



Loreto Convent School

Gibraltar

SAFEGUARDING - CHILD PROTECTION POLICY

This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.

1. Introduction:

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004; and in line with government publications:
 - 'Working Together to Safeguard Children' 1999 and 2013
 - 'Framework for the Assessment of Children in Need and their Families' 2000
 - 'Education Act 2002
 - 'What to do if you are Worried a Child is Being Abused' 2003
 - 'Safeguarding Children in Education' DfES Guidance, Sept 2004
 - 'A Handbook for Senior Designated Officers Safeguarding/Child Protection in Educational Settings'
 - 'Safeguarding Children and Safer Recruitment in Education (DCSF 2006)
 - 'Teaching Standards' 2012
 - 'Keeping Children safe in education' 2014
 - 'Working together to safeguard children' 2013
- 1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.
- 1.3 We recognise that all staff and governors have a full and active part to play in protecting our children from harm and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.
- 1.5 In our school, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
- 1.6 Our teaching of personal, social and health education and citizenship as part of the National Curriculum helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them to recognise different risks in different situations, and how to behave in response to them.

2 Aims and Objectives

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- 2.1 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse.
- 2.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- 2.3 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- 2.4 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
- 2.5 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- 2.6 To develop effective working relationships with all other agencies involved in safeguarding children.
- 2.7 Where appropriate, to ensure that all adults within our school who have access to children have been checked as to their suitability.
- 2.8 All teaching / support staff have completed training for Safeguarding Children Tier 1.

3. Procedures:

- 3.1 We have 3 Designated People for child protection who have undertaken the training to support them. The Child Protection Co-ordinator is the Headteacher, Mrs Napoli.
- 3.2 We have members of staff who will act in the Designated Person's absence or when instructed to by the Headteacher - Mrs Bruzon and Ms Picardo.
- 3.3 Child Protection Co-ordinators in the school receive regular training to raise awareness of abuse and their knowledge of agreed local child protection procedures.
- 3.4 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection Policy.
- 3.5 All adults (including supply teachers, non-teaching staff and volunteers) new to our school will be directed to a copy of this policy, and informed of the designated person for Child Protection.

- 3.6 All members of staff, volunteers, and governors know how to respond to a child who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 3.6.1 If a teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional, or physical nature, it can also be the result of neglect.
- 3.8 Any action that the named person takes when dealing with an issue of a child protection must be in line with procedures outlined by the Department of Education.
- 3.8 The school's named co-ordinator works closely with the Social Services department and the RGP when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner but the interest of the child is of paramount importance.
- 3.9 If a child alleges abuse, the school usually makes a referral without communicating with parents first. In some circumstances, we inform parents first.

4. Responsibilities:

- 4.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
- 4.2 We have a Designated Person who is responsible for:
- Referring by telephone a child's details if there are concerns about his/her welfare, possible abuse or neglect.
 - Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral.
 - Ensuring that all such records are kept confidentially and securely and are separate from the student records, with a front sheet listing dates and brief entry to provide a chronology.
 - Acting as a focal point for staff to discuss concerns and liaising with other agencies and Professionals.
 - Ensuring that all college staff are aware of this policy and know how to recognise and refer any concerns.
 - Keeping themselves up to date with the knowledge to enable them to fulfil their role, including relevant training.

5. Supporting Children:

- 5.1 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- 5.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 5.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 5.4 Our school will support all children by:
 - Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - Promoting a caring, safe and positive environment within the school.
 - Liaising and working together with the RGP and those agencies involved in the safeguarding of children.
 - Providing continuing support to a child (about whom there have been concerns) who leaves the school by ensuring that such concerns and college medical records are forwarded under confidential cover to the Headteacher at the child's new school as a matter of urgency.

6. Confidentiality:

- 6.1 We recognise that all matters relating to child protection are confidential.
- 6.2 The designated person will disclose personal information about a child to other members of staff on a need-to-know basis only.
- 6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 6.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another.
- 6.5 We will always undertake to share our intention to refer a child to Social Services with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

7. **Supporting Staff:**

- 7.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 7.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support.

8. **Allegations Against Staff**

- 8.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 8.2 We understand that a student may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher, Mrs Bruzon or Ms Picardo if the Headteacher is not available.

9 **Contact Numbers & Resources**

Royal Gibraltar Police		200-72500
RGP Liasion Officer	PC Stephen Peach	5406-7299
Care Agency		200-76830
	Children's Services Team Leader	200-50816
	Email	infocareagency@gibraltar.gov.gi
Childline		8008
	Administration	200-43503
	Email	info@childline.gi
	Web	www.childline.gi

Seen by Governing Body: