

**Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

**Aims:**

- To foster growth in Christian faith and values
- To value, appreciate and enjoy learning
- To encourage curiosity and creativity
- To work for excellence
- To aspire to high ideals
- To give generous service to others

**Child Protection Policy**  
**(To be read with the Code of Practice)**

**This policy applies to all staff and volunteers at The Sacred Heart School**

**Designated staff:**

The Senior Designated Member and Coordinator for Child Protection - for the whole school, including Early Years Foundation Stage - is Miss Gooderson

The Deputy Designated Members are Sr. Francis and Mrs Kenny

The Designated Member of staff in the boarding house is Sr. Danuta

The member of the Governing Body responsible for Child Protection is Mr Dale.

The Sacred Heart School takes seriously its responsibilities to safeguard the interests of all our pupils, including those in the Early Years Foundation Stage. We believe

- pupils have the fundamental right to be protected from harm and that they cannot learn unless they feel secure.
- staff working in the school have the right to guidance concerning the protection of pupils.

We recognise the importance of each child's well being, both in and out of school

- All children have the right to be free from abuse
- They have the right to be treated with respect and dignity, as do the adults who work with them
- In child protection issues the welfare of the child is paramount
- As adults, we bear the responsibility of protecting children
- When working with children we will ensure that all our children enjoy equal opportunities

To achieve this we will work together with parents, colleagues and other agencies to create safe environments and protect children from harm, in accordance with the Norfolk Safeguarding Children Board Document (available in staff rooms). **See also other Safeguarding policies.**

**Aims:**

We aim to provide an environment in which

- Our pupils are given the opportunity to achieve their potential in academic, personal and social development
- The diverse talents of pupils are recognised
- The pupils' views and opinions are valued
- Pupils are encouraged to talk and know that they are being listened to

We aim to safeguard and promote the safety and health of our pupils and provide clear direction to staff about expected codes of behaviour in dealing with child protection issues.

**Objectives:**

We will provide guidance to pupils so that there are suitable adults they may approach with confidence if they are experiencing difficulties.

The curriculum, through assemblies, PSHE, form period times, and discussion in lessons, gives opportunities for pupils to express their feelings and to learn to be assertive. The self-esteem of pupils is promoted.

Through this they develop an awareness of potential risks to health and learn how to keep safe. They realise they are entitled to say 'no' on occasions where they feel uncomfortable.

All staff, both teaching and support, receive guidance and/or training in child protection issues in order to maintain their vigilance in recognising abuse and appropriate procedures for dealing with it.

**Designated staff:**

**As listed above** - These names are given when requested to the Local Authority. (Appendix 2 – Roles)

**Recognising Possible Abuse**

Children can be harmed in a number of ways. Abuse can be physical, sexual and emotional or it can take the form of neglect. Children sometimes suffer more than one type of abuse at a time. (See Appendix 1 for Categories of Abuse)

**When to be concerned:**

Staff should be concerned if a pupil

- Regularly has unexplained injuries
- Frequently has injuries, even if explanations are reasonable.
- Offers confused or conflicting explanations as to how injuries are sustained
- Exhibits significant changes in behaviour, performance, or attitude
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
- Discloses an experience in which he or she may have been significantly harmed.

**Allegations of abuse:**

If a child discloses that he or she has been abused in some way, the member of staff should

- Listen to and accept what is being said with sensitivity
- Allow the child to talk freely
- Listen, not ask leading questions
- Reassure the child that what has happened is not their fault
- **Not promise confidentiality.**
- Stress that it was the right thing to tell
- Not criticise the perpetrator
- Explain what has to be done next and who has to be told

Whether suspicions arise through disclosures children make, or as a result of observations, the member of staff concerned **must**

- Make a written note, signed, dated and timed of what was said or seen.
- Refer the matter immediately to the designated member of staff

This record may have to be used as evidence in court. Staff must therefore be aware of the need to distinguish between fact and opinion.

On receiving information the designated member of staff will

- Take steps to safeguard the child
- If necessary refer the matter to Children's Services within 24 hours Tel: 01553 669330. Out of hours information should be passed to the Duty Social Worker on Tel: 0844 800 8014
- The matter will then be dealt with using Child Protection Procedures.
- An inter- agency investigative strategy may be set up.
- In borderline cases the Children's Services Consultation line will be used

Parents should be informed before a referral is made, unless

- This would place the child at greater harm
- Such action may impede a criminal investigation
- The child might be the victim of fabricated or induced illness

**Record Keeping: Well- kept records are essential**

All records of child protection concerns and referral are kept in a locked cabinet separate from the main pupil files.

A child will have one Child Protection file only, where events are kept in chronological order. All staff must ensure that they record information as soon after an incident or disclosure as possible. This must then be passed to the designated member of staff.

When children leave for another school Child Protection files will be sent, marked Confidential, to the new establishment.

**Accusations of physical or sexual abuse by members of staff (including designated members of staff) or any staff, paid or unpaid, working within the school will be reported to the Headteacher and (unless the allegation is made against them) the designated member of staff. If the Headteacher is absent, the allegation will be passed to the Chairman of Governors.**

The Headteacher or designated member will contact the Local Authority Designated Officer (L.A.D.O.) within 1 working day (Tel: 01603 223473).

The L.A.D.O. will discuss the case with the Headteacher and will oversee to its conclusion.

Serious allegations will result in suspension – a neutral act.

In what appear to be borderline cases the L.A.D.O. will be consulted (names will not be given unless it is deemed necessary for action to be taken).

**In the event of the allegation being made against the Headteacher, the matter would be referred to the designated member of staff (and NOT the Headteacher) who would at once contact the Local Authority Designated Officer, Trustees and the Chairman of Governors.** This is for the protection of the child and in the interests of the member of staff during the investigation.

The Chairman of the Trustees would suspend the Headteacher. It should not be seen as a pre-judgement of guilt.

Strategy meetings would be held and attended by Trustees, Chairman of Governors, Senior Management and the Local Authority Designated Officer (LADO).

If disciplinary proceedings are initiated it is likely that three parallel investigations will take place.

- The inter-agency child protection process where decisions will be made on professional judgement. Any civil court proceeding to protect the child will be based on the balance of probabilities.
- The police investigation into whether a crime has been committed. In order to prosecute there must be sufficient evidence that beyond reasonable doubt an offence has been committed. If there is insufficient evidence to prosecute, there may still be a need to safeguard the child. The member of staff may still face disciplinary proceedings.
- The employer's disciplinary procedure looks to discover whether an employee has been guilty of a level of misconduct in the course of their duties.

The procedure could include reviewing the recruitment and supervision of the staff member. Further checks may be necessary.

**Remember** – Ofsted must be informed as Boarders are involved.

The Diocesan Safeguarding Co-ordinator, Mick Thurley (02085054199) must also be informed.

**NB In cases of serious harm the police will be involved from the outset.**

**In all cases the school should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse.**

**The Independent Safeguarding Authority** will be informed, within one month of leaving the school, of any person (whether employed, contracted, a volunteer or student) whose services are no longer used because they are considered unsuitable to work with children; address for referrals is PO Box 181, Darlington DL1 9FA (tel: 01325 953 795)

**Abuse by one or more pupils against another pupil: refer to Anti-bullying policy.**

In serious cases child protection procedures, as stated above, will be followed.

In such cases advice will be taken from Social Services and / or Police, risk assessments put in place if necessary and staff informed on a need to know basis. This will be regularly updated.

### **Training**

At the Sacred Heart School we are committed to Child Protection Training. The Head teacher, Senior and Deputy designated members of staff and nominated member of the Governing Body will undertake relevant training for their role, in accordance with Section 175 of the Education Act of 2002. They will attend refresher courses every two years. Relevant Multi-Agency and C.A.F. Training will be undertaken by the designated members.

All other staff will receive relevant training on Child Protection in accordance with section 175 of the Education Act 2002, every three years. New staff will be given a brief introduction to Safeguarding by the Designated member and will then be trained with the rest of the staff.

### **Staff Recruitment**

Before confirmation of an appointment, all staff and volunteers who apply to work within the school will be subject to a rigorous recruitment process to ensure, as far as possible their suitability to work with children. References will be taken up and they will be required to give evidence of their qualifications, driving licence and details of previous experience and work history.

As part of the recruitment process, all potential staff will be required to declare any criminal record. Criminal Record Bureau checks (Police checks) will be undertaken. No-one will be employed if it is considered they are unsuitable to work with children.

All staff are informed of the designated teachers' names and the school's policy for the protection of children.

- During their first induction to the school
- Through the availability of a copy of this policy and the Code of Practice
- Through the staff A-Z
- Information on relevant notice boards
- Whole staff training and briefing meetings
- Reminders at the beginning of each year

### **Staff Induction**

As part of their induction at the Sacred Heart School, all staff are given inset by the designated member who, as well as providing staff with the names of Designated teachers, the school's Child Protection policy and the Code of Practice, also gives guidance to staff on not getting into compromising situations (such as when comforting an upset or sick child, or making remarks that a child may perceive as being inappropriate.)

### **Visits and Visitors**

When visiting other organisations off site or working with visiting workshops, speakers etc. on site, pupils will not be left alone without our staff unless assurance is obtained that appropriate child protection checks and procedures have been carried out.

### **Parents**

All parents will have access to this policy through the school website.

### **Monitoring and review;**

Any deficiencies or weaknesses in arrangements will be remedied without delay.

The Designated Member of Staff will regularly review the policy for such weaknesses and deficiencies, especially when child protection issues have arisen. Staff and Governors will then be updated.

Senior Management and Governing Body will review on an annual basis. Next review due September 2012.

*New policy September 2008SG/ Reviewed Sept 2009/SG, HK/Rev Sept 2010SG/Rev Sept 2011SG / March 2012 SG/ next Review due Sept 2012*

## Appendix 1

### Definitions of Abuse

The following categories of abuse are as defined in "Working together to Safeguard Children, 2006."

**Neglect:** The persistent failure to meet the child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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 needs.

**Physical Injury:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child they are looking after.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and 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.

**Emotional Abuse:** Is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. E.g. conveying to children that they are worthless and unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child, although it may occur alone.

## Appendix 2 Roles of staff and management

### The Designated Teachers

- **The Senior and Deputy Designated Members of Staff will attend specialised child protection training, which will be updated every two years.** The Senior designated member of staff is responsible for ensuring that all staff (teaching, support, paid and volunteers) know who the Coordinator and deputy are, and that they regularly receive information that enables them to identify child protection matters and respond appropriately.
- If the school believes that a referral is a matter of child protection, but the staff at Children's Services do not, then the designated member of staff will write to the Manager of Social Services at Austin House, King's Lynn.
- If a child who has such a file leaves the school the designated member of staff will inform the relevant social worker and send the child protection records to the receiving school immediately. If the new school is unknown, the Social worker or Children's Services should be made aware as a matter of urgency. In this case the records should be retained.
- If a child joins the Sacred Heart with a Child Protection file, Children's Services should be notified immediately. If no file arrives, but the child is known to have such, the previous school should be contacted immediately and the records requested as a matter of urgency. If these are not then sent Educational Welfare should be informed.

### Attendance at and reports to Child Protection Conferences:

- A Child Protection Conference may be called if Children's Services and police decide a child may be at risk of significant harm.
- The Senior Coordinator will be asked to attend this, unless another member of staff is considered to have a greater knowledge of the case.
- If the conference is held in holiday time, then a member of the Senior Management Team will attend.
- The school will provide the person chairing the conference with a written report on the child at least 48 hours in advance.
- A child's parents will have access to this report.
- If a child is then made subject of a Child Protection Plan, a core group will be identified who have most knowledge of the child and the case.
- The Senior Co-ordinator will attend this group.

### **The Designated member of the Governing Body**

- Will liaise with the Head teacher and designated member to ensure that the school has a child protection policy and procedures in place.
- He/she will ensure that an annual item is placed on the Governing Body's agenda to report on changes to policies/procedures, training undertaken by the designated member and other staff and the number of incidents (without details of names), and the place of child protection issues in the school curriculum.
- He/she will liaise, with due regard to issues of confidentiality, with the Headteacher and the designated member regarding allegations of child abuse.
- He/she will oversee the procedures relating to liaison with Children's Services and the police in relation to any allegations of child abuse made against the Headteacher, including attendance at strategy group meetings.
- The Designated Governing Body member will attend child protection training.

### **The Governing Body**

- In order to monitor the effective safeguarding of the pupils, the Governing Body will require the Headteacher to submit a termly report on child protection issues within the school. This report will not reveal details of any individual children or families.
- The adequacy of the procedures outlined in this document will be reviewed and adopted annually by the Governing Body.

### **Appendix 3**

#### **The Norfolk Local Safeguarding Children Board (NSCB)**

School or agencies working alone cannot achieve the safeguarding and protection of children. It is a multi-agency task and depends on agencies working well together.

The NSCB is made up of representatives from all groups, including the Education Department, whose work brings them into contact with children.

There is an obligation on all member agencies of the NSCB to comply with procedures as set down by that committee. Therefore, the procedures outlined in this document reflect those of the NSCB.

The Sacred Heart School will have particular regard to the DFES publication "What to do if you are worried a Child is Being Abused."

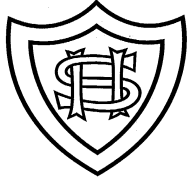
### **Appendix 4:**

#### **Informing OFSTED – Boarding House** Ofsted Tel: 08456404040

The designated member of staff or deputy must inform and consult with Ofsted who will be concerned with issues of safeguarding and promoting the welfare of all boarders, including

- Whether an alleged incident indicates a significant failure by the school to safeguard and promote the welfare of children.
- Whether the school acted appropriately and in accordance with Child Protection Procedures
- Whether the children are adequately safeguarded following the allegation, discovery or disclosure of abuse
- Whether there are any lessons to be learned and recommendations to be made as a result of the allegation, discovery or disclosure of abuse.
- OFSTED must be kept informed of developments throughout an investigation and inspection and may wish to be involved in a strategy discussion of Child Protection Conference. if this is convened. Even when an investigation does not confirm abuse, there may still be matters for OFSTED to discuss with the school.

### **Appendix 5 The Code of Practice**



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**Aims:**

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- To value, appreciate and enjoy learning
- To encourage curiosity and creativity
- To work for excellence
- To aspire to high ideals
- To stimulate generous service of others

## Code of Practice

### 1. Principles

- *The welfare of the child is paramount.*
- *Staff should understand their responsibilities to safeguard and promote the welfare of children and young people.*
- *Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.*
- *Staff should work, and be seen to work, in an open and transparent way.*
- *Staff should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which may give rise to concern. Child welfare concerns should be reported to the Designated Child Protection Officer (DCPO) in accordance with the Child Protection Policy.*
- *Records should be made of any such incident and of decisions made/further actions agreed, in accordance with school policy for keeping and maintaining records.*
- *Staff should apply the same professional standards regardless of race, gender or sexuality.*
- *Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.*
- *Staff should know the procedures for handling allegations against staff and to whom they should report concerns, in accordance with the Child Protection Policy.*

### 2. Duty of care

*Staff should*

- *understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *always act, and be seen to act, in the child's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour*

*The school should:*

- *foster a culture of openness and support*
- *ensure that systems are in place for concerns to be raised*
- *ensure that staff are not placed in situations which render them particularly vulnerable*
- *ensure that all staff are aware of expectations, policies and procedures*

*The Governing Body should:*

- *ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored in school*
- *ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures*

### 3. Exercise of Professional Judgement

*Staff should:*

- *discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents or threats with the SMT*
- *always record discussions and actions taken with their justifications*

#### **4. Power and Positions of Trust**

*Staff should not:*

- *use their position to gain access to information for their own advantage and/or a child's or family's detriment*
- *use their power to intimidate, threaten, coerce or undermine pupils*
- *use their status and standing to form or promote relationships with pupils, which are of a sexual nature, or which may become so*

#### **5. Confidentiality**

*Staff*

- *are expected to treat information they receive about children and young people in a discreet and confidential manner*
- *should never promise **total** confidentiality as if the child is at risk this needs to be disclosed*
- *should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them*
- *need to be cautious when passing information to others about a child/young person*
- *need to know the procedures for handling allegations against staff and to whom any concerns or allegations should be reported*
- *need to know the name of those with delegated child protection responsibilities in school and be familiar with local child protection arrangements*
- *follow guidance from the school on data protection*
- *must pass any legal or media enquiries to S.M.T.*

#### **6. Propriety and Behaviour**

*Staff should not:*

- *behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model e.g. misuse of drugs, alcohol or acts of violence*
- *make sexual remarks to, or about, a pupil*
- *discuss their own sexual relationships with, or in the presence of, pupils*
- *discuss a pupil's sexual relationships in inappropriate setting or contexts*
- *make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such*

*Staff should:*

- *be aware that behaviour in their own lives may impact upon work with pupils*
- *be aware that bribery, in any form, will not be tolerated*

#### **7. Dress and Appearance**

*Staff should wear clothing which:*

- *promotes a positive and professional image*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*

#### **8. Gifts, Rewards and Selection of Pupils**

*Staff should:*

- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *generally, only give gifts to an individual young person as part of an agreed reward system*
- *where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally*  
*ensure that all selection processes are fair and that wherever practicable these are undertaken and agreed by more than one member of staff*

#### **9. Infatuations**

*Adults should:*

- *always approve any planned social contact with pupils or parents with senior colleagues, for example when it is part of a reward scheme or pastoral care programme*
- *advise senior management of any social contact they have with a pupil which may give rise to concern*
- *report and record any situation, which they feel might compromise the school or their own professional standing*

- *refrain from sending personal communication to pupils, eg letters and cards, unless agreed with senior managers*

## **10. Communications with pupils using Technology**

*Staff should:*

- *only use equipment provided by school to communicate with children*
- *only make contact with children for professional reasons and in accordance with any school policy*
- *recognise that text messaging pupils is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible*
- *never use or access social networking sites of pupils or list them as approved contacts*
- *never use internet or web-based communication channels to send messages to pupils e.g. Facebook*
- *never give personal contact details or those of other staff or pupils to pupils*

*The school should:*

*provide mobiles for school outings*

## **11. Physical Contact**

*Staff should:*

- *be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described*
- *never touch a child in a way which may be considered indecent*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny*
- *never indulge in horseplay*

*The school should:*

- *ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management*

## **12. Pupils in Distress**

*Staff should:*

- *consider the way in which they offer comfort to a distressed pupil*
- *always tell a colleague when and how they offered comfort to a distressed child*
- *record situations which may give rise to concern.*

## **13. Physical Education and other areas that require physical contact**

*Staff should:*

- *consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration*
- *be familiar with and follow recommended DCSF guidance*
- *always explain to a pupil the reason why contact is necessary and what form that contact will take*

## **14. Showers and Changing**

*Adults should:*

- *avoid any physical contact when children are in a state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering*
- *avoid remaining in the room unless pupil needs require it*
- *however, be aware that adequate supervision is needed*

*Adults should not:*

- *change in the same place as children or shower with children*

## **15. Behaviour Management**

*Staff should:*

- *not use force as a form of punishment*
- *try to defuse situations before they escalate*
- *keep parents informed of any sanctions*
- *adhere to the school's behaviour policy*

## **16. Care, Control and Physical Intervention**

*Schools should:*

- *regularly acquaint staff with relevant school policy and DCSF guidance*
- *ensure that staff are provided with appropriate training*

*Staff should:*

- *adhere to the school's Behaviour policy with regard to physical intervention*
- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*

### **17. Sexual Contact**

*Staff should:*

- *not pursue sexual relationships with children, either in or out of school*
- *avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative, i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact*

### **18. One-to-one Situations**

*Staff should:*

- *avoid meetings with pupils in remote, secluded areas of school*
- *ensure there is visual access and/or an open door in one-to-one situations*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the child/children involved*
- *avoid having pre-arranged meetings with pupils out of school unless approved by S.M.T.*

### **19. Home visits**

*Staff should:*

- *agree the purpose for any home visit with senior management*
- *adhere to agreed risk management strategies*
- *avoid unannounced visits*
- *always make detailed records including times of arrival and departure*
- *ensure any behaviour or situation which gives rise to concern is reported to SMT*

*Schools should:*

- *ensure that all visits are justified and recorded*
- *ensure that staff are not exposed to unacceptable risk*
- *ensure that staff have access to a mobile telephone and an emergency contact person*

### **20. Overnight supervisions and examinations**

*Staff will not be expected to accommodate pupils at their homes*

### **21. Transporting children and Young People**

*Adults should:*

- *plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements*
- *ensure that they are alone with a child for the minimum time possible*
- *be aware that the safety and welfare of the child is their responsibility*
- *report the nature of the journey, the route and expected time of arrival*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety and legalities*
- *take into account any specific needs that the child may have*
- *ensure that the driver is fit to drive, free from alcohol, drugs or medication which are likely to impair judgement or ability to drive*

### **22. Educational Visits and After School Clubs**

*Staff should:*

- *always have another adult present in out of school activities, unless otherwise agreed with senior staff*
- *undertake a risk assessment*
- *have parental consent for the activity*
- *ensure that their behaviour remains professional at all times*

### **23. First Aid and Administration of Medicines**

*Adults should:*

- *adhere to the school's First Aid and Safety policies*
- *make other staff aware of the task being undertaken*
- *explain to the child what is happening*

- *always act and be seen to act in the child's best interest*

#### **24. Curriculum**

*Adults should:*

- *have clear written schemes of work*

*Adults should not:*

- *enter into or encourage inappropriate offensive discussion of sexual activity*

#### **25. Photography, Videos and other Creative Arts**

*Adults should:*

- *be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose*
- *ensure that all images are available for scrutiny in order to screen for acceptability*
- *be able to justify images of children in their possession*
- *avoid making images in one-to-one situations*

*Adults should not:*

- *take, display or distribute images of children unless they have consent to do so*
- *take images of children using personal mobile telephones*

#### **26. Inappropriate images**

*Adults should:*

- *follow the school policy on the use of IT equipment*
- *ensure that passwords remain confidential*
- *ensure that pupils are not, through the use of any medium, exposed to indecent or inappropriate images*

#### **27. Whistle Blowing**

*Adults should report any behaviour by colleagues that raises concern. Refer to Whistle Blowing policy*

*Adults should:*

- *be aware that allegations made against members of staff must be reported to the Local Authority Designated Officer*

#### **28. Sharing Concerns and Recording Incidents**

*Adults should:*

- *be familiar with the school system for recording concerns*
- *take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school*

*The school should:*

- *have an effective, transparent and accessible system for recording and managing concerns raised by any individual in school or the workplace*

***Staff should self-report if concerned about how their actions / words could be construed***

**All adults working at the Sacred Heart School should know the name of the school's designated members of staff for child protection and know and follow relevant child protection policy and procedures. All staff have a duty to report any child protection concerns to their designated person for child protection.**

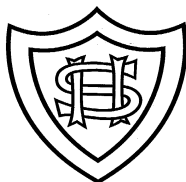
**Senior Designated Person: Miss Gooderson**

**Designated Persons: Sr Francis, Mrs Kenny**

**Boarding House: Sr Danuta**

**Governor: Mr Dale**

Academic / Safeguarding / Policies / Code of Conduct / March 2011 Sr Francis, SG/reviewed Oct 2011SG / review 2013



**Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

**Aims:**

- To foster spiritual growth in Christian faith and values
- To value learning and curiosity
- To work for excellence
- To pursue the truth
- To aspire to high ideals
- To stimulate generous service of others

## **Child Protection Policy – Instant Check List**

### **Designated members of Staff:**

Senior Designated Member: Miss S. Gooderson. Deputy Designated Members: Sr. Francis, Mrs H. Kenny. Designated Member for the Boarding House: Sr. Danuta. Governor: Mr Dale

**Allegations of abuse** are to be reported to Miss Gooderson unless absent (or the allegation concerns herself), then report to Sr. Francis or Mrs Kenny

When information is received regarding abuse by a member of staff or other adult then follow procedures as outlined in the Child Protection Policy.

### **DO NOT ATTEMPT TO INVESTIGATE REPORTS OF ABUSE**

The designated member of staff will:

- Take steps to protect the child from harm
- Refer the matter to Children's Services, 01553 669330
- Inform Ofsted, tel 08456 404040 in the case of boarders.
- Children's Services decide who should be informed and when.

### **Abuse of children by children**

- Listen to child and ascertain the seriousness of the situation
- Refer the matter to the designated staff
- Record what has happened or been said

### **Bullying can be very subtle and Staff should be aware of problems that can arise.**

(See policy on Discipline and Bullying)

### **Alleged Abuse by members of Staff**

**This must be reported to the Local Authority Designate Officer (LADO) Tel: 01603 223473**

Staff will normally be suspended from duty if there is alleged abuse. This is for the protection of both child and adult and is a neutral act.

If an allegation is made the following investigations may take place:-

- Children's Services
- Police
- Internal

If abuse is reported OFSTED will investigate the following:

- to what degree, if any, the school did not safeguard & promote the welfare of the child.
- whether the school acted appropriately according to Child Protection Procedures
- whether the child was safeguarded after the allegation of abuse
- what lessons may be learned from the experience

The Diocesan Safeguarding Co-ordinator, Mick Thurley, (02085054199) will also be contacted.