

## Grace Dieu Manor School

### Whole School Child Protection and Safeguarding Policy including Early Years Foundation Stage

Approved by Governing Body in September 2011

#### Contacts List

- **Child Protection Officer (CPO): Charles Foulds, Headmaster:**
  - Home: 01509 600151
  - Mobile: 07813 832231
  
- **Named Governor: Dr Angela Newton:**
  - **Level 3 LSCB trained**
  - Home: 01509 881491
  - Work: 01509 239166
  
- **Local Safeguarding Children Board: Chris Tew:**
  - Board Manager, LSCB, Leicestershire & Rutland, Suite 4, Bridge Park Plaza, Bridge Park R., Thurmaston, Leicester.
  - Tel: 0116 260 0004 Direct Line: 0116 305 2732
  - Email: [Chris.Tew@leics.gov.uk](mailto:Chris.Tew@leics.gov.uk)
  
- **Leicestershire Children's Social Care – 0116 305 0005**
  - Leicestershire Children's Social Care Emergency Duty Team (out of hours): 0116 255 1606
  
- **Local Authority Designated Officer:**
  - Hilary Camp: 0116 3056854
  - Bob Parker: 0116 3057409
  
- **Local Safeguarding Children Board (Derbyshire):**
  - PO Box 5505, Matlock, Derbys. DE4 3WW; 01629 532169**
  
- **Children and Young People's Department (Nottinghamshire): 0300 456 4546**
  
- **Advisory Consultant: Paul James:**
  - Child Safeguarding Officer, Education Walsall
  - 01922 686230
  - Mobile: 07852 106542
  
- NSPCC – 0800 800500
- Police Child Protection team – 0116 2222222
- Childline – 0800 111111
- Kidscape Bullying Helpline – 08451 205204
- Samaritans – 0845 790 9090

## **Introduction:**

One of the aims of the school, as defined by our Mission Statement is to “create a community which recognises each individual as a unique part of God’s creation, a community which nurtures a sense of value and self-esteem, and fosters supportive and caring relationships”. It follows naturally from this that all people working and learning at Grace Dieu have the right to operate in a safe and secure environment, having the opportunity to develop to their full potential and to have the confidence that the school will act in their best interests at all times.

This policy operates with regard to the DCSF Guidance “*Working Together to Safeguard Children*’ and ‘*Safeguarding Children and Safer Recruitment in Education*”. (DCSF, March 2010)

## **Policy**

This policy details clear procedure to follow when:

- There is concern about a child’s welfare, suspected or alleged abuse
- When an allegation is made about a member of the school or there is concern about the behaviour of a member of staff

It provides information to help ensure that members of the School do not put children at risk.

It is also designed to protect both those in a position of trust and those for whom they have responsibility.

For the purposes of this document, a member of the School may be a member of staff or a pupil of the school.

The school undertakes to have a policy and procedures in place in accordance with locally agreed inter-agency procedures and makes the policy available to parents on the school website.

The school operates safe recruitment procedures (CRB checks and compliance with Independent Schools Standards)

The school has arrangements in place to deal with allegations of abuse against members of staff, volunteers and the Headteacher.

The school has one “designated person” (a Child Protection Officer with status and authority to take responsibility for child protection matters throughout the school, including the EYFS).

The policy requires training (updated every 2 years) for the Child Protection Officer in child protection and inter-agency working.

The policy requires child protection training every 3 years for the Headteacher (if not the CPO) and all staff and indicates that temporary and voluntary staff who work with children are to be made aware of the arrangements.

The policy requires that any deficiencies or weaknesses in child protection are remedied without delay.

As set out below, the governing body must undertake an annual review of the school's child protection policy and procedures and of the efficiency with which the related duties have been discharged.

Bearing in mind that there is provision for EYFS at Grace Dieu, the safeguarding policies in operation apply also to this youngest end of the school, and the Child Protection Officer, in liaison with the Head of Pre-Preparatory, takes lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate.

The Grace Dieu Manor School Child Protection Policy aims to fulfil the requirements laid down in the Education Act 2002 for schools (see section 175) and independent schools (see section 157) to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

There are many links between this policy and other policy documents and curriculum guidelines produced by the school. In particular there are links with the PSHCE, Anti-Bullying and Equal Opportunities policies and procedures. Health and Safety guidelines, particularly those relating to school trips, are also pertinent here.

General Principles: what general principles underpin our policy?

- A child is a person under the age of 18.
- An acknowledgment that children can be victims of physical, sexual, and emotional abuse, neglect and bullying.
- Abuse can have serious and long-term effects on all aspects of a child's health, development and well being. Sustained abuse is likely to have a deep effect on a child's self-image, self-esteem and future life.
- The safety and welfare of children is paramount and is the responsibility of all members of the school to help to prevent abuse and to act on any concerns.
- All children have the right to live in safety and be protected from abuse.
- Children must be listened to, and any allegation or suspicion that they have been the victims of abuse or ill treatment will be taken seriously and responded to swiftly and appropriately.
- The above principles will apply equally to all children irrespective of their race, culture, religion or belief, language, gender, age, disability or sexual orientation.

- The school will take all reasonable steps to ensure that unsuitable people are prevented from working with children, through its recruitment practices, CRB checks and induction procedures.
- Teachers and all those in a position of trust should have a clear understanding of the responsibilities this carries and should not abuse their position and should do all they can to ensure that they do not place themselves in a position where allegations of abuse, whether justified or unfounded, could be made. The school recognises the potential of both men and women to abuse a position of trust.
- All members of the school have a duty to raise concerns, without prejudice to their own position, about behaviour by teaching and support staff, volunteers, Graduate Assistants or others, which may be harmful to those in their care and will receive appropriate support when doing so.
- The school is committed to providing on-going child protection training for all those working with children and will regularly review the operational guideline in place.

Commitment:

The staff and governors of Grace Dieu Manor School will do all they can to:

- Establish and maintain an atmosphere and ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure that the children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- Include on the curriculum activities and opportunities for PSHCE which equip the children with the skills they need to stay safe from abuse.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with the children, including references, CRB and List 99 checks.
- Ensuring that all members of staff, both teaching and support, full time and part time, are properly trained and supported.

## **Rôles, Responsibilities & Procedures**

**The Governing Body is to ensure that:**

- The school has a Child Protection Policy and procedures in place and that the policy is made available to parents on the school website.
- The school operates safe recruitment practices, including appropriate use of references and checks on new staff and volunteers.
- There are procedures for dealing with allegations of abuse against members of Grace Dieu staff and volunteers.

- There is a designated Child Protection Officer (CPO) who is authorised to take lead responsibility for dealing with child protection matters.
- The CPO undertakes training (updated every 2 years) in child protection and inter-agency working.
- All staff have regular refresher training through in-service training, and that all at Grace Dieu are aware of their responsibilities in the field of child protection.
- The Chair of Governors, in liaison with the Designated Governor, deals with any allegations of abuse made against the Headteacher.
- The Child Protection Policy is reviewed annually at governor level.
- There is a Designated Governor appointed for Child Protection matters, who is trained appropriately.

**The Headteacher is to ensure that:**

- The Child Protection Policy approved by the Governing body is carried out in full.
- Sufficient resources and time are made available for training, both of the CPO and also the teaching and support staff.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are raised sensitively and effectively and in a timely manner.
- The Secretary of State is informed (via the DfE) within one month if a person leaves the employ of the school because he/she is considered unsuitable to work with children.
- The Local Authority Designated Officer (LADO) is also informed if a person leaves the employ of the school because he/she is considered unsuitable to work with children.

**The Designated Child Protection Officer (CPO) must:**

- Establish helpful links with the Local Safeguarding Children Board (LSCB) so that advice can be sought at any time.
- Ensure that the advice of the Children's' Social Care is followed regarding contact with parents, staff, police, doctors, any alleged perpetrator or witnesses.
- Where appropriate, pass on information to the Designated Governor.
- Ensure full record keeping.
- In liaison with the Headteacher initiate and maintain appropriate awareness training for all school staff so that they know about: reporting, recognising possible indicators of abuse, know how to handle disclosures and the limits of confidentiality, are aware of their responsibility be observant and report.
- Ensure that staff are aware that abuse may happen at home and in the context of other people known to the child, rather than at school.
- Know how to recognise possible signs of abuse.
- Have knowledge of Leicestershire and Rutland Local Safeguarding Children Board Procedures and Practice Guidance.
- Keep the Headteacher informed at all times of matters relating to child protection.

- Know the requirements of record keeping, i.e.:
  1. Details of attendance and absence.
  2. Social and emotional behaviour in school.
  3. Pattern of academic achievement and progress.
  4. Contacts with the family.
  5. Physical symptoms observed.
  6. The safe keeping of child protection forms and other confidential information relating to CP matters.

**Matters for discussion between the CPO and the Children’s Social Care might include:**

- Whether to inform a pupil’s parents of an allegation (after all the allegation might be against them).
- The advisability of a medical examination or treatment for the pupil.
- The possible need for protection for
  - a pupil who has been the victim of abuse or alleged abuse, b) for a pupil who has given information about alleged abuse, and
  - for a pupil against whom an allegation has been made. Each of these may now be at risk.
- Informing others at school, including other members of staff, of the allegation and its investigation.

**Forms of Abuse: What forms of abuse may we encounter?**

There are four main forms of abuse, although there are variations within these:

**Physical Abuse (\*using the definitions to be found in “Working Together to safeguard Children”)**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

**Emotional Abuse\***

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that

are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of mistreatment of a child, though it may occur alone.

### **Sexual Abuse\***

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect\***

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Guidance for members of staff**

### **Recognition of Abuse**

It is recognised that some members of the school will have more limited contact with children at work and consequently may not be in a position to recognise abuse.

Child abuse can and does occur both within a child's family and in institutional or community settings. Grace Dieu Manor School acknowledges that some individuals seek to use voluntary and community organisations to gain access to children, and that it is necessary to have an open mind when the possibility arises that a member of the School is suspected of abuse or inappropriate activity.

The recognition of abuse is not always easy and the school acknowledges that its staff is not experienced in this area and will not easily know whether or not abuse is taking place. Indeed, it is not the place of school members to make such a judgement. However, it is their responsibility to act on concerns in order to safeguard the welfare of the child.

***Possible indicators of the various forms of abuse may be found in Appendices at the end of this policy document:***

*Appendix 1: Possible indicators of Physical Abuse*

*Appendix 2: Possible indicators of Sexual Abuse*

*Appendix 3: Possible indicators of Neglect*

*Appendix 4: Possible indicators of Emotional Abuse*

Members of the school must discuss any concerns with the “**Designated Child Protection Officer (CPO)**” for Grace Dieu Manor School, Charles Foulds (07813 832231).

If those concerns relate to the CPO himself, school members are expected to discuss the matter with the **Designated Governor** (Dr A Newton, see telephone number on cover sheet) or to contact Leicestershire Children's Social Care Department directly. If an individual feels that the Officer or Designated Governor has not responded appropriately, then again they are free to contact Children's Social Care.

Every effort should be made to maintain confidentiality. Suspicions must not be discussed with anyone else on campus other than those nominated above. If the Designated Child Protection Officer or the Designated Governor is absent/non-contactable, then individuals should not delay and should contact Children's Social Care.

The CPO has the responsibility to act on behalf of the school in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities. ***It is the task of Children's Social Care and/or the police, not the school, to investigate the matter, under Section 47 of the Children Act 1989.*** With regard to young children who are deemed as children in need Children's Social Care is the lead agency.

***Under no circumstances should members of the school carry out their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.***

If a child, parent or carer says something or acts in such a way that abuse is suspected, the person receiving the information should follow the following guidelines:

**Guidelines to follow if you suspect, or are told of abuse**

Adults looking after children or young people in schools should be aware of the risks of abuse (by adults or other young people) and take steps to reduce those risks.

Adults in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that it is happening.

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. As soon as possible write a dated and timed note of what has been disclosed or noticed, said or done.

*These may help later if you have to remember exactly what was said – and to keep your original note, however rough and even if you wrote it on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards).*

3. Do not give a guarantee that you will keep what is said confidential or secret.

*If you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell people who absolutely have to know.*

4. Don't ask leading questions that might give your own ideas of what might have happened.

*Not "He did do X to you?" – just ask "what have you to tell me?" or "is there anything else you want to say?"*

5. Reassure the child and, as soon as possible, inform them what action will be taken next.
6. Immediately tell the Child Protection Officer. Discuss (unless one of them is accused or suspected of abusing) whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you)

*Don't tell other adults or young people what you have been told.*

7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc.

*Children's Social Care staff and the Police are the people trained to do this – you could cause more damage and harm possible criminal proceedings.*

8. As soon as possible (and certainly within 24 hours) the Designated Senior Person for Child Protection should refer the matter to the local Social Care Office.

*Follow their requests about what to do next. They will set up any necessary investigations, and can advise you – that is their statutory job.*

Accompanying the “*Case Incident Form*”, the record should include:

- A verbatim record of the child/adult’s disclosure, this may be used later in a criminal trial and it is vital that what the child/adult discloses is recorded as accurately as possible. Therefore, the record must be written in the child/adult’s words and should not include the assumptions or opinions of others.
- All handwritten notes should be kept, even if they are subsequently typed up in a more formal report.
- A nature of the allegation or concern.
- A description of any visible physical injury (clothing should not be removed to inspect the child).
- The child’s account of what has occurred.
- Any dates, times or places and any other potentially useful information, together with a note of when the record was made.

**The concern should be then reported without delay to the Grace Dieu Manor School CPO who will take the appropriate action and who will, if necessary, report the matter to the LSCB within 24 hours of a disclosure having been made.**

If the concern arises out of normal office hours (evenings and weekends) and it is clear that abuse has occurred, the **Child Protection Officer (Charles Foulds) should be contacted at home (01509 600151/07813 832231)**, or, failing that, contact should be made with the Children’s Social Care Emergency Duty Team on 0116 255 1606. Advice can also be sought from the Police Child Abuse Investigation Unit on 0116 2222222.

It is recognised that staff may need support after receiving a disclosure/identifying a concern and will be offered appropriate counselling.

### **Procedure for dealing with allegations against a member of Grace Dieu staff or suspicion of abuse on the part of a member of staff**

This can be an extremely difficult issue to deal with. It can be difficult to accept that a colleague may deliberately harm a child. It may also be that the behaviour that causes concern is bad practice rather than abuse. When a concern arises, there are three processes that may need to take place.

These are:

- A child protection investigation.
- A criminal investigation.
- Action by the Grace Dieu Manor School to discipline or remove the member of staff.

It is important that these are properly co-ordinated and that events are managed in the right order. For this reason, Grace Dieu Manor School will

take no direct action against a member of the school without the advice and agreement of the investigating agencies (e.g. the Police or Children's Social Care) except where such action is deemed necessary to swiftly protect a child. Suspension will not be automatic following an allegation. Advice will be taken, and if the advice is that suspension is recommended, then that will be "without prejudgement of guilt".

If, following further investigation and any consultation, the concern clearly is about bad practice rather than abuse, the CPO will report to the Designated Governor and they will decide upon the necessary action, be that to advise, manage or instigate disciplinary action against the member of the school about whom the allegation has been made.

Irrespective of the outcome of any Police and Social Services investigations, the school may consider suspension and/or disciplinary action in accordance with its usual disciplinary procedure.

## **Responsibilities following allegations of abuse against a member of Grace Dieu Manor School staff:**

### **The person receiving the information must:**

- Write a dated and timed note of what has been disclosed or noticed, said or done.
- Report immediately to the CPO.
- Pass on the written record.
- If the allegation relates to the CPO, then go to the Headteacher; if they are one and the same person, the matter must be immediately reported to the Designated Governor (see front cover for contact number).
- If the Designated Governor is unavailable, then the LADO (see front cover) must be contacted as soon as possible (see front cover of policy for contact numbers).

### **The CPO must:**

- If there is no written record, write a dated and timed note of what has been disclosed, noticed said, or done.
- Report immediately to the Headteacher and pass on the written record.
- If the allegation is about the Headteacher, then contact the designated Governor.
- If that is difficult, contact the LADO as soon as possible.

### **The CPO or Headteacher (if they are the same person) must:**

- Notify the LADO ideally the same day, but in any case within 1 working day.
- The CPO/Headteacher may be asked to clarify details or circumstances of the allegation, but this must not amount to an investigation.

- Copies of the documentation covering the allegation must be sent to the LADO on the same day, ideally by facsimile.
- Inform the Chair of Governors the same day as the allegation.
- Report to the Children's Social Care (CSC) in relevant cases, on LADO advice.
- In ongoing cases, liaise with Access and Welfare Services and cooperation with the Police/Children's Social Care enquiries as appropriate. There may be need for consideration of employment issues and possible disciplinary action where the police and Children's Social Care take no further action.
- If "suspension without prejudgement of guilt is recommended by the LADO, appoint a colleague to look after the suspended member of staff.
- Take any necessary steps for the longer term protection and support of each pupil who has made allegations of abuse or who is alleged to have suffered from abuse, taking his/her wishes fully into account; this may involve receiving help from a member of staff chosen by the pupil him/herself.
- Take any necessary steps to protect a pupil who is alleged to have abused another – the allegation may prove to be false, but even if it is true, Grace Dieu Manor School should be a place where all receive care and support.
- Notify DfE of any allegation that is being investigated by the CSC or the Police.
- Ensure cooperation with any enquiry made by the CSC or the Police.
- To assist, if required, in the making of arrangements for any pupil who has been the subject of abuse, to receive any continuing counselling and support, with the agreement of the parents.
- Follow the requirement to report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children: ISA, PO Box 181, Darlington, DL1 9FA (0300 123 1111)

### **How can staff protect themselves from possible abuse allegations?**

- When involved in supervision of showers and changing rooms, staff should only monitor to the extent that ensures safety of the pupils; although we have a duty of care to ensure that these places do not become "no go areas", staff need to exercise caution.
- Areas such as toilets, showers, changing rooms need supervision and checking, but it is unwise to find oneself alone with another pupil in such a situation.
- Be very wary of touching a pupil – such an action, although perfectly innocent, may be misinterpreted. Staff have no way of knowing what abusive behaviour the children may have experienced, and touching may have real and current resonances for an abused child.
- For longer conversations, one to one tuition and consultations with pupils, staff must choose as far as possible rooms/areas close to public

view, and ensure that the door is open, and it may be sensible to alert another member of staff that such a consultation is taking place.

- Unless there is a clear emergency, staff may not drive a single pupil in any vehicle, car or minibus.
- Over-familiarity of any sort with a pupil is inappropriate and electronic or other written communication might encourage a pupil to imagine that he/she has a special relationship with a member of staff who behaves in such a way.

## **Training**

Every two years, The CPO shall attend LEA or Independent Schools equivalent “designated person training events” as required by Section 157 of the Education Act 2002.

All staff, teaching and support, full time and part time, shall have access to appropriate “refresher training” on a regular basis (annually) through INSET. INSET training on child protection should be provided as part of the induction process for new staff.

## **Monitoring**

The CPO will use the *incident reporting form* to record any incidents related to child protection. These may be reported in an anonymous form to the Senior Management Team. Confidentiality will be maintained at all times. Any concerns or patterns that emerge will be dealt with appropriately. A report will be presented to the Governing Body whenever necessary and at least on an annual basis.

## **Data Protection**

Any information regarding pupil-related child protection issues will be stored in a secure place and there will be limited access to this by the CPO and Headteacher.

Information relating to any disclosures/concern of abuse will be passed to the local Children’s Social Care Department, Police Authority or other relevant agency only. Concerns relating to child protection which have not been referred to an external body will be retained in a secure location by the CPO and then archived after the child has left.

## **Whistleblowers**

In accordance with the *Public Interest Disclosure Act 1988*, Grace Dieu Manor School will support and protect those staff and pupils who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions. Members of staff are expected to follow the procedures laid out in the Grace Dieu Manor School “whistleblowers policy”.

Pupils should feel comfortable about making a complaint about any member of school staff or pupil body whose actions may compromise their welfare.

## **Procedure for dealing with External Organisations using Grace Dieu Manor School facilities**

*Some of Grace Dieu Manor School's facilities, particularly sporting facilities, may be hired by external organisations, including children's clubs and under these arrangements the school has no control over, and assumes no liability for, the conduct of individuals from these organisations. However, the school wishes to ensure, as far as it is able, that these organisations are not abusing children and that they are able to deal with any such disclosures appropriately.*

Therefore, all external organisations requesting use of the school's facilities for activities with children will be required to sign a declaration that includes the following clauses:

- *I/the company has a Child Protection Policy in place and am ready to show this to the Child Protection Officer at Grace Dieu (that is the Headmaster)*
- *I/all volunteers and staff working with children at Grace Dieu have undergone CRB checks and copies of those checks will be submitted to the school in advance*
- *I will inform the Headmaster at Grace Dieu if any "child protection incident" were to take place on the school site that involved me or my organisation*
- *We as an organisation have a public liability insurance and I have given a copy of this to the school*
- *We have studied the school site and have given the school a copy of the resultant risk assessment*

If an organisation that works with children on Grace Dieu Manor School's premises does not have a child protection policy, then they will not be permitted to use school facilities. Grace Dieu Manor School will require organisations permitted to use its facilities to provide details of their Child Protection Policies and Procedures, and to inform the CPO of any "child protection incident" which takes place on the school premises.

## **Procedure for Dealing with an Allegation of Abuse by an Individual of an External Organisation using facilities at Grace Dieu Manor School**

On occasion, a child who is on campus through an external organisation may make an allegation of abuse to a member of the school about an adult member of that external organisation. In this situation, the member of the school will report the allegation to the external organisation and will notify the CPO at Grace Dieu Manor School of their action. The school expects the organisation to follow its own child protection policy and will require confirmation that the appropriate action has been taken. In addition, the Child Protection Officer, in consultation with the Head, will consider whether it is permissible to allow the external organisation continued use of the facilities during the investigation period and beyond.

## **APPENDIX 1**

### **Physical abuse:**

See above for definition.

#### **Possible Physical indicators:**

Note: particularly bruises on parts of the body unlikely to be accidentally injured, also:

- Unexplained bruising, marks or injuries on any part of the body.
- Bruises, which reflect hand marks or fingertips from slapping, grabbing or pinching.
- Bruising around wrists, ankles, neck or trunk from the use of restraints.
- Cigarette burns.
- Bite marks.
- Scalds.

#### **Possible Behaviour/Emotional indicators:**

Note particularly changes in behaviour, also:

- Fear of parents or carers being contacted.
- Aggressive behaviour or severe temper outbursts.
- Running away from home.
- Fear of going home.
- Flinching when approached or touched.
- Reluctance to get changed, for example, for sports or games.
- Depression.
- Withdrawn or watchful behaviour.

## **APPENDIX 2**

### **Sexual Abuse**

### Possible Physical indicators:

Note that many forms of sexual abuse may show no physical signs at all. Children of all ages, boys and girls, are sexually abused.

- Pain or itching in the genital/anal area.
- Bruising or bleeding in the genital/anal area.
- Sexually transmitted disease.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when sitting or walking.
- Pregnancy.

### Possible Behavioural/Emotional indicators:

Note particularly changes in behaviour, also:

- Unexplained aggressive or withdrawn behaviour.
- Fear of a person or persons.
- Running away from home.
- Having nightmares.
- Sexual knowledge which is beyond their age or developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as over-eating, bulimia or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell.
- Substance or drug abuse.
- Sudden unexplained sources of money.
- Taking over a parental rôle at home and seeming beyond their age level.

## **APPENDIX 3**

### **Neglect**

#### Possible Physical indicators:

Note: Children who are or have been neglected may suffer a number of difficulties:

- Constant hunger, sometimes stealing food from other children.
- Constantly dirty or smelly.
- Loss of weight or being constantly underweight.
- Inappropriate dress for weather conditions.

#### Possible Behavioural/Emotional indicators:

Note: Children who are or have been neglected may suffer abuse from their peer group.

- Being tired all/most of the time.
- Frequently being late for or not attending school at all.
- Not attending GP or hospital for medical appointments.
- Few friends.
- Stating they are/were left alone or unsupervised.

#### **APPENDIX 4**

##### **Emotional Abuse:**

##### **Possible Physical indicators:**

Note: Children who are emotionally abused may be thought of as quite, shy children, with little thought given as to why they behave in that manner.

- Failure to grow or thrive, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from home.
- Speech disorders, especially if they develop suddenly.
- Developmental delays either in terms of physical or mental progress.

##### **Possible Behavioural/Emotional indicators:**

Note: Particularly changes in behaviour, also:

- Neurotic behaviour, e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Self harm or mutilation.
- Fear of parents/carers being contacted.