

BLOXHAM SCHOOL

CHILD PROTECTION POLICY & PROCEDURES

incorporating Policy and Procedures for Dealing with Allegations of Abuse Against Teachers & Other Staff at Bloxham School. (Appendix 3)

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Designated Child Protection Co-ordinator: Rev M G Price (MGP)
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Deputy Designated Child Protection Co-ordinator:
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School phone: 724355
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Governor with Child Protection Responsibilities:
Marina Brounger: **Home Phone: 720400**

Oxfordshire Safeguarding Children Board: **01865 810515**
Banbury Assessment Team **Office: 756517**
Out of hours: 0800 833408

Family Protection Unit **754632**
Child Protection Register **0208 3904850**

Police **Switchboard: 0845 8 505 505**
Family Unit & Child Abuse Investigation Unit **01865 335200**

Oxford Radcliffe Hospitals **Switchboard: 01865 741166**
Lead Nurse: Alison Chapman **01865 231342**
Children's Commissioner **0207 9792000**

A SIMPLE CHECKLIST OF DOs and DON'Ts

N.B. Procedures are on page 10 of this Child Protection Policy

This is not an exhaustive list. Please refer also to the fuller information in the Policy (Procedures). Please also refer to the “What to do if you think a child may be being abused” government guidelines. (copy in the Library) Please also refer to Father Michael (MGP) who has fuller documentation to draw upon and contacts for further advice.

- **Do:** refer to MGP or GTB as soon as possible. If neither is available then please refer to MEA.
- **Do:** listen carefully to anything you are being told, aiming to hear exactly what is said, and not what you might be expecting to be said.
- **Do:** make a written record of what was said as soon as is practically possible. This should be hand written (don't worry about its neatness!) and should not be on computer.
- **Do** take steps to ensure the immediate safety of any pupil.

- **Don't:** either panic or delay! Try to speak to MGP or GTB as soon as practically possible.
- **Don't:** try to interview anyone. This may cause you to ask “leading” questions which might impede any future action.
- **Don't:** make promises of confidentiality which you cannot keep. People must know that you will have to pass information on.

The main 4 areas of Child Abuse to be aware of are:

- **Physical Abuse**
- **Emotional Abuse**
- **Neglect**
- **Sexual Abuse**

The guiding principle of the 1989 Children's Act, reiterated in subsequent legislation is that the welfare of the child is paramount.

Please note that if you are not satisfied with the response and judgment of the Designated Child Protection Co-ordinators you can simply bypass them and refer to the Banbury Assessment team yourself (01295 756517)

BLOXHAM SCHOOL

A Whole School Policy on Child Protection

INTRODUCTION:

1.1. Bloxham School is a co-educational boarding school with a considerable number of day pupils as well. The school numbers up to a maximum of 425 pupils in the age range 11-18. It is a Woodard School and has a clearly Christian ethos, based within the doctrines and practices of the Church of England. Bloxham School is fully committed to the provision of an all round education for all its pupils seeking to allow the pupils to fulfil their academic, personal, sporting, social and moral potential within a caring and pastorally sensitive environment.

Bloxham School fully recognises the contribution it can make to protect the children in our care. The aim of this policy is to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The pupil's welfare is of paramount importance. This policy outlines our approach to Child Protection Issues, and the Procedures we follow concerning Child Protection Matters. The Procedures draw heavily upon the Oxfordshire Child Protection Procedures 2002.

This Policy should also be read in conjunction with other related policy statements of Bloxham School. These include the Health and Safety Policy, the Discipline Policy, the anti- Bullying Policy, the Sex Education Policy, the Policy on viewing pornography, the Drugs Policy, the Alcohol Policy, the physical restraint policy, the Discipline and Behaviour Policy, the Data Protection Policy, the Staff Disciplinary Policy, the Complaints Procedures, the searching for missing pupils policy, the Policy for Dealing with Allegations of Abuse against Teachers and the Boarding Standards Report.

Bloxham School takes full account of the government targets for Child Protection work as expressed in the 5 outcomes of "Every Child Matters".

- **Being Healthy:** Bloxham School seeks to ensure that pupils are physically healthy; mentally and emotionally healthy; sexually healthy; have healthy lifestyles; choose not to take illegal drugs.
- **Staying Healthy:** Bloxham School aims to keep pupils safe from maltreatment, neglect, violence and sexual exploitation; safe from accidental death or injury; safe from bullying and discrimination; safe from crime and anti-social behaviour in and out of school. Bloxham School seeks to ensure that pupils have security and stability, and are well cared for.
- **Enjoying and Achieving:** Bloxham School aims to ensure that pupils attend and enjoy school, achieving personal and social development, and attain high educational standards.
- **Making a Positive Contribution:** Bloxham School encourages pupils to engage in decision-making and to support the community and environment; to engage in law-abiding and positive behaviour in and out of school; to develop positive relationships and to choose not to bully or discriminate; to develop self-confidence and to deal successfully with significant life changes and challenges, and to develop enterprising behaviour.

- Achieving Economic Well-being: Bloxham School prepares pupils for Further Education, employment or training after school; it prepares them for employment, to live in decent housing in sustainable communities, to have access to material goods and transport and to live in households free from low income.

1.2. There are 3 main elements to our Child Protection Policy.

- **Prevention:** involving positive school ethos, atmosphere, teaching, and pastoral support.
- **Protection:** involving following appropriate procedures, ensuring staff training and support, and dealing sensitively with Child Protection concerns.
- **Support:** involving support for pupils & staff who may have been abused.

1.3 This policy applies to all staff and pupils at Bloxham School. This may inevitably also mean the involvement of parents, siblings etc of pupils and other parties whose actions may affect the pupils and staff of Bloxham School.

1.4 Bloxham School aims to:

- Prevent unsuitable people working with, or coming into contact with, children and young people;
- Promote safe practice and challenge poor or unsafe practice;
- Identify instances in which there are grounds for concern about a child / young person's welfare and take appropriate action to keep children / young people safe;
- Contribute to effective partnership working between all those involved with providing services for children.

DEFINITION:

2:1 Significant harm can be defined as the ill-treatment or impairment of health and development of a child or young person. Development includes physical, intellectual, emotional, social or behavioural development. Health includes physical and mental health. Ill-treatment includes sexual abuse and other forms of ill – treatment which are not physical. This is viewed from the perspective of normal behaviour for a child / young person of similar age and understanding.

ROLES & RESPONSIBILITIES:

3:1 Child Protection Policy in school is led by the Headmaster in conjunction with the Designated Child Protection Co-ordinator (DCPC), currently the School Chaplain Rev Michael Price, and the Deputy Designated Child Protection Co-ordinator (DDCPC), currently Gill Barbour.

The Governor with special responsibility for Child Protection issues is Mrs Marina Brounger.

We support the views expressed in *“Working Together to Safeguard Children 2010”*: “Safeguarding and promoting the welfare of children is the responsibility of the local authority, working in partnership with other public organisations, the voluntary sector, children and young people, parents and carers, and the wider community” and that, “Schools (including independent and non-maintained schools) and further education institutions have a duty to safeguard and promote the welfare of pupils under the Education Act 2002. They should create and maintain a safe learning environment for children and young people.”

We work in conjunction with the Local Safeguarding Children Board (Oxfordshire). We will consult the Department of Social Services (Banbury Office) and with other relevant agencies (eg Primary Child + Adolescent Mental Health Services (Banbury)).

- 3:2 The designated Child Protection Co-ordinator and Deputy are responsible for:
- promoting good practice throughout the school.
 - ensuring proper training for all staff and for senior pupils.
 - maintaining the profile of Child Protection Issues in the policy making of the school.
 - Acting as the “first call” for those who wish to raise a Child Protection Issue.
 - Developing and revising the Child Protection Policy
 - Reporting annually to the Governors on all Child Protection matters.
 - Ensuring that all pupils are aware of, and are comfortable with, avenues for raising, reporting and discussing any Child Protection issues.
- 3:3 The Head Teacher is responsible for:
- maintaining the proper protection of all young people in the school.
 - Ensuring that all appointments comply with Child Protection policies.
 - Investigating any allegations of abusive behaviour towards children.
- 3:4 The Governors are responsible for:
- Ensuring that Child Protection policies and training are up to date.
 - Receiving annual reports from the Head and DCPC on Child Protection issues.
 - Making an annual review of Child Protection arrangements. They check the efficiency with which the related duties have been discharged.
 - Governors may not be given specific information about individuals as confidentiality will be maintained where necessary, but will be responsible for overseeing policy and adequate responses to individual incidents.
- 3:5. The Child Protection arrangements are reviewed annually, but any deficiencies in the CP arrangements are remedied without delay.
- 3:6 The Local Safeguarding Board (Oxfordshire) are responsible for:
- Offering training and guidance to the DCPC and DDCPC.
 - Offering advice on individual cases.
 - Liaising between school and other agencies in certain cases.
- 3:7 The Local Social Services Department (Banbury) are responsible for:
- Liaising with the school over individual cases
 - Responding to any referrals of concern made by the DCPC.

PREVENTION:

4:1 Bloxham School recognises that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults helps prevent incidences of abuse and bullying.

Our school therefore:

4:2 Establishes and maintains an ethos where pupils feel secure and are encouraged to talk, and are listened to; our pastoral system, Housemasters/mistresses, tutors, teachers, matrons, sisters, chaplain, counsellor, peer listeners, friends and close contact with home all contribute to this positive ethos.

4:3 Ensures that pupils know that there are adults in the school whom they can approach if they are worried or in difficulty. Regular meetings and contact with some/all of the above mentioned ensures this as does the "Help" advice in the school calendar distributed to all pupils. Tutors will include regular enquiries about pupil well-being during individual tutorials; Promotion of anti-bullying and anti-discrimination will take place in Pause for Thought and Chapel, as well as PSHE and all lessons. House procedures and practices will also contribute to the prevention of Child Abuse issues.

4:4 Ensures the safety of pupils in Bloxham School; Health and Safety meetings are held regularly; safety in sport is continually promoted; risk assessments are carried out for all relevant activities; security arrangements are regularly checked and locks for doors in all buildings regularly maintained. Lockable lockers are supplied for all pupils.

4:5 Includes activities and opportunities which equip the pupils with the skills they need to stay safe from abuse. This is done within the classroom both through PSHE lessons but also through the whole school approach to teaching in a caring, open and responsive manner. Many of the activities within a boarding school environment seek to develop these skills of personal awareness. These may be specific activities or within the more general scope of our activities and communal living.

4:6 Ensures that good relationships are developed with the parents of our pupils. This is done through very regular contact via Housemasters/mistresses, tutors etc and in a multitude of social, sporting and academic meetings. Bloxham School also endeavours to work with other agencies from outside the school as appropriate.

4:7 Promotes a healthy lifestyle for all its pupils. This is done through the excellence of our catering facility; through an integrated PE and sporting programme for all pupils; through a whole school concern for the mental, emotional and spiritual development for pupils expressed through PSHE, House-care, Pause for Thought and the availability of Counselling for all pupils; medical and counselling staff in the

school hold regular meetings to ensure the proper care of pupils in particular need at specific times.

Bloxham School seeks to promote a healthy sexual lifestyle for all its pupils, as expressed through its sex education policy.

Bloxham School encourages pupils not to take illegal drugs, as expressed through its drugs policy and seeks to promote an understanding and sensible approach to alcohol as expressed in its alcohol policy.

4:8 Maintains an anti-bullying policy which is firmly embedded into its ethos, and all its practices. Our anti-bullying policy draws upon advice and guidance given in the "Safe to learn" government guidance. (2008). In prevention of bullying we seek: effective school leadership that promotes an open and honest antibullying ethos; use of curriculum opportunities (in particular, PSHE and Citizenship to discuss issues around diversity and draw out anti-bullying messages); use of opportunities throughout the school calendar and at certain times of the school day to raise awareness of the negative consequences of bullying (e.g. Pause for Thought and whole-school assemblies; engaging pupils in the process of developing the school anti-bullying policy and promoting open and honest reporting.

4:9 Maintains adequate staff recruitment checks. To ensure this Bloxham School follows the procedures for recruitment outlined in "Safeguarding Children: Safer Recruitment and Selection in Education Settings"(June 2005), and the "9 elements" listed in the BSA Boarding Briefing 18 "Child Protection: Guidance towards developing a school policy" (April 2006). Thus every recruitment process will include:

- (i) Criminal Record Checks
- (ii) A check of identity
- (iii) 2 written references
- (iv) Direct contact with each referee
- (v) A personal interview
- (vi) Verification of any qualifications offered by the candidate
- (vii) Requirement of a full employment history from each candidate
- (viii) Contact, where feasible, with previous employers
- (ix) Requirement of explanation for any gaps in the candidates' CVs.

4:10 Bloxham School requires all applicants for posts to make a disclosure. All advertisements carry a statement about the school's commitment to the welfare of all pupils within its care. The school runs police checks on members of the public who may come into regular contact within the school curriculum. Assurance is obtained that appropriate Child Protection checks and procedures apply to any staff employed by another organization and working with the school's pupils on another site.

4:11 Bloxham School requires all staff to have a CRB check and to make enhanced disclosures.

PROTECTION:

5:1 All concerns within the scope of the Child Protection Policy are to be brought to the DCPC or DDCPC. The DCPC alerts the Common Room member to any times when either the DCPC or DDCPC is likely to be off site. The Headteacher would be the 3rd point of initial contact in these cases. The Headteacher has responsibility for the pupils of the school and is likely to be involved in making responses to child protection issues. He will do so in conjunction with the designated teachers and other outside agencies as appropriate. Information about the DCPC and the Child Protection Policy is given to pupils on arrival in the 3rd or 6th forms.

5:2 We follow the procedures put forward in the Oxfordshire Child Protection Procedures which have been distilled into the Procedures within this policy. This document is given to all members of staff. All new members of staff and visiting staff (eg Student teachers) have a short training session at which they are given their copy of this document. Non-teaching staff are also given Child Protection Training and this document is made available to them.

5:3 The Designated members of staff attend Child Protection Training and offer training within the school. The Common Room has a weekly meeting to consider the welfare of all pupils in the school and the designated members of staff are continually available to staff who wish to raise any concerns with them.

5:4 The issue of confidentiality in the context of child protection is discussed with all members of staff. The purpose of confidentiality is to benefit the child. It is made clear that confidentiality should not be promised as it may be essential to consult other agencies (eg Social Services) or alert the police. Staff are trained that they should not promise to keep a secret with a pupil but rather explain that they will only tell essential people whatever is necessary. Consideration will be given to who needs to be told any information disclosed. Staff are cautious not to inform parents in all cases and avoid widespread discussion of sensitive issues. The designated teachers will seek to take advice from the Banbury Social Services in any matter where they need guidance.

5:5 The designated staff maintain written records of child protection issues and concerns. These are kept in a locked safe which is accessible only to the DCPC. These are separate from the normal records of pupils in the school which are kept in the school office and by housemasters/mistresses. If any other member of staff has taken notes on a child protection issue these will be handed over to the designated teacher for secure storage. All notes are kept for a period of 7 years after a pupil leaves the school.

5:6 In cases of concern the immediate monitoring of a pupil is likely to be done by the designated teachers in conjunction with the housemaster/mistress. If deemed appropriate other individuals such as the tutor, matron, school sisters, school doctor or school counsellor may also be involved. Further concerns will be collated by the

senior designated teacher and decisions about further action would be taken by the designated teachers in conjunction with the Headteacher.

5:7 If a child protection conference is called involving a pupil at Bloxham School the designated teachers will give consideration as to which member of staff should attend the conference. In some cases it will be the DCPC but within the boarding context there are times when it may be more suitable to ask the Housemaster/mistress to attend. Bloxham School seeks advice and training from the Banbury Social Services in relation to child protection conferences.

5.8 Bloxham School enforces the “abuse of position of trust” legislation found in the Sexual Offences Act 2003. This legislation makes it an offence for any person aged 18 or over to behave in certain sexual ways to a child where the adult is in a position of trust in respect of the child. This will be taken to include all pupils currently within the school. The term “sexual ways” here may be taken to include kissing, sexual touching, intercourse, causing or inciting a child to engage in sexual activity, conducting sexual activity in the presence of a child or causing a child to watch a sexual act.

5.9 In cases where a pupil is abused by one or more pupils we will ensure the immediate safety of the victim after which the matter will be investigated “light touch” by the DCPC and then as necessary passed to the Deputy and Head for fuller investigation. Contact with Oxfordshire Safeguarding Board would be made where necessary. Parents of all pupils involved will be informed where appropriate.

SUPPORT

6:1 Bloxham School recognises that children who are abused or who witness abuse may find it difficult to develop a sense of self worth and to view the world in a positive way. The school may be the only stable, secure and predictable element in the lives of child at risk. Whilst at school, their behaviour may still be challenging or defiant. Abused children may also abuse others and this requires a sensitivity and awareness.

6:2 The school supports children through encouraging self esteem and self worth. The school promotes a positive ethos which values and respect all people. The school implements proper behaviour management policies and has a consistent approach to all pupils. The positive ethos of the school is detailed in the Introduction above.

6:3 Bloxham School recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. Children thus disadvantaged need particularly sensitive treatment, and staff must have heightened awareness in these cases.

6:4 Bloxham School seeks to guide staff on appropriate behaviour in relation to physical contact with pupils. This is particularly important within the boarding context. Staff are advised about avoiding situations which may lead to allegations against them. Bloxham School would refer to the IRSC guidance document "Managing the Aftermath of Unfounded and Unsubstantiated Allegations" if either eventuality arose. Bloxham School has a separate policy for "Dealing with Allegations of Abuse Against Staff", contained in the Appendix 3 of this document.

6:5 Bloxham School has a school counsellor who is available to staff and pupils.

TRAINING

7:1 Bloxham School offers proper training in Child Protection issues to the Head and all staff which is updated every three years; temporary and voluntary staff who work with children are also made aware of the arrangements. A full morning training was given by Barry Armstrong for all teachers in September 2006. The DCPC and the DDCPC attend further higher level training updated every two years in Child Protection and Inter-Agency working. The DCPC trains all non-teaching staff through a series of half hour training sessions for all staff at Bloxham. The DCPC also sees new members of staff to initiate them in the Child Protection Policy and Procedures followed at Bloxham School. A full refresher course was given to all teachers in 2009 through the CD-based training from the Oxfordshire Safeguarding Children Board. The DCPC carries out a series of refresher groups for all non-teaching staff on a regular basis to ensure regular refreshers and training for all new staff.

PROCEDURES

8:1 A member of staff should raise concerns with the Designated Child Protection Co-ordinator (DCPC) or the Deputy Designated Child Protection Co-ordinator (DDCPC) in the following circumstances:

- If s/he suspects that Child Abuse is occurring.
- If s/he identifies Child Abuse.
- If s/he is concerned that school practices or the behaviour of others may be putting a child at risk of abuse.
- If s/he has an incident, complaint or suspicion of Child Abuse reported.

8:2 Immediate Procedures:

If any of the above applies then the member of staff should:

- Stop other activities to listen to what is being said
- Make brief notes at the time or as soon as possible afterwards and pass these notes on to the DCPC as soon as is possible.
- Avoid asking leading questions

- Avoid giving promises of confidentiality but offer assurances that only those who need to be informed will be informed.
- Seek to reassure the pupil that they are being taken seriously and that they are doing the right thing in raising concerns.
- Inform the DCPC. If the complaint may involve the DCPC or his/her family, then they should inform the DDCPC.

8:3 **Subsequent Procedures:**

Having received a report of possible Child Abuse the DCPC should put the following actions in motion:

- In conjunction with the Head decide on any action needed to ensure the immediate protection of any pupil(s).
- Arrange for medical examination/treatment and care where necessary
- Any complaint against a member of staff will be investigated by the Head within 24 hours, according to school policies. If the complaint is against the Head then the Chair of Governors or Governor with responsibility for Child Abuse will investigate.
- The DCPC will, if possible, make “light touch” enquiries to ascertain the seriousness of the incident and may have informal contact with the DSS. (Local Department of Social Services)
- A serious incident will be referred to the DSS within 24 hours.
- A serious incident will be reported to the School Governors.
- Notify the Department of Education and Skills of any allegation made against a member of staff who is being investigated by the local children’s social services department and/or the police.
- Inform those in the school who will need to know about the incident, for the purposes of the safety of the pupil(s). Such informing should be kept to the necessary minimum.
- Keep the pupil(s) involved about the steps being taken.
- Arrangements for counselling pupils will be made and offered as appropriate.
- Parents may be informed, once advice from DSS and the wishes of pupils involved have been considered.
- Incidents not regarded as Child Abuse, but nevertheless matters of concern for the school authorities will be dealt with internally by the DCPC in conjunction with the Head and other relevant parties.
- Take necessary steps to protect and support a pupil accused of abuse.
- Offer support to any pupil being interviewed by arranging for them to be accompanied by a person of their choice.

8:4 **Recording:**

The best records are those that are made immediately. These are therefore the notes that are kept securely by the DCPC. The School does have a general form for pastoral issues in the pastoral handbook which is available to all staff in the houses, bursary etc, and a copy is attached to these procedures. The written record should be led by what the pupil has to say, and should not be “led” by the frame of the form.

Appendix 1

Definitions of Significant Harm & Indicators of Abuse

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

1. **PHYSICAL ABUSE** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

2. **NEGLECT** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3. **EMOTIONAL ABUSE** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

4. **SEXUAL ABUSE** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape or buggery) or non-penetrative acts. They may include non-contact activities, or encouraging children to behave in sexually inappropriate ways.

Indicators of Abuse

IT IS IMPORTANT TO NOTE THAT THESE LISTS ARE POSSIBLE INDICATORS OF ABUSE. MANY OF THESE SIGNS COULD HAVE OTHER EXPLANATIONS.

Some of the signs are the same, so there will be duplications in the lists. Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows one or more of these symptoms, or any one of them to a marked degree.

Signs of Physical Abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression toward others
- Running away

Signs of Emotional Abuse

- Physical, mental and emotional developmental lags
- Admission to punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Self-mutilation or self-harm
- Fear of parents being contacted
- Extremes of passivity or aggression
- Substance or alcohol abuse
- Running away
- Compulsive stealing or scavenging

Signs of Sexual Abuse

- Sudden changes in behaviour or school performance
- Displays of affection in a sexualised manner inappropriate to age
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behaviour e.g. thumb sucking, acting like a baby, playing with discarded toys
- Complaints of genital itching or pain
- Distrust of a familiar adult, or anxiety about being left with other adults

E.g. a relative, baby-sitter or lodger

- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Wetting, day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and STIs
- Anorexia or bulimia
- Self-mutilation, attempted suicide, frequently running away
- Unexplained pregnancy
- Fear of undressing for gym
- Phobias or panic attacks

Not all sexually abused children will exhibit clear signs of disturbance. Some will be model pupils, displaying none of the characteristic affects of sexual abuse.

Signs of Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- No social relationships
- Running away
- Compulsive stealing or scavenging

APPENDIX 2

Boarding

We were inspected by the Commission for Social Care Inspection. We are now inspected by Ofsted under the Boarding Schools National Minimum Standards Inspection Regulations. These relate to the Children Act 1989 as amended by the Care Standards Act 2000. The last inspection report is available from the school. Regulations inspected by OFSTED, set out standards which are intended to safeguard and promote the welfare of children for whom accommodation is provided by a boarding school and they apply to all mainstream boarding schools and colleges in England. Standard 3 is specific to child protection and allegations of abuse and sets out what must be in place for these standards to be met.

APPENDIX 3

Policy and Procedures for Dealing with Allegations of Abuse Against Teachers and Other Staff at Bloxham School.

Introduction:

This policy is based upon the advice in the DfES document “Safeguarding Children: Dealing with Allegations of Abuse Against Teachers and other Staff” dated November 2005. Bloxham School seeks to follow the procedures set out in that document. It also draws on advice given by the Children and Young People’s section at Oxfordshire County Council (lead officer: Barry Armstrong). Liaison with the Oxfordshire Safeguarding Children Board should be sustained throughout an investigation

Aim:

The aim of this policy and set of procedures is to ensure that an allegation of abuse is dealt with fairly, quickly and consistently in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Parameters:

This policy is to be used in cases where it is alleged that a teacher or member of staff has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child/children in a way that indicates s/he is unsuitable to work with children.

Reports of Allegations:

Any allegation against a teacher or member of staff should be reported to the Head without delay. In the absence of the Head, or if it concerns him, the report should be made to the Chair of Governors (Nigel Bankes) who can be contacted through the Bursar.

The Head (or Chair of Governors) should consider the allegation and if the allegation falls into any of the 3 parameters above he should then contact the Designated Officer at Oxfordshire County Council (LADO)

(Barry Armstrong; Barry.Armstrong@oxfordshire.gov.uk; tel: 01865 815956 or Rebecca Melmouth on 01865 815186 or Alison Beasley on 01865 815554)

Any allegation made directly to the police should be reported to the Designated Officer and the Head by the police liaison officer.

Any allegation should also be reported to Bloxham School’s Inspectorate (Ofsted). Ofsted do not take responsibility themselves for any investigation, but may be

invited to join a strategy meeting or an initial consideration meeting. (see below). In every case Ofsted should be informed of an allegation of abuse.

Initial Consideration:

An investigation does not take place at this stage. The Designated Officer (DO) and Head will discuss the situation, obtain further details where necessary, and establish the circumstances. If the allegation is not patently false and there is the possibility of suffering of a child, or potential further harm then the DO will refer to children's social care asking for a strategy discussion (to include the DO and the Head). If the allegation is not patently false then the DO and Head will discuss the method for informing parents. In some cases the parents may have already been informed (eg in the case of hospital treatment). Other confidentiality should be preserved. The police and Press self-regulation system provide safeguards against the publication of inaccurate or misleading information. The Head should inform the person who is subject of the allegation though in the case of a strategy discussion police must be consulted before the subject of the allegation is informed. When the subject is informed s/he should be advised to contact his/her union or professional association.

In cases where the threshold of "significant harm" is not reached a strategy meeting is not necessary but a police investigation may be needed the DO must contact the police to discuss this possibility. As with the strategy meeting the initial discussion need not be a face to face one.

If a criminal investigation is required the police will seek to complete their enquiries as soon as possible. If the police/CPS choose not to charge the individual they should pass on all information which they have which may be relevant to a disciplinary hearing. Similarly information from a children's social care enquiry will be passed on to the school.

If a person is convicted of an offence the school will be informed by the police so that appropriate action can be taken.

Suspension:

Suspension of the subject of the allegation should be made if there is a possibility of harm to a child, if there is a police investigation or if the allegation could result in dismissal. In other cases suspension is a possible course but alternative arrangements or allowing the staff member to continue in post should also be considered. The power to suspend lies wholly with the school.

Disciplinary Matters:

If it is decided that a strategy meeting is not necessary and no police action is necessary then the Head and DO, often in conjunction with the Chair of Governors will decide what internal investigation should be mounted. In simple cases this may be carried out by a senior teacher. In more complex cases an outside investigator

may be necessary. The DO will advise the school. The Head should institute appropriate action within 3 working days.

If a disciplinary hearing is required and can be conducted without further investigation then it should be held within 15 working days.

If further investigation is required a report should be made to the Head within 10 working days. The Head should then consult the DO within 2 working days and if a hearing is needed it should be held within 15 working days. Information from children's social care enquiries should be considered in disciplinary cases.

If a resignation is received or a "compromise-agreement" is reached the investigation should nevertheless continue to safeguard present and future children.

Record Keeping:

Detailed notes of the allegations and the steps of the procedures followed should be kept on a person's file. They should be kept on the file until the person reaches retirement or for 10 years after the allegation, whichever is the longer.

Return to work:

If on the conclusion of investigations the subject of the allegations returns to work then consideration must be given to how best facilitate this in what may be difficult circumstances. This may involve keeping the subject of the allegation and the bringer of the allegation apart.

Referrals:

If on conclusion of a case the school ceases to use a person's services then the school should consult the DO about whether a referral to the DfES should be made. If a referral is necessary it should be made within one month.

If an allegation is found to be malicious then consideration of the position of the bringer of the allegation should be made. Consideration about their welfare should be made. Disciplinary action against them may be taken by the school in some circumstances and the police may decide to take action themselves.

We will report to the Independent Safeguarding Authority within one month of leaving the school any person whose services are no longer used because he or she is considered unsuitable to work with children.

Allegations against Staff policy Review: 29.08.07
03.09.08 (unamended)
20.04.09
17.09.09 (phone numbers updated)
05.10.09
15.10.10