



## KEREM SCHOOLS Child Protection Policy Updated August 2006

### General Principles

All staff working with children have a duty to report any concerns they have which may suggest that a child has been or is likely to be harmed and will inform the relevant Statutory authorities as necessary. All reported and recorded information will be kept confidential.

The school is registered with the CRB and checks staff appointed to positions in the school. Checks are also made on caretaking staff working on site. Applicants for posts with the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Acts 1974. Students, volunteers, visitors and staff who have not had CRB checks will not be left alone with children. We take security measures to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to children. Visitors will record their entry and exit in the visitors book in accordance with School health and safety policy.

A regular programme of visits is made by the police liaison officer to classes from R-Y6. These sessions enable children to develop skills in protecting themselves and provide a forum for children to raise any concerns regarding their personal safety.

### Procedures

The Head Teacher is the designated person responsible for Child protection. The Governor responsible for overseeing Child protection shall be the Vice Chairman.

When staff are appointed, they complete the necessary enhanced Disclosure check and Medical check. References are always taken up prior to appointment. Should these prove unacceptable, the offer will be withdrawn.

All staff are informed of the initial procedure where abuse is suspected in the staff handbook.

Staff receive training in the child protection process

Staff should be aware of a change in child's behaviour or appearance and should make a dated record concerns and the exact words of the child. Class assistants should report concerns to the class teacher initially. A confidential discussion should take place between the teacher and the Head Teacher. At these discussions, it will be decided whether it is necessary to monitor the situation for a few days or weeks or whether to take immediate action. Some signs or symptoms may have a reasonable explanation and this should be recorded next to the concern.

Staff should listen carefully and sympathetically to any children who wish to confide in them and take them seriously. Staff should not however carry out any investigative/ disclosure interview as this could damage any proper investigation carried out by skilled and trained personnel from the recognised agencies ie police or social services.

The Head Teachers are responsible for contacting Norwood/Area Safeguarding Committee at the appropriate Borough/Police if there is reason to believe that child abuse is taking place and will act on their advice. Ofsted will be formed of any contact with the above agencies.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ALLEGATION MADE AGAINST A MEMBER OF STAFF OR VOLUNTEER

Procedures at Kerem Schools follow the 'Joint NEOST/Teacher Union 'Guidance on Education Staff and Child Protection: Staff Facing an Allegation of Abuse -Guidelines on Practice and Procedure September 2002' with the following modifications and additions to make it appropriate for the setting.

The Head Teacher is the designated teacher. The Chair of Governors is the nominated Governor. As this is an independent educational setting and therefore does not have an LEA lead officer, advice would be sought from Norwood, before contacting the police or child protection officer in the relevant borough.

In order to protect staff from false accusations, they are advised not to be alone with any children in a closed room. If an accusation is made, the school will do their utmost to keep this confidential and advises members of staff to contact their professional organization, a solicitor or the citizen's advice bureau.

*Appendices:-*

*Child Protection Process*

*Teachers' Responsibilities (legal framework)*

*Flowchart for responding to suspected abuse*