

Dated August 2016

Islamia Girls School/Brondesbury College "The School"

Child Protection Policy

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1. Overview

- 1.1 This Policy is concerned with Safeguarding and Promoting the Welfare of Children.
- 1.2 There are two aspects to safeguarding and promoting the welfare of our students:
 - 1.2.1 Arrangements to take all reasonable measures to ensure that harm to student's welfare are minimised.
 - 1.2.2 Arrangements to take all appropriate actions to address concerns about the welfare of a student, working to agreed local policies and procedures in full partnership with other local agencies.
- 1.3 Safeguarding and Promoting the Welfare of Children is described as: the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.
- 1.4 The School has a dedicated Child Protection Officer (CPO) and a deputy Officer. You may ask the School office for the current staff members who hold these posts.
- 1.5 This Policy will be reviewed regularly and should be read in line with government guidelines.
- 1.6 This policy has used the flowcharts as recommended by the government which may be updated from time to time.
- 1.7 This policy is available to parents on the School Website.

This policy may be read in connection with the following policies: School Visitor Policy and Safeguarding Children and Safer Recruitment in Education Policy

2. Staff

- 2.1 The School staff recognises the contribution it makes to safeguarding students. All staff, including volunteers, have a full and active part to play in protecting students from harm.
- 2.2 All staff work to provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual student.
- 2.3 All new members of staff will be made aware of this Policy as part of their induction.

3. Aims

- 3.1 To support the student's development in ways that will foster security, confidence and independence.
- 3.2 To raise the awareness of staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.

- 3.3 To provide a systematic means of monitoring students known or thought to be at risk of harm.
- 3.4 To emphasise the need for good levels of communication between all members of staff.
- 3.5 To develop a structured procedure which will be followed in cases of suspected abuse.
- 3.6 To develop and promote effective working relationships with other selected organisations, especially the Police and Social Care
- 3.7 To ensure that all adults, whether staff or volunteers who have frequent access to students have current DBS (Criminal Record Bureau) checks, have their identity verified by original documentation and also that references are checked in line with Safe Recruitment Policies.

4. Procedures

We will work to ensure that:

- 4.1 We have a designated member of staff who undertakes regular training in child protection.
- 4.2 We have a member of staff who will act in the designated member of staff's absence.
- 4.3 Staff members develop their understanding of the signs and indicators of abuse.
- 4.4 Staff members know how to respond to a student who discloses abuse.
- 4.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures.
- 4.6 Where an allegation of abuse is made against a parent/carer, and a referral made to the Social Care Department of the Local Authority, a risk assessment should be undertaken to determine who should inform the parent/carer in order that the student is not put at risk of further harm.

5. Responsibilities

The designated member of staff for child protection is responsible for:

- 5.1 Adhering to the procedures with regard to referring a student if there are concerns about possible abuse
- 5.2 Keeping written records of concerns about a student even if there is no need to make an immediate referral
- 5.3 Ensuring that all such records are kept confidentially and securely.

6. Supporting Students

- 6.1 We recognise that a student who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth, may feel helpless and humiliated.

- 6.2 We accept that research shows that the behaviour of a student in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn behaviour.
- 6.3 We will support all students by:
 - 6.3.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
 - 6.3.2 Promoting a caring, safe and positive environment
 - 6.3.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
 - 6.3.4 Notifying the Social Care Department of the Local Authority as soon as there is a significant concern.

7. Confidentiality

- 7.1 We recognise that all matters relating to Child Protection are confidential.
- 7.2 The Designated Member of Staff will disclose any information about a student to other members of staff on a need to know basis only.
- 7.3 All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard students.
- 7.4 All staff are aware that they cannot promise a student to keep secrets.

8. Supporting Staff

- 8.1 We recognise that staff who have become involved with a student who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated member of staff and to seek further support as appropriate.
- 8.3 We will ensure the CPO and the deputy Officer receive appropriate and up to date training.

9. Allegations against staff

- 9.1 If an allegation against a member of staff is made, the staff member who is told of the allegation will immediately inform their Line Manager and the CPO.
- 9.2 The Liner Manager and CPO on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 9.3 If the allegation made to a member of staff concerns the Head Teacher, the person receiving the allegation should contact the LADO.
- 9.4 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

10. Physical Intervention

- 10.1 Physical intervention by staff must only ever be used as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 10.2 We understand that physical intervention of a nature which causes injury or distress to a student may be considered under child protection or disciplinary procedures.

11. Prevention

- 11.1 The School plays a significant part in the prevention of harm to students by providing good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 11.2 The School will therefore:
 - 12.2.1 Establish and maintain an ethos where students feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Ensure that all students know there is an adult whom they can approach if they are worried or in difficulty.
 - 12.2.3 Work in partnership with parents and provide support in line with current guidance.

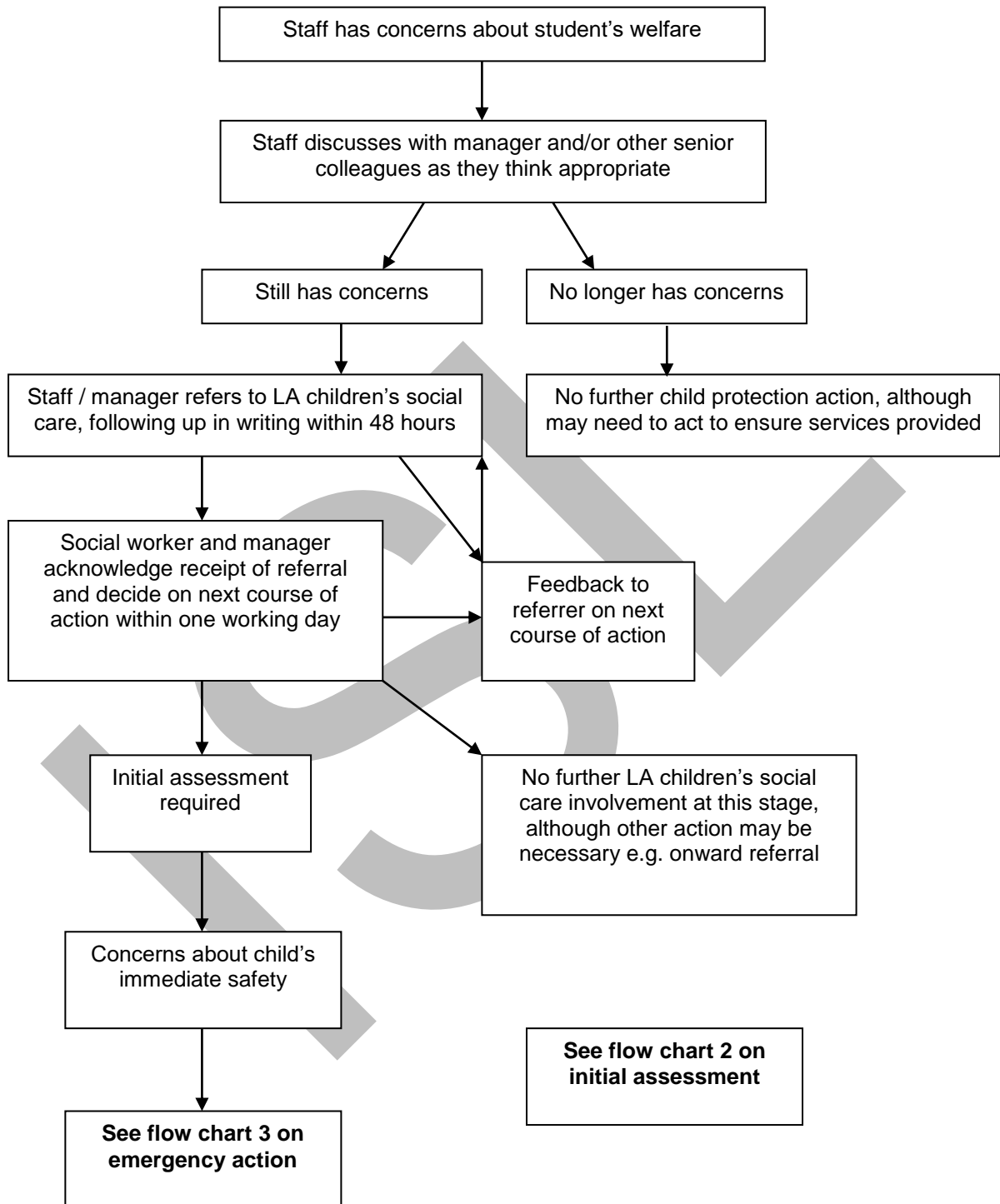
12. Site Security

- 12.1 All visitors to the School must sign in and receive a visitor's pass/badge. They are then required to sit in the reception area and must not have access to any part of the School unless given express permission by the Head Teacher.
- 12.2 Any member of staff on seeing an unauthorised person in the School is required to enquire after their intentions.
- 12.3 The mosque is for School purposes only and with regret we cannot allow members of the public, including parents access to the mosque during prayer times.
- 12.4 The back gate must remain closed at all times and if open for any reason must be manned.
- 12.5 The front gate will be open from 8am to 9am and 3:30pm to 4pm, during this time the Caretaker will be in attendance. At all other times the gate must remain shut and the secretary will be required to open the gate if necessary.

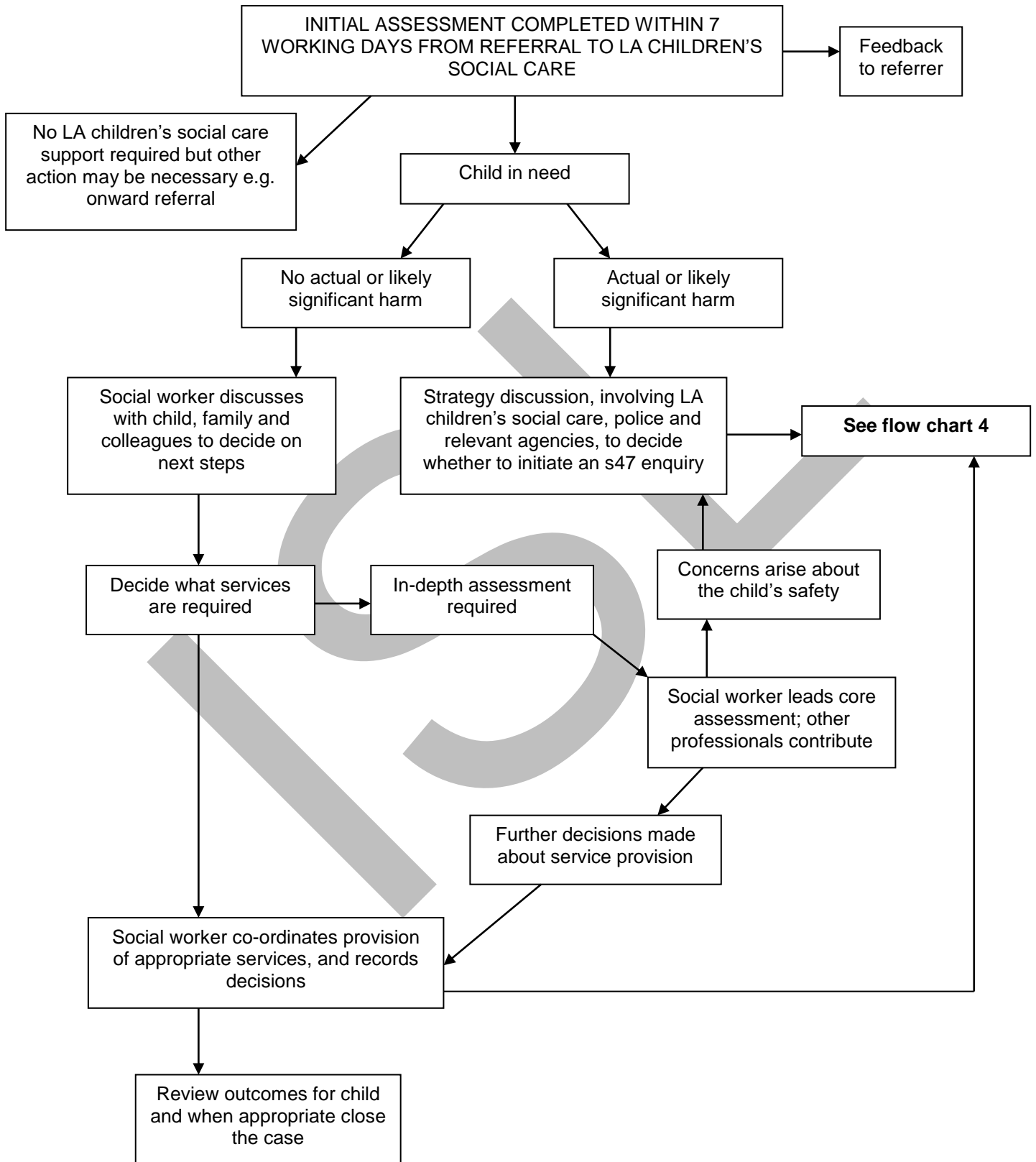
13. Contacts for Social Care and Training

- 13.1 Local Authority Designated Officer (LADO): 020 8937 3139
- 13.2 Child Protection Referrals should be made to the One Stop Shop: 8937 4300
- 13.3 Training: Local Safeguarding Board www.brentlscb.org.uk/index.php

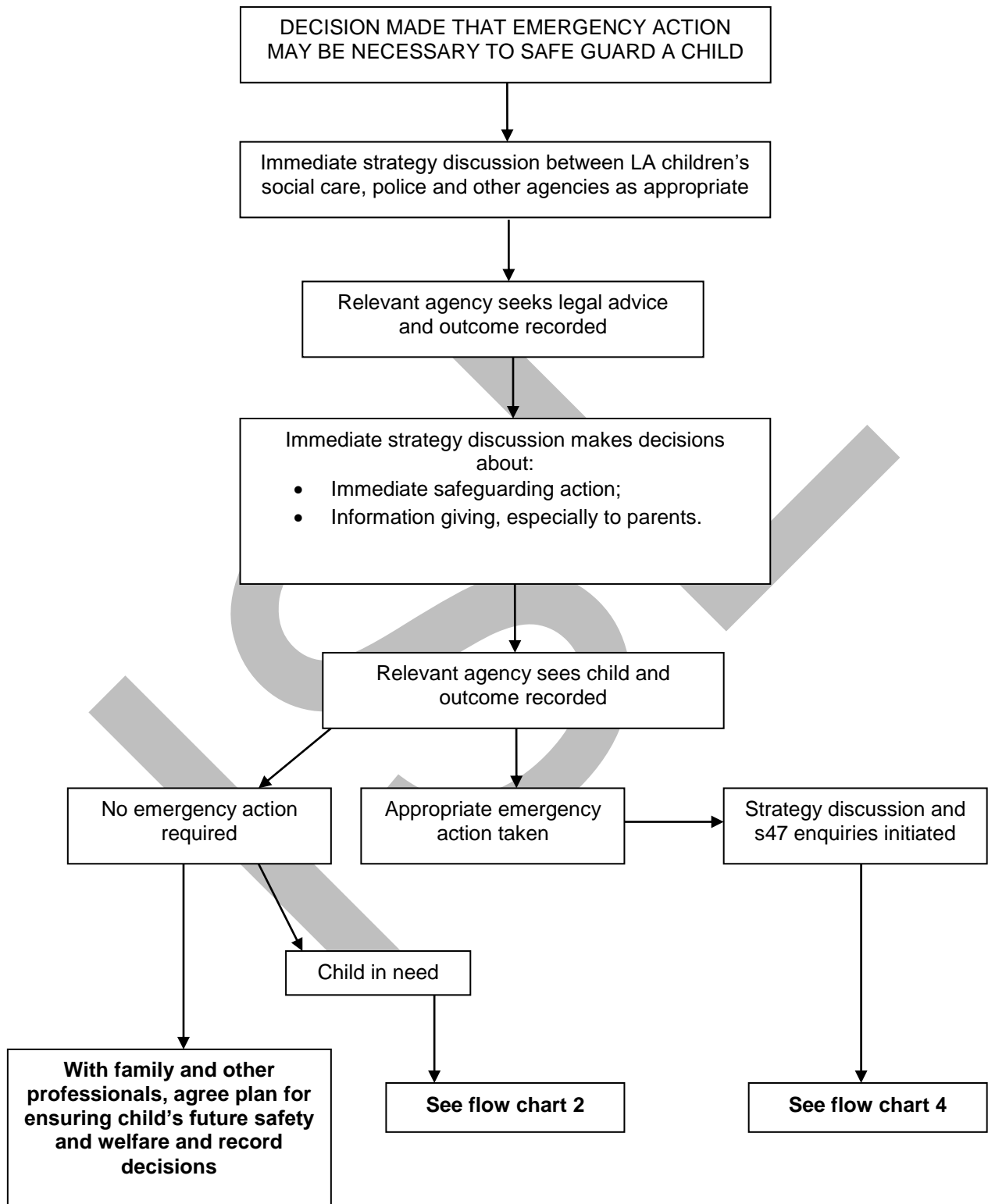
FLOW CHART 1 – REFERRAL



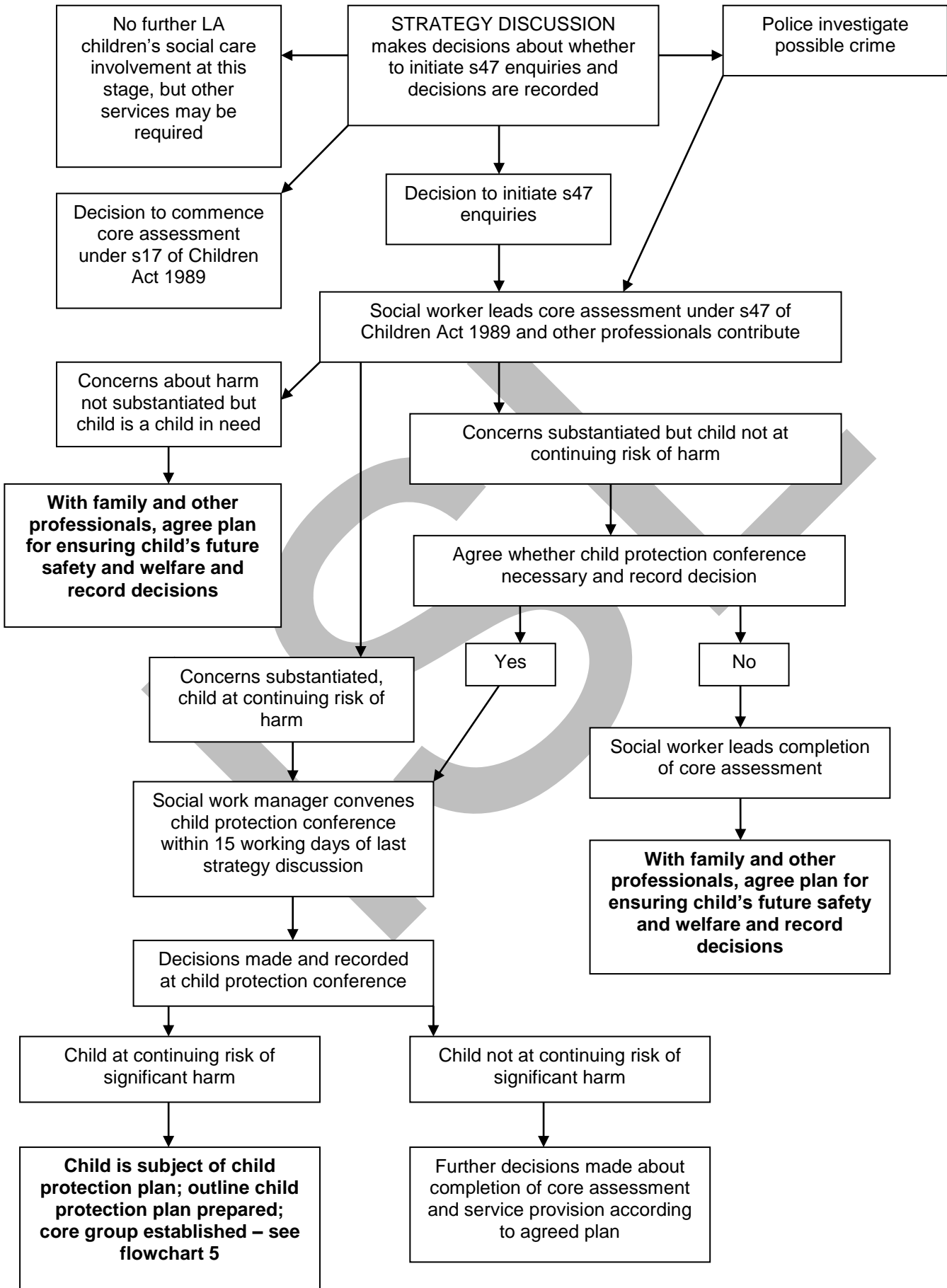
FLOW CHART 2 – WHAT HAPPENS FOLLOWING INITIAL ASSESSMENT?



FLOW CHART 3 – URGENT ACTION TO SAFEGUARD CHILDREN



FLOW CHART 4 – WHAT HAPPENS AFTER THE STRATEGY DISCUSSION?



FLOW CHART 5 – WHAT HAPPENS AFTER THE CHILD PROTECTION CONFERENCE, INCLUDING THE REVIEW PROCESS?

