

**Charitable Objects of St. Catherine's School-** *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*



## **WHOLE SCHOOL CHILD PROTECTION POLICY**

**The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

This policy was revised in September 2016 in line with the School's Policy Review Schedule which ensures that all policies are kept up to date, and replaces that which was written prior to 1998 and updated in 1999, 2000. The policy is revised as a minimum annually but also with any new legislative change. It underwent major revisions as follows and is always subject to review with every change in Child Protection Legislation/Regulations: in 2005/6, 2006/7; significant changes in 2009 and September 2010; September 2012, July 2013, January and July 2014 and March 2015.

**In addition**, this policy should be read in conjunction with the following School policies:

Staff Recruitment, Induction of New Staff, Equal Opportunities, Anti-Bullying, Anti-Bullying in the Workplace, Whistleblowing, Educational Visits (Prep and Senior), Action in Case of a Missing Pupil, Code of Conduct for Staff, ICT Policy – Guidelines for the use of Digital Technology, and associated EYFS Policies and the PSHE/PSHCE (Life Matters) scheme of work in Prep and Senior Schools. School absence procedures are outlined in the Parent and Staff Handbooks.

St. Catherine's School fully recognises its responsibilities for safeguarding children. This policy applies to all staff, governors and volunteers working in the School and is subject to annual review by the governing body. This policy has been developed with reference to and in line with:

- Surrey Safeguarding Children Board (SSCB) procedures Manual (2015),
- Safeguarding Vulnerable Groups Act 2006,
- *Keeping Children Safe in Education DfE September 2016 (KCSIE)*,
- *ISI Handbook for the Inspection of Schools: Commentary on the Regulatory Requirements* (September 2016)
- National Minimum Standards for Boarding Schools April 2016,
- Working Together to Safeguard Children (DfE 2015)
- Statutory Framework for the Early Years Foundation Stage 2014 (Section 3 – The Safeguarding and Welfare Requirements).
- Disqualification under the Childcare Act 2006 (DfE March 2015),
- What to do if you are worried a child is being abused (DfE March 2015),
- Information Sharing: *advice for practitioners providing safeguarding services* (DfE March 2015)
- DBS Referrals Guidance
- The Children Act 2004
- The Prevent Duty: Departmental advice for schools and childminders (June 2015)

and formerly

- Every Child Matters (2003-2010)

St. Catherine's School also gives regard to:

- Mental health and behaviour in schools (March 2016)
- Counselling in schools: a blue print for the future (March 2015)

*Keeping Children Safe in Education (KCSIE)* is Appendix 1 to this policy and at least Part One and Annex A of the most recent document **must** be read to ensure a full understanding of safeguarding issues. KCSIE is re-issued and is read and understood by all staff in direct contact with children at each revision. All staff sign to indicate that they have read and understood it. This is aided by specific INSET training on KCSIE, last undertaken in early September 2016.

**The aim** of the Child Protection Policy is to provide guidance for the safeguarding and promotion of the welfare of children. This is defined as: Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

**There are six main elements to this policy:**

- Ensuring the practice of safe recruitment, and checking the suitability of staff and volunteers to work with children using the Disclosure and Barring Service (DBS). Assurance is obtained that appropriate child protection checks and procedures have been applied to any staff employed by another organisation and working with the school's pupils on another site.  
The school Staff Recruitment Policy follows safer recruitment procedures in line with ISI Regulations. It includes ensuring that at least one member of any recruitment panel involved in all stages of the recruitment process has undertaken the appropriate training in Safer Recruitment, and that all the required checks are carried out on the suitability of all staff and volunteers to work with children and young people in accordance with the guidance and regulations. Appropriate supervision arrangements are put in place if members of staff start work before their DBS disclosure has been obtained, and in all cases a Barred List Check and Prohibition Order check will have been undertaken. Where necessary a risk assessment would also be undertaken. Relevant staff are also asked whether anyone in their household meets the disqualification criteria under The Childcare (Disqualification) Regulations 2009.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse. All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as the problem emerges at any point in the child's life.
- Supporting any pupil who has been abused in accordance with her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.
- Ensuring staff and volunteers are aware of the professional boundaries and obligations in their daily interaction with pupils both in and outside school. The Child Protection Policy should therefore be read in conjunction with the **Staff Code of Conduct**, with particular attention being paid to sections 9 (Power and Positions of Trust), 10 (One-to-one situations) and 11 (Relationships with pupils), 16 (photography, videos and other creative arts) and 17 (internet use).

School staff are well placed to observe the outward signs of abuse because of the day to day contact with children. Such signs may include:

- significant changes in children's behaviour
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse

- signs of neglect
- comments children make which give cause for concern

Staff should be aware that peer on peer abuse can manifest itself in many ways, including sexting and banter. Should staff become aware that a pupil has either sent or received inappropriate messages or been involved in inappropriate banter, then they should refer immediately to the anti-bullying policy. If it is believed that the situation is abusive, DSLs should be contacted as soon as possible. The DSL will make a referral to Surrey Children's Services or the police if appropriate. If a pupil from another school is involved, then that child's school will also be contacted.

**Please refer to the Appendix 1: KCSIE part 1 and Annex A for a more comprehensive list of possible types of abuse and neglect, including child sexual exploitation, forced marriage, so-called 'honour based' violence, female genital mutilation and radicalisation.**

The School will:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults in the School whom they can approach if they are worried
- provide clear contact details of both the School's Independent Listener, Childline and the Children's Rights Director.
- include opportunities in the Life Matters (PHSE, Senior School and PSHCE Prep School) and PSED (EYFS) curricula for children to develop the skills they need to recognise and stay safe from abuse, including online. (See also ICT Policy – Guidelines for the Use of Digital Technology.)
- The School will ensure that all parents, staff and visitors are aware of restrictions on the use of mobile phones and personal portable devices as cameras in EYFS. In our EYFS setting, mobile devices and cameras are not permitted in teaching areas. All images of children are stored on the school's server. Additional guidance on the use of cameras elsewhere in the School is made clear to all staff on other internal school documentation.

Pupils should be aware of the need to report allegations or suspicions of child abuse to a member of staff, who would then be responsible for passing the information on to the Designated Safeguarding Lead (DSL). Senior pupils with positions of responsibility are made aware of their particular responsibility during their own tailored Child Protection training.

The School will endeavour to support the pupil through an instance of abuse by means of:

- the content of the curriculum
- the School ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- the School's Rewards and Sanctions Policy (Senior School) and Discipline, Rewards and Awards Policy (Prep School). The School will ensure that the pupils know that some behaviour is unacceptable, but also know that they are valued and would not be blamed for any abuse which has occurred to them
- liaison with other agencies that support the pupil such as Surrey Safeguarding Children's Board, Child and Adolescent Mental Health Services, education welfare services and education psychology services.
- ensuring that, where a pupil who is the subject of a child protection plan leaves, her information is transferred to the new School immediately and that the child's social worker is informed

## **1. The Designated Safeguarding Lead**

The staff designated to take specific responsibility for Child Protection matters are known as the School's DSLs (Designated Safeguarding Leads). The lead DSL for the School is Deputy Head (Pre-Prep), Mrs Jill Cochrane. The deputy DSLs are: in the Senior School, the Head of Boarding, Mrs Lorinda Munro-Faure and the Senior School Housemistress, Mrs Kirsty Meredith; in the Preparatory School, the Deputy Head (Staff), Mrs Wendy Gibbs. All DSLs are experienced pastoral senior leaders. **They undertake Surrey County Council's Children's Services, Child Protection and Interagency Working training every two years.**

Mrs Jill Cochrane as the Lead DSL is responsible for the arrangement of twice termly DSL meeting for the sharing of updates, good practice and discussion of safeguarding matters. She would also convene the group urgently for any specific safeguarding need.

A member of the Governors' Pastoral Committee monitors and reports annually to the Governing Body on child protection issues, policies and procedures and the efficiency with which the related duties are discharged. This is currently Mrs C S Johnstone, MRCS LRCP, MBBS London, MD, FRCP

### **Responsibilities of the Designated Safeguarding Lead:**

- being fully conversant with Surrey Safeguarding Children Board Procedure Manual
- holding and being fully conversant with the School's copies of:
  - Working Together to Safeguard Children: a guide to interagency working to safeguard and promote the welfare of children* (DfE 2015)
  - KCSIE (2016) Keeping Children Safe in Education*
  - What To Do If You're Worried A Child Is Being Abused* (2015)
- Briefing staff on the relevant contents of the above guidance and procedures, and on the procedures the School should follow including:
  - (i) briefing new staff including temporary employees, Governors and volunteers on Child Protection Policy and procedures as part of their induction programme after arrival at the school and ensuring they have read and understood: Child Protection Policy, Code of Conduct for Staff and KCSIE
  - (ii) Ensuring new staff, including temporary employees, Governors and volunteers complete CHANNEL general awareness online training which includes 'CHANNEL' and 'PREVENT'.
  - (iii) **maintaining a programme of three-yearly training in child protection matters, for all staff, Governors and all volunteers;** notifying all staff that attendance at such training is mandatory and keeping their records of such training. Staff are also kept abreast of all safeguarding matters and updates during regular staff meetings.
  - (iv) ensuring that the school has up to date assessment information including for example the most up to date care plan for any pupil being looked after by the local authority
  - (v) briefing senior pupils who are given responsibility over other pupils (e.g. House Captains and Senior Boarders in the Senior School or any Senior pupils assisting with Cat Club or other activities in the Prep School) on appropriate action should they receive allegations of abuse
  - (vi) keeping under review the Action if a Pupil is Missing Senior School/Prep School Policy, which is known to staff and used in practice, for searching for and if necessary reporting, any student, day girl or boarder, missing from School. A written record is made of any incident of a boarder missing from School, the action taken, and any reasons given by the pupil for being missing
  - (vii) ensuring that parents have an understanding of the responsibility placed on the School and staff for child protection by including this policy on the School website

- (viii) keeping written records of concerns about children, through minutes of meetings (Student/Parent Discussion forms (SPDs) in the Senior School, Teacher/Parent consultation forms (pink forms) in the Prep School – notes of conversations with pupils and parents even where there is no need to refer the matter immediately. Such notes must be signed and dated by the member of staff
- (ix) ensuring all records of referrals are kept secure and in locked locations developing and then following procedures where an allegation is made against a member of staff or volunteer
- (x) ensuring safe recruitment practices are always followed (see Staff Recruitment Policy)
- (xi) **on receiving reports of alleged or suspected child abuse including concerns about a child who may be drawn into terrorism** either within the School, or reported by a pupil relating to incidents at home or outside the School, **the DSL should contact the SSCB within twenty-four hours. This includes obtaining advice about borderline cases.**

SSCB Surrey Contact Centre Children’s Team Tel: 0300 200 1006, or out of office hours urgent referrals can be made to the Emergency Duty Team Tel: 01483 517898.  
In a situation of immediate concern about a child’s safety call the Police on 999.

- (xi) notifying SSCB if there is an unexplained absence of more than two days of a pupil who is the subject of a Child Protection Plan
  - (xii) developing effective links with relevant agencies to co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
  - (xiii) ensuring all contacts with the Local Authority Designated Officer (LADO) are recorded and dated in a bound record book.
  - xiv) make a report to the Charity Commission that contact has been made with the LADO.
- Sharing concerns immediately with fellow DSL when they involve pupils with siblings across phases of the School
  - Meeting each term to review and evaluate any current girls of concern
  - Undertaking regular review of safeguarding policy and procedure in line with the most recent updates or DSL training.
2. **The School’s Senior Medical Sister** should hold a copy of “Child Protection; guidance for senior nurses, health visitors and midwives” DoH 1997 and should be fully conversant with, and use, its guidance when relevant to the School setting.

#### Important Note

*Child abuse to be reported, includes abuse of a pupil by a staff member or other adult, abuse at home which a pupil reports to staff, abuse by a stranger outside School, and abuse of one pupil by another pupil. In the case of abuse by a pupil, or group of pupils, the key issues identifying the problem as abuse (rather than an isolated instance of bullying or ‘adolescent experimentation’, which might be considered within normal bounds in the School community) are:*

- the frequency, nature and severity of the incident(s)
- whether the victim was coerced by physical force, fear, or by a pupil or group of pupils significantly older than her, or having power or authority over her,
- whether the incident involved a potential criminal act, and whether if the same incident (or injury) had occurred to a member of staff or other adult, it would have been regarded as assault or otherwise actionable.
- abuse by one or more pupils against another pupil when there is ‘reasonable cause to suspect that child is suffering, or is likely to suffer significant harm will be referred to local agencies. In these

circumstances it would be an expectation that all children involved, whether perpetrator or victim, will be treated as being 'at risk'.

### **3. Reporting concerns about child abuse:**

What should you do if a pupil discloses an allegation of physical or sexual abuse to you?

Staff members and volunteers and other adults at the School should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should however guarantee:

- that they will **only** pass on information to the **minimum** number of people who **must** be told, in order to ensure that the proper action is taken to sort the problem out.
- that they will never tell anyone who does not have a clear 'need to know'.
- that they will personally take whatever reasonable steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

Staff and volunteers should:

- Limit any questioning to the minimum necessary to seek clarification only.
- Avoid misleading the pupil or adult who has approached him/her by making suggestions or asking questions that introduce his/her own ideas about what may have happened. (Do not ask questions like "Did he/she do x to you?" using instead a minimum number of questions of the "Tell me what has happened" type.).
- Stop asking any more questions as soon as the pupil or adult has disclosed that he/she believes that something abusive has happened to her, or to someone else.
- Tell the informing pupil or adult that s/he will now make sure that the appropriate people are brought in to follow up the problem.
- Ask the informing pupil or adult what steps he/she would like taken to protect him/her now that he/she has made an allegation and assure him/her that the School will try to follow his/her wishes.
- Check immediately whether or not the pupil has any siblings in either school and cross reference to the DSL accordingly in case a whole family situation is being discovered.
- Make a **handwritten, signed and dated** record as soon as possible **on the same day** of what he/she has been told and make a copy of this available to either the relevant Headmistress and DSLs or Chair of Governors and LADO as appropriate. **It is vital to use the exact words of the pupil wherever possible.**

**NB** School staff, including the Headmistresses and volunteers, should **not** investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and any others involved must **not** be interviewed by School staff beyond the point at which it is clear that there is an allegation of abuse. The interviewing of children and adults involved is carried out by specially trained Children's Services and/or police staff following agreed procedures.

What to do if you have reason to suspect that abuse has taken place in school, or that a school pupil may have been abused outside school.

- It is vital that staff and volunteers report the information to a DSL immediately when they receive the information, leaving a class with a cover teacher if necessary, and that any written accounts of the conversations had are also passed to the DSL.
- If there is concern of serious harm to a pupil it should be made known to the police from the outset. Referrals will also be made to the police for any child at risk of harm if the School believes a crime may have been committed.
- The DSL will then follow the procedure set out in section 5.
- Any boarder who is either accused of abuse or alleges to be a victim of it will be accommodated in the school Medical Centre and will receive appropriate support and supervision.

- If Female Genital Mutilation (FGM) is suspected, then this **must** be referred to the Police. Please refer to part 1 and Annexe A of KCSIE Sept 2016 (Appendix 1 of this policy)

**4. What to do if you have reason to believe or suspect a member of staff or a volunteer to have committed abuse in school, or to a school pupil either at home or outside school.**

- If the concern is about a member of staff or volunteer, or is centred on the DSL, it should be reported to either the Headmistress of the Prep School or the Headmistress of the Senior School as appropriate who should be kept informed. If both of the Headmistresses are absent, the allegation should be passed to the Chairman of Governors, Mr Peter Martin c/o St Catherine's School.
- If the allegation is about either of the Headmistresses, the report should be made to the Chairman of Governors, or the Local Authority Designated Officer (LADO) at the Surrey Safeguarding Children Board without the Headmistress being informed. Advice and guidance is available through the SSCB.

**Contact details: Safeguarding Children Unit Duty desk 01372 833321: ask to speak to a LADO for allegations  
OR access the SSCB Surrey Child Protection Procedure Manual from the SSCB page [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)).**

- All allegations of abuse against teachers or other staff must be reported within one working day to the LADO or, in the most serious cases, to the police. In borderline cases informal discussions with the LADO can be made without naming the school or individual. A referral (or informal discussion) can be made to the SSCB by any member of staff or volunteer if necessary. All discussions must be recorded in writing
- **No** investigations will take place without prior consultation with the LADO or the police.
- Any member of staff living on site, after such an allegation has been made, will be immediately relocated at the school's expense to other suitable accommodation away from the school site.
- Any allegations of serious harm or abuse committed by any person living, working, or looking after children at the school (whether the allegations refer to acts committed on the premises or elsewhere) must be reported to Ofsted. We should also report to Ofsted as soon as is reasonably practicable and certainly within 14 days of the allegation being made, any actions taken in response to the allegations.
- The School will report to the DBS any person employed, contracted (including supply teachers), a volunteer or student teacher or other trainee whose services are no longer used because he/she is considered to be unsuitable to work with children or who would have been dismissed from School if they had not left earlier.
- The school is required to restrict the reporting and publishing of allegations against teachers until such a time as the accused person is charged with an offence or the DfE/NCTL (National College for Teaching and Leadership) publish information about an investigation.
- The quick resolution of the allegation must be a clear priority to the benefit of all concerned.

**Important Note**

*One of the major reasons for the inclusion of boarding Schools within the Children Act 1989 was to ensure that local child protection procedures are followed in cases of alleged child abuse. These procedures require that, to minimise the risk of problems that have occurred in the investigation of abuse elsewhere in the country, the interviewing of children and adults involved is now carried out by specially trained staff only. This follows procedures agreed between (amongst others) the local authority and police, in line with government requirements and in the light of the recommendations of past inquiries. These are designed to avoid unnecessary or repeated interviewing and*

*examinations, to involve the police and medical personnel as appropriate and, in the light of the experience of previous investigations, to avoid the 'cross contamination' of evidence that may later be needed in court by interviews that may have 'led' a witness. Similarly, boarding inspectors will not interview or investigate allegations of child abuse themselves. They, too, will refer the investigation to specialist Children's Services and police staff.*

*It is important to acknowledge that the Children Act will inevitably lead to some investigations being triggered which do not substantiate the allegation made, as well as those that do. It is a basic assumption that it is better to endure some 'false alarms', than to fail to initiate specialist investigation of instances of real abuse. The Local Authority Designated Officer will work with the Head, staff and pupils involved in any 'false alarm' investigation to assist in recovery from the incident, as well as working with the School to assist in 'living through' and recovering from a substantiated investigation.*

## **5. The relevant DSL on receiving an allegation of physical or sexual abuse should:**

(Note: All discussions must be recorded in writing)

- a) Take any steps needed to protect any pupil involved from risk of immediate harm.

### **Important Note**

*This may involve allocating an appropriate member of staff, as far as possible a person chosen by the pupil herself, to stay with her. Similarly, an inspector receiving an allegation of abuse at the School may stay with the pupil concerned until suitable arrangements for her protection are made.*

- b) **Not** interview or investigate the allegation further, but refer the matter **within 24 hours** to the LADO at the Surrey Contact Centre. The DSL at the School should speak personally to the Surrey Contact Centre, and not rely on leaving a message. When DSLs are uncertain about whether a formal referral is necessary they should contact the LADO to seek guidance explaining the situation and refer to "Early Help Multi-agency levels of need guidance" within the Surrey Child Protection Procedure Manual (SSCB). Once it has been agreed that a formal referral is necessary, this should be confirmed in writing as soon as possible.
- c) Consult the Surrey Child Protection Team Manager and follow his/her advice about contacting parents, other staff, police, doctor, alleged perpetrator or witness direct.
- d) Agree with the Child Protection Team Manager any necessary steps in relation to:
- informing a pupil's parents (there are circumstances where it would be inappropriate to inform parents immediately an allegation has been made).
  - medical examination or treatment for the pupil (again, there are circumstances where medical evidence will be needed).
  - immediate protection that may be needed for a pupil who has been the victim of abuse, a pupil who has given information about abuse, and a pupil against whom an allegation has been made (each of these may now be at risk).
  - informing other people at the School (including any other members of staff) of the allegation and its investigation (experience has shown that knowledge of an allegation or impending investigation can lead to a serious risk to the informant from the alleged perpetrator, or to 'cover up' evidence that may be sought by police - such as collections of child pornographic photographs - or to pressure being applied on others to remain silent).



- informing the placing authority, if there is one.
- e) Inform the pupil or adult who made the initial allegation of what the next steps are to be, having agreed these with the local Child Protection Team Manager (*It is helpful for the call to the Child Protection Team Manager to be made while the pupil or adult is waiting, so that he or she can be told the likely next steps immediately after the call*).
  - f) If necessary, after consultation with the DfE Guidance in “Keeping Children Safe in Education” (September 2016) and Surrey Child Protection Procedure Manual consider the suspension from duty, pending investigation, of any staff member who is alleged to have abused a pupil or pupils.
  - g) Take any necessary steps for the longer-term protection and support of each pupil who has made allegations of abuse, or is alleged to have suffered from abuse, taking her wishes fully into account. *This may involve the pupil receiving continuing support and protection from a staff member chosen by herself. In the case of a day girl this may involve coming into boarding; in the case of a boarder it may involve changing accommodation within boarding, or returning to her parents temporarily.*
  - h) Take any necessary steps to protect and support a pupil who is alleged to have abused another. *The allegation may not later be substantiated, but even if it is, the School continues to have a statutory welfare responsibility towards this pupil while she is at the School.*
  - i) Ensure that any pupil being interviewed by the police has available a supportive member of staff of her own choice to accompany her if this becomes necessary.
  - j) Notify the DBS of any allegation against a member of staff who is being investigated by the local Children’s Services Department and/or Police.
  - k) Ensure co-operation by the School in any subsequent investigation.
  - l) Make arrangements where feasible for any pupil who has been the subject of abuse to receive any necessary continuing counselling and support by agreement with her parent(s) where appropriate.
  - m) Each pupil placed on the Child Protection Register must have her own multi agency Child Protection Plan, which must be agreed during the Initial Child Protection Conference. Membership of the Core Group will be identified at the Initial Child Protection Conference and will include the parents/carers, child, other relevant family members and relevant professionals. A key worker will be appointed to co-ordinate and lead the core group which is responsible for developing all aspects of the multi-agency Child Protection Plan.

Children who have suffered or are at risk of suffering significant harm should be reported to Surrey Safeguarding Children Board immediately. Those who are in need of additional support from one or more agencies should lead to inter-agency assessment using local processes, including use of **Early Help Assessment** (previously Common Assessment Framework) and **Team around the Child approaches**.

Contact with the SSCB will initiate an independent investigation if this proves to be necessary, and the Local Authority Designated Officer will arrange, within pre-set time limits, the involvement of the relevant specialist police personnel and if necessary a meeting of the agencies who may need to be involved, together with the School.

The School should consider taking, and, as necessary should take, disciplinary action against any member of staff or agent of the School, where it believes pupils are at risk of abuse from that member of staff, even in cases where there is to be no criminal prosecution.

Advice and guidance is available through the Surrey Safeguarding Children Board. All discussions must be recorded in writing.

**(Contact details: Safeguarding Children Unit Duty desk 01372 833321: ask to speak to a Local Authority Designated Officer (LADO) for allegations OR access the SSCB Surrey Child Protection Procedure Manual from the SSCB page [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding))**

Important Note:

*The School must make its own decision on whether a pupil's welfare is at risk, whatever the outcome of a police or children's services investigation may be, and the level of evidence needed for criminal prosecution is likely to be higher than that which may trigger valid disciplinary proceedings. Disciplinary proceedings and grounds for concern over pupils' welfare may be based on 'balance of probability' rather than 'beyond reasonable doubt'.*

*Where a member of the boarding, residential staff is suspended pending an investigation of a child protection nature, the School will immediately provide alternative accommodation away from the boarding pupils.*

Where a School has 'low level' concerns that do not amount to allegations or suspicions of specific abuse, but which may indicate the possibility of abuse occurring, the relevant DSL should discuss these with the SSCB.

## **6. Ensure Staff and volunteers are aware of the professional boundaries and obligations**

As part of the training for all staff and volunteers in child protection, the School issues guidelines to **all** staff and volunteers on the prevention of abuse, including cyberbullying, which are covered in the school's Code of Conduct for staff, the Whistle Blowing policy and the ICT Policy – Guidelines for the use of Digital Technology. This includes issues such as:

- staff supervision of high risk situations (e.g. 1:1 tuition, sports coaching, individual music tuition, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil including use of social media).
- avoidance of inappropriate physical contact between staff and pupils.
- avoidance of inappropriately spending time alone with individual pupils.
- the need for all staff to be vigilant in spotting and reporting clear suspicions that abuse may be occurring and a duty to report concerns about the management of safeguarding; concern about poor or unsafe practice and potential failures in the school's safeguarding regime.
- providing immunity from retribution or disciplinary action against such staff for 'whistle blowing' direct to the relevant public authorities/social care with a concern about possible abuse

All staff and volunteers are required to follow the Staff Code of Conduct which includes a clear statement that corporal punishment is prohibited. The Code also provides guidance on the proper use of physical contact in extreme situations where it becomes necessary to safeguard a pupil or a member of staff.

The School must report to the DBS and, in the case of teaching staff, must consider reporting to the NCTL within one month of his/her leaving the School, any person – employed, contracted (including supply teachers provided by an employment agency), a volunteer or student teacher or other trainee – whose services are no longer used because s/he is considered unsuitable to work with children. For guidance regarding whether an allegation against a teacher is sufficiently serious to be reported reference should be made to NCTL guidance on the website <https://www.gov.uk/guidance/teacher-misconduct-referring-a-case> and Teacher Misconduct: the prohibition of teachers (July 2014) <https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers--3>

**DBS Contact details**

Address for referrals: PO Box 181, Darlington DL1 9FA

Telephone for referrals: 01325 953 795

Email:- [dbsdispatch@dbs.gsi.gov.uk](mailto:dbsdispatch@dbs.gsi.gov.uk)

**NCTL Contact details**

Telephone for referrals: 020 7593 5393

Email:- [regulation.division@education.gsi.gov.uk](mailto:regulation.division@education.gsi.gov.uk)

## **Governors**

- All governors read and agree to the Child Protection Policy. Any proposed reviews or amendments to the policy are sent to all governors.
- The Governor with responsibility for Child Protection and the Chairman of the Governors are contacted by the DSL whenever they are dealing with a child protection case. Any Child Protection issues are raised with the Chair of Governors at the regular meeting with Headmistress.
- Child Protection cases are also raised at the Governors Pastoral Committee, which comprises governors, including the governor with responsibility for Child Protection, the Headmistresses of both Senior and Prep schools, selected members of SMT with pastoral roles or particular skills and the Senior Nursing Sister. This committee meets twice yearly. At one of these meetings a CP audit for the year is presented, and a review of the Health and Safety measures for pastoral areas of the school is undertaken (this includes reviewing the procedures in relation to Child Protection.) The audit is subsequently signed by the CP governor and presented at the next available Governing Body Meeting.
- Safeguarding is taken as a separate item on each Governing Body Meeting Agenda each term.

The School will remedy without delay any deficiencies or weaknesses in child protection arrangements that become apparent working in liaison with the LADO when appropriate.

## **CONTACT DETAILS**

**SCHOOL**

**Chair of Governors**

**Mr Peter Martin c/o St. Catherine's School 01483 893363**

**Designated Safeguarding Leads:**

**Senior School**

**Mrs Lorinda Munro-Faure [lorinda.munrofaure@stcatherines.info](mailto:lorinda.munrofaure@stcatherines.info) 01483 899756**

**Mrs Kirsty Meredith [Kirsty.Meredith@stcatherines.info](mailto:Kirsty.Meredith@stcatherines.info) 01483 899604**

**Prep School**

**Mrs Jill Cochrane [jill.cochrane@stcatherines.info](mailto:jill.cochrane@stcatherines.info) 01483 899667**

**Mrs Wendy Gibbs [Wendy.Gibbs@stcatherines.info](mailto:Wendy.Gibbs@stcatherines.info) 01483 899745**

## **LOCAL**

**Safeguarding Children Unit Duty desk** 01372 833321: ask to speak to a **LADO** for allegations OR access the SSCB Surrey Child Protection Procedure Manual from the SSCB page [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)).

**SSCB Surrey Contact Centre Children's Team** Tel: 0300 200 1006 (we are in the South West regional area) or out of office hours urgent referrals can be made to the **Emergency Duty Team** Tel: 01483 517898.

In a situation of immediate concern about a child's safety call the **Police** on 999.

Local Police Waverley Neighbourhood Police Station, Godalming, Surrey GU7 1HR  
Phone 101

**General safeguarding advice for schools in Surrey** can be obtained from Ian McGraw 07772 009477 [ian.mcgraw@surreycc.gov.uk](mailto:ian.mcgraw@surreycc.gov.uk)

### **The Multi-Agency Safeguarding Hub (MASH)**

#### **Monday to Friday from 9am to 5pm**

The Multi Agency Safeguarding Hub responds to initial enquiries about children and young people as a result of Police involvement with the child or their family.

The MASH is based at Guildford Police Station and combines Children's Service social workers and police staff.

If you become aware that the Police have been involved with a child, young person or family, please contact the MASH on 01483 518505 or [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk) or Secure Email [csmash@surreycc.gcsx.gov.uk](mailto:csmash@surreycc.gcsx.gov.uk).

## **OTHER**

### **NSPCC (0808 8005000)**

The Department for Education has dedicated a telephone helpline (**020 7340 7264**) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

### **DBS Contact details**

Address for referrals: PO Box 181, Darlington DL1 9FA

Telephone for referrals: 01325 953 795

Email:- [dbsdispatch@dbs.gsi.gov.uk](mailto:dbsdispatch@dbs.gsi.gov.uk)

### **NCTL Contact details**

Telephone for referrals: 020 7593 5393

Email:- [regulation.division@education.gsi.gov.uk](mailto:regulation.division@education.gsi.gov.uk)

**APPENDICES**

Appendix 1 Keeping Children Safe in Education (September 2016)

Appendix 2 Glossary

.....  
Mrs A M Phillips  
Headmistress of Senior School

.....  
Miss N Bartholomew  
Headmistress of Preparatory School

Date: .....

**This policy will be reviewed annually or more regularly if required by regulatory change. The DSLs, Senior Management Team and Designated Child Protection Governor will be involved in this review which is then followed by scrutiny and approval by the full Governing Body.**