



Safeguarding Children Policy

Committee responsible: **WS SMT**

Effective from: **Nov 2009** to: **June 2010**

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

Policy Leader:
Mrs A Blatchford

Checked by:
Mr K Pearey

Authorised by:
Dr S Sommer

Signature:

Signature:

Signature:

Date:
12th February 2010

Date:
15th February 2010

Date:
17th February

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

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)
- Mr Keith Pearey (DH – Pastoral; Person who acts in the absence of the DSMS in the Senior School)
- Mr G Murphy (Junior School Bougival Designated Senior Member of Staff for Safeguarding Children)
- Mrs S Pearey (Junior School Croissy Designated Senior Member of Staff for Safeguarding Children)
- Mrs A Tardivel (Junior School Headmistress; 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 they 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.
- The Deputy Head will act in the absence of the DSMS.
- There is a nominated governor responsible for safeguarding children.
- The Child Safeguarding Policy is published to parents and staff on the school's VLE.
- 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.

- The school endeavours to support pupils who are abused or who witness abuse through
 - the positive school ethos
 - the pastoral care system
 - liaison with other agencies
 - transferring information to the pupil's next school if they should move
- 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 legislation of 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.

Allegations against staff, volunteers and the Headmaster

The Headmaster will deal with any allegations made by a pupil against a member of staff or volunteer. The Chairman of the Governors and the Governor responsible for Safeguarding Children will deal with any allegations made by a pupil against the Headmaster.

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, if the best course of action is not immediately clear, to discuss the situation in confidence with the person who replaces the DSMS in their 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.
- Where appropriate, 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.
- Where necessary, to refer cases of suspected abuse to the relevant child protection or judicial authorities.
- To keep detailed, accurate, secure records of concerns and referrals.
- To ensure that there is always cover for the role of DSMS.
- 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.
- 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 run or organise Child Safeguarding induction for new / temporary staff

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.