governor, the allegation should be reported to the Headmaster. Again, any such allegation will be discussed with the LADO before further action is taken.

Suspension: Suspension will not be an automatic response to an allegation. The LADO will be consulted as to the appropriate action to take and full consideration will be given to all the options, subject to the need to ensure:

1. The safety and welfare of the pupils or pupil concerned; and
2. The need for a full and fair investigation.

If a member of boarding staff is suspended pending a child protection investigation, arrangements will be made for alternative accommodation away from children.

Timescales: Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month, with exceptional cases being completed within 12 months.

Unfounded or malicious allegations: Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

Where a parent has made a deliberately invented or malicious allegation the Headmaster will consider (in accordance with the School's terms and conditions) whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.

Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the school reserves the right to contact the police to determine whether any action might be appropriate.

Record keeping: Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of ten years from the date of the allegation, if this is longer, unless the allegation was found to have been malicious, in which case it will be removed from the employee's records.

Criminal proceedings: The School will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed.

Ceasing to use staff: If the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Independent Safeguarding Authority. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

Resignation: If a member of staff (or a governor or volunteer) tenders his or her resignation or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Independent Safeguarding Authority in appropriate circumstances.

Staff Guidance: Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbook. The School's policy on physical restraint is also included in the Staff Handbook.

Allegations against pupils: A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply. The School will take advice from the LADO on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him/her if it is necessary to suspend him/her during the investigation.

Suspected harm from outside the School: A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and which should be referred to the Deputy Headmaster or the Child Protection Officer as soon as possible.

Missing child procedures: The separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from school is detailed in the Staff Handbook. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

Informing parents: Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Person will need to consult the LADO, the police and/or the Headmaster before discussing details with parents.

Secure school premises

School premises: The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

Visitors Book: Visitors must report to the School's Main Reception, or to Stores, Estates, Catering or the Health Centre if they have specific business with one of those departments. All visitors must sign in on arrival and sign out on departure and will be escorted whilst on School premises by a member of staff. All visitors will be given a visitor's identity badge which must be clearly displayed at all times whilst on the School premises.

Boarding Houses: All visitors to Boarding Houses must report to the Duty member of staff immediately on arrival, and must be escorted throughout their visit.

Confidentiality and information sharing

The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The School will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under Section 47 of the Children Act 1989 in accordance with the requirements of Working Together to Safeguard Children (2010).

Where allegations have been made against staff, the School will consult with the LADO and, where appropriate, the police and social services to agree the information that should be disclosed and to whom.

Monitoring

1. Any child protection incidents at the School will be followed by a review of the safeguarding procedures within the School and a prompt report to the Governors. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the School's procedures.
2. The Deputy Headmaster will monitor the operation of this policy and its procedures and make an annual report to the Governors.
3. The Governors will undertake an annual review of this policy and how their duties under it have been discharged.
4. The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

Contact numbers

The telephone numbers of the Suffolk Council Social Services Departments are as follows:

[0808 800 4005](tel:08088004005)

The following telephone numbers may be useful for pupils:

Suffolk Contact Centre [0808 800 4005](tel:08088004005)

Child line 0800 1111

NSPCC [0808 800 5000](tel:08088005000)

Authorised by	Resolution of THE BOARD OF GOVERNORS of THE ROYAL HOSPITAL SCHOOL
Date	18 January 2012*
Effective date of the policy	18 January 2012*
Circulation	Governors / all staff / volunteers automatically Parents on request and published on the school web site
Status	Complies with paragraph 7 of the Schedule to the Education (Independent School Standards) (England) Regulations 2010, DfE guidance <i>Safeguarding children and safer recruitment in education</i> (DFES-04217-2006) and <i>Dealing</i>

	<i>with allegations of abuse against teachers and other staff</i> (DfE-0061-2011) and the National Minimum Standards for Boarding Schools
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- * **Approved by the Education Sub-Committee on 18 January 2012, subject to final approval at the Board of Governors' Meeting on 23 February 2012.**

Appendix

Allegations against staff

The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers for false or unfounded allegations. These procedures will be used where the member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children.

Allegations against staff: The LADO should be informed of all allegations that come to the School's attention and appear to meet the criteria. Where an allegation or complaint is made against the Deputy Headmaster or Child Protection Officer or any other member of staff or a volunteer, the matter should be reported immediately to the Headmaster. Where appropriate, the Headmaster will consult with the Deputy Headmaster or Child Protection Officer and all allegations will be discussed with the LADO before further action is taken.

Allegations against the Headmaster or Chair of Governors, or any other governor: Where an allegation or complaint is made against the Headmaster, the person receiving the allegation should immediately inform the Chairman of Governors, or in his absence the Director of Greenwich Hospital, without first notifying the Headmaster. Similarly, if an allegation is made against the Chairman of Governors, or any other governor, the allegation should be reported to the Headmaster. Again, any such allegations will be discussed with the LADO before further action is taken.

Disclosure of information: The Headmaster will inform the accused person of the allegation as soon as possible after the LADO has been consulted. The Parents or carers of the child[ren] involved will be informed of the allegation as soon as possible if they do not already know of it. Where the LADO advises that a strategy discussion is needed, or the police or the local authority's social care services need to be involved, the Headmaster should not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed. The parents or carers should be kept informed of the progress of the case, including the outcome of any disciplinary process.

Support: A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless external agencies object to this. A representative will be appointed to keep him or her informed of the progress of the case and to consider what other support is available for the individual, as appropriate.

Action to be taken against the accused: Where an investigation by the police or the local authority children's social care services is unnecessary, the LADO will discuss the steps to be taken with the Headmaster (or the Chair of Governors where the allegation is against the Headmaster). The appropriate action will depend on the nature and

circumstances of the allegation and will range from taking no further action to summary dismissal or a decision not to use the person's services in the future.

It may be necessary to undertake a further investigation to determine the appropriate action. If so, the LADO will discuss with the Headmaster how and by whom the investigation will be undertaken. The appropriate person will usually be a senior member of staff, but in some instances it may be appropriate to appoint an independent investigator as advised by the Suffolk Safeguarding Children Board.

Suspension: Suspension must not be an automatic response to an allegation and should only be considered in a case where:

- there is cause to suspect a child or other children at the School is or are at risk of significant harm; or
- the allegation warrants investigation by the police; or
- the allegation is so serious that it might be grounds for dismissal.

The professional reputational damage that can arise from suspension where an allegation is later found to be unsubstantiated, unfounded or malicious must be considered. It may be that the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment.

Criminal proceedings: The School will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the police investigation or trial and the standards of proof applicable.

Return to work: If it is decided that the person who has been suspended should return to work, the School should consider how to facilitate this, for example, a phased return may be appropriate and / or the provision of a mentor to provide assistance in the short term. The School should also consider how to manage the contact with the child[ren] who made the allegation.

Ceasing to use staff: If the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Independent Safeguarding Authority. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

Resignation: If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Independent Safeguarding Authority in appropriate circumstances.

Timescales: All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Headmaster should institute appropriate action within three

working days. If a disciplinary hearing is required and can be held without further investigation, it should be held within 15 working days.

Unfounded or malicious allegations: Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

Where a parent has made a deliberately invented or malicious allegation, the Headmaster will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.

Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the school reserves the right to contact the police to determine whether any action might be appropriate.

Record keeping: Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of ten years from the date of the allegation, if this is longer, unless the allegation was found to have been malicious, in which case it will be removed from the employee's records.