



Cheltenham College Child Protection Policy

The safety and well being of all pupils is the highest priority at Cheltenham College. The College's business is to know everyone as an individual and to provide a secure and caring environment, so that every pupil can learn in safety. This policy is applicable to all pupils in the College including those in EYFS and to all staff and any adults working in the College, including GAP students and older boarders in positions of responsibility. This policy is reviewed annually by the full Council.

Framework

The College aims to be a place where the curriculum and ethos promote trust and self respect among the pupils and where the conduct of members of staff encourages respect and confidence.

Transparency

Cheltenham College prides itself on its respect and mutual tolerance. Parents & guardians have an important role in supporting the College and it is hoped that they will always feel able to take up any issues or worries that they may have with the College. The College never ignores an allegation of child abuse and always investigates any concerns thoroughly. Open communications are essential.

Roles

All employees in the College have a role to play in child protection: in particular, they should report any suspicion or evidence that a pupil might be experiencing abuse: establishing and identifying actual child abuse is the responsibility of the SDP in the first instance.

The following individuals have particular roles with regard to child protection within the College:

- The Senior Designated Person for Child Protection (SDP), a member of each Common Room appointed by the Headmasters, whose roles are to co-ordinate all matters relating to child protection.
- A College Council member nominated to have special responsibility for child protection whose role is to liaise with the SDP on all relevant matters.
- Independent listeners whose role is to act as sympathetic adults unconnected with the College whom pupils may approach with their concerns: their contact details appear in the Cheltonians' Handbook, on the 'Personal Matters' notice posted in all College Boarding Houses and in the Junior School diaries.

Responsibilities of the SDP

The responsibilities of the SDPs are:

- To keep a full record of reports, keeping their respective Headmasters {Or Deputy Heads (Pastoral)} informed at all times.
- To ensure that all those with responsibility for child protection at any level

- receive appropriate training.
- To keep employees appropriately informed about matters to do with child protection.
- To make referrals to child protection agencies if necessary and to represent the College at child protection conferences.
- To liaise with other professionals and agencies, which support children.

Senior Designated Person

The SDPs are:

- Mrs Sarah Ramsay, Biology Teacher, for the Senior School (College)
- Mr Derek Maddock, Head of Key Stage 2, for the Junior School including EYFS pupils.

They are fully trained for the demands of this role in child protection and inter-agency working. They regularly attend courses with other child support agencies to ensure that they remain conversant with best practice and undergo refresher training every two years. Both maintain close links with the Local Safeguarding Children Board (LSCB) for Gloucestershire and report at least once a year to the Education Sub-Committee on the child protection issues outlined above.

The College's records on child protection are kept locked in the SDP's offices, and are separated from routine pupil records. Access is restricted to the SDPs, the Headmasters and the Deputy Heads (Pastoral).

Responsibilities of housemasters and housemistresses

Housemasters and housemistresses keep all relevant members of staff informed about any personal or family circumstances that may affect a pupil's behaviour or the way in which he or she should be treated.

Responsibilities of all members of staff

All members of staff inform the SDP of any suspicion or evidence that a pupil is experiencing abuse or of any complaint made by a pupil against an employee of the College or a pupil aged 16 or over. The cause for concern form (to be found in the Safeguarding Handbook – red button on Desktop) should be used.

All members of staff should take care not to put themselves in a situation where their actions or behaviour could be misconstrued or leave them open to false allegations. This is not to say that there should not be appropriately warm and supportive relationships between staff and pupils: common sense will mostly indicate what is appropriate. If in doubt, staff should consult a senior or more experienced colleague: their Head of Department, a housemaster or housemistress or a member of the Senior Management Team.

Such situations could include:

- One-to-one interviews or tuition with pupils.
- One-to-one sports coaching.
- Conveying a pupil by car whilst alone.
- Engaging in inappropriate electronic or mobile telephone communication with a pupil.

Categories of Child Abuse

Child abuse can take many forms but is usually divided into four categories:

- Physical injury
- Neglect
- Sexual abuse
- Emotional abuse

Physical Injury.

This can range from over-chastisement, slapping with the hand, a belt, a stick or other object, to shaking, punching or throwing a child across a room.

Neglect

This can range from ignoring a child's development needs to not feeding or clothing him or her adequately and not properly supervising him or her.

Sexual Abuse

This involves a child or adolescent in sexual activities that he or she does not understand, cannot give consent to and which are not acceptable in our society. It includes inappropriate touching, obscene photography, child pornography, as well as attempted or actual sexual intercourse.

Emotional Abuse

This ranges from rejecting a child, refusing to show love and affection, or making a child unhappy by continually belittling or verbally abusing him or her.

Indications of Abuse

The following is a list of signs and symptoms that may be consistent with abuse: some children can exhibit one or more of these signs for other reasons. If there are concerns about a child displaying any of these indicators the concern should be shared with the designated member of staff dealing with Child Protection in the School.

Physical Abuse

Physical Indicators:

Unexpected bruises, welts, lacerations or abrasions:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Clustering forming regular patterns
- Reflecting shape of article used, e.g. belt, buckle, electrical flex
- On several different surface areas
- Regularly appear after absence, weekend, or holiday
- Bite marks or fingernail marks.

Unexplained burns:

- Cigar or cigarette burns especially on soles, buttocks, palms or back
- Immersion' burns, where hands, feet or body have been forcibly immersed in very hot water

- Patterns like electrical burner, iron etc
- Rope burns on arms, legs, neck or torso

Unexplained fractures

- To skull, nose, facial structure
- In various stages of healing
- Multiple of spiral fractures

Behavioural Indicators

- Flinching when approached or touched
- Reluctance to change clothes for PE lessons
- Wary of adult contacts
- Difficult to comfort
- Apprehension when other children cry
- Crying or irritability
- Frightened of parents
- Afraid to go home
- Rebelliousness in adolescence
- Reported injury caused by parents
- Behavioural extremes- aggressiveness, withdrawal, impulsiveness
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- Behavioural extremes- aggressiveness, withdrawal, impulsiveness
- Regression or child-like behaviour
- Apathy or depression
- Poor peer relationships
- Panic in response to pain
- Neglect

Physical Indicators

- Consistent hunger
- Poor hygiene
- Inappropriate dress
- Consistent lack of supervision, especially in dangerous activities for long periods.
- Unattended physical problems or medical needs
- Abandonment

Behavioural indicators

- Begging
- Stealing food
- Constant fatigue, listlessness
- Poor relationships with care-giver
- Frequent delays in picking child up from playground or school

Sexual Abuse

Physical Indicators

- Difficulty in walking, sitting down
- Stained or bloody underclothing
- Pain or itching in genital area
- Bruising, bleeding, injury to external genitalia, vaginal and/or anal areas
- Vaginal discharge

- Bed-wetting
- Excessive crying
- Sickness

Behavioural Indicators

- Inappropriate sexual behaviour or knowledge for the child's age
- Promiscuity
- Sudden change in behaviour
- Running away from home
- Wary of adults
- Feeling different from other children
- Unusual avoidance of touch
- Reporting of assault
- Substance abuse (e.g. glue sniffing)
- Emotional withdrawal through lack of trust in adults
- Over-compliance with requests of others
- Frequent complaints of unexplained abdominal pains
- Eating problems
- Sleep disturbances
- Poor peer relationships
- Possessing money or 'gifts' that can not be adequately accounted for
- Inappropriately sexually explicit drawings or stories
- Enuresis or soiling, especially at the end of the school day
- Frequent non-attendance at school
- Avoidance of school medical examination

Emotional Abuse

Physical Indicators

- Failure to thrive
- Delays in physical development or progress

Behavioural Indicators

- Sucking, biting, rocking
- Anti-social, destructive
- Sleep disorders, inhibition of play
- Compliant, passive, aggressive, demanding
- Inappropriately adult or infant
- Impairment of intellectual, emotional, social or behavioural development

Procedures

Any pupil disclosing abuse to a member of staff must be listened to carefully and sensitively. The member of staff concerned must be aware of and follow the legal requirements of such disclosure: these are:

- The pupil must be told that absolute confidence cannot be preserved. (This can be tempered by the observation that, if a pupil trusts a member of staff sufficiently to make such an allegation, he or she must trust the judgment of that member of staff as to how that allegation should be dealt with.)
- The member of staff should not probe or ask for more information than that which is offered and should take care not to ask 'leading' questions.
- An immediate written record must be made of what has been said, using the pupil's actual words wherever possible: this must be a record of fact not of

opinion.

- Immediate contact must be made with the SDP or Deputy SDP, if that is not practical, with the Headmaster: the SDP decides whether or not the issue should be referred to outside agencies. (The failure to make such a report might be construed as neglect of care, which might, of itself, constitute abuse.)
- The member of staff should record in writing the fact that such a report has been made: this is for the protection of the member of staff concerned.

The points above represent the limit of what a member of staff is required or expected to do. A member of staff should also refer to the 'What to do if a pupil tells' card.

Advice as to how best to deal pastorally with a pupil making such an allegation will be given via Inset and reference should be made to the 'Safeguarding and Child Protection' notice issued to all staff.

Dealing with allegations of abuse:

The following reporting procedures should be followed in the event of an allegation of abuse against:

- One or more pupil against another: this will be dealt with under the College's Anti- Bullying Policy available on the College website or upon request
- A member of staff : this must be reported to the SDP
- A volunteer: this must be reported to the SDP
- The Headmaster: this must be reported to the member of Council nominated for Child Protection
- The SDP: Report to the Headmaster(s)

In situations where a member of the boarding staff is suspended pending investigation of a child protection nature, the College provides accommodation for that member of staff away from children.

The OFSTED number for whistleblowing i.e. raising concerns about child protection procedures is: 0300 123 3155

Induction and Training

Every new member of staff, including part-timers, temporary, visiting and contract staff working in school, receives basic training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns to the SDPs or the Headmasters. Everyone attends refresher training at least every three years. Training in child protection is an important part of the induction process. More detail is set out in our policy on Induction of New Staff.

The SDPs are trained every two years. Child protection training is also given to new Council members and volunteers.

Safer Employment Practices

Cheltenham College follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the College, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All Council members, volunteer helpers, contractors working regularly during term-time, and adult members of the families of members of staff who live on site are also vetted.

A copy of the College's Recruitment, Selection and Disclosure Policy is available on the College web site (www.cheltenhamcollege.org.uk) or upon request. The College operates safe recruitment procedures including CRB checks and compliance with Independent School Standards regulations. All new staff employed will be interviewed by someone who has undergone DCSF 'Safer Recruitment' training.

Pupils are accompanied by College staff on any trips whether in the UK or overseas. Should any pupils spend time at an off-site facility where they may be unaccompanied, the College only uses accredited centres who have CRB checked staff.

The College complies with the requirement to report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person whether employed, contracted, volunteer or a student whose services are no longer used because she or he is deemed unsuitable to work with children.

Raising Awareness

Mrs Jo Blackburn is nominated Council member for Child Protection issues. The Council formally considers child protection issues once a year, with day-to-day issues being delegated to its Education Sub-Committee, which the Headmaster and Deputy Head (Pastoral) attends. That Committee is responsible for:

- Reviewing the procedures for and the efficiency with which the child protection duties have been discharged.
- Ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- Approving amendments to child protection arrangements in the light of changing Regulations or recommended best practice.

Raising Awareness with Pupils

The College prides itself on its culture of open and effective communication between staff and pupils, and on its excellent pastoral support structures. It prepares all pupils to make reasoned, informed choices, judgments and decisions. All pupils know that there are adults to whom they can turn to if they are worried, including the School Counsellor, the Chaplain and the Medical Staff. The 'Personal Matters' notice with all relevant contact details is displayed in all Houses at College as is a 'Pupil's Guide to Bullying'.

The Junior School pupil diary includes an Anti-Bullying Statement and includes the following contact details for pupils:

1. Childline 0800 1111
2. Children's Helpdesk (to report problems at home) 01452 654242
3. The Local Authority Designated Officer (LADO) Jane Bee (to report problems at school) 01452 426994
4. Mrs Geraldine Davis 01242 602432

Independent Listeners

There are two adults who have been appointed as Independent Listeners: they have agreed to be approached if any pupils want to speak to them confidentially. Their details appear in the Cheltonians' Handbook. The appointed Independent Listener for the Junior School is Mrs Geraldine Davis: telephone number 01242 602432. Her

number is in the Junior School pupil diary.

The College is currently seeking to appoint new additional Independent Listeners and details will be updated as soon as possible.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable.

A copy of the College's Anti-Bullying Policy is available on the College website. And a 'Pupil's Guide to Bullying' is displayed in all Houses at College.

Reporting Abuse

The College works closely with the Local Safeguarding Children's Board for Gloucestershire and reports any child welfare concerns to the GSCB/LSCB within 24 hours and in accordance with the Safeguarding Children Regulations (September 2009).

Complaints

The College hopes that parents, guardians and pupils do not have any complaints about the school, but copies of the College's complaints procedure is available on the College website.

Any shortcomings in child protection matters are remedied without delay

This policy has been prepared with regard to the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' (DCSF 04217-2006)

Addresses:

Independent Safeguarding Authority
PO Box 181
Darlington
DL1 9FA

Tel 0300 123 1111

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