



SAFEGUARDING BOYS POLICY

This school safeguarding policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school shares the common objective to help keep our boys safe from harm and abuse.

This is a whole school policy so includes the Early Years Foundation Stage

General

The protection of boys is the proper concern of everyone in a position to help. Primary responsibility for the care and protection of boys rests with their parents, but a range of services is available to help them with this responsibility.

The safety and protection of boys is of paramount importance to all those involved in education.

APS takes account of the government guidance in *Safeguarding Boys and Safer Recruitment in Education*, and follows the procedures laid down in that document. The school's policy is in accordance with locally agreed inter-agency procedures and made available to parents on the school website. Paper copies will be provided on request:

While the boys at APS are in their care, the Governors have the ultimate responsibility for their safety. However, they have devolved the responsibility for the day-to-day implementation of the school's policy on safeguarding to the Head Master. The Head Master is, therefore, deemed to be the designated person and is the Child Protection Officer (CPO).

School staff are in a unique position to contribute to the proper implementation of the school's policy on safeguarding. Boys can develop a special and close relationship with school staff, and view them as significant and trustworthy adults. It is, therefore, not surprising therefore that boys, if they have been abused, may confide or disclose to a teacher or other member of staff.

For their part, Staff are often in the best position to notice any change in the demeanour or the circumstances of the boys in their care, to notice injuries, marks or bruises which might indicate that a boy has been abused and thus bring this to the attention of the Head Master or, in his absence, the Chairman of Governors or the Chairman of the Governors' sub-Committee for Pastoral Care and Curriculum matters.

Aims

To set out procedures for ensuring that APS meets its responsibility for safeguarding boys from abuse.

To protect staff against allegations of abuse. APS has a Code of Conduct for school staff accused of child abuse. All staff will adhere to this code of conduct which is in line with national guidelines.

Related policies:

Whilst virtually all policies are related to safeguarding, more pertinent ones are referenced below:

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| Interaction with pupils – code of conduct | Anti-bullying |
| Staff recruitment policy | Behaviour policy |
| Central register of appointments | PSHE policy |
| Procedures when a member of staff faces an allegation of abuse | Safeguarding – new staff induction |
| Guidance on physical contact | Visitor and intruder policy |

Procedures:

i) Reporting any concerns

a. Boys other than in the EYFS setting:

Any concerns about boys within APS must be discussed with the Head Master (or with the Chair of Governors or the Governor who Chairs the Pastoral Care and Curriculum sub-Committee) as soon as possible and at least by the end of the teaching session.

b. Boys in the EYFS setting:

Any concerns about boys within the EYFS setting of APS must be discussed with the Early Years' co-ordinator, Mrs. Makepeace- Taylor who has the lead responsibility for safeguarding children within this section of the school and for liaising with the Head Master and Trafford Safeguarding Children Board as appropriate.

c. Allegations against staff, volunteers or the designated person (the CPO or the EYFS designated person):

If the concerns relate to an allegation against staff, volunteers or the designated person for either the EYFS setting or the rest of the school the matter must be reported immediately to the Deputy Head who will contact either the Chair of Governors or, in his absence, to the Governor who Chairs the Pastoral Care and Curriculum Committee immediately.

If the allegation concerns the Head Master, the Deputy Head should not notify the Head master before contacting the Chair of Governors or the Governor who chairs the Pastoral Care and Curriculum sub-Committee.

d. Cases of serious harm:

In cases of serious harm, the police should be informed immediately.

ii) Suspicions over or the disclosure of an allegation of abuse upon a boy

Immediate response to the boy

It is vital that any staff actions do not abuse the boy further or prejudice further enquiries, for example:

- listen to the boy, if you are shocked by what is being said try not to show it;
- it is acceptable to observe bruises but not to ask a boy to remove or adjust their clothing to observe them;
- if a disclosure is made the pace should be dictated by the boy without their being pressed for detail by being asked such questions as "what did they do next?" or "where did they touch you?". The staff role is to listen not to investigate. Staff must use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?";
- accept what the boy says. Be careful not to burden them with guilt by asking questions such as "why didn't you tell me before?";
- do acknowledge how hard it was for them to tell you this;
- don't criticise the perpetrator, this may be someone they love;
- **don't promise confidentiality**, reassure the boy that they have done the right thing, explain whom you will have to tell (the Head Master) and why. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "it will be alright now".

iii) Recording Information

Staff should:

- make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated;
- observed injuries and bruises are to be recorded on the Body Map;
- note the non-verbal behaviour and the key words in the language used by the boy (do not translate into "proper terms");
- keep these original notes and pass them to the Head Master.

Refer to appendix 1

APS will follow up all referrals appropriately and involve Social Services within 24 hours in writing of a disclosure or suspicion of abuse.

Support

i) Boys and families

APS recognises that boys who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. APS may be the only stable, secure and predictable element in the lives of boys at risk.

Therefore, APS will endeavour to support boys through:

- APS ethos, which promotes a positive, supportive and secure environment and which gives all boys and adults a sense of being respected and valued;
- the implementation of school behaviour management policies;
- the curriculum, in particular the PSHE curriculum, which is designed to encourage self-esteem and self-motivation;
- a consistent approach, which recognises and separates the cause of the behaviour from that which the boy displays;
- for boys and their families who are supported outside school regular liaison with the other supporting professionals and agencies;
- a commitment to develop productive, supportive relationships with parents, whenever it is in the boy's interests to do so; and
- the development and support of a responsive and knowledgeable staff trained to respond appropriately in boy protection situations

ii) Staff

Receiving a disclosure or observing signs of abuse can be very distressing. All staff should discuss their feelings with the Head Master or other senior member of staff.

Incidents of a boy protection nature can affect staff not directly involved. Meetings should be used to support staff in this situation.

In the event of a members of staff being asked to attend a Strategy Meeting they need to make sure all information they may hold is available.

Staff required to attend a boy protection case conference should prepare a report for the meeting.

The Head Master or his Deputy Head will be available to support and advise you over the above.

Any member of staff who is concerned about involvement in boy protection issues can, in confidence, discuss the matter with the Head Master.

Confidentiality

Staff have the professional responsibility to share relevant information about the protection of boys with other professionals particularly investigating agencies. If a boy confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the boy sensitively that he has a responsibility to refer the matter to the Head Master for the boy's own sake. At the same time, the boy should be reassured that the matter will be only be disclosed to the Head Master, who will then decide on appropriate action. Staff who receive the information about boys and families in the course of their work should hold and act on the information only within a professional context. Boy protection records should be kept securely locked within the Head Master's filing cabinet held in his office.

Personal information about all boys and their families is regarded by those who work at APS as confidential. All staff will aim to maintain this confidentiality. All records relating to boy protection incidents will be maintained by the Head Master and only shared as is consistent with the protection of boys.

Parents

- Parents play an important role in protecting their boys from abuse. APS is required to consider the safety of the boy and should a concern arise professional advice will be sought prior to contacting parents.
- APS will work with parents to support the needs of their boy.
- APS aims to help parents understand that APS, like all other schools, has a responsibility for the welfare of all boys and has a duty to refer cases to the Social Services in the interests of the boy.

When a boy transfers to another school

- If a boy is on the child protection register, their Social Worker will be contacted by the Head Master and informed of the transfer.

- When a boy changes schools within the authority, child protection records will be passed on to the Head Teacher at the receiving school.
- When a boy is moving to another authority, information will be passed onto the next school's Head Teacher. Case conference minutes are not transferred but the date, name of chair, LA and outcome will be included on the records transferred.

Training

- APS has a commitment to training and attendance at inter-agency child protection meetings.
- The school's designated child protection officer as well as the Deputy Head and phase leader for upper KS2 will undertake specific interagency safeguarding training. This training will be updated every two years.
- All appointed staff – teachers, assistant teaching assistants, teaching assistants, administrative staff, caretaker, kitchen staff and cleaning staff – will be made aware of the arrangements for safeguarding and will take part in in-service training led by an appropriate officer from Trafford LEA (School improvement service). This training will be updated every three years
- The Head Master will expect learning to cascade to those who help out at the school, e.g. peripatetics, those supporting with SpLD, catering team that advises the school, via the respective members of staff who hold responsibility for organising their time in school, e.g. SENCo, Catering Manager, and the Specialist Music teacher.
- All newly appointed members of staff will undergo an induction session with either the Deputy Head or their phase leader.

The responsibility for the overseeing of the above training regime lies with the Governors' sub-Committee for Pastoral Care and Curriculum matters.

Case conferences and core group meetings

- In each case APS will assign the appropriate member of staff to attend a child protection case conference. Where possible the member of staff will be accompanied by the Head Master. If this is not possible the Deputy Head or another senior member of staff will accompany the member of staff. Staff called should prepare a report presenting this to the Case Conference chair at the start of the meeting. The chair will gather all information and assess the risks. Staff will be asked for your view in respect of registration.
- If a boy's name is placed on the local Child Protection Register a Core Group will be agreed. All Core Group members meet regularly (at least monthly) to monitor the progress of the Child Protection Plan and Core Assessment. Attendance at these meetings will be given priority.
- The Head Master will be available to advise and support you.
- Where no registration has taken place schools may be asked to monitor so it is the relevant member of Staff's responsibility to ask for clarity about information required, timescales, and reporting methods.

Action to be taken at the conclusion of a Safeguarding Case

The Chair of Governors or the Chair of the Curriculum and Pastoral Committee will convene a meeting with the Head Master, the Deputy Head and the Middle Management team to review the case in order to ascertain whether or not there were any deficiencies or weaknesses in the safeguarding arrangements. Any deficiencies or weakness are to be remedied without delay.

Safer recruitment procedures

APS pays full regard to current Government guidance 'Safeguarding Children and Safer Recruitment in Education' (January 2007). The school ensures that all appropriate measures are in place and followed in relation to everyone who works in the school and who is likely to be perceived by the boys as a safe and trustworthy adult.

Safer recruitment practice (in line with Independent Standards Regulations) includes scrutinising applications using a standard application proforma, verifying their identity and academic or vocational qualification(s), obtaining a professional reference, checking previous employment history (any gaps in their employment history must be satisfactorily explained), ensuring that a candidate has the health and physical capability to carry out the duties that will be assigned to them and carrying out an enhanced CRB check. From November 2010 referencing and checking with the Independent Safeguarding Authority for new employees is required.

In line with statutory changes underpinned by regulation, the following requirements apply to APS's staffing:

- An enhanced CRB will be obtained for all new appointments to APS, including volunteers where appropriate. From the 26th July 2010 there will be a requirement for all new appointments to be registered with the Independent Safeguarding Authority. Present staff, who are staying in their current role, will not have to register with the ISA until later in the five-year phasing period, which is to be completed by the end of 2014. Teachers changing roles will have to register from November 2010.

- APS is committed to keep an up-to-date single central register which details the appointment checks carried out by the school which are in line with the Independent School Standards Regulations 4.(2)(e), 4A.(8), 4C.(2)(g) and 4C.(4)(b)

- APS ensures that supply staff have undergone necessary checks and that they have been made aware of this policy. Regular supply staff will have received the Staff in-service training led by an appropriate officer from Trafford LEA (School improvement service) where possible

- Identity checks will be carried out on all appointments to APS's workforce BEFORE an appointment is made

- Any person whose services are no longer used because he or she is considered unsuitable to work with children will be reported, in writing, to the Independent Safeguarding Authority (ISA) within one month of leaving Altrincham Preparatory School

ISA's address is PO Box 181, Darlington, DL1 9FA (tel.: 0300 123 1111).

Responsibilities

The Governors

The Governors will appoint a Pastoral Care and Curriculum sub-Committee which will consist of, at least, a Chairman (the named Governor, Mr K L Nodding) and the Chairman of the Board (Professor A E Hill).

This sub-Committee will meet on a regular basis (at least once a term) to discuss with the Head Master any issues regarding the Safeguarding, Pastoral care and Curriculum which he considers should be brought to the attention of the Governors. This sub-Committee (or at least the named Governor) will be available to the Head Master to deal with any issue regarding safeguarding or pastoral care which requires more immediate attention.

Its remit will also include:

- a. An annual review of the school's safeguarding and associated policies. Any changes recommended by the sub-Committee will require the agreement of the Board as a whole and must be minuted.
- b. The responsibility to ensure appropriate and updated training for the CPO (at least every 2 years) and for the named Governor and all other staff (at least every 3 years)

The Head Master

- The Head Master is the Designated Officer for Child Protection (CPO) and as such is responsible for the implementation of the policy and ensuring that the outcomes are monitored. The Head Master will review annually with the governors the working of the policy.
- The person to contact in his absence is: The Chairman of Governors or in his absence the named Governor who chairs the Governors' sub-Committee for Pastoral care and Curriculum matters
- The Head Master is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with.
- The Head Master will ensure that he is aware of the latest national and local guidance and requirements and will keep staff informed as appropriate.
- The Head Master will ensure that appropriate training for staff is organised appropriately.
- The Head Master will liaise with the Chair of Governors and the named Governor who chairs the sub-Committee for Pastoral care and Curriculum matters to ensure that the Governors are kept informed of any changes in the regulations relating to the Safeguarding Policy document. The Safeguarding Policy is to be updated as required.

The Staff

- All staff, including supply teachers, visiting teachers(e.g. peripatetic teachers), support staff (e.g. specialist support teachers who teach within the school), administrative staff and those supporting school trips, will be informed of the Head Masters' name and APS's policy for the protection of boys through their Line Manager, through the staff handbook, information given at reception on request and whole staff training or briefing meetings

- All staff need to be alert to the signs of harm and abuse. **They should access and reference to APS's policies relating to the Management of Behaviour for the Welfare and Protection of Boys at all times.** They should report any concerns if not immediately, as soon as possible, that day to the Head Master or Deputy Head. If in any doubt, they should consult with the Head Master and/or the Deputy Head.
- All relevant national and local procedures will be made available for staff reference and is located in Head Master's office.

Equal Opportunities

All staff and governors with responsibilities under this policy must take into account the equal opportunities policies when discharging their duties.

Monitoring and Review

The Head Master will monitor the working of the policy and will report annually to the Governors.

Signed: _____

Date: _____

Chair of the Governors' Pastoral Care and Curriculum sub-Committee

Appendix 1

Child Protection - Staff Guidance

A. Procedures to be followed:

- **Members of staff who suspect abuse of a boy, whether by an adult or another boy/child, should report their suspicions to the Head Master.** This reporting will include a written record. The Head Master, in consultation with the Governor's nominated representative, will determine whether the Social Services and in some instances, the Police will be notified. It is the role of the police to investigate this type of incident.
- **Information received other schools, parents, the Social Services and various other sources will be suitably recorded.** Where it is thought that the Social Services are not aware of any case to which they should be alerted, they will be informed.
- **Risk Register.** A confidential register will be maintained of all those boys known to be at risk. Names will be entered on the register if it is confirmed by Social Services that the boy is actually at risk.
- Where a boy is known to be at risk, the Head Master will inform the Deputy Head and the relevant class teacher as well as members of the Leadership Team.
- Staff who organise educational visits should know the names of those boys involved and seek information about any involvement of Social Services.
- The class teacher or Head Master will, when possible, attend any reviews called by the Social Services.

Procedures in respect of Child/Boy Abuse

Abuse exists where boys under the age of seventeen years have been physically or emotionally abused or severely neglected. It is essential, therefore that all those at APS know the signs of child abuse and are aware of the procedures that they must follow to safeguard the boy.

The Education Service in general, and APS in particular, has the role of recognising and responding to potential indicators of abuse and neglect. All other action should be taken by those with statutory powers to help the boy. Early contact and close liaison with such agencies is therefore regarded as essential by APS.

In the event of an actual or suspected case of child abuse by parents, teachers or any other adult, it is the responsibility of all school staff to report this to the Head Master (or Chair of Governors) as soon as possible. The Head Master is responsible for ensuring that boys are identified and the appropriate agency involved. It is important that if staff overhear boys discussing 'abuse' or 'neglect' that this information is relayed for investigation.

Staff leading school visits, particularly residential ones, should provide a list of those boys taking part to the Head Master to ensure that they are made aware of all essential information relating to the boys in their care.

B. Indicators of Abuse and Neglect

Injuries

Bruises or abrasions especially about the feet, head, genitals or other parts of the body where they would not normally be expected to occur given the age of the boy.

Damage or injury to the mouth of a boy e.g. bruises or cut lips.

Bite marks.

Burns and/or scalds especially small circular burns (often cigarette burns).

Bilateral injuries such as two black eyes – this rarely occurs accidentally.

Fractures in boys under two years old.

Poisoning and other misuse of drugs

Repeated minor injuries and/or self harming

Other signs include:

Lethargy.

Withdrawal.

Wariness.

Passivity.

Frozen awareness.

An unkempt, dirty appearance.

Developmental retardation without a medical condition.

Over-solicitous behaviour towards adults.

Failure to thrive or grow without an underlying medical condition.

If you suspect a boy is abused:

Immediately tell the Head Master or the Deputy Head

Record the facts as you know them

Ensure the boy is kept safe

If a boy tells you about abuse by someone else:

Allow the boy to speak without interruption

Make no judgement or criticism

Do not promise confidentiality – tell the boy that you must pass the information on in order to keep him safe

Follow the school's guidance and policy guidance as in suspecting a boy is being abused

If you receive an allegation about any adult or about yourself:

Immediately tell the Head Master or the Deputy Head

Record the facts as you know them



At Altrincham Preparatory School,

We believe that we all share the responsibility

for promoting the welfare and protection of

boys and we have a duty to safe-guard them

from significant harm, as embodied in the

Children Act 1989. This includes physical,

sexual and emotional abuse

as well as neglect of all children

Code of Behaviour

- **DO** provide a good example of behaviour
- **DO** provide access to independent listeners for the child
- **DO** avoid situations that might compromise your relationship with the boys and are unacceptable within the relationship
- **DO** keep doors open if a boy is with one adult. Activities which require privacy should take place in a room which can be easily observed by others
- **DO** keep physical contact to a minimum. This should only occur where there is genuine reason for contact in relation to the activity e.g. PE, Music, First Aid
- **DO** trips with the boys appropriately
- **DO** give and receive presents in an open setting
- **DO NOT** let suspicion, disclosure or allegation of abuse go unrecorded or unreported
- **DO NOT** use e-mail, text messaging or other means of electronic communication to pass personal information to a boy
- **DO NOT** participate in any inappropriate physical or verbal contact with boys
- **DO NOT** show favouritism to any pupil
- **DO NOT** behave in a way which might be regarded as demeaning or belittling towards pupils
- **DO NOT** share details of personal information inappropriately
- **DO NOT** rely on your good name and reputation to protect you