

QUEEN'S COLLEGE, LONDON



Child Protection (Safeguarding)

Child Protection Policy

Including EYFS

*(The Policy to Safeguard and Promote the Welfare of Children
in line with Section 175/157 of The Education Act 2002)*

POLICY DOCUMENT

Child Protection Policy

Queen's College and Queen's College Prep School Policy on Child Protection and Safeguarding.

N.B. The Designated Senior Person for Child Protection (Safeguarding) in the College is Mrs Katharine Woodcock. The Designated Senior Person for Child Protection (Safeguarding), including for children within the Early Years Foundation Stage, in the Prep School is the Assistant Head, Mr Alastair Dickson. Mr Dickson is the dedicated practitioner taking the lead responsibility for safeguarding children within our EYFS setting. He will act in accordance with locally agreed inter-agency procedures and children's agencies. The member of Council responsible for Child Protection is Ms Sally Cass.

Queen's College and Queen's College Prep School fully recognise their respective responsibilities for child protection. All staff must be aware of the professional obligation laid upon them by the 1989 Children Act and subsequent legislation which is invoked when it is considered that a child is at risk of significant harm. However, this policy also outlines our expectations and responsibilities regarding the wider agenda of *Safeguarding and Promoting the Welfare of Children in the schools* in response to our statutory obligations under the Education Act 2002 (Section 175/157).

This policy is updated in line with Working Together to Safeguard Children (2015), The Children Act 2004, The Education Act 2011, London Child Protection Procedures (2013) and the latest guidance on managing allegations, preventing & tackling bullying, use of reasonable force, screening searching & confiscation and managing student behaviour (2011/2012), and Keeping Children Safe in Education (Statutory guidance for schools and colleges July 2015). All staff have been issued with a copy of 'Keeping children safe in education: information for all school and college staff' and a copy of this is available in the staff rooms.

Our policy applies to all staff, Council members and volunteers working in the College and in the Prep School. There are five main elements to our policy:

- Ensuring we practise safer recruitment procedures in checking the suitability of staff and volunteers to work with girls, including obtaining assurance that appropriate checks and procedures apply to any staff employed by another organisation, and ensuring all staff have read the policy and understood the chain of command and their responsibility
- Raising awareness of child protection issues and equipping girls with the skills needed to keep themselves safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

- Supporting any girl who has been abused in accordance with her agreed child protection plan.
- Establishing a safe environment in which girls can learn and develop.

We recognise that because of the day to day contact with girls, school staff are well placed to observe the outward signs of abuse. The College and the Prep School will therefore:

- Establish and maintain an environment where girls feel secure, are encouraged to talk, and are listened to.
- Ensure girls know that there are adults in the school whom they can approach if they are worried; including, but not exclusively through the system of Form Tutors/teachers, pastoral team and the College nurse.
- Include opportunities in the PSHE curriculum for girls to develop the skills they need to recognise and stay safe from abuse and harm.
- Ensure that all staff in the College and Prep School received Basic Awareness training in child protection every three years and that the designated members of staff for child protection attend more advanced child protection training every two years, to include training in Prevent duties. Advanced training for both the Prep School and Queen's College is done by Barabarani Education Services.
- Ensure that the Council undertakes an annual and statutory review of this policy and its procedures - and the efficiency with which the related duties have been discharged - and exercises its commitment to rectify any identified shortcomings without delay

PROCEDURE

1. If a member of staff suspects that a pupil is the victim of abuse, whether physical, emotional, sexual or as a result of neglect, she/he should inform one of the Designated Senior Persons for Child Protection. This also includes situations of abuse which may involve staff members. For girls in the College this is the Senior Tutor, Mrs Katharine Woodcock, and for girls in the Prep School it is the Assistant Head, Mr Alastair Dickson. They are responsible for liaising with Children's Social Care Services and the Local Safeguarding Children Board (LSCB).

The Senior Tutor can be contacted on 0207 7291 7007

The Assistant Head of the Prep School can be contacted on 020 7291 0673

The Westminster Children's Services Team can be contacted on 0207 641 4000

The Designated Senior Person for Child Protection will usually decide, in consultation with the Principal/Headmistress, whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.

Types of abuse and neglect (*Taken from 'Keeping Children Safe in Education 2014'*)

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Specific Safeguarding Issues

In addition to the above, there are also specific safeguarding issues which staff should be aware of and any member of staff who has a concern about any of the issues listed below should discuss this with the Designated Senior Person for Child Protection (Safeguarding) immediately:

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)*
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)**
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation***
- sexting
- teenage relationship abuse
- trafficking

** Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. (Keeping Children Safe in Education 2015)*

*** Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. (Keeping Children Safe in Education 2014). **From October 2015 it became mandatory for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out. Unless a teacher has good reason not to, he or she should still consider and discuss such a case with the Designated Senior Person for Child Protection and involve children's social care as appropriate.***

**** Section 26 of the Counter-Terrorism and Security Act which came into force on 1 July, 2015, places a duty on schools to have 'due regard to the need to prevent people from being drawn into terrorism'. This guidance is issued under section 29 of the Act. The 'Prevent Duty Guidance for England and Wales', 2015, states that 'Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology,*

and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid indoctrination and secure a balanced presentation of political issues.'

Child Missing from Education

'All children, regardless of their circumstances, are entitled to a full time education' (KCSIE July 2015). A child going missing from education is a potential indicator of abuse or neglect. A girl's local authority must be informed if a girl fails to attend school regularly, or has been absent without the College's/Prep School's permission for a continuous period of 10 school days or more.

The NSPCC lists *some* of the signs and behaviours which may indicate that a child is being abused:

- repeated minor injuries
- children who are dirty, smelly, poorly clothed or who appear underfed
- children who have lingering illnesses which are not attended to, deterioration in school work, or significant changes in behaviour, aggressive behaviour, severe tantrums
- an air of 'detachment' or 'don't care' attitude
- overly compliant behaviour
- a 'watchful attitude'
- sexually explicit behaviour (eg playing games and showing awareness which is inappropriate for the child's age).
- a child who is reluctant to go home, or is kept away from school for no apparent reason
- does not trust adults, particularly those who are close
- 'tummy pains' with no medical reason
- eating problems, including over-eating, loss of appetite
- disturbed sleep, nightmares, bed wetting
- running away from home, suicide attempts
- self inflicted wounds
- reverting to younger behaviour
- depression, withdrawal
- relationships between child and adults which are secretive and exclude others
- pregnancy

These signs are not evidence themselves; but may be a warning, particularly if a child exhibits several of them or a pattern emerges. It is important to remember that there are many further signs and symptoms, which are addressed in Basic Awareness training, and that there may be other explanations for a child showing such signs. Abuse is not easy to diagnose, even for experts.

INITIAL COMPLAINT

If a pupil discloses directly, it is important to remember that this may become the basis of evidence in a criminal or civil court:

Listen carefully to what is said. **Ask only open questions such as:**

- What was happening at the time?
- Anything else you want to tell me?
- Would you like to go on?

Do not ask leading questions which may be considered as suggesting what might have happened, or who has perpetrated the abuse as this can later be interpreted as putting ideas into the child's mind. Allow the child to lead the conversation and remain calm.

NEVER GIVE UNDERTAKINGS OF ABSOLUTE CONFIDENTIALITY TO A PUPIL: breaking a child's confidence would be inappropriate, it is better to say that you might have to tell someone

Make notes of the details of the disclosure using the child's words where possible.

Records should:

- be written if at all possible within one hour but certainly within 24 hours
- be accurate and descriptive, using the child's words/quotations as much as possible
- not make assumptions
- not include any opinions
- indicate sources of information
- be clear and concise and include date, time place and who was present where applicable
- include what lead up to the disclosure and include what you said to the child (to illustrate that you did not ask leading questions)

If the disclosure is coming from a secondary sources, eg a friend is telling you something about his/her friend, then if at all possible ask him/her to give you a written account of their concern which you should then pass on to the Designated Senior Person for Child Protection (Safeguarding) along with your own account of the conversation.

Reassure the girl that she has done the right thing and tell her that she is not to blame. Offer ongoing support.

Talk immediately to the relevant Designated Senior Person for Child Protection, unless the complaint involves the Designated Senior Person for Child Protection, in which case the Principal of the College or the Headmistress of the Prep School. Do not discuss the matter with anyone else.

If you observe anything which involved a girl at the college or the prep school which you feel could be a child protection matter you must talk to the relevant Designated Senior Person for Child Protection as soon as possible.

INVESTIGATION, REFERRAL AND REPORTING

It is the responsibility of the College and Prep School staff to:

- Protect children from abuse;
- Be aware of the school's child protection procedures;
- Keep a sufficient record of any significant complaint, conversation or event;
- Report any matters of concern to the Designated Senior Person for Child Protection.
- Undertake appropriate training, including refresher training at three yearly intervals

It is not the responsibility of the College or Prep School staff to investigate suspected abuse. The College/Prep School is not an investigation or intervention agency for child protection but it has an important role to play at the recognition and referral stages. The College/Prep School will take into account the procedures published by the Local Safeguarding Children Board when dealing with allegations of abuse.

Having taken advice from Children's Social Care Services and acting in accordance with locally agreed agency procedures, and when considered appropriate and safe to do so, the Designated Senior Person for Child Protection will discuss the concerns with the parents/guardians and seek their agreement before making a referral to Children's Social Care Services, recognising that this may strengthen the capacity of parents to respond to the needs of their children before problems develop into abuse. The only exceptions would be in the case of sexual abuse, significant physical abuse or where seeking parental consent might put a child at further risk of abuse/significant harm. If consent to referral is not given by the parent/guardian the Designated Senior Person for Child Protection may consult Children's Social Care Services who will advise whether any further action should be taken by the School or other agencies.

If there is doubt over whether a referral should be made, the Designated Senior Person for Child Protection may consult with Children's Social Care Services or other appropriate professionals on a no-name basis without identifying the family. However, as soon as sufficient concern exists, a referral will be made without delay. If a referral is made by telephone, the Designated Senior Person for Child Protection will confirm the referral in writing to Children's Social Care Services within 48 hours. If no response is received within three working days, the Designated Senior Person for Child Protection will contact Children's Social Care Services again.

If a referral is made, the Designated Senior Person for Child Protection will keep the Principal of the College/Headmistress of the Prep School informed of the case unless the complaint involves

the Principal or the Headmistress in which case the Chairman of the Council, Mr Michael Sharman, or the Vice-Chairman, Ms Jessica Pulay, will be consulted.

In circumstances where a girl has not suffered and is not likely to suffer significant harm but is need of additional support from one or more agencies, the DSP will liaise with Children's Social Care and where appropriate an inter-agency assessment will take place.

MISSING CHILD PROCEDURES

All staff are informed of the separate procedure to be used for searching for and, if necessary, reporting any girl missing from the College. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

Please see the separate Missing Pupil Policy for further details.

If the College becomes aware of a child having run away from or having gone missing from home, this will be dealt with as a safeguarding matter and child protection procedures will be followed.

CONTACT INFORMATION

The Local Authority for Queen's College is Westminster and their contact details are as follows:

Westminster Duty Line – 020 7641 4000

Out of hours – 020 7641 6000

Helen Farrell, Head of Child Protection (Tel: 020 7641 5341, Email: hfarrell@westminster.gov.uk)

Contact details for the Tri-Borough Local Authority Designated Officer (LADO) for referral and management of allegations against staff:

Jane Foster, Safe Organisation Manager and Local Authority Designated Officer (LADO) (Tel: 020 7641 6108, Email: jfoster1@westminster.gov.uk)

Girls from Queen's, however, live in a wide range of boroughs and so their home borough should always be checked. Contact numbers for every London borough can be found on a borough's website.

Contact details for the local police are:

Marylebone Police Station
1-9 Seymour St
London

W1H 7BA
Tel: (9) 020 7347 1212

Paddington Green Police Station
2-4 Harrow Rd
London
W2 1XJ
Tel: (9) 020 7437 1212

West End Central Police Station
27 Savile Row
London
W1S2
Tel: (9) 020 7437 1212

Other important numbers are:

Emergency call (9) 999
Non –Emergency (9) 101
Anti-Terrorist Hotline. To report a threat tel: (9) 0800 789321

The DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and Council:

020 7340 7264 / counter-extremisim@education.gsi.gov.uk

The Prevent Team at Westminster can be contacted on:

prevent@westminster.gov.uk / 020 7641 6032

RECORD KEEPING

Child protection records will be kept securely locked, separate from the girls' main files, and are exempt from the disclosure provisions of the Data Protection Act 1998 where a child is, has been or may be at risk of child abuse. The best interests of the pupil will always be paramount. For manual records in principle the sharing of details of individual cases will be limited to the minimum number of people whilst ensuring that the staff who will be supporting and monitoring the child are kept appropriately informed.

If there have been any concerns of a child protection nature relating to a child, or the child is the subject of a Child Protection Plan, the Designated Senior Person for Child Protection and or the Principal of the College/Headmistress of the Prep School has the responsibility of passing this information on should the child transfer to a new school. If the school is unaware of the

destination of a child leaving the school, we will exercise our duty to refer the child to the local authority in order to ensure that she is tracked appropriately.

ALLEGATIONS AGAINST STAFF (Ref Guidance on managing allegations against staff: October 2012)

If an allegation is made against a member of staff, the Principal of the College/ Headmistress of the Prep School would be informed immediately. Advice will be sought from the Local Authority Designated Officer (LADO) where appropriate. At any stage of consideration or investigation, all unnecessary delays will be eradicated. Queen's College will not undertake its own investigation of an allegation without prior consultation with the LADO.

Where an allegation or complaint is made about the Principal of the College/ Headmistress of the Prep School, the Designated Senior Person for Child Protection, other member of staff or the complainant will report to and consult with the Chairman of the Council, or in his absence the Vice-Chairman. He or she is encouraged to contact the LADO immediately for advice and support.

Confidentiality will be maintained throughout this stage in order that any subsequent investigation is not prejudiced.

There are three possible routes for further investigation: either by the police, under local child protection procedures or under the school's disciplinary and competence procedure.

Allegations against a teacher who is no longer working at Queen's College or at the Prep School should be referred to the police. Historical allegations of abuse should also be referred to the police.

Whistleblowing: (raising concerns for professional reasons)

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Principal/ Headmistress or the Chairman of Council.

Any concern raised in this manner will be fully investigated but will be addressed with sensitivity. This sensitivity will be always be applied when a child raises a concern, but it is acknowledged that a malicious allegation may be dealt with as a disciplinary matter.

Remember that you have a duty to safeguard the welfare of our girls. If you report an allegation or suspicion of abuse in accordance with this procedure and honestly believe that your report has not been acted on appropriately, you may inform the Principal of the College/Headmistress of the Prep School, Chairman of Council, the member

of Council responsible for child protection, or inform Children's Social Care Services under the terms of the Public Interest Disclosure Act 1998.

Never assume that abuse is impossible in the College/Prep School, or that an accusation against someone you know well is bound to be wrong. If you suspect a child is being abused physically, emotionally, sexually or is being neglected then you should raise your concerns with the Designated Senior Person for Child Protection (Safeguarding) as soon as possible.

APPROPRIATE AND INAPPROPRIATE USE OF ELECTRONIC COMMUNICATION

All staff should exercise caution in electronic communication with pupils. Staff should not give their personal mobile phone numbers or e-mail addresses to pupils, nor should they communicate with them by text message or personal e-mail. If they need to speak to a pupil by telephone, they should use one of the school's telephones and e-mail using the school system. The group leader on all trips and visits, including overnight stays, should ideally take a school mobile phone with him/her but may well use his or her own phone following discussions and agreement with the Senior Tutor in the College or a member of SMT in the Prep School. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip.

Acceptable use of mobile phones, cameras and recording devices

Mobile Phones

All staff should aim to ensure that their mobile phones, personal cameras and recording devices are not in use or in evidence in front of girls. If a member of staff is using a mobile device in front of a girl they should be able to demonstrate that it is on school business. Pre-Prep staff take their mobile phones to the Garden each day in order to ensure contact with the school and for emergencies. Similarly the PE department may also use their mobile phones when going off site as a point of contact.

Cameras

Children should only be photographed or filmed on video for the purpose of recording their development or participation in events organised by us. Parents indicate their consent to the above if they do not opt-out of this as designated in the school's Terms & Conditions of entry. Parents have the right of access to records holding visual images of their child.

Only a school camera should be used to take any photo within the setting or on outings. If a school camera is not available then a personal one may be used subject to advance approval from the Senior Tutor in the College or a member of SMT in the Prep School.

Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress

Images taken and stored on the camera must be downloaded as soon as practicable. Images should be downloaded to an approved network folder designated by the IT department.

Images may only be uploaded to the school website by authorized staff and should never be uploaded to the internet for any other reason, including onto social networking sites, eg Facebook.

Under no circumstances must cameras of any kind be taken into bathrooms or changing areas.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Senior Person for Child Protection.

Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policies.

ALLEGATIONS AGAINST PUPILS

Queen's College and Queen's College Preparatory School acknowledge its responsibility to protect pupils and to prevent them from possibly committing a criminal offence, in line with government guidance on Preventing & Tackling Bullying (under The Education Act 2011). A pupil against whom an allegation of abuse has been made may be suspended from school during the investigation and the school's policy on behaviour, discipline and sanctions will apply. Issues of bullying and especially cyber-bullying will be addressed through the **Anti-bullying Policy** and the relevant **Computers Policies**.

MONITORING

The Designated Senior Persons will monitor the operation of this policy and procedures and liaise with the member of Council responsible for Child Protection, Ms Sally Cass.

TRAINING

The Designated Senior Persons for Child Protection (Safeguarding) attend training courses every two years. The DSP also, as a minimum, has accessed the Prevent Awareness training.

At the start of each academic year there is a Child Protection briefing for all staff. New staff who join the College at other points in the year see the DSP for College training. In Service Training of all teaching and non-teaching staff on Child Protection and Safer Recruitment takes place at least every three years. The most recent training took place in September 2013 and was by given Barabarani.

Those who chair recruitment panels acknowledge their personal liability for the decisions of those panels (under the Safeguarding Vulnerable Groups Act 2006 – enacted October 2009). To support this role and responsibility, relevant staff undertake Safer Recruitment Training every five years.

Staff interaction with pupils

The current climate of suspicion with regard to child abuse poses a real dilemma for caring adults. In order to protect girls from abuse, and staff from suspicion of abuse, the natural inclination to comfort and reassure girls through physical contact has to be curbed, and impulse restrained, by a considered assessment of the situation.

This does not mean that physical contact is never permissible, but adults touching girls must operate within understood limits, and contact without those limits must be a considered response which must be justified if necessary.

Rigid rules about what is and is not permissible are not acceptable, and are difficult to implement. See the additional specific guidelines for peripatetic teachers (below).

The simplest advice is to try, as far as is possible, to avoid being alone with a girl. Where one-to-one contact does happen e.g. in music lessons, guidance interviews, it should be arranged with others, where possible, within ear shot or vision.

(i) Physical contact

This may be for the purpose of:

- care
- instruction
- restraint

Staff should always be able to justify resorting to any physical contact. Restraint should involve only the minimum force necessary to protect girls at imminent risk of harming themselves or others, or inflicting damage to property. Should physical contact appear necessary colleagues should, if at all possible, be summoned to assist.

This policy should be read in conjunction with the College/Prep School staff handbook, in particular with reference to Professional Guidelines for staff. The Prep School sets out guidelines for staff in the Prep School in the Physical Contact and Intervention Policy.

As adults in positions of trust and in order to minimise the risk of accusations being made against staff as a result of their daily contact with pupils, all school staff will adhere to the school's expectations regarding professional conduct and should familiarise themselves with the 2013 DfE Guidance regarding reasonable force, called 'Use of Reasonable Force'.

(ii) Remarks

Salacious or demeaning remarks should never be made to or in the presence of the girls. Remarks about a girl's physical characteristics or development, or suggestive or derogatory comments could fall into this category.

(iii) Attachments

You are strongly advised to share your concerns with the Principal or the Designated Senior Person for Child Protection (Safeguarding) if:

- (i) you suspect a girl is becoming inappropriately attached to you or another member of staff, or
- (ii) your relationship with, or feelings towards, a child or young person are placing you at risk of unprofessional behaviour.

(iv) Residential trips

When on a residential trip with girls you are strongly advised to adhere to all the guidelines above and the following:

- You will need to be more vigilant when you are on residential courses as the girls will be around people that are unknown to them and us.
- You will also need to be more vigilant, acknowledging that the girls may perceive boundaries to be blurred during such activities. You must not allow these to become unprofessional.
- When completing a risk assessment for any residential trip it is worth considering how you could minimise risks from the above. If in doubt discuss with the Senior Tutor or the Assistant Head in the Prep School .

(v) Non-residential trips

As above.

Advice and Guidance for Peripatetic Teachers

Any peripatetic teacher, for example instrumental and visiting sports or languages teachers, should be made fully aware of the child protection policy and procedure by their head of department or the DSP in the Prep School, as well as through whole school training.

By the nature of their duties, instrumental teachers usually establish a personal relationship with girls. Individual tuition could provide an opportunity for girls to give information which

teachers feel constrained to pass on. There is also the potential for unfounded accusations about the conduct of music teachers during lessons.

The following may be helpful to visiting music teachers:

- If a girl seems unhappy you should mention this to the Director of Music, the relevant Head of Section or to the Designated Senior Person for Child Protection (Safeguarding).
- If the matter is of a more serious nature, please follow the procedure outlined above
- When teaching individuals, especially in rooms that have no direct view from the corridor, you should continue to create an impression of easy access and openness to other girls and colleagues
- Whilst some physical contact is an essential element of our work, it is worth avoiding unnecessary proximity to girls. When you need to touch a girl, make it obvious what you are going to do and why you are going to do it. **For example: 'I am going to move your arms into the correct position over the keyboard. Is that ok?'**

SAFER EMPLOYMENT PRACTICES

All relevant staff undertake Safer Recruitment training with the dual aim of safeguarding the pupils in the school and avoiding any allegation of negligence in the recruitment process.

The Council will, when appointing staff and volunteers, take account of the DfE guidance on *Safer Recruitment* and that issued by the Education Department's Contracts and Personnel Section; observing the following safeguards:

1. That documentation sent out to potential candidates will make it clear that child safeguarding is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed.
2. That a reference as to the suitability of a candidate to work with children will always be obtained from the last employer, and may also be sought from other previous employers.
3. That at interview candidates will be asked to account for any gaps in their career/employment history, and questions asked will include some designed to explore their attitudes towards children.
4. That Criminal Records Bureau checks, checks against the ISA (Independent Safeguarding Authority - until Dec 2012)/DBS (Disclosure & Barring Service – from Dec 2012) *Children's List* (formerly DFE list 99) register will be followed through for any staff or volunteer appointed and regular helpers. Evidence of relevant checks will be recorded and stored in a single, central location, easily accessible when appropriate and necessary.
5. Staff, volunteers and helpers who have recently moved to the UK will be asked to produce a certificate of good conduct (or national equivalent) from the authorities representing the countries from which they have recently moved.

6. That assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site.

7. The Council members acknowledge their responsibility for any child safeguarding issues that may arise when other organisations use the facilities of Queen's College or Queen's College Prep school, except where a Deed of Trust has been negotiated. They exercise their responsibility by ensuring such organisations accept and meet all the requirements of the school's safeguarding policy or that the organisation's own policy is suitably in line with this.

8. Queen's College and Queen's College Prep School will be compliant with the incoming regulations from the Disclosure & Barring Service (from January 2013) and the expectations of the Independent School Standards Regulation.

9. Queen's College and Queen's College Prep School acknowledge that induction and on-going performance management will focus in significant part on safeguarding, in order to maintain the profile of the issues, but also to minimise the risk of a member of staff deliberately or inadvertently abusing their relationship with the girls.

10. (EYFS) Queen's College Prep School will notify OFSTED within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises, whether the allegations relate to harm or abuse committed on the premises or elsewhere.

11. Queen's College and Queen's College Prep School will report to the Disclosure & Barring Service within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. In the event of such a person resigning, the investigation will continue to a conclusion. If that conclusion indicates that the person would have been suspended had s/he not resigned, similar referral will be made immediately.

Disclosure & Barring Service
PO Box 181
Darlington DL1 9FA
Tel: 0300 123 1111