

This policy is posted on the school website. Information on how to access this policy on the website is sent to all parents and staff at the beginning of each academic year.

<p>Policy</p>	<p style="text-align: center;">CHILD PROTECTION POLICY</p> <p><i>This policy has been developed using guidance from UCST – document U.4.1 Further guidance is detailed in the HCS Health, Safety and Welfare Handbook sections</i></p> <p><i>59.0 Abuse, advice to teachers, 62.0 Abuse – extract from Kidscape, 65.0 Listening to children and U3.2 Internet safety, U4.6 sex and relationships policy</i></p> <p><i>There are two appendices with this policy –</i> <i>Appendix 1 UCST Confidentiality Policy</i> <i>Appendix 2 Notes on guidance for staff-student relationships</i></p>
<p>School Statement</p>	<p><i>HCS is committed to ensuring the health and safety of its members and will take action to safeguard their well being. HCS acknowledges the importance of its pastoral care, offering support and advice and the encouragement of good citizenship to help develop a community where pupils are able to talk to staff about any matters, including those of concern.</i></p> <p><i>HCS will report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person (whether employed, contracted, volunteer or student) whose services are no longer used because he or she is unsuitable to work with children.</i></p> <p><i>This policy is in accordance with the procedures set out by the Hampshire Safeguarding Children Board.</i></p>
<p>Aims</p>	<ul style="list-style-type: none"> • To provide an environment where pupils feel safe and supported. • To provide regular training that will enable staff teaching and support to develop their knowledge and understanding of how to provide a safe and supportive environment for the pupils and also to ensure that staff behaviour and actions do not place themselves at risk of harm or allegations of harm to a pupil. This training will ensure that all staff have an understanding of child abuse and its main indicators, and are alert to their reporting and confidentiality responsibilities. • The CPO and Principal and Boarding Housemaster will receive CP inter-agency training every two years. • All staff working on the HCS site will receive appropriate CP training, and this will updated every three years. • To develop an environment in which students know, and are confident about, the adults whom they can approach if they are worried or in difficulty.

	<ul style="list-style-type: none"> • Ensure safe recruitment in checking the suitability of staff and others working with our children. All personnel are CRB checked. • (a) All Governors are subject to a check with the Criminal Records Bureau made by the Secretary of State to confirm their suitability to work with children. • (b) Prior to confirmation of their appointment, all members of teaching staff, including the Principal, at the school are subject to a check with the Criminal Records Bureau which confirms suitability to work with children. All staff are checked at enhanced level. • (c) Prior to confirmation of their appointment, appropriate checks are carried out on staff to confirm their identity, medical fitness, previous employment history, character references, and, where appropriate, qualifications and professional references, and that information is taken into account in determining whether an appointment is confirmed. • Support any pupil who has been abused in accordance with his/her agreed Child Protection Plan.
Organisation	<p>The PSHE curriculum and assembly programmes in both the Junior School and the Senior School include teaching to help all students respond positively to the rights of children to be safe and to know how to protect themselves and others. Teaching in ICT includes training and information about the safe use of the internet and other technologies.</p> <p>The school has identified quiet areas where pupils can take respite from the normal day when necessary. This would normally be the school office, medical room or Learning Support room in the Junior School and matron's room, library or Nightingale Room in the Senior School.</p>
Roles and Responsibilities	<p>The Junior School and Senior School have a named Child Protection Manager (CPM).</p> <p>These are the Head of the Junior School (Elaine Hooton) and the Head of the Senior School (Helen Crawford).</p> <p>They report regularly to the Principal and the Child Protection Governor (CPG) Dr J Lyon Maris who will monitor the implementation of the Child Protection Policy. The Governing Body, under the direction of Dr J Lyon Maris will make an annual review of all child protection policies and procedures, and of the efficiencies with which the related duties have been discharged. He will report back to the Governing Body during each Autumn Term.</p> <p>The CPM's are responsible for:</p> <ul style="list-style-type: none"> • Being the first point of call for the staff and the pupils. • Contributing to training. • Coordinating action within the school. • Liaising with other agencies on suspected cases of abuse – taking advice from external agencies. Contact will be made within 24 hours of any disclosure taking place. • Notifying Child Care Services if there is an unexplained absence of more than 2 days of a pupil who is on the Child Protection Register.

	<ul style="list-style-type: none"> • Advising the Principal about cases in hand according to the agreements already established about confidentiality • Keeping securely, clear, accurate and confidential records of pupil's progress, providing information for other professionals, reports for case conferences, and participating in case conferences. These will be kept separate from the pupil's main file in a locked location. <p>The network team internet safety expert will advise on Websense policy and internet safety</p> <p>The school also has a member of staff trained in counselling and maintains good links with other agencies such as the Police School Liaison Officer, Social Services and Marchwood Priory Adolescent Unit.</p> <p>The school has a school doctor attached to Abbey Mead Surgery in Romsey and a matron and deputy matron.</p> <p>All staff are responsible for protecting children from abuse and from inappropriate and inadequate care, and have a responsibility to report suspicions and concerns to the CPMs immediately. They must be vigilant in identifying indicators of possible abuse and are expected to adhere to the school's confidentiality agreement.</p> <p>The Deputy Bursar has the responsibility for ensuring that all staff not directly employed by the school, and in contact with our pupils, have had the necessary and appropriate child protection checks.</p> <p>The Principal is responsible for informing the ISA of any persons unsuitable to work with children. This will be done at the time of any incident, or within one month.</p> <p>The Deputy Bursar is responsible for maintaining and updating all child protection checks.</p> <p>The Head's PA is responsible for maintaining and updating all records (not CRB) relating to recruitment and appointments.</p>
<p>Implementation and procedures</p>	<p>On receiving a referral from a member of staff, the CPM should ask the staff member of staff to document, briefly, the events which have given rise to the concern.</p> <p>The CPM will then follow the procedures outlined below:</p> <ol style="list-style-type: none"> 1. Coordinate action within the school, ensuring confidentiality where appropriate. 2. Liaise with other agencies (police, social services etc) 3. Advise the Principal according to agreements already established about confidentiality. 4. Provide information as appropriate to other professionals and reports for case conferences. 5. Participate in such cases conferences as appropriate. 6. Remedy, immediately, any deficiencies in this policy and its procedure. <p>Records should be objective, clear and accurate and based on evidence.</p> <p>Records should be kept securely archived by the Principal for 10 years.</p> <p>Records should be transferred when the pupil moves on to another school and any relevant external agencies should be informed.</p>

	Where staff will care for, train, supervise or be in charge of children for whom accommodation is provided, they also comply with Standard 38 of the National Minimum Standards for Boarding Schools.
Review Date	July 2010. The policy will be reviewed at 12-month intervals.
Useful Contact Numbers	Social Services at Eastleigh: 02380 618722 (Duty Officer of Child Protection Team) Out of Hours Social Services Direct: 0845 6004555. Child Protection issues: OFSTED – 08456 404040.

Appendix 1: Confidentiality Policy

- 1.1 Staff will be required to adhere to the policy on confidentiality between themselves and students as set out within this section.
- 1.2 However, staff cannot offer or guarantee absolute confidentiality. If confidentiality has to be broken the student should, if at all possible, be informed first and then supported, as appropriate.
- 1.3 It is only in the most exceptional circumstances that a school/academy should be in the position of having to manage information without parental knowledge. Where younger children (normally under the age of 16) are involved there will be grounds for serious concern and child protection clarity issues will need to be addressed.
- 1.4 Students should be encouraged to talk to their parents and given support to do so. If there is evidence of abuse child protection procedure should be adhered to, ensuring that students are informed of sources of confidential help, for example, the school/academy nurse, counsellor, GP or local young person's advice service.
- 1.5 Parents have the right to withdraw their children from all or part of any sex education provided, but not from teaching the biological aspects of human growth and reproduction necessary under National Curriculum Science. The views of parents need to be borne in mind when implementing a sex and relationship education policy and parents will be invited to comment on the extent to which this policy reflects their wishes and the culture of the community served by their school/academy.

Appendix 2: UCST/ULT Notes of Guidance for Staff-Student Relationships

This guidance is not exhaustive and is designed to set out principles rather than to give detailed and specific advice. Clearly, the circumstances in which staff work vary (e.g. working with very young children, boarding staff, sports staff, etc.); this guidance is meant to give general principles

only. Although this advice applies primarily to teachers and to other adults with educational roles,

all adults working within schools/academies relate to students/pupils during the course of their duties; again, the general principles apply equally to all who are involved in the school/academy.

- 1 The relationship between staff and students/pupils is a professional one. It is fully expected – and, indeed, hoped – that staff in the school/academy have a friendly and caring relationship with students/pupils; nevertheless, the basis of that relationship is professional not personal. It is suggested that a good test to apply is to reflect on whether the child's parents would be happy with the relationship if they were standing with you.
- 2 A personal relationship between staff and a student/pupil is inappropriate unless it is with the full knowledge and consent of the student's/pupil's parents or guardians. Circumstances in which such a personal relationship may arise would be when your own children are friends with those in the school/academy or when you have a personal relationship with parents of children in the school/academy. It is not normally appropriate for a member of staff to meet with a student/pupil out of school hours or off school premises except with the prior knowledge and consent of parents and the school.
- 3 In general, unnecessary physical contact with students/pupils should be avoided. In some circumstances, physical contact between a member of staff and a student/pupil is necessary and beneficial; it might be, for example, that a Reception teacher might need to pick up a 5 year old who has fallen over in the playground, a sports coach may need to demonstrate to a student/pupil how to hold a racket or a secondary teacher may give a student/pupil a gentle pat on the back as encouragement. In rare circumstances it may be appropriate for members of staff to use reasonable restraint in circumstances where a student is behaving in a manner which endangers him or herself or other people. In these situations, staff are advised to be very sensitive to the student's/pupil's likely reaction and to watch out for signs that the student/pupil is apprehensive or uncomfortable. We all have our own personal space that needs to be protected. Wherever possible when working with students/pupils, other people (adults, colleagues or students/pupils) should be present or the door should be open.
- 4 Over-familiar words and actions, displays of affection, discussion of one's personal life or the personal life of the student/pupil are normally inappropriate. Sexual innuendo is wrong in all circumstances. Staff are advised to avoid actions, words or expressions that could be interpreted as suggesting that they have an emotional relationship with any student/pupil. In the professional staff-student/pupil relationship it is not appropriate to single a student/pupil out for favours or to suggest to a student/pupil that he or she is a special friend.
- 5 Occasionally it is necessary for professional academic reasons for staff to communicate with students/pupils out of the school/academy. Except where absolutely necessary, personal email addresses, home or mobile phone numbers should not be given, asked for

or used. A staff mobile phone number might be given to students/pupils for use during an educational visit; where possible, the school's/academy's mobile phone (if there is one) should be used for this purpose. Pastoral matters should not normally be dealt with by email or using personal phone contacts. Only in the most exceptional circumstances, for instance, where there is well-founded concern for the unexplained whereabouts of a student, should pastoral matters be dealt with by email or using personal phone contact. In any event, records of all contacts should be kept on the student file so that if it is necessary to use email or personal contact; the reason why will be specified in the written record. It is very difficult to envisage circumstances under which texting is appropriate.

- 6 It is not normally appropriate for students/pupils to visit a member of staff in their own home. Such a visit might be more likely within a boarding context where staff live on site and so might invite a group of students/pupils – say, a tutorial group – to their house for a meeting or for a celebration. Where such a visit does take place it should be with the full knowledge and consent of either the school or parents or guardians. If possible, more than one adult should be present on such an occasion.
- 7 With older students/pupils, a gathering might be held as part of a celebration. Generally, it is advisable if that is held in the school/academy. It is essential that professional criteria (e.g. all the students/pupils in a particular teaching or tutorial group) rather than personal criteria (e.g. selected students/pupils only) are used for inviting students/pupils, that the event is held openly, and that senior colleagues are aware of it. Staff on such an occasion have a particular duty to ensure that the supply and consumption of alcohol is appropriate, is responsible and falls within the law and the school's/academy's guidelines on alcohol.
- 8 Members of staff who in the course of their professional duties need to work on a one-to-one basis with a student/pupil (e.g. a piano lesson, a maths tutorial, etc.), in particular one of the opposite sex, are advised to take care to ensure that the circumstances of the meeting or lesson are professional. Staff are advised to use a room which has vision panels in the door or keep the door open and ensure that colleagues know that the meeting or lesson is taking place. It is helpful if the meeting or lesson can be arranged during normal school hours or immediately before or after school when there are plenty of other people about.
- 9 Staff are advised to avoid threatening words, raised voices and any aggressive contact such as holding, pushing, pulling or hitting, which could amount to or which could be interpreted as a criminal assault.
10. Members of staff do have the right to use reasonable physical force to restrain students/pupils in order to prevent them from committing a criminal offence, injuring others or themselves, damaging property or behaving in such a way as to compromise good order and discipline. The DfES Circular 10/98 sets out more detailed advice simply and clearly.
11. If you are at all concerned about anything which has occurred or which has made you uncomfortable, you are strongly encouraged to discuss the matter with a senior colleague at the earliest opportunity even if it turns out that nothing untoward has happened. As a matter of good practice it is advisable to make a written record, dated and signed, of any such incident.