



OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge

OUR SCHOOL MISSION STATEMENT

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children".

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.
- St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
- We are a Dyslexia Friendly School.

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding Children Policy

Policy Written by: Mrs S D Hutchinson
Date: December 2009
Updated: February 2012
Next review: October 2012

Safeguarding Children Policy
Written – December 2009
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St Joseph's Preparatory School and St Joseph's Club Safeguarding Children Policy

This Policy is applicable to all pupils, including those in the EYFS

1. Introduction: Aims and Principles

St. Joseph's Preparatory School believes that every child is entitled to a safe and happy environment and to achieve the 'five' outcomes of Every Child Matters as identified in the Children Act.

- Be Healthy – Physical and mental health and emotional well being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and achieve – education, training and recreation
- Make a positive contribution to society
- Achieve economic and social well being

All adults associated with St. Josephs Preparatory School are committed to this statement

Anyone using St Joseph's Preparatory School will also accept these principles and should anyone have any concerns the advice of professional agencies will be sought

The school recognises that, under the Children Act 1989 and 2004, it has a statutory duty and responsibility for making arrangements with regard to safeguarding and promoting the welfare of children.

“Education staffs have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage. They should refer those concerns to the appropriate organisation, normally LA children's social care, contributing to the assessment of a child's needs and where appropriate to ongoing action to meet those needs.”

(Working Together to Safeguard Children 2006)

1.1 The three main elements to the policy are:

- a) Prevention. – Positive School atmosphere, teaching and pastoral support of pupils.
- b) Protection. – By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support. – Of pupils and staff, also of children who may have been abused.

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2. Commitment

2.1 St Joseph's Preparatory School is committed to the importance of safeguarding and promoting children's welfare. The Headteacher takes responsibility for monitoring the actions of school staff to safeguard and promote the welfare of children, ensuring that all pupils are listened to appropriately and that appropriate action is taken regarding any concerns expressed about their welfare. It is recognised that pupils require high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult.

The School will therefore:

- a) Maintain an ethos where our pupils feel secure, are encouraged to talk and are heard.
- b) Ensure that pupils are aware they can approach staff if they have concerns or are in difficulties.
- c) Include in the P.S.C.H.E. programme, the knowledge and skills pupils require to stay safe.
- d) Ensure that every effort will be made to establish effective, communicative relationships between staff, parents and other agencies.

3. Framework

3.1 All members of staff who are employed by St Joseph's Preparatory School, and all volunteers who have contact with children and /or their families, will have a clear understanding of the School's responsibilities for safeguarding children and promoting their welfare.

3.2 Designated child protection staff will ensure through training that all staff knows how to seek advice and report any concerns. Individual responsibilities for safeguarding and promoting the welfare of children will be encompassed within relevant job descriptions and procedures.

3.3. School safeguarding policies and procedures will as far as possible take account of the views of children and families.

3.4 The School will provide children with a safe environment in which to learn and develop.

3.5 The School will provide a range of preventative and statutory measures to safeguard and promote the welfare of children, enabling the achievement of the five outcomes (see 1.)

3.6 Staff who work or have contact with children and families will have appropriate training consistent with their role and function. This training will include the necessity for effective multi-agency and inter-professional collaboration.

3.7 Information is to be shared efficiently and effectively in respect of issues that may affect the safety and welfare of children. This includes ensuring that concerns are shared early in order to prevent serious problems from developing; clear procedures will ensure that information is shared effectively, appropriately and as the law prescribes. The school will also fulfil its requirements to report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person

(whether employed, contracted, a volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children.

- 3.8 Staff training will mean the designated person will ensure that all staff know what to do and how best to share information in order to ensure a child and family receives necessary services - especially when they are concerned that a child may be suffering or be at risk of suffering harm – and that all staff have access to support and appropriate expert advice in this context.
- 3.9 Recruitment and vetting procedures are in place to prevent unsuitable people from having contact with children.
- 3.10 Safe practice is promoted and poor and unsafe practice is challenged appropriately.
- 3.11 Allegations or concerns about staff are handled effectively and in accordance with the Safeguarding Children Section of the disciplinary procedures as defined in” Working Together to Safeguard Children” 2006 (appendix 5)
- 3.12 Safeguarding is the responsibility of every adult in the School environment; staff must not work in isolation.
- 3.13 The development of appropriate procedures and the monitoring of good practice are the responsibility of the Staffordshire Safeguarding Children Board (SSCB) and Stoke-on-Trent Safeguarding Children Board.

4. Roles and Responsibilities

- 4.1 The designated person for safeguarding and children’s welfare issues is the child protection officer (CPO), Mrs S. Hutchison (Headteacher) who is also the designated practitioner for the Early Years and Foundation Stage. The deputy CPO is Mr. D. Hood. Both of whom will receive training every two years.
- 4.2 It is Mrs Hutchinson’s role to ensure the SSCB and Stoke-on-Trent procedures are followed within the School, and to make relevant referrals to the agency according to guidance given. It is also a requirement to ensure all employed staff within the School are aware of the School’s internal procedures, and to advise and support staff, where required.
- 4.3 When a disclosure is made or there is suspicion of abuse, the school’s reporting arrangements will ensure that Social Services or LSCB are contacted within 24 hours of this disclosure being made. The school will expect a response within 24 hours.
- 4.4 The roles and responsibilities of Mrs. J. Sawyers, the named Governor for Safeguarding Children are to ensure the School has an effective policy, that all safeguarding procedures are complied with and to support the School with regard to this aspect. Governors are not given details of specific situations, to avoid breach of confidentiality. The governing body undertakes an annual review of the schools child protection policies and procedures and of the efficiency with which the related duties have been discharged.
- 4.5 The Local Education Authority safeguarding children board provides advice and support to Mrs Hutchinson.

5 Indicators of abuse under Section 31(9) Children Act 1989

5.1 All teaching and non-teaching staff should be aware of what constitutes Abuse and Neglect and should look out for possible signs or indications of abuse. This is not an exhaustive list but may include bruising, burns, cuts, lacerations, change in physical appearance i.e. unkempt, hunger, inappropriate behavior or heightened awareness of sexual language or actions.

A person may abuse or neglect a child by inflicting harm, or by failing to prevent it. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or more rarely by a stranger. The categories of abuse are:

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse is the persistent emotional maltreatment 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve;

serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

6. Procedures

The following procedures outline how concerns are to be dealt with at school. However in all cases advice can be sought, and if necessary a referral made by contacting:

- Local Authority Designated Officer, Stoke-on-Trent, 01782 235885
- Staffordshire First Response 0800 131 3126
- CPIT 01782 235100
- Ofsted should also be informed – Ofsted Midlands Region, Building C, Cumberland Place, Park Row, Nottingham, NG1 7ZS. Telephone Number: 0845 6404040

6.1 Injuries on arrival Procedure

All children arriving with injuries will have those marks noted (See appendix A) and adults given the opportunity to share their views. Any concerns will be discussed and appropriate actions taken. Appropriate action will involve contacting relevant outside agencies where conditions arise outside of school staff area of skill or knowledge.

6.2 Injuries Noticed Later

Injuries noticed later in the day will be noted, discussed and appropriate action taken. Appropriate action will involve contacting relevant outside agencies where conditions arise outside of school staff area of skill or knowledge.
(See Incident Log Appendix B).

6.3 Information Received

Information received from a child or a third party will be taken seriously, noted, discussed and appropriate action taken. Appropriate action will involve contacting relevant outside agencies where conditions arise outside of school staff area of skill or knowledge.

6.4 Any member of staff who has a concern should complete an incident log pro-forma, located in the Secretary's Office (Appendix B). This must be passed on to the designated person. Notes must be made as soon as possible and certainly within 24 hours of the incident giving rise to the concern.

6.5 Sometimes staff may have doubts about a child's safety and welfare, things which may seem trivial at the time, could turn out to be vital pieces of information later. If there is no specific incident or information, an incident log pro-forma should be completed. An attempt should be made to identify the cause of concern and the pro-forma given to the designated person.

6.6 The procedures set out in the document 'Working Together to Safeguard Children 2006' will be followed in all cases, including dealing with abuse by one or more pupils against another pupil when advice will be sought from the LSCB on whether to make a referral following an allegation or suspicion of abuse.

6.7 Staff and volunteers will be kept informed of safeguarding procedures through the induction of new staff and the induction of volunteers, briefings and awareness training updates. This will include visiting peripatetic teachers, who should be briefed with regard to the School policy and the designated person.

Staff and volunteers will be informed of ways 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, for example, interaction with children in one-to-one tuition, sports coaching, conveying a pupil by car unless Head teacher aware, engaging in inappropriate electronic communication with a pupil, ensuring that interviews with children are monitored by another responsible adult e.g. leaving door open when conducting interviews.

6.8 This policy will be published to parents and guardians on the School website in line with statutory regulatory requirements and will be available on request.

6.9 If an allegation is made concerning a member of staff the procedures set out in 'Working Together to Safeguard Children 2006', DCSF Guidance, Safeguarding Children in Education: Dealing with Allegations of Abuse against Teachers and

Parents/carers will be informed of the allegations involving their child before the end of the school day. The child and his/her family will be supported throughout the procedure.

6.10 Suspension is not automatic and proceedings will be without prejudice.

6.11 When an allegation against an adult in school has been made the Headteacher, as the child protection officer must be informed immediately. There should be urgent initial consideration whether or not there is sufficient substance to an allegation to warrant an investigation by the LSCB.

6.12 An accurate record of all that has happened must be made to include facts of any injury, times, explanations, persons present at time and action taken by the school.

6.13 The Headteacher should liaise with the Local Authority Senior Child Protection Officer and Social Services to determine how the allegation should be dealt with.

6.14 If the allegation has been made against the Headteacher, the designated person will inform the Chair of Governors who will have the responsibility to liaise with other agencies. If a pupil makes an allegation against the designated teacher with responsibility for child protection, the member of staff receiving the allegation must immediately inform the Headteacher. If the Headteacher is absent, the allegation should be passed to the Chair of the governors. In the case of serious harm, the police should be informed at the outset.

7. Training and support

7.1 St Joseph's Preparatory School will ensure the CPO and the deputy CPOs and the nominated Governor will receive training and updates relevant to their roles and will include both Child Protection and Inter-Agency Work.

7.2 All staff and Volunteers will undertake awareness training, during induction and periodically (2 year intervals) to refresh and update knowledge and understanding.

7.3 Support will be available for staff from the CPO, the deputy CPO and also the Senior Management team, with regard to concerns about safeguarding children.

7.4 St. Joseph's Preparatory School will ensure that any deficiencies or weaknesses in Child Protection arrangements are remedied without delay.

8. Professional Confidentiality

8.1 The only purpose of confidentiality in Safeguarding Children is if it benefits the child.

8.2 A member of staff must never guarantee confidentiality to a pupil with regard to safeguarding children issues. This could lead to a breakdown of trust, and potentially compromise the staff member's well being and safety.

8.3 Staff should explain to the child how information may be shared and why, and seek their agreement. The exception to this is where to do so would put the child or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime.

8.4 The CPO or Deputy CPO will invoke the local agreed guidelines and procedures of referral.

Staff will be informed of relevant aspects in respect of safeguarding children on a "need to know" basis only. Any information shared with a member of staff must be treated as confidential.

9. Records

9.1 Well kept records are essential to good practice. Staff should be made aware of the need to record any concerns about children, the status of such records, and when to pass them over to other agencies.

9.2 All referrals will be backed up by sending an incident report form to the investigating Officer (See Appendix B).

9.3 A file note will be entered into the pupil file pertaining to records held of Child Protection issues for the individual child. This will alert staff preparing records for School leavers, that there is information held by the CPO.

9.4 The information will be held in a confidential file and locked away. If a pupil transfers from the School the files will be forwarded to the pupil's new school for the confidential attention of the receiving school's Child Protection Officer. A copy of the sent file will be kept as "dormant", in case the file is lost in transit.

9.5 When a pupil leaves the School and is not moving to another school, relevant information will be shared with local social services.

9.6 Child protection information will be kept by the School until the child's 24th birthday.

9.7 If a pupil should die whilst still at the School, any files will be disposed of appropriately.

10. Attendance at Child Protection Conferences

10.1 The CPO, or in her absence the deputy CPO will attend Child Protection Strategy meetings called in respect of a pupil. They may be accompanied by other relevant staff (e.g. the pupil's Class Teacher) if necessary. Staff attending such meetings will be offered support, and access to appropriate counselling if they so wish.

11. Supporting Pupils at risk

11.1 Children who are abused, or who witness violence, may have difficulty developing self – worth and the ability to view the world positively. Indeed school may be the only secure, stable and predictable element in their lives, but in School their behaviour could be challenging and defiant. Some children who have experienced abuse, may in turn abuse others. This requires a considered, sensitive approach, to enable the child to receive appropriate help and support.

11.2 The School will endeavour to support pupils through:

- a) The curriculum, to encourage self esteem and motivation.
- b) The School ethos which promotes a positive, supportive and secure environment, to enable achievement, confidence and happiness.
- c) Liaison with other professionals, and agencies, who support the pupils and their families.
- d) Effective, supportive communication with parents, if it is in the child's interest to do so.
- e) The development and support of a responsive and knowledgeable School staff, trained to respond appropriately, in child protection situations.

12. Dealing with individual cases

This policy follows the principles which are identified in the statutory guidance regarding section 11 of the Children Act 2004. The approach to safeguard and promote the welfare of children will be;

- Child centred
- Rooted in child development
- Focussed on outcomes for children
- Holistic in approach
- Ensuring the equality of opportunity
- Actively involving children and their families
- Building of strengths as well as identifying and addressing difficulties
- A multi and inter-agency approach
- A continuous approach rather than event based
- Designed to identify and provide the service required and to monitor the impact of the provision has on the child's developmental process
- Informed by evidence

13. Recruitment and Selection (according to Safeguarding Children and Safer Recruitment in Education)

Recruitment and selection procedures follow guidelines laid out in "Safer Recruitment". Parents should be confident that careful procedures are in place to ensure that all staff appointed are suitable to work in close proximity to children.

Similar stringent procedures are in place with regard to voluntary helpers and non-teaching staff.

a). St. Joseph's Preparatory School ensures that appropriate Child Protection checks are obtained prior to any staff employed by another organisation and working with the schools pupils either on or off the site are in place and that procedures laid down by the school in accordance with this policy are adhered to by any such staff.

13.1 Staff are trained to acknowledge that some pupils may lack the necessary vocabulary to discuss abusive issues. They are advised to regard sensitively each pupil's preferred style of communication, and required support, if we are to provide a safe environment for all our pupils. When engaging with pupils all staff are aware of the potential for misinterpreting the complaint of abuse, and the need to avoid asking leading questions.

Staff working in a one to one situation with a pupil should ensure that they are positioned so as to be visible, and audible to other staff, where there may possibly be a misinterpretation of their interaction with the pupil.

13.2 If it is necessary to physically restrain a pupil to protect a child from injury, to prevent a child from harming others, or if any child is accidentally injured, parents/carers will be informed immediately. If it is necessary to restrain a child then only the minimum of force will be used. Another member of staff will be called for immediately to assist by the use of a red triangle being sent – these are located on the white board in every classroom and on the storeroom door in the Nursery. Children will not be punished in school by hitting, lapping, shaking or any other degrading treatment.

13.3 School staff work hard to maintain effective partnerships with parents and guardians, and they are aware that this policy could affect the working relationship at a given time. However, the commitment remains to working with families for the benefit of pupils, providing sensitive and supportive handling of issues, whilst affirming that pupils are the first priority.

13.4 All staff employed at the School are required to complete a Criminal record Bureau (CRB) check, prior to commencement of employment, using passport and utility bill as a means of identity check. New staff will also be required to complete an application form and two referees will be contacted prior to employment.

13.5 St. Joseph's Preparatory School always insists that a new C.R.B. relevant to our setting is carried out.

13.6 C.R.B.'s are repeated 3 yearly and each year staff will sign a self certificate regarding their continued capability to work safely with children (See Appendix C). Staff who deliberately seek to mislead the School will be subject to immediate dismissal.

13.7 Where a member of staff is subject to an accusation of abuse; such a claim will be fully investigated within the School's disciplinary procedures. A decision to suspend a member of staff, without prejudice or otherwise, during the Child Protection Investigation, will be taken by the Headteacher. Involvement of Police and/or dismissal from the School would follow the School's Policy and Procedures in light of the outcome of such an investigation.

DCSF will be informed of any staff member who resigns or is dismissed in circumstances which may render them unsuitable for work with children or young people.

14. Dissemination of Policy and Review

14.1 This policy is published on the School website. All members of staff will be expected to read the policy within their first month of employment. This policy will be reviewed every two years, or sooner in light of new legislation or as a direct result of implementation of any part of this policy.

14.2 This policy should be considered alongside other related policies



Appendix A

Injury on Arrival Form

St. Joseph's Preparatory School
Safeguarding Children

Child's Name: _____ Date: _____

Injuries / Injury Noted: _____

Date of Injury / Injuries: _____ Time of Injury / Injuries:

Colour of Mark: _____

Location on Child's Body: _____

Description of how Injury / Injuries Occurred: _____

Parent / Carers Signature: _____

Staff Signature: _____ Date & Time: _____

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Headteacher: Mrs S.D. Hutchinson BEd
Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533 Fax: 01782 849327
Email: enquiries @stjosepsprepschool.co.uk

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Appendix B

Form Number:



**St Joseph's Preparatory School
Stoke-on-Trent**

INCIDENT LOG
Please log all incidents

Pupil's Name	Class:
Date	Member(s) of Staff
Parents informed	YES / NO please circle

Is this an incident of bullying?	YES / NO	please circle
If yes, please provide details in the space below		

Is this a racially motivated incident?	YES / NO	please circle
If yes, please provide details in the space below		

Please ensure that you give a brief description of what occurred, the name of all the pupils involved where applicable and action taken.

Signed: _____ Headteacher	Signed: _____ Member of Staff	_____ Date
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Appendix C

Annual Self-Certification

Suitability to continue to work with children

I confirm that since my last C.R.B. (Criminal Record Bureau) check I have not been convicted of any criminal offence and am not subject to any pending prosecution or am under investigation for any matter that would make me unsuitable to work with children.

I also confirm that I have no medical conditions that would make me unsuitable to work with children.

I confirm that I do not use any recreational substances in a way that would affect my work with children.

Code of Conduct for ICT

I confirm that I have read, understood and accept the Staff Code of Conduct for ICT which is in the Staff Handbook and also on the S drive.

Signed: _____

Print Full Name: _____

Date: _____

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Headteacher: Mrs S.D. Hutchinson BEd**
Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533 Fax: 01782 849327
Email: enquiries @stjosepsprepschool.co.uk

St. Joseph's Preparatory School is a Registered Charity and a member of the Independent Schools Association and the Catholic Independent Schools Conference

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Dear Parents / Carers,

As part of our Safeguarding Children Policy we ask that all parents whose children suffer an injury outside of school i.e. a cut knee from falling off their bike or a bruised arm from a rugby match, would inform the school by filling in one of the enclosed 'Appendix A' forms. It is paramount that we receive the form when the child next attends school, this will ensure that our safety records are kept in order and up to date.

If you have any questions regarding this form, you can contact me direct.

Thanking you in anticipation.

Yours sincerely

S. D. Hutchinson .

Mrs S. D. Hutchinson
Headteacher BEd

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