



## Safeguarding Children Policy

Committee responsible: **WS SMT**

Effective from: **Feb 2010** to: **June 2011**

Scope: This document is for use by the Whole School Community

Policy Leader:  
**Mrs A Blatchford**

Checked by:  
**Dr S Sommer**

Authorised by:  
**Mr P Kett**

Signature:

Signature:

Signature:

Date:  
12<sup>th</sup> January 2011

Date:  
12<sup>th</sup> January 2011

Date:  
17<sup>th</sup> January 2011

### Distribution List

1. Board of Governors
2. Headmaster
3. Head of the Junior School
4. Teaching Staff
5. Administrative Staff
6. Support Staff
7. Parents

## Introduction

The School works very closely with the Conseil Général pour la Protection de l'Enfance in Les Yvelines. Madame Nathalie Wachoru and Madame Sophie Soetens are our direct contacts. They come to School to give training and updating. In addition to that all the latest publications/news from the UK on the subject of child protection are being disseminated and included in training. All staff are made aware and reminded of changes and updates effected by the Conseil Général, the child protection agency in France.

The school also works very closely with Mrs Anne Belgram (Clinical Psychologist / Psychologue clinicienne, 90 Route de Montesson, 78110 Le Vesinet: 01 39 76 78 50 / 06 72 22 52 76 and a member of the International Counseling Service and Chairperson 2009/10: 01 45 50 26 49). She has extensive knowledge and experience of the child protection services and procedures in France and is an excellent local INSET provider and source of advice and information for staff and families at the school.

In accepting that children have the right to protection from neglect, physical, emotional and sexual abuse, The British School of Paris recognises its responsibility for:

educating staff and pupils in such issues

protecting pupils

reacting to any child protection issue that may be

- suspected
- reported
- disclosed

reporting concerns about pupil welfare or safety

We acknowledge that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any concern in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare. We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the issue. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Members of staff have day to day contact with pupils and as such are well-placed to observe possible signs of abuse and to report them to the Designated Senior Member of Staff (DSMS).

Mrs Anne Blatchford (Senior School Designated Senior Member of Staff for Safeguarding Children)

Recent training:

Jan & Mar 08: Child Protection Training for the Pastoral Team, 4 hours group work with Anne Belgram, Clinical Psychologist

Sept 09: Child Protection Training for the Whole School Safeguarding Team, 2 hours group work with Anne Belgram, Clinical Psychologist

June 09: Child Protection Training for the position of DSMS, 2 hours individual work with Anne Belgram, Clinical Psychologist

Feb 2010: the French requirements for Child Protection Training with Madame Nathalie Wachoru and Madame Sophie Soetens from the Child Protection Services of the Conseil Général des Yvelines.)

May 2009: Safeguarding Children Whole School INSET, 4 one hour sessions with Anne Belgram, Clinical Psychologist and Chairman of International Counseling Services. This session involved meeting with Anne Belgram beforehand to produce presentations in English and in French and to prepare the current DSMS to deliver future training herself.

Mr Keith Pearey (DH – Pastoral; Person who acts in the absence of the DSMS in the Senior School)

Mrs S Pearey (Junior School Designated Senior Member of Staff for Safeguarding Children)

Recent training:

Sept 09: Child Protection Training for the Whole School Safeguarding Team Team, 2 hours group work with Anne Belgram, Clinical Psychologist

Feb 2010: the French requirements for Child Protection Training with Madame Nathalie Wachoru and Madame Sophie Soetens from the Child Protection Services of the Conseil Général des Yvelines.

May 2009: Safeguarding Children Whole School INSET, one hour sessions with Anne Belgram and Anne Blatchford

Mr J Hornshaw (Junior School Head; Person who acts in the absence of the DSMS in the Junior School)

Dr Felicity Clark (Governor responsible for Safeguarding Children)

Children are most likely to feel able to raise concerns in an environment where members of staff do so themselves.

## Aims

To establish and maintain a warm and supportive environment where children

- feel safe and secure
- are encouraged to talk, and are listened to
- know that there are adults in the school whom they can approach if they are worried
- are given the opportunity through the PSHE curriculum to develop the skills needed to recognise and stay safe from abuse

To nominate a Designated Senior Member of Staff (DSMS) specifically to follow Child Safeguarding Procedures.

To ensure that members of staff take part in INSET courses leading to a good understanding of the signs and symptoms of abuse.

To ensure that all members of staff are aware of their role in the safeguarding of pupils.

To ensure that each member of staff is willing to draw the DSMS's attention to any concerns he/she may have relating to safeguarding children

To ensure liaison with other agencies involved in the safeguarding of children

To ensure that parents are aware of the school's role in the safeguarding of pupils.

## Objectives

The objectives of this policy are to ensure a clear understanding of the five main elements of the policy:

the practice of safe recruitment - checking the suitability of staff and volunteers to work with children  
raising awareness of child protection issues and equipping children with the skills needed to keep them safe

developing and implementation of procedures for identifying and reporting cases, or suspected cases of abuse

the support of pupil who have been abused, in accordance with his/her agreed child protection plan  
the establishment of a safe environment in which children can learn and develop

## Procedures

There is a Designated Senior Member of Staff (DSMS) who undertakes regular, appropriate training for this role.

The name of the DSMS is advertised around the school.

A senior member of staff will act in the absence of the DSMS.

There is a nominated governor responsible for safeguarding children (Felicity Clarke).

The Child Safeguarding Policy is published to parents and staff on the school's VLE and website. The attention of the academic staff is drawn to the Child Safeguarding Policy during the Staff Induction Days at the start of each academic year.

As part of the induction process, every new member of staff (including temporary and supply staff, volunteers and regular visitors) and the governing body is made aware of

- the safeguarding children arrangements in place
- their responsibility to be alert to the signs of abuse and to refer any concerns
- the name and role of the DSMS and the member of staff who acts in their absence
- where to find a copy of this policy
- where to find a copy of the Child Safeguarding Expression of Concern Form
- the confidentiality relating to child protection cases, either suspected or substantiated
- the training material appended to this policy

Regular INSET training is organised at school to keep staff knowledge up-to-date.

Parents are made aware of the responsibility placed on the school and staff for child protection through the Parent Handbook. A copy of the policy is available from the school on request.

Effective links are made with relevant external agencies.

Members of staff are encouraged to co-operate as required with enquiries regarding safeguarding matters.

Written records are made of concerns about children, even where there is no need to refer the matter immediately.

All records are kept securely, separate from the main pupil file.

Members of staff are aware of the procedure to take where an allegation is made against a colleague.

Safe recruitment practices are followed.

It is recognised that children who are abused or witness abuse may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and in some way culpable. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

All pupils are supported through the pastoral care system and the content of the curriculum; we endeavour to

- create a school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- set and model high standards of behaviour; pupils should be aware that some behaviour is unacceptable
- make it clear that children will not be blamed for any abuse which has occurred to them
- liaise with external agencies that support the pupil if there is a significant concern
- provide continuing support to any pupil who has been involved in a safeguarding issue in any way
- ensure that appropriate information is forwarded under confidential cover to the pupil's new school if they should move on

The school endeavours to support members of staff who have been involved in a child protection case. Staff working in the school who have become involved in any way with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting; they will be given an opportunity to talk through their anxieties with the DSMS and to seek further support as appropriate.

Adults working in the school are in a relationship of trust with the pupils; we acknowledge that it is a criminal offence to abuse that trust. The principle of equality embedded in the relative French legislation equating to the UK Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

## **Bullying**

Our anti-bullying policy is set out in a separate policy. It is recognised that bullying results in pain and distress which, in extreme cases, has even resulted in the target's suicide. Allowing or condoning bullying of any type may lead to consideration under safeguarding children procedures.

## **Safer Recruitment and Selection of Staff**

The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

If a member of staff has been asked to leave the employ of the School following an allegation, irrespective of whether or not it has been investigated or proven, the relevant safeguarding agency will be informed, as will the Conseil Général of Les Yvelines pour la Protection de l'Enfance (as long as this does not contradict or conflict with French law or public policy) in any case and also the ISA for those who are British passport holders.

## **Allegations against staff, volunteers, the Headmaster, the DSMS, a Governor or the Governor responsible for safeguarding children**

The Headmaster will deal with any allegations made by a pupil or others against a member of staff or volunteer. If an allegation is made against the DSMS, the Headmaster will call upon a deputy to assist him in dealing with the allegation. The Chairman of the Governors and the Governor responsible for Safeguarding Children will deal with any allegations made by a pupil or others against the Headmaster or a Governor. The Chairman of Governors and another Governor who is a member of the Executive Committee will deal with any allegations made by a pupil or others against the Governor responsible for safeguarding children. In the Headmaster's absence, for those allegations that are dealt with by the Headmaster, the allegation should be passed to the Chair of Governors. If the allegation concerns the Headmaster, the person receiving the allegation should immediately inform the Chair of Governors without notifying the Headmaster first. On receipt of any allegation the Headmaster of the School or in his absence the Chair of Governors will contact the Conseil Général pour la Protection de l'Enfance to seek advice.

## **E-safety**

Internet safety is a whole school responsibility (staff, pupils, parents). We should all endeavour to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

## **Health & Safety**

Our Health & Safety policy reflects the consideration we give to the safeguarding of our pupils both within the school environment and when away from the school when undertaking school trips and visits; it is available through the Human Resources Coordinator.

# Role of the Designated Senior Member of Staff (DSMS)

## 1. Referrals

To receive and deal with all issues relating to the safeguarding of the pupils at school, as outlined in this document.

Following receipt of information regarding an alleged or suspected case of child abuse, to discuss the situation in confidence and in consultation with the Conseil Général, with the person who replaces the DSMS in his/her absence and/or the Headmaster.

To act as a source of support, advice and expertise when dealing with child safeguarding issues.

To liaise with external experts in the field of the safeguarding of children.

To refer families to external experts.

If parents would like the school and external experts to liaise, to ask them to give their permission for this in writing.

To refer cases of suspected abuse to the relevant child protection contacts

Sophie Soetens, Responsable de la CCIP 78, Conseil Général, Hôtel du Département, 2 Place André Mignot, 78012 Versailles Cedex. Tel : 01 39 07 74 30

Mathalie Wachoru, Responsable pole accueil familial, Conseil Général, Hôtel du Département, 2 Place André Mignot, 78012 Versailles Cedex. Tel : 01 39 07 75 48

or judicial authorities.

For a protection juridique: 01 39 07 38 99 or out of hours 01 30 21 01 94

To keep detailed, accurate, secure records of concerns and referrals.

To ensure that there is always cover for the role of DSMS.

To liaise with the Headmaster if an allegation is made against a member of staff.

To liaise with the Chairman of the Governors if an allegation is made against the Headmaster.

To inform the ISA in the UK or the Conseil Général pour la Protection de l'Enfance in France if ever a member of staff leaves because of Child Safeguarding issues.

To inform the Headmaster of all issues relating to the safeguarding of pupils in the school.

## 2. Training

To recognise how to identify signs of abuse.

To consider when it is appropriate to

- talk to parents
- make a referral

To have a working knowledge of the child protection procedures in France.

To attend relevant or refresher training at least every two years, through contact with safeguarding organisations in the UK and/or with external experts in France, including personnel concerned with the Protection de l'Enfance at the Conseil Général des Yvelines.

To share knowledge and information about the safeguarding of children with other members of staff.

To suggest relevant INSET opportunities to other members of staff and volunteers every three years.

To run or organise INSET training for other members of staff.

To maintain Child Safeguarding reference / training material on the VLE.

To be aware of the records of staff Child Safeguarding training stored in e1 and to ensure that training is refreshed at least every three years by:

- suggesting relevant external INSET opportunities
- running internal INSET
- make a referral
- inviting external experts to deliver INSET at school

To run or organise Child Safeguarding induction for new / temporary staff using the PowerPoint presentation and other training material on the VLE.

### 3. Raising Awareness

To liaise with parents on issues relating to the safeguarding of children.

When children leave the school, to ensure that their child protection file is copied and sent to their next school.

### 4. Eradicating deficiencies

Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

## Contacts

### External

Mrs Anne Belgram (Clinical Psychologist / Psychologue clinicienne, 90 Route de Montesson, 78110 Le Vesinet: 01 39 76 78 50; 06 72 22 52 76)

International Counseling Service (ICI): 01 45 50 26 49 (Chairperson 2009/10, Anne Belgram)

Sharing Professional Resources, Ideas and New Techniques (SPRINT): contact Mrs Michelle Smires 01 34 86 93 41 (SPRINT Secretary; LS Teacher BSP Senior School)

Local French Social Services and Judiciary (provided by Anne Belgram, 2009):

**CRIP Yvelines**, Bureau de l'Aide Sociale à l'Enfance, Hôtel du Département, 2, Place André Mignot, 78012 Versailles Cedex. Telephone: **01 39 07 78 78** (operator) **or 01 39 07 85 03** for the Chatou-Croissy area. Fax : 01 39 07 81 39.

**CRIP Paris**, Bureau de l'Aide Sociale à l'Enfance, 76/78 rue de Reuilly, 75583 Paris Cedex 12. Fax (for emergencies): 01 53 46 86 30. Telephone: **01 53 46 86 81**. Psychologist that speaks English: Mr Molleron.

**119** national hotline.

**Procureur de la République**, Tribunal de Grande Instance de Versailles, 3 avenue de l'Europe, 78011 Versailles Cedex. Telephone: 01 39 07 39 07

**Espace Territorial Chatou**, 40 rue des Vignobles, 78400 Chatou. Telephone: 01 30 15 73 00.