



WINDERMERE  
ST ANNE'S SCHOOL

## Child Protection Policy Statement

Windermere St Anne's School is fully committed to safeguarding the welfare of all children and young people. It recognises that all staff have a professional duty to take such steps as are reasonable to promote safe practice and to protect children from harm, abuse and exploitation.

WSA will ensure the safety and protection of all children involved in its activities through adherence to the Child Protection guidelines it has adopted.

Our policy applies to all staff, governors and volunteers working in the school. There are four main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Working Together to Safeguard Children document:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body know the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.

- Ensure all records are kept securely.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy that is aimed at supporting vulnerable pupils in the school.
- The school will ensure that the pupil knows that some behaviour is unacceptable, but that they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the pupil, such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **Allegations Against Staff**

These naturally are taken very seriously. If a child discloses that a member of staff has behaved in a way that is abusive, then this information should go straight to the Head and not be reported to the CPO. If the allegation is about the Head, then the Chair of Governors must be informed directly.

### **Training Requirements**

The CPO will have Child Protection Training at least every two years, this will normally be provided by the BSA. It is the responsibility of the CPO to arrange training for the whole staff body every three years. Staff should view the presentations given on the shared-drive of the School's computer network under RMStaff.

### **Role of the Governing Body**

The governing body will all be trained in basic child protection. They will discuss child protection annually in one of their meetings and in this meeting, along with the CPO, they will review procedures.



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## Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Windermere St Anne's School complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- All positions of employment at the School require a Disclosure. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- The School will assess whether a disclosed offence makes an individual, in its opinion, unsuitable to work with or to have regular contact with children. There are no hard and fast rules when assessing suitability for employment in relation to offences. As an example, it is probable that any offences of a sexual, violent or drug-related nature will debar applicants from employment, whereas others may not, particularly when factors such as type of employment and the period that has elapsed since an offence are taken into account.
- We ensure that all those in Windermere St Anne's School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar applicants from working with us.** This will depend on the nature of the position and the circumstances and background of any offences.