St. Lawrence College
The British School in Greece

St. Lawrence College Safeguarding & Child Protection Policy

Issued: September 2016

To be reviewed: September 2018

To be distributed to: Staff, Parents & Visitors via school website

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Introduction

Safeguarding is defined as protecting and preventing children from ill-treatment and harm in terms of health or development by ensuring that they are cared for in a safe environment. Child protection is an element of safeguarding and refers to the action that is undertaken to protect specific children who are suffering or are likely to suffer ill-treatment and harm. This policy complies with the DfE guidance document, 'Keeping children safe in Education' as far as possible in a Greek setting.

Rationale

St. Lawrence College fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance. It is therefore the responsibility of ALL STAFF to be aware of their duties and to comply with school policies and procedures to protect children. To that end, the school works with parents, guardians and the local authorities to protect the best interest of the child. Whenever there is a cause for concern the school has a duty to act to protect the pupil and to take the necessary measures to inform the appropriate body of this concern. This can happen without parental permission.

Aims and Objectives

St. Lawrence College aims to:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- Develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse;
- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse, and to know whom they can turn to for help;

- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Provide a systematic means of monitoring children known or thought to be at risk of harm;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including references and Criminal Record checks.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.

The names of the Designated Senior Persons for safeguarding for the current year are:

Mr Phil Holden - Head of School - Designated Child Protection Officer (DCPO)
Ms Shona Good - Head of Junior School - Designated Child Protection Officer (DCPO)
If these members of staff are unavailable the following people must be consulted:
Ms Kate Brown - Deputy Head of Senior School - Deputy Designated Child Protection Officer (DDCPO)
Mrs Suzanna Diplas - Deputy Head of Junior School - Deputy Designated Child Protection Officer (DDCPO)

The Designated Child Protection Officers are responsible for:

- Keeping written records of concerns about a student.

- Ensuring that all such records are kept confidentially and securely and are separate from student records.

- Ensuring that an indication of further record-keeping is marked on the student records.

- Providing advice, guidance and support to staff in child protection matters.

- Liaising with the Head of School to inform him of any issue and ongoing investigations and to ensure that there is always cover in place for the Designated Child Protection Officers.

- Organising child protection training for all school staff.

Procedures

Our school procedures for safeguarding students will ensure that:

- All members of the governing body understand and fulfil their responsibilities.

- We have nominated designated members of staff (child protection officers) across the school.

- Our designated child protection officers have undertaken appropriate child protection training and subsequent refresher courses every two years.

- All members of staff are provided with Level 1 Child Protection Training on a regular basis.

- All members of staff and governors know:
  (a) The signs and symptoms of concern.
  (b) How to respond to a student who discloses abuse.
  (c) What to do if they are concerned about a student.

- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Child Protection Policy, and reference to it in our introductory school materials.

- Community users organising activities for students are aware of the school's child protection guidelines and procedures.

- We will ensure that our selection and recruitment of staff meets the safer recruitment requirements as per our Recruitment Policy.

- We will ensure that there is at least one member of each interview panel has completed the safer recruitment in education course.

- Any visiting professionals or guest speaker will be discussed at Leadership level before they can present to a body of students. This is to ensure the suitability of the visitor and appropriateness for the age of students they will present to. Our procedures will be regularly reviewed and updated.

- All new members of staff will be given a copy of our child protection policy.

Supporting Children

1. Interaction with pupils

i) Staff are advised that in their relationships with pupils attitude, demeanour and language all require proper care and thought and should be appropriate to the age and gender of the pupils.

ii) When using teaching material of a sensitive nature teachers should be vigilant as to the possibility of misinterpretation and if in doubt should consult with senior staff.

iii) Staff should be aware of their vulnerability when conducting one-to-one interviews with pupils. These should where possible be held in a room with visual access or an open door.

iv) Staff are advised not to have any unnecessary physical contact with pupils. In some circumstances physical contact will / may be necessary, such as when a child is distressed and needs comforting, when a child is injured and needs first aid, when a child needs cleaning after an accident or messy activity, when "hands-on" instruction is used in PE or sports. In all such situations, staff are advised to be aware of the danger of being misinterpreted and to ensure the presence of other children or staff whenever possible.

v) On residential and outside visits, staff should be aware of their increased vulnerability because of the more informal nature of such events.

2. **Suspected Child abuse/neglect**

i) School staff, having daily contact with numerous children, are well placed to observe aberrant behaviour and other signs of child abuse. Staff need to be aware that pupils with disabilities are particularly vulnerable to abuse. With this in mind staff should be familiar with the symptoms of child abuse in its various forms.

ii) Any member of staff who has reasonable cause for concern about the welfare of an individual child must bring this concern to the attention of the Designated Child Protection Officers or the Deputy Designated Child Protection Officers.

iii) Internal referral procedures operate to monitor concerns. All referrals are confidential and kept secure.

iv) The Designated Person will, with the Head teacher, exercise good judgement and decide whether outside agencies need to be contacted for further information gathering or investigation.

v) School recognises the importance of multi-agency working and is committed to ensuring appropriate staff attend relevant meetings.

vi) If staff have disquiet about the behaviour of any colleague they must inform the Designated Person, or their deputy or the Head teacher immediately.

vii) Information on children at risk or the subject of a Child Protection Record is held in a secure place in the office. Individual pupil records held in classes do not contain information of a sensitive nature.

viii) School is aware of the procedures of Greek Law with regard to child protection. In accordance with Greek Law, Child Protection referrals must be reported to the Attorney General for Minors by the Head of School.

Confidentiality

The school exercises the appropriate degree of confidentiality in all matters of child protection. Staff are informed on a need-to-know basis. Records are kept in secure and confidential files which are passed on when a child who is the subject of a Child Protection Record leaves the school.

Dealing with a concern about a child

If teachers suspect that a child in the school may be a victim of abuse, they should:

- Not investigate in any way.
- Immediately inform one of the Designated Child Protection Officers about their concerns.
- Complete an Amber Alert Concern Record (see Appendix 1).

Dealing with disclosure of abuse

If a pupil makes an allegation or disclosure of abuse, it is important that you:

- Remain calm.
- Ensure that you are conducting the meeting in a room with the door slightly ajar so that colleagues can be aware that you are in conference with a pupil.
- Explain that if you are concerned about what they have disclosed then you have to report it (no secrets).
- Reassure them that you are doing this to help and support them and that you are taking what they are telling you seriously.
- Allow the student to speak and listen to what they are telling you without interrupting.
- Do not press for details or ask leading questions.
- Only ask the minimum number of clarifying questions necessary to establish understanding of the concerns.
- Do not ask to see any injuries.
- Do record date, time, place and exact words used by completing a Red Alert Disclosure Record (see Appendix 2).
- Record all subsequent meetings with the student.
- Report the concerns to one of the Designated Child Protection
- Officers – do not attempt to investigate the concerns yourself.

If a child alleges, abuse, the school will make a referral to the Attorney General for Minors (contact number 210 8827993) usually without first informing the parents.

Types of abuse
Child abuse can be categorised into four distinct types;

1. Physical Abuse:
2. Sexual Abuse:
3. Emotional Abuse:
4. Physical Neglect:

A child can be at risk from any combination of the four categories.

Physical Abuse
This involves physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Sexual Abuse
The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

Emotional Abuse
The severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment this category should be used where it is the main or sole form of abuse.

Physical Neglect
The persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive. Persistent stomach-aches, feeling unwell, and apparent anorexia can be associated with Physical Neglect.

Complaints of a child protection nature against a member of staff and volunteers

When a complaint is made against a member of staff which could be of a child protection nature, it is imperative that the following procedures are enacted:

i) Any complaints should be addressed to the Head teacher or Deputy in his absence.
ii) In the case of an allegation being made against the Head teacher, it should be addressed to the Managing Director of the school. The child protection procedure will be followed and the Headmaster may report the allegation to the Attorney General for Minors.

Physical restraint
Within the school setting there may be occasions when an adult, in carrying out their school duties may have to physically restrain children in order to prevent them from coming to harm. This intervention will be of a protective nature and the minimum necessary to resolve the situation. The adult involved will report the matter immediately to the Head teacher and complete an incident report form to record exactly what happened.

Notifying parents
The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the DCPO will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from outside relevant agencies.

Other relevant policies
The school's responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore, complements and supports a range of other policies, for instance:

- Positive Behaviour
- Anti-Bullying (including Cyberbullying)
- Special Educational Needs
- Health and Safety
- Safe Recruitment
- E-safety

The above list is not exhaustive but when undertaking development or planning of any kind, the school needs to consider the implications for safeguarding and promoting the welfare of children.

Designated Child Protection Officers will update the senior management of the school annually on child protection policy and training. These meetings will be minuted and kept on file. The school will undertake to review annually the child protection policy and procedures and make any necessary changes regarding the efficiency of the duties required.

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Appendix 1

Amber Alert Concern Record

This record to be completed for concerns of possible child protection significance

Date		Time	
Child's name		Adult Witness (name)	
Who was present?			

What is the nature of the concern?

How was this Information Obtained?					
Is this your fact, observation, allegation or opinion?					
Signed		Date		Time	
Notes handed to DCPO when?		DCPO Name		DCPO Signature	
For DCPO Use Only	DCPO Initial Actions				

This record to be filed securely in the relevant Child Protection Folder - as soon as reasonably practical. Ensure that the Head teacher has seen this before filling

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Appendix 2

Red Alert Disclosure Record

This record to be completed for incidents involving disclosure of potential child protection significance

Date		Time	
Child's name		Adult Witness (name)	
Who was present?			

Verbatim Notes of Disclose (attach extra paper if necessary)-What was said in the child's words?

Signed		Date		Time	
Notes handed to DCPO when?		DCPO Name		DCPO Signature	
For DCPO Use Only	DCPO Initial Actions				

This record to be filed securely in the relevant Child Protection Folder - as soon as reasonably practical. Ensure that the Head teacher has seen this before filling