

NORTBURY BRITISH SCHOOL CHILD PROTECTION AND SAFEGUARDING POLICY



Introduction

Northbury British School is committed to ensuring the safety, protection, and well-being of all children in its care. This Child Protection Policy outlines the principles and practices that guide the school's efforts to create a safe and nurturing environment for every student. The school recognizes that the protection and welfare of children are paramount, and this policy is designed to align with best practices in child protection and welfare.

Principles and Commitments

Northbury British School adheres to the following principles and commitments in child protection:

- ❖ The safety and welfare of children are of primary importance, transcending all other considerations.
- ❖ The school fully cooperates with relevant statutory authorities in matters concerning child protection and welfare.
- ❖ Safe practices are adopted to minimize the potential for harm to children and to protect staff from unnecessary risks that could lead to accusations of abuse or neglect.
- ❖ Open communication and parental involvement are encouraged in the education of children.
- ❖ Confidentiality requirements are respected when handling child protection matters.

Implementation and Procedures

The Child Protection Policy is integrated into other relevant school policies, such as the Code of Conduct, Anti-bullying Policy, Pupil Attendance Policy, and the Supervision of Pupils Policy.

The policy is also applied to activities such as sports, extra-curricular activities, and school outings.

The school ensures that policies, protocols, and practices align with the Child Protection Policy and are in place for various aspects of school life.

Protection for Persons Reporting Child Abuse

The school shall assure any person reporting suspicion of child abuse or grooming for abuse that they have immunity from civil liability. Any person who reports child abuse 'reasonably and in good faith' to designated officers of the school shall be protected and information shall remain confidential.

Recognition of Child Abuse

Child abuse can be categorized into four different types:

- ❖ Neglect
- ❖ Emotional abuse
- ❖ Physical abuse
- ❖ Sexual abuse and grooming for sexual abuse.

All signs and symptoms must be examined in the total context of the child's situation and family circumstances. There are commonly three stages in the identification of child abuse:

1. Considering the possibility
2. Looking out for signs of abuse
3. Recording of information.

The Head of School (HOS)

The Head of School (HOS) at Northbury British School is the designated representative responsible for child protection matters.

The **HOS** is the primary point of contact for child protection concerns and allegations and acts in cases where suspicions or allegations are made.

Confidentiality

Confidential information related to child abuse or grooming for abuse is shared on a "need-to-know" basis for the child's protection. Sharing information with those who require it for safeguarding is not a breach of confidentiality.

Handling Disclosures from Children

Staff members address disclosures sensitively, avoiding leading questions or promises they can't fulfill. Further assistance may be sought, and discussions are accurately recorded, including physical injury details if applicable.

As a school, we have processes and procedures in place to manage **any** safeguarding concern or allegation (no matter how small) about staff members (including supply staff, volunteers, and contractors).

If staff have a safeguarding concern or an allegation is made about another member of staff (including supply staff, volunteers, and contractors) **harming or posing a risk of harm to children**, then: this should be referred to the Head of School (HOS) where there is a concern/allegation about the head teacher or principal, this should be referred to the Directors or the Board of Directors.

In situations where there is a conflict of interest in reporting the matter to the head teacher, this should be reported directly to the school Board.

Allegations or Suspicions Involving School Employees

The school prioritizes child protection while ensuring employees are protected from false claims. Legal advice may be sought concerning employee actions.

When allegations are made against an employee:

A recorded or written allegation statement is obtained from the reporter.

The **HOS** informs the school management.

The school communicates with the employee, providing a copy of the allegation and relevant documentation.

The employee is given a chance to respond, and child protection steps are taken.

An investigation or disciplinary hearing follows, adhering to fair labor practices.

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Child Protection Measures

Northbury British School ensures child protection through various measures:

- ❖ The Child Protection Policy is accessible to staff and parents and is available on the school website.
- ❖ The HOS's contact information and support services are available to parents.
- ❖ An annual review of the Child Protection Policy is conducted.
- ❖ Staff are present during activities such as swimming, and dressing rooms are supervised.
- ❖ One-on-one teaching takes place openly, with parental consent.
- ❖ Children should work in groups when possible.
- ❖ Specific care needs for toileting/intimate care are addressed through collaboration with parents and staff.
- ❖ Appropriate contact and behavior guidelines are followed, avoiding secretive behavior.
- ❖ Staff members do not engage in inappropriate behavior, physical punishment, or explicit material use.
- ❖ Media content is screened for appropriateness.
- ❖ Visitors are supervised, and their credentials are verified.
- ❖ Children are not left unattended.

Communication and Induction

Efforts are made to enhance pupil-teacher communication, and concerns are addressed sympathetically. Induction processes are conducted for new staff and pupils to familiarize them with policies and procedures.

Accidents

While every precaution will be taken under our Health and Safety Policy to ensure the safety of children, we realize that accidents will happen. Appropriate first aid treatment will be administered. Accidents will be noted in our Incident book and will be addressed. A copy of incident form will be shared with parents. In case of injury, parents will be contacted immediately after first Aid.

Internet Safety

Child protection concerns are addressed in the school's Acceptable Use Policy for Information and Communication Technology.

Changing for Games/ PE / Swimming

Pupils will be expected to dress and undress themselves for Games/ PE/ Swimming. Where assistance is needed this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area.

At all times there must be adequate supervision of pupils. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the Head of School (HOS) and parents.

At all times there must be female staff/volunteer present to assist when assistance is needed. Male staff/volunteers could assist and supervise where necessary.

One-to-one teaching/Intervention

- ❖ It is the policy in this school that one-to-one teaching is often in the best interest of the child.
- ❖ Every effort will be made to ensure that this teaching takes place in an open environment.
- ❖ Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Conduct. If an incident occurs which we consider to be of a sexualised nature, we will notify the dis who will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying Measures. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the HOS.

Children travelling in staff cars

Members of the school staff will not transport individual children in their cars at any time.

Record Keeping and Supervision

Records are maintained on child progress and incidents. Attendance, behavior, and bullying concerns are monitored. Adequate supervision is ensured during breaks, and visibility of children is prioritized.

Health and Medical Information:

Parents or guardians are required to provide accurate and up-to-date health information about their children during the admission process. This includes disclosing any existing medical conditions, allergies, or special dietary needs that the child may have. This information is crucial for ensuring the safety and well-being of the child while under our care.

Special Dietary Needs:

If a child has any special dietary requirements due to allergies, medical conditions, or personal preferences, parents must communicate these needs clearly. This information will be strictly followed to prevent any complications or allergic reactions. It is essential that parents keep the school informed of any changes in dietary needs.

Excursions, Field Trips, and Outdoor Activities:

Prior to any off-site activity, a thorough risk assessment will be conducted to identify and mitigate potential hazards or risks. This assessment will cover transportation, activities, and the environment. Parental consent is mandatory before a child can participate in such activities. Parents or guardians must sign a consent form or send a written consent, indicating their approval and understanding of the nature of the activity and its associated risks.

Children with Special Needs:

Parents should inform the school about any children with special needs or requirements well in advance. This includes physical, medical, emotional, or behavioral considerations. This information will help us provide appropriate support and accommodations to ensure the child's safety and participation in all school activities.

Vendor Screening:

For any school events involving snacks, ice-cream, or food vendors, a thorough screening process will be undertaken. Vendors and their equipment will be rigorously inspected to ensure the quality and safety of the food being provided to the children. Only approved vendors will be allowed to participate in school events.

Overall, our child protection policy prioritizes the safety and well-being of all children in our care. By maintaining open communication with parents, conducting risk assessments, and ensuring the suitability of vendors, we create a secure environment where children can learn, explore, and thrive while minimizing potential risks.

Visibility

Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms or toilets where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.

Child Protection Practices

The following areas are of specific concern in relation to Child Protection. The following practices shall be adopted:

1. Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness: It is acceptable to the child
 - ❖ It is open and not secretive
 - ❖ The age and developmental stage of the child: School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

2. **School personnel should never engage in or allow:**
 - ❖ The use of inappropriate language or behaviour
 - ❖ Physical punishment of any kind except where the assertive discipline becomes necessary.
 - ❖ Sexually provocative games or suggestive comments about or to a child
 - ❖ The use of sexually explicit or pornographic material All media products (YouTube clips, CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability. Visitors/Guest speakers should never be left alone with pupils. The school (principal/ teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate.

SCHOOL MEASURES TAKEN TO PROTECT THE CHILDREN IN OUR CARE

WE PLEDGE NEVER TO LEAVE A CHILD UNATTENDED

There are a number of areas where common sense in our school should prevail in order to protect the children in the school and the staff who care for them. In relation to this, certain points should be noted:

1. A copy of the school's child protection policy, which includes the names of the HOS and Deputy HOS, will be made available to all school personnel and is readily accessible to parents on our website.
2. The name of the HOS and other relevant support services are available to parents.
3. Northbury British School will undertake an annual review of its Child Protection Policy and its implementation by the school.
4. Staff who take classes swimming should make sure that there are two adults in attendance at all times. The dressing rooms and pool area should be well supervised.
5. Staff should not be alone in a classroom with one child or detain a child on their own after school.
6. When possible, children should work in groups.
7. Young children or children with physical disabilities who may require assistance in toiletry matters will be aided by a caregiver who has met the necessary screening requirements when being employed by the school.
8. Toilet time: Early years should be accompanied by a teacher/caregiver. Primary teachers should allow one pupil at a time and ensure the time spent is not unreasonably long to warrant concern.

Pick-Up Protocol:

Authorized Pick-Up Cards: Parents or guardians must present authorized pick-up cards for identification during the child's pick-up. This ensures that only approved individuals can collect the child.

Alternate Pick-Up Arrangements: In cases where a parent cannot personally pick up their child, they are required to contact the Head of Administration. The parent must provide specific details and identity information about the designated person responsible for the child's pick-up.

Notification to School:

Parents should notify the school in advance about any changes in pick-up arrangements, providing the necessary information about the authorized individual.

Teacher Release:

Teachers are instructed to release children only to parents or authorized individuals whose identity and intent have been verified. This measure guarantees that children are handed over to trusted and recognized individuals.

During drop off parents should ensure they hand in their children to their class teachers only or in the alternative accompany the child into the school premises.

Our child protection policy aims to maintain the highest standards of safety and security. By following these pick-up protocols, we ensure that each child is handed over only to authorized individuals, minimizing any potential risks and safeguarding their well-being.

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Conclusion

This Child Protection Policy reflects Northbury British School's commitment to ensuring the safety, protection, and well-being of all children in its care. The school will continuously review and update its practices to maintain a safe and nurturing environment for students. Parents, staff, and stakeholders are encouraged to familiarize themselves with this policy and actively participate in creating a secure educational environment.