

Safeguarding Children
Greenwich Steiner School Protection Policy
Updated Autumn Term 2009

OVERVIEW:

In line with Section 157 of the Education Act (2002) Greenwich Steiner School accepts its duty to ensure it safeguards and promotes welfare of all children in our care. GSS also accepts guidelines and adheres to principles outlined in DfES Circular 27/2004 stating that:

- Safeguarding should encompass more than child protection.
- That the school has a child protection policy and procedures consistent with locally agreed procedures
 - That GSS has a designated senior member of staff with sufficient status and training to take lead responsibility for child protection decisions. This person (or persons) will receive training every 2 years. (See Role and Responsibilities of Designated Child protection Officer.)
- That all staff receives child protection training and refresher training every 3 years.
- New staff receives a written copy of the child protection policy and procedures.
- That GSS operates safe recruitment of teachers, staff and volunteers.
- That GSS's Child Protection procedures are reviewed annually.

PRACTICE:

Priority is given to ensure the safety of the child/children, who may be at risk.

If it is suspected that a child has been, or is being, physically, emotionally or sexually abused, this concern is to be immediately directed to **Trudy Coutinho or Norma Schenke** who are both Designated Child Protection Co-ordinators at GSS or Fran Russell the Business Manager who also works as a legal adviser for the school.

In the case that an adult or pupil, (teacher or non teacher, permanent or volunteer) suspects a child maybe the victim of abuse, that individual will immediately report to one of the DCPOs and share their concerns. The disclosure will be followed up immediately by one of the Child Protection Co-ordinators. It is important that any incidents that have given rise to a concern are **recorded and dated** and that this information is then passed immediately either of the DCPOs¹.

The DCPO will:

- See that the individual raising the concern provides a written and dated account of the concern².
- Share the disclosure with the other DCPO,
- Refer cases to and seek advice from Local Safeguarding Children Board³ when necessary. A written record of this conversation, recommendations and responsibilities will be kept in the DCPO's file. Further steps taken will depend on this advice.
- Arrange for the child/pupil to be spoken to informally by DCPO, Class Teacher, Guardian, Tutor or other relevant member of staff. The purpose of this conversation is to clarify the incident.

¹ Designated Child Protection Officer

² See Appendix 1 Record of Disclosure

³ LSCB

The role of the interviewing teacher is to be descriptive, not diagnostic. Questions are asked only for the purpose of clarification and should, in no way, be leading or judgemental.

- Ensure that record of this interview is made immediately by the interviewing teacher and passed to DCPO.
 - Arrange a conversation with the parent as soon as is reasonably possible after the disclosure, unless it would, in any way jeopardise the child's safety or is contraindicated by the SCB
 - Communicate with the Class Teacher or guardian throughout the process unless this would hinder the process, or jeopardise the child's safety or is contraindicated by the LSCB.
 - Upon resolution, DCPOs will review the case within the following half term and any improvements seen to be needed will be communicated to relevant individuals, such as College Chair of Trustees, Staffing Group, Chair of the Teachers Meeting, Chair of Management Group, the pupil involved or their parents.
- No adult is entitled to offer confidentiality, but should explain that if the child's well-being is, in any way, at risk the teacher will have to share their knowledge with another adult.**

MANAGING ALLEGATIONS AGAINST STAFF and VOLUNTEERS

In cases where concern is raised about the way a child/pupil is being treated by a member of the adult community this concern is to be shared the DCPO immediately. The DCPO will:

- Communicate with the other DCPO teacher and legal adviser and seek advice from Local Authority Designated Officer⁴ when necessary.
- Determine what steps must be taken to resolve the issue safely and within the framework of the law.
- Communicate to the named teacher/adult that a complaint has been made against them, unless of course it is felt that this disclosure would jeopardise the child's safety or is contraindicated by the LADO.
- A dated record is made of this adult's recollection/account of the incident and kept in the DCPO file.
- Communicate to the child's parents regarding the complaint and clearly outline the steps the school will take.
- Notify Chair of Trustees and, in his or her absence, the Vice-Chair immediately and outline the steps being taken.
- Recommend follow-up which may involve the Staffing Group, (Staffing will adhere to safer recruitment and deployment practices and inform the LADO upon dismissal of staff or volunteer trustee.

All Steps are undertaken only if it is ascertained that doing so will, in no way jeopardise the child's safety or interfere with an official investigation.

November 2009

⁴ LADO