

**Manchester Grammar School**

## **Safeguarding and Child Protection Policy**

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**Independent Day School for Boys**

Steve Foster

Assistant Head

Pat Squires

Pastoral Deputy Head

***Date of policy: 20 September 2013***

***Date of review: 26 June 2014***

## 1 Policy Statement

- 1.1 This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.
- 1.2 Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.
- 1.3 Manchester Grammar School (**School**) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:
- Ensure that staff report to the appropriate member of staff all concerns over a child's welfare and suspicions or complaints of abuse (see Paragraphs 3.1 and 6.2-6.3)
  - Protect each pupil from any form of abuse, whether from an adult or another pupil
  - Be alert to signs of abuse both in the School and from outside
  - Deal appropriately with every suspicion or complaint of abuse
  - Design and operate procedures which promote this policy
  - Design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations
  - Support a child who have been abused in accordance with his agreed child protection plan
  - Be alert to the needs of children with medical conditions
  - Operate robust and sensible health & safety procedures
  - Take all practicable steps to ensure that School premises are as secure as circumstances permit
  - Operate clear and supportive policies on drugs, alcohol and substance misuse
  - Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area
  - Ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Safeguarding Children and Safer Recruitment in Education*, the Education (Independent School Standards) (England) Regulations 2010 (as amended)
  - Ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with the above regulations and guidance given in *Safeguarding Children and Safer Recruitment in Education*
  - Ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Disclosure and Barring Service (DBS)

- Ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff
- Follow the local inter-agency procedures of the Manchester Safeguarding Children Board; and
- Have regard to any other guidance issued by the Secretary of State for Education (**DfE**) in accordance with section 157 of the Education Act 2002 and associated regulations.

1.4 Every complaint or suspicion of abuse from within or outside the School will be taken seriously and in all proper circumstances will be referred to an external agency such as the social services department of the local authority (**SSD**), the child protection unit of the police (**CPU**) or the NSPCC. In particular, allegations of abuse involving a member of staff, governor, volunteer, contractor or student working at the Manchester Grammar School should be referred to the Local Authority Designated Officer (LADO):

**Majella O’Hagan**

Ground Floor - R&D Block,  
Wenlock Way Offices,  
Wenlock Way,  
West Gorton,  
Manchester M12 5DH

0161 203 3232 or 0161 274 6555

## **2 The Designated Person**

The School has appointed a senior member of staff with the necessary status and authority (**Designated Person**) to be responsible for matters relating to child protection and welfare. The main responsibilities of the Designated Person are:

- To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection
- To co-ordinate the child protection procedures in the School
- To maintain an ongoing training programme for all School employees
- To monitor the keeping, confidentiality and storage of records in relation to child protection
- To liaise with the child protection officer appointed by the SSD (Local Authority Designated Officer)
- To ensure that staff training in safeguarding is both appropriate and refreshed according to the relevant guidance. To this end, the Designated Person will maintain a staff training record.
- To keep parents informed of action to be taken under these procedures in relation to their child in accordance with paragraph 7.10;
- To monitor records of pupils in the School on the Child Protection Register (CPR) to ensure that this is maintained and updated as notification is received
- To liaise with other professionals to ensure that children on the CPR are monitored

- Where appropriate, to take part in the child protection conferences or reviews; and
  - To inform the SSD in writing when a child on the CPR moves to another school and to inform the new school of the child's status on the CPR.
- 2.1 The Designated Person for the School is Dr. Pat Squires (Pastoral Deputy Head) who may be contacted on 0161 224 7201 ext 283. She will:
- Advise and act upon all suspicion, belief and evidence of abuse reported to her
  - Keep the High Master informed of all actions unless the High Master is himself the subject of a complaint, in which case the procedures set down in Paragraph 7.3 will be followed; and
  - Liaise with the SSD and other agencies on behalf of the School.
- 2.2 If the Designated Person is unavailable her duties will be carried out by the **Deputy Designated Person**. The Deputy Designated Person is Mr. Steve Foster (Assistant Head) who may be contacted on 0161 224 7201 ext 287.
- 2.3 To ensure that this policy is implemented effectively both the Designated Person and the Deputy Designated Person will have undertaken both (1) basic child protection training refreshed at no more than three yearly intervals and (2) additional training in inter-agency working at no more than two yearly intervals. The Designated Person and Deputy Designated Person will next receive their additional training in inter-agency work in July 2014.

### **3 Duty of employees, governors and volunteers**

- 3.1 Every employee (permanent or temporary) and governor of the School, as well as every volunteer who assists the School, is under a general legal duty to protect the welfare of children. This includes but is not limited to the following specific duties:
- To promote the welfare of children
  - To protect children from abuse
  - To be aware of the School's child protection procedures and to follow them
  - To know how to access and implement the procedures, independently if necessary
  - To keep a sufficient record of any significant concern or complaint, including the details of conversations or events
  - To report any matters of concern about the welfare of children to the Designated Person or a member of the Pastoral Team, each of whom has been trained in inter-agency procedures. Where a concern is reported to a member of the Pastoral Team, he or she must refer it to the Designated Person as soon as possible thereafter.
  - To report any suspicions or complaints of abuse immediately to the Designated Person.
- 3.2 **Whistleblowing:** All staff are required to report to the High Master or, in his absence, the Chair of Governors, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

3.3 **Senior pupils:** Senior pupils who hold positions of responsibility over other pupils will be briefed on appropriate action to take should they receive any allegations of abuse.

#### 4 **Types of abuse**

4.1 Abuse can be:

- Physical abuse, for example beating or punching
- Emotional abuse, for example rejection and denial of affection
- Sexual abuse, for example sexual assault or encouraging a child to view pornographic material
- Neglect, for example failure to provide appropriate care including warmth or medical attention.

#### 5 **Signs of abuse**

5.1 Possible signs of abuse include (but are not limited to):

- The pupil says he has been abused or asks a question which gives rise to that inference
- There is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- The pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour
- The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- The pupil's development is delayed
- The pupil loses or gains weight
- The pupil appears neglected, e.g. dirty, hungry, inadequately clothed
- The pupil is reluctant to go home, or has been openly rejected by his parents or carers.

#### 6 **Procedures**

6.1 **Training for staff:** The School will ensure that every employee, including the High Master, undertakes appropriate training including refresher training at three-yearly intervals. In particular, this training will ensure that staff understand: (1) the different types of child abuse; (2) the different signs of child abuse and (3) what to do if they have suspicions or a complaint of child abuse. All staff will next receive refresher training in January 2014. In addition, the School will also provide an induction programme for employees and volunteers, which will include child protection. Temporary staff will receive appropriate training from either the

Pastoral Deputy or Assistant Head. Likewise, the Pastoral Deputy and Assistant Head will provide appropriate training for Governors, to be refreshed at least every three years.

- 6.2 **Concerns over a child's welfare/suspicions of abuse:** When working with children it is essential that staff and volunteers have regard to MSCB documents *Safeguarding Procedures* and, more pertinently, *Guidelines for Reporting Concerns/Contact Procedures*. These documents can be downloaded from the MSCB website <http://www.manchesterscb.org.uk> Copies can be also obtained directly from the Assistant Head. It is important at all times to keep an open mind about a child's welfare. Being familiar with the types and signs of abuse set out in Parts 3 and 4 of this policy is a key part of this. Equally, it is important not to make assumptions about a child's welfare based on personal perceptions of his domestic circumstances and family members. Most importantly of all, it is essential that a member of staff who has generalised concerns over his welfare or who suspects that a pupil might be being abused or discusses them immediately with the Designated Person. In instances where the Designated Person cannot be contacted immediately, this discussion can take place with a member of the Pastoral Team. The latter must then refer the matter to the Designated Person as soon as possible thereafter, who will decide upon the appropriate course of action. As is the case with all safeguarding issues, clear and accurate record-keeping is essential: (see also Paragraph 6.4 below). Suspicions and concerns should be noted as soon as is reasonably practical after they have been raised, including details of particular incidents and conversations. Under no circumstances, however, must a member of staff seek to investigate his or her suspicions of abuse. Further guidance can be found at Appendix 1 of this policy document.
- 6.3 **Complaints of child abuse:** There will be occasions when a child makes a complaint of abuse. When this occurs, the member of staff hearing the complaint:
- Must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place
  - Ensure that the child's voice is heard throughout the written record of the complaint
  - Must not ask leading questions: that is, a question which suggests its own answer
  - Must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that he or she will need to pass the information to the Designated Person who will ensure that the correct action is taken;
  - Must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Person (see Paragraph 6.4 below).
  - Under no circumstances must a member of staff receiving a complaint of abuse conduct their own investigations or make contact with the child's family or carer.
- 6.4 **Preserving evidence:** All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.
- 6.5 **Complaints involving the Designated Person:** Where a complaint involves the Designated Person, it must be reported to the High Master.

- 6.6 **Action by the Designated Person:** The action to be taken will have regard to the inter-agency procedures published by the Manchester Safeguarding Children Board (MSCB): *MSCB Safeguarding Procedure and Guidelines for Reporting Concerns/Contact Procedure*.
- Where there are safeguarding concerns that a child may be at risk of significant harm, the Designated Person will notify the Contact Centre of the relevant SSD within 24 hours
  - If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to SSD within 24 hours, using a CAF where requested. If no response or acknowledgment is received within three working days, the Designated Person will contact the relevant Social Services Department again.
  - If there is room for doubt as to whether a referral should be made, the Designated Person will seek advice within 24 hours the relevant First Response Team or equivalent body on a 'no names basis', without identifying the family.
  - Where contact is either made and not accepted or the Designated Person decides not to make contact at that point, pastoral staff will continue to monitor the situation and provide appropriate support for the child, whilst being mindful that it might be necessary to escalate the School's response at some future point.
- 6.7 **External agencies:** Whether or not the School decides to refer a particular complaint to the SSD or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.
- 7 **Responding to Allegations against Staff**
- 7.1 **General:** The School has procedures for dealing with allegations against staff (and volunteers who work with children) which aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance set down in *Dealing with Allegations of Abuse against Teachers and Other Staff*.
- 7.2 **Allegations against members of staff:** Where an allegation or complaint is made against any member of staff, including the Designated Person, or a volunteer, the matter must be reported immediately to the High Master. The High Master will take reasonable steps to ensure that the rights of all individuals involved in the complaint are respected, including the right to anonymity owed members of teaching staff. Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:
- The safety and welfare of the pupils or pupil concerned; and
  - The need for a full and fair investigation.
- 7.3 **Allegations against the High Master:** Where an allegation or complaint is made against the High Master, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence, the Governor with responsibility for safeguarding and child protection, without first notifying the High Master. Contact details can be obtained from the Bursar, Mrs. Gillian Batchelor, who acts as Clerk to the Governors. Mrs. Batchelor can herself be contacted on 0161 224 7201 ext 210. The Chair of Governors will follow the procedures set out in Paragraphs 7.4-7.5 below.

- 7.4 **Response of the School:** Where an allegation is made against a member of staff, the School will do all that is reasonably practical to ensure that the allegation is resolved quickly. To that end, the School will undertake to eradicate unnecessary delays. Equally, the School will not undertake an investigation without the express permission of the Local Authority Designated Officer (LADO).
- 7.5 **Contacting the LADO:** The High Master or Chair of Governors (as appropriate) will refer the allegation to the LADO within 24 hours of the allegation being made. In cases where they are unsure how best to proceed, they will consult the LADO (again within 24 hours) without divulging the name of the person(s) against whom an allegation has been made.
- 7.6 **Guidance to staff (the Code of Conduct):** Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in Staff Code of Conduct. The School's policy on physical restraint is included in the behaviour policy and the Staff Code of Conduct.
- 7.7 **Disclosure and Barring Service:** If the School ceases to use the services of a member of staff (a term which extends to a governor, volunteer, contractor or student) because he or she is deemed unsuitable to work with children, a compromise agreement will not be used and a detailed report sent to the DBS within one month. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.
- 7.8 **Allegations against pupils:** A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on Behaviour, and Discipline will apply. The School will take advice from the Local Authority Designated Officer (LADO) on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's carer will be requested to provide support to the pupil and to accommodate him if it is necessary to suspend him during the investigation.
- 7.9 **Suspected harm from outside the School:** A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he or she should refer the matter to the Designated Person.
- 7.10 **Informing parents:** Parents will normally be kept informed of any action to be taken under these procedures. However, there may be circumstances when the Designated Person will need to consult the LADO and/or the High Master before discussing details with parents.

## 8 Confidentiality and Information Sharing

- 8.1 **Confidentiality and Information Sharing:** The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The School will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children*.

## 9 Monitoring

- 9.1 **The role of the Designated Person and Assistant Head:** The Designated Person and Assistant Head will monitor the operation of this policy and its procedures. The Designated Person will make an annual report to the Governors, which will include relevant findings from the monitoring process. The next annual report is due to be presented to the Governors in June 2014.
- 9.2 **Review date:** The Governors will undertake an annual review of this policy and how their duties under it have been discharged. *The date for this policy to be reviewed is June 2014.*
- 9.3 **The role and duties of the Governors:** The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay. The Designated Person must contact the Chair of Governors immediately a deficiency or weakness becomes known to her. The Chair of Governors will then require the Designated Person to identify the causes of the deficiencies, etc, the remedial action proposed by the School and the time-frame in which modifications to child protection arrangements will be implemented. The Chair of Governors must receive as soon as is reasonably practical a written report from the Designated Person to confirm that the necessary changes have occurred. Under certain circumstances, the Chair of Governors might authorise another Governor to act on his behalf. The matter will be then included in the Designated Person's annual report to the Governors.

## 10 Contact numbers

- 10.1 The telephone numbers of various Local Authority Social Services Departments are as follows:

Manchester	0161 255 8250
Bolton	01204 337 400
Bury	0161 253 5454
Oldham	0161 770 3790
Rochdale	0845 226 5570
Salford	0161 603 4500
Stockport	0845 644 4313
Tameside	0161 342 4150
Trafford	0161 912 5125
Wigan	01942 828 300

- 9.2 The following telephone numbers may be useful for pupils:

Manchester Family Information Service	0800 083 7921
Childline	0800 1111

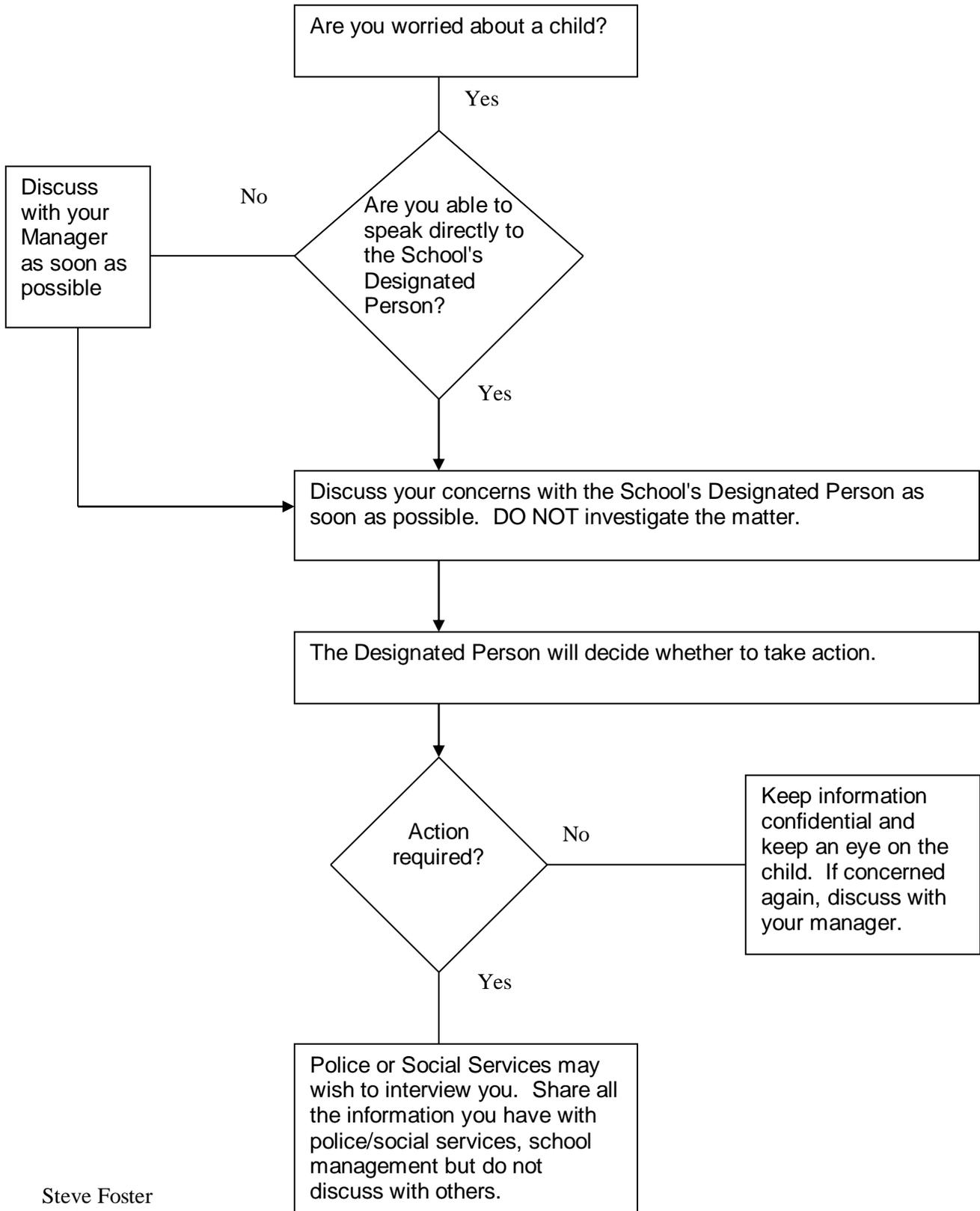
NSPCC

0808 800 5000

Barnados

0800 942 8787

### Appendix 1 Flowchart for a Member of Staff Worried about a Pupil



Steve Foster  
Assistant Head

**Authorised by** Resolution of the Governors of the Manchester Grammar School

**Date**

**Effective date of the policy**

**Circulation**

Governors / all staff /volunteers/parents of new pupils:  
automatically  
Existing and prospectice parents: on request  
Published on the School's website

**Status**

Complies with Regulation 7 of Schedule 1 of the Education  
(Independent School Standards) (England) Regulations 2012 and  
DFE guidance *Safeguarding Children and Safer Recruitment in  
Education* (DFES-04217-2006)