**German Saturday School Brighton & Hove**

**Child Protection Policy Statement**

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| German Saturday School Brighton & Hove is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.  German Saturday School Brighton & Hoveacknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Teachers and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults. |

In implementing this child protection policy German Saturday School Brighton & Hove will:

Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;

Ensure that all workers understand their responsibility to work to the standards that are detailed in the *Child Protection Procedures* and work at all times towards maintaining high standards of practice;

Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker’s conduct towards a child/young person, to the organisation’s designated person for child protection;

Ensure that the designated person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work);

Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;

Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;

Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the *Complaints Procedure;*

Ensure that parents/carers are encouraged to be involved in the work of the German Saturday School Brighton & Hove and, when requested, have access to all guidelines and procedures;

Endeavour to keep up-to-date with national developments relating to the

welfare and protection of children and young people.

**German Saturday School Brighton & Hove**

**Child Protection Policy Guidelines and Procedures**

1. **Introduction:**

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by German Saturday School Brighton & Hove. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else’s problem to deal with. German Saturday School Brighton & Hove is committed to the belief that protecting children and young people is everybody’s responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Any decisions made by German Saturday School Brighton & Hove with regards to child protection must adhere to the *Equal Opportunities Policy*. However, as a small organisation run by volunteers we feel we cannot safely support ex-offenders to work with children.

1. **Recognising the Signs and Symptoms of Abuse**

German Saturday School Brighton & Hove will ensure that all teachers and committee members undertake training to gain a basic awareness of the signs and symptoms of child abuse.

Concerns about a child or young person’s safety can come to light in different ways. For

example:

* a child or young person alleges that abuse has taken place or that they feel unsafe;
* a third party or anonymous allegation is received;
* a child or young person’s appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
* a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
* a report is made regarding the serious misconduct of a worker towards a child or young person.

1. **Designated Person(s) for Child Protection**

German Saturday School Brighton & Hovehas an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will

always be available for workers to consult with. The named persons for Child

Protection within German Saturday School Brighton & Hoveare:

Designated Person for Child Protection: **Laura Rogers**

Mobile number: 07443 462 752

Deputy designated person for child protection: **Anja Ashton**

Mobile number: 07930 494 822

The role and responsibilities of the designated person(s) are:

* To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.
* Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
* The Designated Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

1. **Stages to Follow if you are Worried about a Child**

A flowchart outlining these stages is provided in Appendix 2.

German Saturday School Brighton & Hoverecognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However German Saturday School Brighton & Hovebelieves that the safety of the child should override any doubts or hesitations. When worrying changes are observed in a child’s or young person’s behaviour, physical condition or appearance, staff will:

**Stage 1**

* Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: “I’ve noticed that you don’t appear yourself today, is everything okay? But never use leading questions;
* Listen carefully to what the young person has to say and take it seriously;
* Never investigate or take sole responsibility for a situation where a child/young person makes a disclosure;
* Always explain to children and young people that any information they have given will have to be shared with others;
* Notify the school’s Designated Person for Child Protection;
* Record what was said as soon as possible after any disclosure - The person who receives the allegation or has the concern should complete the pro-forma and ensure it is signed and dated;
* Respect confidentiality and file documents securely.

**Stage 2**

* The Designated Person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Designated Person will contact the police and/or the Multi-Agency Safeguarding Hub (MASH) on 01273 290400 or [MASH@brighton-hove.gcsx.gov.uk](mailto:MASH@brighton-hove.gcsx.gov.uk) at

Whitehawk Community Hub  
179A Whitehawk Road  
Brighton BN2 5FL

**Outside of normal office hours** call the number above to receive a message giving emergency contact details. The referral must be followed up in writing.

* The Designated Person can also seek advice and clarity about a situation that is beginning to raise concern through the **NSPCC 24 hour National Child Protection Helpline on 0808 800 5000**.

1. **Managing Allegations made against a member of Staff or Volunteer**

German Saturday School Brighton & Hovewill ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

* The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
* The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member).
* The Designated Person should contact MASH (see above) for advice on how to proceed with the immediate situation. In the event of an emergency situation arising, the police can advise.
* The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Designated Person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
* The Designated Person should immediately remove such staff from continuing any German Saturday School Brighton & Hoveactivity. Individuals will be told that such action is neutral and does not assume that the allegations are true. The action is designed both to protect the children or young people allegedly involved and also to protect the alleged perpetrator from any further allegations of harassment, or intimidation of the children or young people or other witnesses.
* The Designated Person should ensure support for the member of staff during any investigation.

1. **Disseminating/Reviewing Policies and Procedures**

This policy, the Child Protection Procedures and the Cause for Concern Forms will be reviewed annually by the child protection officers and the committee. Any changes/amendments will be clarified and shared with teachers and where significant changes appear these will be relayed to parents/carers. All policies and procedures of the German Saturday School Brighton & Hove are publicly accessible on our website and a hardcopy is available at the school.

**Review date: January 2016**

**Appendix 1**

**Child Protection Cause for Concern Form**

|  |  |
| --- | --- |
| Name of pupil: | Date of birth:  Male/female |
| Name of person completing the form: | |
| Date, time and venue of incident or concern: | |
| Name of mainstream school: | |
| Nature of concern or incident (continue on a separate sheet if necessary):  *Use the child’s own words where appropriate and include details of other children or adults involved.* | |

**To be completed by the designated person for child protection:**

|  |  |
| --- | --- |
| Action taken: |  |
| Reason for action: |  |
| Name of designated person: | Signature and date: |

**Appendix 2**

**Definitions of Abuse** as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, P:37-38)

**PHYSICAL ABUSE:** 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/carer fabricates the symptoms of, or deliberately induces illness in a child.

**EMOTIONAL ABUSE:** Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or 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. These may include interactions that are beyond the 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, 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, though it may occur alone.

**SEXUAL ABUSE:** Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**NEGLECT:** Is 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 caregivers)
* Ensure access to appropriate medical care or treatment
* It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Appendix 3

**CHILD PROTECTION REFERRAL FLOWCHART**

**SAFETY OR DEVELOPMENT CONCERNS RAISED ABOUT A CHILD**

IS URGENT MEDICAL ATTENTION NEEDED?

DISCUSS WITH NAMED PERSON FOR CP

CONCERNS STILL FELT BY AT LEAST ONE PERSON

CONCERNS ALLAYED OR BOTH AGREE NOT CHILD PROTECTION

**SEXUAL ABUSE**

**PHYSICAL , EMOTIONAL ABUSE OR NEGLECT**

Inform the parents?

RECORD DISCUSSION ON INCIDENT FORM

DO NOT INFORM PARENTS

Would this place the child at risk of further abuse?

Is your personal safety a factor?

Inform parents of referral to Children’s Services (MASH)

Discuss timing of informing parents with Children’s Services (MASH)

**SEND COMPLETED REFERRAL FORM** TO CHILDREN’S SERVICES BY EMAIL, FAX OR POST OR BY HAND AS AGREED (copy to Named Person for CP and copy retained in school)

**REFERRAL TO CHILDREN’S SERVICES BY PHONE AS EARLY AS POSSIBLE.** MASH Tel: 01273 290400**)**

NO

YES

***Appendix 3***

## Worried about a child?

If you are a member of the public and are concerned about a child's welfare, please contact the Multi-Agency Safeguarding Hub (MASH) at:

Whitehawk Community Hub  
179A Whitehawk Road  
Brighton BN2 5FL

Telephone 01273 290400

Outside of normal office hours call the number above to receive a message giving emergency contact details.

**If you have reason to believe that a child is at immediate risk of harm,**

**contact the police on 999. Only the police can remove children!**

The **NSPCC Child Protection Helpline** is a free 24-hour service that provides

counselling, information and advice to anyone concerned about a child at risk

of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)