



Frances Lyn Theatre School

Child Protection Policy

Policy on Keeping Children Safe at Frances Lyn Theatre School

Child Protection, Safeguarding and Safer Staffing

Information relating to this Policy:
Prepared by: Rachel Morris (Principal)
Date of implementation: 31st July 2018

Introduction

Safeguarding children at Frances Lyn Theatre School is everybody's responsibility. Every child 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. In accordance with the school's Terms and Conditions, child means a child of whatever age admitted by the School to be educated and includes any student aged 18 or over. Where a child is suffering significant harm or is likely to do so, action will be taken to protect the child.

Frances Lyn Theatre School has an holistic child-centred approach, where all members of the school community are actively engaged in protecting children. Early intervention strategies are used to protect and promote the welfare of students to ensure that concerns do not escalate.

Aim

Frances Lyn Theatre School is committed to the highest standards in protecting and safeguarding the children entrusted to its care. The school will ensure that:

- All reasonable measures are taken to minimise the risk of harm to our students' welfare.
- Appropriate actions are taken to address any concerns about the welfare of any child, working to North Yorkshire's Safeguarding Children's Board policies and procedures.
- All persons working at our school are appropriately and regularly trained in child protection awareness and procedures, are made aware of this policy and are required to read section 1 of Keeping Children Safe in Education (April 2014).

In ensuring that children at Frances Lyn Theatre School are kept safe, the school will:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Ensure that all staff feel that their concerns are listened to, taken seriously and dealt with appropriately, recognising that 'it could happen here'.
- Recognise the signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.
- Monitor and support children at risk.
- Use the curriculum to raise students' awareness and build confidence and skills.
- Work closely with parent/carers and external agencies.
- Ensure that all adults working or volunteering within the school community have been appropriately checked in accordance with safer recruitment best practice and following statutory guidance.

Safeguarding Personnel

Designated Safeguarding Lead **Rachel Morris**

Responsibilities

- * The Designated Safeguarding Lead is trained in child protection.
- * Managing referrals to the local authority as appropriate and in accordance with the BSCB procedures.
- * Keeping records of all safeguarding issues, ensuring that they are kept securely and separate from the child's main school records which indicate that further safeguarding information exists.

- * Co-ordinating the initial and refresher training of staff, maintaining records of training and raising awareness of child protection issues around the school.
- * Liaison and joint working with Social Care Services and other relevant agencies.

All staff have responsibility for the timely reporting of child protection concerns. Anybody can make a referral to social services or the NSPCC but staff are encouraged to discuss their concerns with the DSL in the first instance.

The role of all staff and other persons within the schools settings

All staff have a duty to safeguard children. They should be:

- * Trained and retrained to be aware of potential indicators of abuse, including physical, emotional and sexual abuse, neglect, female genital mutilation, bullying including cyberbullying, domestic violence, drugs, fabricated or induced illness, faith abuse, forced marriage, gangs and youth violence, gender-based violence, mental health, radicalisation, sexting, teenage relationship abuse and trafficking.
- * Open to hearing concerns from children and others, without seeking to investigate these concerns.
- * Informed on how to report any concerns to their Designated Senior Lead for Child Protection.
- * Informed on how to report any concerns relating to staff, schools governors or visitors to the School Principal
- * Informed on how to report any concerns relating to the School Principal

Listening to children

Schools and Services should:

- * Create the opportunity and environment for students to be able to talk about their concerns
- * Ensure that staff are trained in active listening techniques
- * Establish systems to enable cover for the member of staff listening to a child's concerns
- * Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Staff should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action. The school has additional guidance which should be consulted in these cases.

Always:

- * Report on as soon as you have a concern.
- * Record information verbatim using the actual words of the child and noting any questions the child raises.
- * Note dates, times, who was present, positions in the room, anything factual about the child's appearance.
- * Pass these notes to the DSL at the earliest opportunity.
- * If possible use a silent witness.

Never:

- * Promise Confidentiality to any student who is disclosing Child Protection information/evidence.
- * Ask leading questions.
- * Ask the child to write down his/her account.
- * Investigate with, or without, others.
- * Take photographs of marks.
- * Attempt any medical judgement
- * Arrange a medical examination

* Tape/video record an interview

* Ask a child to remove any clothing. Staff members should always be aware of their own vulnerability at this point, and should take steps to minimise risk to themselves whilst supporting the child.

We recognise that all matters relating to Child Protection are confidential. The Principal or DSO's will disclose any information about a student to other members of staff on a need to know basis only. Any member of staff who has reported a child protection concern using the school's internal procedure and who feels that it has not been appropriately dealt with should contact social services directly or use the NSPCC helpline. Responsibility for the protection of a child does not end when a report is made to the DSL. The school will ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide.

Children will have the opportunity to express their views and give feedback.

Reporting Procedures

It is essential that all concerns around child protection are passed on to the local authority. Usually a member of staff will pass their concerns to the DSL who will seek advice/make a judgement as to whether a referral to Social Care Services is required, or the need for any other action to be taken. However, all staff members have the right to make a referral to Social Care Services.

If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form available on Shared Files under Child Protection should be completed as soon as possible and passed to the DSL. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSL. The DSL will make a verbal referral to Social Services by the end of the working day and follow this up with a written referral within 24 hours.

Upon submitting an incident form the member of staff and the DSL should catalogue the form, sign and date the Red Child Protection book in order to prove the procedure has been followed.

If the child's situation does not appear to be improving, the staff member with concerns should press for reconsideration.

In some circumstances, the DSL may decide, usually with advice from Social Care Services, that a multi-agency approach is required to support a child or family. They will therefore instigate an inter-agency assessment. The DSL would normally be the lead professional in this process.

Staff and or Volunteer allegations

All child protection allegations relating to staff or volunteers must be reported directly to the Principal (and not the DSL) without informing the subject of the concern/allegation. The full evidence will be made available to the member of staff or volunteer who is the subject of the allegation, as soon as is agreed appropriate, within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process. In some cases it may be necessary for the staff member/volunteer to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Any complaint or concern of a child protection nature received by any person and relating to the DSL must be reported directly to the Principal who will contact the LADO (Local Authority Designated Officer).

All members of staff including volunteers working within the school need to be aware of their vulnerability to allegations especially when working with students on a one to one

basis, escorting students to appointments in their own vehicles and engaging with students in inappropriate electronic communications, and must address their practice accordingly. They must adhere to the school's policy/guidance in respect to safe conduct. Reference should be made to the staff code of conduct, guidelines on appropriate touch, e-safety guidance and anti-bullying strategy.

Students cannot be expected to raise concerns in an environment where staff fail to do so. All staff/ volunteers should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

It is never acceptable for a member of staff to socialise with students informally off the school site. Staff must never visit a student's off-site accommodation or have a student to visit their private accommodation at any time, unless express permission from the School Principal has been granted. Failure to adhere to this could lead to disciplinary action.

All schools responsible for children in receipt of a managed care placement have a duty to inform Ofsted, in cases of child protection concerns.

The school has a responsibility to report to the Disclosure and Barring Service (DBS), within one month of leaving the school, any person (whether employed, contracted, volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children.

Parents and Carers

Parents and carers will be made aware of this policy through published information and in initial meetings with parent and carers of new children. They will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.

Contact details for agency involvement:

- * LADO (Position of Trust Team) 01609 780780
- * North Yorkshire Police 101
- * Safeguarding Unit at NYCC 01609 532477
- * NSPCC Helpline: 0808 800 5000

Safer Staffing

A vital part of Frances Lyn Theatre School's culture of keeping children safe is the safe recruitment, selection and pre-employment vetting checks. The School has a staff recruitment procedure which helps deter, reject or identify people who might abuse children. For all staffing appointments, an enhanced DBS check with barred list information is required, as most staff will be engaged in regulated activity. The School follows the definition of regulated activity set out in the document Keeping Children Safe in Education (DfE 2014).

Action When a Child has Suffered or is Likely to Suffer Harm

YOU HAVE CONCERNS ABOUT A STUDENT'S WELFARE.

If there is a risk of immediate serious harm to a child, a referral should be made immediately to Children's Social Care. Anyone can make a referral.

Talk to the Designated Safeguarding Lead (Rachel Morris) about your concerns.

DOCUMENT ALL CONCERNS using Child Protection Referral form in conjunction with the DSL. DSL considers whether an early help assessment is needed or whether to swiftly move to the next step.

Refer to Children's Social Care
Monitor the situation

If the situation deteriorates then the DSL should reconsider referral.
Children's Social Care decide within one working day what action will be taken and report back to the referrer.

Assessment – Social Care Services complete the assessment within 45 working days of the referral (this could be a section 17 or section 47 assessment)

No Assessment – if no section 17 or section 47 assessment is recommended, an early help assessment may be recommended or onward referral to other services.

Signed

..... (Rachel Morris DSL)(Date)

..... (Drama Teacher).....(Date)

.....(Singing Teacher).....(Date)