



Jersey College for Girls Child Protection Policy

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College Aims

- To provide a safe learning environment for all our students.
- To identify students who are suffering or are likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe at home and at school.

All students should have the opportunity to excel in their learning and achievement. Outcomes that are key to students' wellbeing are to:

- Be healthy
- Be safe
- Achieve
- Grow in a stimulating and nurturing environment
- Be responsible and respected
- Have a voice and be heard
- Move confidently into adulthood
- Have confidence, dignity and self-respect

To achieve these aims our policies, systems and procedures are designed to:

- Promote safe practice.
- Identify instances in which there are grounds for concern about a child's welfare and initiate/take appropriate action to keep them safe.
- Prevent unsuitable people working with our students.
- Contribute to effective partnership working between all those involved with providing services for children and young people.

'All staff working with children and young people are uniquely placed, as responsible adults outside a child's family home, to be able to detect signs of child abuse. They have a positive role in child protection, being able to observe outward signs of abuse, changes of behaviour or failure to develop, because of their day-to-day contact with children. In addition, they are in a particularly good position to further the personal and social development of children and young people'.
(Education Child Protection Policy 2009)

Systems and Procedures

1. Staff have a responsibility to familiarise themselves with the guidelines determined by Education. This is available as part of the Education Child Protection Policy located digitally here: <http://www.gov.je/SiteCollectionDocuments/Education/P%20Child%20Protection%20Policy%2020160629%20SDM.pdf>.
2. Following our reporting procedure, it is essential that any information or concerns regarding Child Protection is communicated to the Designated Safeguarding Lead or the Principal. A referral form is available to facilitate this. (*Please see Appendix 2 Internal Referral Form.*)
3. Following our procedures for dealing with disclosure, when a student discloses information, members of staff must:
 - Ask open questions, not leading ones, to ascertain as much information as they need.
 - Tell students that they will keep them informed, but not make any promise offering confidentiality to the student.
 - Speak to the Safeguarding Lead or other designated person (**See Appendix 4 – Emergency Contact List**)
 - Log their conversation as soon after the event as possible and ensure that words used are as accurate as possible. (*See Appendix 2 Internal Referral Form*)
 - Provide a signed, dated copy of their disclosure to the designated Safeguarding Lead or other designated person. (*See Appendix 3 Dealing with disclosure and confidentiality*)
 - **In the event of a serious disclosure where you may have concerns over the immediate safety of a child or student, refer immediately to Emergency Contact List (see Appendix 4).**
4. Staff should be aware of e-safety procedures and positively communicate the importance of maintaining e-safety in the use of IT and the Internet. (*See Appendix 5 regarding e-safety and Appendix 6 Acceptable Use Agreement*)
5. Staff should be mindful of the Staff Guidelines for safe practice. (*See Appendix 5 Staff Guidelines*)
6. Ensure ESC Recruiting Procedures and policy for DBS checks are followed.

Child Protection Training

All new staff will be given guidelines and procedures during their induction period. New staff will access one day Foundation Level CP training as soon as possible, organised centrally by the Education Department.

A rolling programme of child protection training aims to train all staff, volunteers and members of the governing body to Foundation level and provide a cycle of refresher training sessions. From September 2016 staff will complete an annual online refresher, coordinated by the Education Department. Certificates to be printed and forwarded to Designated Safeguarding Lead as proof of completion.

Heads of Key Stage will access training at minimum of Level 2.

NQTs will receive training from ESC as part of their induction programme.

Where appropriate, individual staff may access further relevant training.

Students should be encouraged to take responsibility for:

- Caring and supporting each other.
- Communicating problems or concerns with a parent or member of staff.
- Using the Internet safely and adhering to the 'Responsible Use Policy' which they sign when they join the College and can view in their planners.

All staff have responsibility for:

- The safety and well-being of the students in their care.
- Reading the guidelines in this policy and signing the form in appendix 6 to confirm that they have read the contents.
- Taking a positive role in child protection by observing outward signs of abuse, changes in behaviour or learning difficulties through day-to-day interactions with students.
- Following the correct procedures should a student disclose any harm, abuse or neglect.
- Being sensitive and enabling privacy.
- Reporting any concerns to the Safeguarding Lead.
- Participating in appropriate training when requested.
- Keeping themselves informed of current child protection policies and procedures.

The Designated Safeguarding Lead has responsibility for:

- Sharing and evaluating concerns held by staff so that appropriate action to safeguard the welfare of students can be taken.
- Managing and actioning child protection systems and procedures in line with Education's Child Protection Policy and Guidance.
- Supporting students who may be the subject of any child protection concerns or procedures.
- Liaising with and supporting staff who are working with students who may be the subject of any Child Protection concerns or procedures.
- Liaising with the Principal.
- Liaising with external agencies.
- Attending Child Protection conferences and strategy meetings.
- Allocating staff to the appropriate training.
- Completing relevant courses at level 2 and 3 of the Child Protection Training Programme and having refresher training every 3 years.
- Developing the College Child Protection Policy, reviewing and refining systems and structures.
- Maintaining confidential records of meetings related to child protection procedures.
- Attending Governors' Safeguarding sub-committee meetings and reporting on Child Protection matters at the meetings, whilst maintaining anonymity and confidentiality.
- Maintaining the profile of safeguarding students throughout the College.

SLT has responsibility for:

- Ensuring that a member of the team assumes the responsibility of the Safeguarding Lead should they and the Principal be absent.

The Principal has responsibility for:

- Overseeing the application of the Child Protection Policy by the Safeguarding Lead.
- Supporting the Safeguarding Lead as appropriate.
- Deputising for the Safeguarding Lead if s/he is not available.
- Completing relevant courses at level 2 and 3 of the Child Protection Training Programme and having refresher training every 3 years.

Relationship to other policies

1. External Policies and other useful documents:

- Child Protection (Education)
- Continuum of need guidance: > <https://safeguarding.je/wp-content/uploads/2016/08/Continuum-of-Need.pdf>
- Online Safety Policy (Education Department)
<http://www.gov.je/SiteCollectionDocuments/Education/P%20Online%20Safety%20Policy%2020160915%20MP.pdf>
- Health and Safety (Education)
- Restraint policy:
<http://www.gov.je/SiteCollectionDocuments/Education/P%20Restraint%20policy%2020160511%20CC.pdf>
- Police intervention in schools:
<http://www.gov.je/SiteCollectionDocuments/Education/P%20Police%20Involvement%20in%20Schools%20and%20Youth%20Centres%2020160511%20CC.pdf>
- Allegation against a member of staff or volunteer:
<http://www.gov.je/SiteCollectionDocuments/Education/P%20Dealing%20with%20Allegations%20Against%20Staff%20and%20Volunteers%2020160512%20SD.pdf>
- Special Educational Needs Policy (Education)
- Work Experience Policy Standards and Guidance (DFES)
- Equal Opportunities
- Data Protection

2. Internal Policies:

- Safeguarding
- Health and Safety
- Individual Student Needs/SEN Policies and Procedures
- E- safety
- Improving Behaviour Policy/Counter Bullying policy

Appendices

Appendix 1 Threshold Criteria & Assessment Grids

Appendix 2 Internal Referral Form

Appendix 3 Dealing with Disclosure and Confidentiality

Appendix 4 Emergency Contact List

Appendix 5 Staff Guidelines

Appendix 6 AUA

Appendix 7 Police Involvement in Schools Procedure

Appendix 8 Confirmation of receipt and reading of policy

Appendix 1. Threshold Criteria & Assessment Grids (Taken from ESC Child Protection Policy)

	Environment	Health	Education	Identity	Family / Social	Emotional/Behavioural
Mild	<p>Insufficient heating, facilities and furniture</p> <p>Overcrowded living and sleeping arrangements</p> <p>Frequent change of address</p>	<p>Child has serious illness, medical condition or disability</p> <p>Feeding problems, diet poor</p> <p>Preventative health measures not taken (e.g. immunisation, dental checks, vision and hearing)</p> <p>Not registered with GP</p>	<p>Challenging behaviour in school</p> <p>Poor concentration</p> <p>Poor school attendance at Stage 1 of the non-attendance procedure</p> <p>Frequently late for school</p> <p>Parental support/interest lacking</p> <p>Numerous changes of school</p>	<p>Confused about self and situation</p> <p>Lack of age appropriate skills</p> <p>Experiences bullying</p> <p>Not appropriately dressed for weather or social situations</p>	<p>Poor relationship with parents/carers</p> <p>Poor peer relationship</p> <p>Inexperienced parents</p> <p>Lack of family support networks</p> <p>Unkempt in appearance</p>	<p>Insecure</p> <p>Aggressive</p> <p>Inconsistent parenting/behaviour management</p>
Moderate	<p>Subject to infestation</p> <p>Home in poor repair</p> <p>Hazards for young child</p> <p>Lack of basic amenities</p> <p>Experimental substance/alcohol misuse (parents)</p>	<p>Frequently attends GP/Hospital/frequent periods of illness/accidents</p> <p>Missed appointments/not receiving treatments</p> <p>Services refused</p> <p>Experimental substance/alcohol misuse (young person)</p> <p>Hidden pregnancy</p>	<p>Lack of stimulation/learning materials in home</p> <p>At risk of exclusion from school</p> <p>Non attendance at Stage 3 of the non-attendance procedures</p> <p>Parents have no contact with child's school and condone absence</p> <p>Learning difficulties not addressed</p> <p>Special Needs at 'School Action' not met.</p>	<p>Low self esteem</p> <p>Parents are highly critical and show little affection</p> <p>Over-protective parenting</p>	<p>Inappropriate peer relationships</p> <p>Inappropriate social behaviour</p> <p>Infrequent contact or acrimonious relationship with non-custodial parent.</p> <p>Socially isolated</p>	<p>Child involved in or at risk of involvement in criminal activities.</p> <p>Self harming mental health difficulties challenging/inappropriate behaviour (e.g. sexual)</p>

Appendix 3

Dealing with Disclosure and Confidentiality

An allegation by a child or young person that they have been sexually, physically or emotionally abused must be listened to, taken seriously and heard in private. On no account should suggestions be made to children as to alternative explanations for their worries. A written, dated record should be made of the allegations as soon as practicable (certainly within 24 hours) and signed by the member of staff to whom the allegation was made, **however this should in no way impede the need for immediate action, if a serious disclosure is made where that child or student may be in immediate danger.** Members of staff should make it clear to children or young people who approach them asking for complete confidentiality that members of staff would be bound to pass on the information if the child/young person has suffered abuse or is at risk. Staff should take any further steps as may be necessary to ensure that the child is protected and refer the matter to their Safeguarding Lead or other designated person (*See Appendix 4 – Emergency Contact List*)

Supporting Principles

Receive

- Listen to the student
- Take what they say seriously

Reassure

- That the student has done the right thing talking about their worries
- That only those people who need to know will be told, avoid promises of confidentiality
- That the student will be involved in/ know what happens next

React

- Elicit just as much information as you need in order to ascertain that there is a child protection issue which needs following up
- Avoid leading questions, ask only open questions like: “is there anything else you would like to tell me?”
- Feel confident to ask the student and parents (where appropriate) questions to find out the facts, whilst avoiding leading questions
- Explain what you have to do next and to whom you have to talk (Safeguarding Lead)

Report and Record

- Inform Safeguarding Lead or Principal
- Log your conversation or observation using Internal Referral Form (*Appendix 2*). Report as soon after the event as possible. Ensure that the words used in the report are as accurate as possible.
- Be objective in your recording, rather than making assumptions or interpretations
- All reports will be securely stored
- Agreement will be reached about the action to be taken and communicated to all concerned
- Reports will be reviewed on an individual basis by the Safeguarding Lead / Principal/ Headteacher liaising between Prep and Senior School as appropriate
- **In the event of a serious disclosure where you may have concerns over the immediate safety of a child or student, refer immediately to Emergency Contact List (see Appendix 4).**

Appendix 4

Emergency Contact List In the event of a Serious Child Protection disclosure

In the event of a serious disclosure from a child, the following is a list of people or agencies who must be contacted immediately regardless of meetings, etc. The immediate safety of a child or student is always our priority.

1	Name	Position	Contact numbers		
	Emma Silvestri-Fox	Designated Safeguarding Lead	Ext 216	516216	07797 818030
Carl Howarth	Principal	Ext 204	516204	07797 922662	
Peter Marett	Assistant Head	Ext 261	516261	07797 745490	
Toni Rollo	Vice Principal	Ext 214	516214	07797 788724	
Andrew McGarva	Assistant Head	Ext 215	516215	07920 290642	
Ruth Lea	Assistant Head	Ext 268	516268	07829 738340	

If none of the above can be contacted



Multi Agency Strategy Hub (MASH) – 449213

2 Words to the effect of ...“As the result of a serious disclosure from a child at our school, we have concerns about that child’s safety.”

- State how the child says they have been hurt / are at risk
- State who the child said did it.
- Assist with any other questions you can

If MASH cannot be contacted directly
(If you get the ansaphone – state that you will be phoning the Police)



States of Jersey Police Child Protection Unit – 612612 or 999

3

(as above)

Appendix 5

Guidelines for Staff

Staff Awareness

Staff have a duty to deal with any child protection issue that may arise and also to avoid any activity that may reasonably raise concerns as to their propriety. Examples might include students drinking alcohol with staff, being invited to their homes or allowing access to inappropriate materials or internet sites. Any member of staff who is aware of such activities should report them to a senior colleague or the child protection coordinator.

Any individual contact with students out of education settings should only be done with the prior knowledge of parents and senior colleagues. Staff should make every effort to avoid being in a situation where they are alone with a student in an isolated area, talking with a student in a closed room without others being aware of or being on their own with a student in a car or minibus.

Sexual harassment: This includes gender related comments about a student's physical attributes; unwelcome or gratuitous physical contact; suggestive or offensive remarks or innuendos about students of a specific sex; propositions of physical intimacy; gender related verbal abuse; threats or taunting; bragging about sexual prowess; requests for dates or sexual favours; offensive jokes or comments of a sexual nature about a student; displays of sexually offensive pictures, graffiti or other materials; highly personal questions or discussions about sexual activities; rough and vulgar humour or language related to gender; repeated "compliments" regarding a student's appearance, hair and clothes.

Inappropriate relationships: In common law, a member of staff is held to a higher standard of conduct than many other members of society. A member of staff's sexual relationship with a student is regarded as professional misconduct. Any such relationship or conduct directed at establishing a relationship are prohibited. Activities such as sending intimate letters or e-mails from a member of staff to a student, personal telephone calls, suggestive comments and dating are unacceptable. Staff receiving inappropriate communication from students should report the matter to a senior colleague who will investigate and deal with it appropriately.

Physical Restraint

Physical restraint of students is part of a range of strategies available to manage challenging behaviour and to protect the safety of children. The Education Restraint Policy is included in the Special Educational Needs Policy. A link to this policy can be found in the 'Relationship to other Policies' section of this document.

Restraint should only be used as a last resort after other strategies included in the school's behaviour policy. Physical restraint always carries a risk that the child or staff may be damaged, physically or emotionally. Inappropriate or excessive use of restraint can lead to an allegation of assault.

Physical Contact and Intervention

Do	Don't
Have another person present	Use restraint in anger
Defuse the situation – 'talking down'	Adopt a threatening stance
Use physical restraint as a last resort	Be confrontational
Be aware of gender and cultural issues	Restrain by tying or binding
Use MINIMUM amount of reasonable force	Search a student without appropriate advice
Continually offer the child the opportunity to regain self-control	Hit or shake a student, pull hair, hold arms behind back or squeeze excessively
Ensure a written report is compiled following the use of any restraint	
Inform Safeguarding Lead after the incident	

Photography, Videos and Other Creative Arts

Many activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity and to celebrate achievement. Staff need to be aware of the potential for these occasions to be misused for pornographic or "grooming" purposes. Careful consideration should be given as to how these activities are organised and undertaken. Using images of children for publicity purposes will require the consent

of parents. Images should not be displayed on websites, in publications or in a public place without such consent. When using a photograph for publicity purposes the following guidance should be followed:

- If the photograph is used avoid naming the child
- If the pupil is named avoid using their photograph
- Schools should establish whether the image will be retained for further use
- Images should be securely stored and used only by those authorised to do so

Further advice is available in the Education 'Policy and Guidance on Use of Images: photographs, videos, CCTV and web cams.'

E-Safety - Internet Use

The College has a clear procedure regarding access to and the use of the Internet and have regard to Education guidance. Staff should also refer to the schools' e-safety policy, including the Acceptable Use Agreement (AUA).

Under no circumstance should staff in Education settings access inappropriate images. Accessing child pornography or indecent images of children on the Internet and making, storing or disseminating such material is illegal.

Using Education equipment to access inappropriate or indecent material, including adult pornography, is unacceptable.

Education advises staff to exercise caution when communicating with children and young people using the Internet or mobile technology. Staff should only use official Education email accounts to talk to students online so that any communication is logged. It may be appropriate to set up a site to communicate in some circumstances, for example, to arrange sporting fixtures or for a particular curricular activity but staff should ensure their line manager or SLT is aware of this and that it is shared with other staff.

Staff should also only communicate on school matters as personal communication could be considered to be inappropriate.

Students might try to include staff in their 'friends' list on their online social network or get hold of a personal email address or mobile number. Staff should be cautious about this as there are inherent risks in staff using such sites to communicate with students in respect of the potential overlap between their personal and professional lives.

Appendix 6

Acceptable Use Agreement (AUA) for use of technology in College

We would like to give every JCG student and member of staff the opportunity to use up to date technology to support learning at the College. We believe that technology and the Internet provide many opportunities for learning, communication, creativity and freedom of expression. However, with advances in technology comes responsibility and a need for maturity. It is essential that all students respect the privacy of others and protect their own online reputation and are aware that inappropriate use of technology can cause distress and harm to others, and lead to anti-social behaviour.

This is why we would like you to read and agree to the following Acceptable Use Agreement; to protect and limit the likelihood of harmful incidents to you and others, to help you make informed decisions and to take responsibility for your online 'life'.

When using a mobile device in school we would encourage staff and students to connect to the College filtered wireless network to access the Internet rather than opting for the unfiltered and costly 3G/4G networks. Using the College network will help us protect you from inappropriate and potentially distressing content. Please, help us to keep you safe online by registering your device for use on the College wireless network. To register a device you will need to take your device to the AVA office.

When using the school network, personal mobile technology in school and Office365 I agree to the following AUA:

- I know that the College networks are monitored and by connecting to the networks I give consent for this monitoring to take place.
- I will password/passcode my device.
- I will not share my username and passwords with other users.
- I will not use messaging Apps during lesson time (unless student is instructed by teacher).
- I will not use Social Media or Messaging Apps to cause hurt or embarrassment to another person.
- I will not take photos or video/audio recordings of another person without their permission.
- I will not take photos or video/audio recordings of others with the intention to cause hurt or embarrassment.
- I will not post/publish/upload to Office365 OneDrive images or video/audio recordings of other people on the Internet (unless student is instructed by teacher),
- If I see a message, comment, image, or anything else online that makes me concerned for my personal safety or that of others I will **report it immediately to the school**¹.
- If I see a message, comment, image, or anything else online that causes hurt or embarrassment to a student, member of staff at JCG or someone known to me I will **report it immediately to the school**¹.

¹Form tutor, subject teacher, the Designated Safeguarding Lead (Mrs Silvestri-Fox), Principal (Mr Howarth).

- I understand that bullying whether online or other will not be tolerated and is strictly forbidden.
- I will not store any personal school based data on web-based (cloud) services (e.g. iCloud and GoogleDrive) that are hosted outside Jersey unless permitted by the school and agreed by the Jersey Data Protection Commissioner.
- I understand that devices bought into school are done so at the owner's own risk,
- Where possible I agree to have up-to-date anti-virus and other security software (such as privacy protection applications) installed on my device.
- I understand that the on-site use of my mobile device is a privilege for students, not an automatic right and may be withdrawn if misused.
- As a **student** I grant the College a right of inspection of my device when there is a cause for concern. All inspections will be carried-out only by designated members of staff². I am entitled to insist that a parent/guardian is present throughout any inspection. If I refuse an inspection request I may be refused permission to use my device in school. In cases of serious concern, a refusal may result in the involvement of external agencies including the police.

²*designated staff are the Designated Safeguarding Lead (Mrs Silvestri-Fox), Vice Principal (Miss Rollo) and the Principal (Mr Howarth).*

Withdrawal of consent

Contravening the terms of this agreement may result in withdrawal of consent to use the school network and, in extreme cases, disciplinary action and/or the involvement of third-party agencies.

I confirm that I have read through the agreement with my parent/guardian and agree to adhere to the principles outlined in the AUA.

Name of student:

Tutor Group:

Signature:
Parent/Guardian

Signature:
Student

Date:.....

Please return to the College office.

Appendix 7

POLICE INVOLVEMENT IN SCHOOLS PROCEDURE

The Education Department have a policy on **Police Involvement in Schools**.

A copy of the full policy is available at the link in the 'Relationship to other policies' section of this document. Please see below a summary of key points:

Contacting the Police

Should an event occur which requires Police involvement, then please speak to a Senior Manager at school. The Senior Manager will decide whether the police should be contacted.

The Senior Manager will

In an **EMERGENCY dial 999**

For an incident which is **not an emergency –dial 612612**

Schools are encouraged to **deal with minor incidents internally**, using the Improving Behaviour Policy.

If an incident is deemed serious enough to contact the police, then all **interviews with those suspected of being involved in the crime must stop until the Police arrive**

Receiving a call from the Police/Social Services

General phone calls - When anyone calls and speaks to any member of JCG staff, saying that they are from the Police or Social Services

DO

- ✓ Ask a caller who they are and what agency they are from and take their telephone number. Tell them that someone will get back to them asap.
- ✓ Tell a member of SLT about the call immediately, so that they get back in touch with the police/agency asap.
- ✓ If in doubt what to do, do not speak to the person, just say that you will inform the person who is the best person to help them with their request.

DO NOT

- X Give out any details about a student unless you know that the person is their parent/carer.
- X Say whether a student is in school or give any personal details over the phone. **The Police are required to produce a Data Protection request form**, which they will show a member of the SLT, before we are obliged to give out any information or details about students.
- X Speak to anyone other than the parent of the child. If you are unsure they are the parent, then ask for their number and call them back later, after checking their telephone number on CMIS.

Appendix 8

Confirmation of receipt and reading of policy

I agree, certify, and acknowledge that:

- I have been provided with a copy of the Child Protection Policy for Jersey College for Girls
- I have read the Policy, which includes the procedures for reporting suspected or observed child protection concerns and I fully understand the requirements of the Policy as well as my responsibilities under it

Signature _____ Date _____

Please print full name _____