



# Andreas School

Andreas Village  
Isle of Man, IM7 4EZ  
Headteacher: Mrs Rachel Ashley  
Deputy Headteacher: Mrs Joanne Hawkins  
Telephone: (01624) 880375  
e-mail:- [enquiries@andreas.sch.im](mailto:enquiries@andreas.sch.im)  
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Andreas School – A learning community that develops the thinking skills of all its members.

## Safeguarding and Child Protection Policy

This policy applies to staff, volunteers, Governors, sub-contractors and those on work placements.

To be read and used in conjunction with the School Vision, the behaviour policy and health and safety policies.

### Aims

To ensure all children receive the care and services they require to ensure a childhood that meets the needs of the Childrens' Plan Isle of Man.

To ensure that all members of the School's Community are aware of their obligations and systems necessary to maintain their own safety.

### Objectives

To ensure school procedures meet safeguarding requirements

To endeavour to seek agreement of all parties immediately but **not** if possibly to the detriment of the child.

To ensure accurate information is shared with the appropriate people for appropriate reasons when it is professionally necessary.

To ensure that objective accurate records of information are kept secure and the methods of record keeping are adhered to by all.

**To Record the reasons for the decision whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.**

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse and recognise that both paid workers and volunteers have a duty to safeguard and protect children. 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 Isle of Man Safeguarding Board and take account of guidance issued by the DEC to:

- Ensure we have a designated person for child protection (the Headteacher), and a deputy (the deputy headteacher), who have received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows 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.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.

### **Definitions of Abuse (as defined by the NSPCC)**

Child abuse is any action by another person – adult or child – that causes significant harm to a child.

**Physical abuse** is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

**Emotional abuse** is the ongoing emotional maltreatment or emotional neglect of a child.

**Sexual Abuse** is when a child is forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online.

**Neglect** is the ongoing failure to meet a child's basic needs. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm.

### **Roles and Responsibilities**

Andreas school fully recognises its responsibilities for child protection. This Policy and procedures apply to staff, volunteers, Governors, sub-contractors, those on work placements

The Senior Designated Person for the school has specific responsibilities. They:

- Understands the procedures and how they work in practice.
- Ensures that the school works to its policy for handling child protection concerns.
- Ensures that the school has a system for recording concerns at all stages.
- Provides support and guidance to school staff.
- Undertakes and offers training.
- Co-ordinates where there are child protection concerns.
- Reviews the Child Protection policy with others in the school including the Governing Body.

### **Training**

Staff will be kept informed about child protection procedures through staff meetings and all staff will have training in Child Protection and Safeguarding (to level 1) at least every 3 years.

Awareness of the Child Protection Policy and Procedures forms part of induction for all staff.

Designated persons and senior managers will access training at higher levels through the Isle of Man Safeguarding Children Board's Child Protection Training Programme.

## **Procedures**

### **What Should Staff/Volunteers Do If They Have Concerns About A Child or Young Person?**

Staff should never:

Do nothing/assume that another agency or professional will act or is acting.

Attempt to resolve the matter themselves.

On a disclosure by a child or if there is a serious concern staff must share information immediately with designated child protection officer or deputy and complete appropriate safeguarding records (in school office).

### **Recording Specific Concerns**

Any member of staff who has a concern or has had a disclosure made to them about or by a child should make a written note. This must be passed on to the designated person. (Staff may keep a copy provided it is kept secure and confidential). The note should be timed, dated and signed, with your name printed alongside the signature. The **blue** logging a concern form should be used.

**Notes must be made as soon as possible, and certainly within 24 hours of the incident giving rise to the concern.** (This is important, in case the note is needed for submission to court). Please see Appendix A for further details.

Notes should be:

factual

use the child's own words where possible

be a record of what you saw and heard.

### **Nagging Doubts about a Child's Safety and Welfare**

Sometimes, things that seem to be insignificant or trivial at the time, turn out to be vital pieces of information later. Much of this information may not appear to be very significant on its own, but it could contribute to a 'jigsaw' picture of abuse that should not be ignored. (You may also keep a copy for yourself provided it is kept secure and confidential.)

If there has been no specific incident or information, make a written note. Try to identify what is really making you feel worried.

Date, time and sign the note. Print your name alongside your signature. Pass the note to the designated person. You may keep a copy in a secure place. Again the **blue** logging a concern form should be used.

Monitor the child. Record further observations as factually as possible.

If several notes have been made about the child, the designated person should seek advice from the Department of Education and Children . (Director of Services for Children 693833, Head of Legal and Administrative Services 685828)

### **Action by the Designated person**

Decisions / considerations must be made in relation to the information shared with the designated person. The designated person for child protection will follow the below procedures.

1. Would a parental discussion be useful and sensible?
2. If yes – why? / If not – why?
3. Have that conversation and record on correct proformas.
4. Decide if action is required. If not, log the concern in child's file.
5. If action required, discuss with Social Services for advice- without revealing identity of pupil-Initiate conversation with "This is an off the record conversation."
6. If a Child Protection referral is needed, inform parents that you are making a referral and log your concerns with Duty Social Worker.
7. Complete a MARR form.
8. Contact SS to check progress towards a possible strategy meeting and decision regarding whether child becomes a CIN, Child protection or the case is closed.
9. If a referral isn't needed but the family need support, look to other agencies for support through filling in a NARRATES form.
10. If a NARRATES referral or a CP referral is made, ensure the front sheet is completed for the child's file.

### **Feedback to Staff Who Report Concerns to the Designated Senior Person / Nominated Officer**

Rules of confidentiality dictate that it may not always be possible or appropriate for the Designated Senior Person / Nominated Officer to feedback to staff who report concerns to them. Such information will be shared on a 'need to know' basis only and the designated person will decide which information needs to be shared, when and with whom. The primary purpose of confidentiality in this context is to safeguard and promote the child's welfare.

### **Support for staff on hearing a disclosure**

Any staff who have had a disclosure made to them will be offered the chance to talk through and review both what they heard and their response with the designated child protection officer. They will be made aware that Staff Welfare offer a confidential listening service where they can share worries (without sharing specific names or details).

### **Recording Keeping (See Appendix A and Appendix D)**

All disclosures and records of dialogue between all relevant parties are to be kept on the appropriate Safeguarding or Child Protection proforma on the day of the disclosure.

Completed documents to be handed to a Senior member of staff for action or safe keeping.

Senior member of staff to file document in the correct file (alphabetically stored in 3rd drawer of filing cabinet behind HT's desk. This cupboard will be locked at all times. Keys are held by HT, DHT.)

All telephone calls are to be recorded on proforma and filed in children's files after information has been shared with appropriate staff and HT/ DHT or AHT.

If a telephone call comes in from an individual requesting information about a pupil

- a) ALWAYS ring back (This also gives you thinking time)
- b) Unless you are happy-and can justify your decision- ALWAYS say "this is off the record and should not be written down".It is best to hand these conversations over to a senior member of staff.
- c) It is advisable to have a witness to some phone calls if they are of a tricky nature. Tell the person to whom, you are speaking that there is someone else there and also put the telephone onto speaker phone.

### **Who should have access to child protection information?**

Access to the information in any child protection file should be on a need-to- know basis which will be determined by the designated person on a case-by- case basis. Anyone who accesses the file should be logged on the Front Cover Sheet.

The confidentiality of the child and family should be respected as far as possible, but the welfare of the child is paramount. It would be unlikely that every member of staff needs to know the details of a case. Generally speaking, the closer the day-to-day contact with the child, the more likely the need to know an outline of the case.

Child protection files form part of a child's "educational record"<sup>1</sup> and as such the child or a parent has a right of access to that record. Access can only be denied in exceptional circumstances, for example, where there is a likely risk of significant harm. Therefore, unless there is a valid reason to withhold information, it is best practice to share all information with the child and/or parent, for example, an education report to a child protection conference should be shared with the parent(s) before the conference takes place.

Conversations between designated personnel at different education establishments are perfectly acceptable (e.g. sharing concerns or asking for information about sibling groups). Unless there is risk of significant harm, the child and/or parents should be informed before any conversation takes place.

Where there is concern that a child is at risk of significant harm, information may be shared with Social Care and/or Police and Health. In all instances the Department of Education and Children must be advised.

### **Sharing Information**

#### **All information is shared in the strictest confidence.**

Child protection information should not ordinarily be shared with other persons, for example, information should not be released to solicitors, etc. If a request for such information is made, seek the advice of the Head of Legal and Administrative Services at the Department of Education and Children, 685828.

Using professional judgement all teaching staff are to objectively share information with each other if it is relevant to a shared pupil or if it is an issue which requires generic observation, knowledge and awareness..

Teaching staff will share what is necessary with Lunchtime Ancillaries, School Administrators and Caretakers.

Incoming telephone calls are continued to be logged in diary in each office.

More detailed phone calls to be logged on "Telephone Information" proforma, shared as necessary and filed in relevant child's file.

### **Recruitment and selection of staff**

We follow DEC policy on the recruitment of staff. All appointments are subject to a satisfactory check that the successful candidates have no criminal convictions that would render them unsuitable for work with children. Checks are also made on the record of people barred from working with children, young people and/or vulnerable adults.

### **Operational procedures to keep pupils safe.**

#### **Photographs**

We follow DEC guidance on the use of photos. Parents are asked annually to fill in the declaration in Appendix B and the administrator produces a list of any restrictions which is shared with **all** staff. We have a collective responsibility to ensure these requirements are met. Any press photos will be checked by head, deputy or administrator to ensure no children are included who shouldn't be. When using photographs on websites it is the teacher uploading the pictures who is responsible for ensuring the restrictions are adhered to.

#### **Off site visits**

We follow DEC policy for Off-site visits, completing Evolve forms and risks assessments for all trips and ensuring adult-child ratios are complied with. We have an EVC who checks and, when satisfied all safety and planning requirements are met, approves all trips. The Head then double checks and signs the trip off, if they are satisfied all safety requirements are met. As a general rule all volunteers are DBS checked but on the odd occasion when non DBS volunteers are used they always work under the direct supervision of the teacher and are never alone with a group of children. All swimming volunteers are DBS checked.

### **Managing Allegations Against Staff**

We follow DEC guidelines. See Appendix C.

### **Linked Policies**

The Complaints Policy, Anti-bullying Policy, Health and Safety policy, procedures for Managing Allegations Against Staff, the Behaviour Policy, Induction Policy, Off site Visits Policy, Trainee Policy, Volunteer policy, Working Alone Policy, Injuries Policy, Leaving School Early, E-safety Policy and Reporting Accidents Procedures all contribute to safe guarding our children.

### **Equal Opportunities**

This Safe guarding and Child Protection process is applicable to all pupils, staff and parents in Andreas School regardless of gender, age, ethnicity, disability, sexuality or religion.

### **Policy Monitoring and Review**

All staff will have input into the monitoring and review of this policy.

**Policy Drawn up May 2016.**

**Review** May 2016 but also as and when necessary. Always shared with staff annually.

## Appendix A - How should notes and reports be made?

At the time of making a child protection note, it is impossible to say who will eventually have access to it, or when. It may be consulted months or even years after it was written. Always bear in mind that someone who is a complete stranger to you and your establishment may need to read your record at some stage in the future. It is therefore essential that written records are accurate and clearly distinguish between fact, opinion and hearsay.

All notes and reports must contain the following:

- Date of the incident
- Date and time of the record being made
- Name and date of birth of the child(ren) concerned
- A factual account of what happened, and the location where the incident took place (include the actual words spoken by the child where possible)
- A note of any other people involved e.g. as witnesses
- Action taken, and any future plans e.g. monitor and review
- Any other agencies informed?
- Printed name of the person making the record
- Job title of the person making the record
- Signature (print name alongside)

The source of the information should be identified e.g. 'Mrs Bell, a midday supervisor, informed me that....' Or 'I saw John in the playground at break time...'

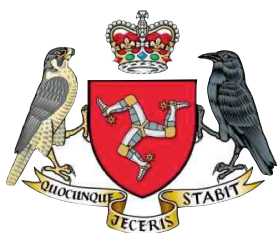
Information should be factual or based on fact. Record what you saw, heard etc. and try not to be vague or woolly (e.g. 'Jenny was crying and rocking' rather than 'Jenny was upset').

Opinion is acceptable provided that you can give some justification for holding it (e.g. 'Sam ran and hid under the table when his mother arrived to take him home, and clung to me when I tried to get him out. He appeared to be frightened.')

Make a note of what you have done with the information (e.g. 'I consulted the Headteacher, Mr Wilson, and he said he would...')

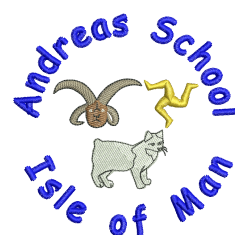
Try to avoid specialist jargon (e.g. 'he is on SEN School Action Plus'), which someone from another agency would not necessarily understand.

## Appendix B - Annual Declaration Regarding Photos and Allergies



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School Year 2016-17

### Parental Consent for Regular Out of Establishment Visits/Activities

Name of child .....

Year group .....

Please tick the boxes if you agree with your child participating in the following activities and sign.

#### Regular out of establishment visits/activities

This will enable staff to take children off the school site for recognised activities. Examples include local walks, swimming and local sporting and community events. Please contact school if you are able to help on trips at any time.

☐

I give permission for my child to participate in recognised activities/educational visits off the school site whilst attending Andreas School.

☐

I give permission for my child to travel by coach, bus, minibus or private car to and from these events.

I understand that specific permission will be sought for any school activities beyond those listed which will involve commitment to extended journeys or times, expense or hazard. I also understand that my child will be under an obligation to follow our code of conduct at all times and will be subject to normal school discipline during the activity/visit.

#### Cooking and Tasting Consent

The children have opportunities to cook and prepare food and drink, and to taste these. Please ensure that school is aware of any allergies. Please list any allergies or special dietary requirements (not likes and dislikes).

☐

I give permission for my child to participate in cooking and tasting activities whilst attending Andreas School.

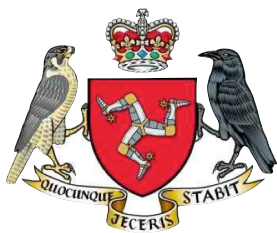
Any special dietary requirements/ allergies:

.....  
.....

Signed .....Parent/carers

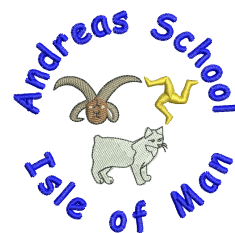
Date .....





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School year 2016-17

## Parental consent for Photographs

Name of child.....

Year group .....

Please tick the boxes if you agree with your child participating in the following activities and sign at the bottom of the page.

I agree to the following use of photographs:

☐

Photographs of my child being displayed in the school building along with their full name.

☐

Photographs of my child being published on the school or Department website or in a school publication, e.g. calendar, school brochure etc. I understand that in these situations my child's photograph may be accompanied by no more than their first name.

☐

Photographs of my child being published in the media (newspapers, radio station, magazines etc), including the media's websites, as and when the occasion arises (ie, school activity, individual/group success story). I understand that in these situations, my child's photograph may be accompanied by their full name if the media so wishes.

## **Performances and school events**

☐

I agree to my child participating in school performances which are videoed or photographed for school use or by other parents. Please note:- it is expected that parents will not use any images which they take inappropriately. This includes not putting photographs of children other than your own on social networking websites e.g. Facebook.

## Television and Filming

☐

I agree to my child being included in television or other filming as and when these occasions arise. I understand that my child's full name may be captioned or mentioned in footage or an interview by the local media if they wish.

☐

Year 6 only - To watch appropriate DVD's to extend areas of learning that are rated PG.

Signed .....Parent/carer      Date .....

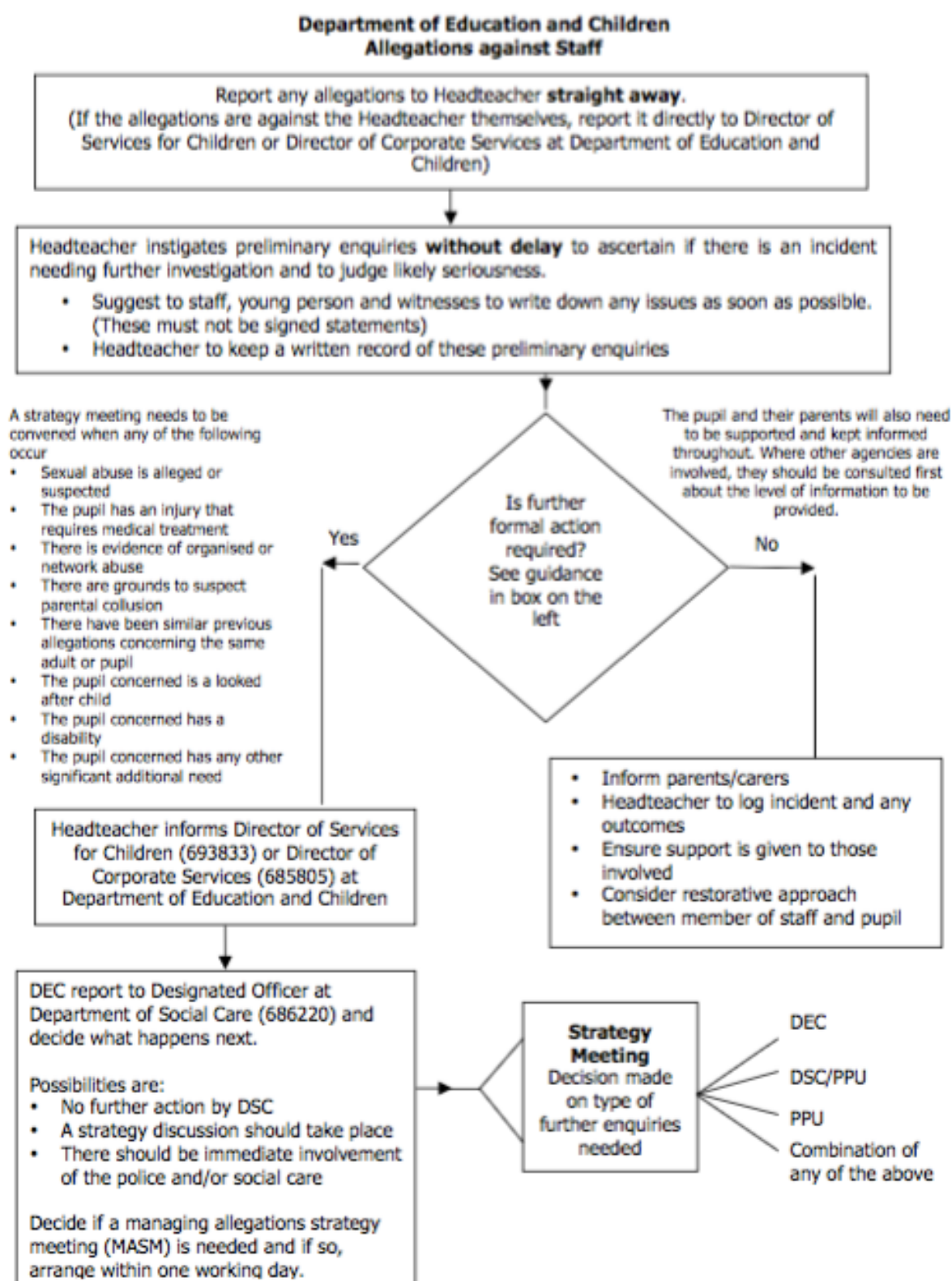
## **Data Processing**

To understand how the Department of Education and Children obtains and processes your information please visit this link:-  
<https://www.gov.im/about-the-government/departments/education-and-children/data-processing/>

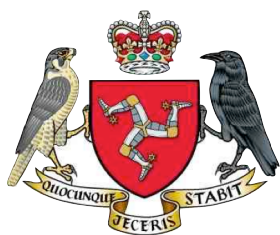
As a member of a school community it is necessary to process your information but this will only be done in accordance with the Data Protection Principles.

The information you provide, and that obtained from other relevant sources, such as registers, letters you send in, forms etc, will be treated confidentially and used by your child(s) school to fulfil its legal/statutory obligations. Elements of this information may also be shared with trusted third parties who support the school in the delivery of their statutory requirements, where necessary to confirm factual information provided by you, to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.

## Appendix C - Allegations against staff

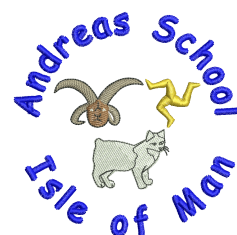


## Appendix D - Andreas Child Protection Forms



# Andreas School

Andreas Village  
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## Child Protection Front Sheet

(Being Healthy/staying Safe/Enjoying/ Making positive contribution/Prospering)

(Higher level Achieving / Educational discussions to be recorded on Discussion Record sheet)

Child's Surname	Forename (s)	DoB***
***Tel nos- Home- Mum mob- Dad mob-	***Address:-	Male / Female
School Admission Date	SEN-Please specify	SEN stage
Ethnicity	First Language:- Parents if different from child:- Is language support required Y/N?	
Parental Responsibility Details:-	***Name	*** Relationship to child
***Siblings + DoB 1. 2. 3. 4.	***Other short time carers 1. 2. 3. 4.	***Tel nos 1. 2. 3. 4.
CAF? Y/N	Reasons for CAF	
Are there any Child Protection files held in school relating to this child or another closely related to him/her? Y /N Which are relevant?		
***Name of Social Worker:-		***Tel nos:-
***Name of GP :-		***Tel nos:-

Child's Surname	Forename (s)		DoB***
***Names of other agencies involved:- 1 2 3		***Tel nos:- 1. 2. 3.	
Date of incident/ conversation.	Your objective record of concern including dialogue:-		
Date of "Third party" information			
If appropriate what allegation has been made?			
Your name	Position		
	Details including tel nos / address if not member of staff		
Does child know this form has been completed? Y/ N	Child's response:-		
Does parents know this form has been completed? Y / N	If not why not?:-		
	If Yes what did they say?:-		
Does child have visible injury? Y / N	If yes was medical advice sought?		
What action had already been taken?			

**NOTE: Those with parental responsibility should not be contacted by anyone in the school if this could place the pupil at risk. Speak to the designated person first.<sup>1</sup>**

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*Shaded areas to be completed by School Administrator*





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## Logging A Concern About A Child's Safety and Welfare

Name and Address of Setting or Agency (if applicable)	
Child's Name	DOB
Today's Date	Time
Your Name (print)	Your Signature
Your Role	
Date of Concern/Incident	Time of Concern/Incident
Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened and when. Remember to describe clearly any behavioural or physical signs you have observed.	

(Check to make sure your report is clear now - and will also be clear to a stranger reading it next year)

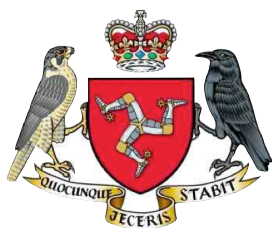
**Action taken** .....

**Received by** ..... **Designated Person for Child Protection**

**Date**..... **Time** .....

**Proposed action by the Designated Person** .....

(continue overleaf if necessary)



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## Record of Parental discussions

To include SN and progress discussions

Type of Meeting	
Attendees to sign	
Apologies	
Others invited but did not attend	
Minutes sent?	Minutes to be sent afterwards to:-
Date?	
Child's Name	DOB
Today's Date	Time
Your Name (print)	Your Signature
Your Role	
Reason for meeting	
Child's opinion	

Record all points made.

Action to be taken:-

(Check to make sure your report is clear now - and will also be clear to a stranger reading it next year)

**Received by .....** **A designated Person for Child Protection**

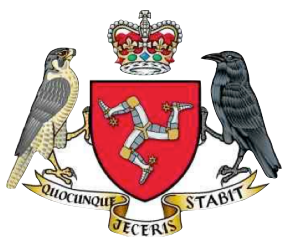
**Date..... Time .....**

**Proposed action by the Designated Person .....**

**(continue overleaf if necessary)**







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Child's Name	DOB	
Today's Date	Time	
Telephone call from /to	Agency / Relationship	Tel nos
Your Name (print)	Your Signature	
Your Role		
Reason for call		
Record all points made		
Action to be taken:- (continue overleaf if necessary)		

## Appendix E – Organisations providing support for those dealing with abuse, those experiencing abuse and alleged perpetrators of abuse.

- Social Services – Duty 01624 686179 and choose option 2 Children & Families.  
email: [childcarereferrals.dsc@gov.im](mailto:childcarereferrals.dsc@gov.im)
- Victim Support – will support victims of Domestic Abuse or sexual assault and supports individuals and families going through the Court system. <http://www.victimsupport.im/>
- Probation and Youth Justice teams will work with perpetrators of abuse once they have been through the investigative process or Court. <https://www.gov.im/news/2015/dec/09/youth-justice-team-continuing-to-achieve-positive-outcomes/>
- The Isle of Man Children's Centre have some charitable functions to support families such as Thriving Families, a Contact Centre and Prison Support. They also offer some parent and children sessions around the Island. <https://www.thechildrenscentre.org.im/>
- Young Carers will support young people living in families with illness or disability where there may be an expectation for them to take on a caring role at a young age. Crossroads also offer other services across age ranges with disability. <http://www.crossroadsiom.org/>
- Motiv8 will offer support to those using/misusing alcohol, drugs or have gambling issues. They will also offer support to the families of concerning users and have a young persons worker who will come out to schools and support young people from the age of 12. <http://www.motiv8.im/family-help-support>
- Relate will also offer help with family life and parenting, separation and divorce and have a young persons counsellor. I think there is a cost but it is nominal. <http://www.relate.org.uk/relationship-help>
- The Police have a website with information ( <https://www.iompolice.im/> )
- The Safeguarding Board website has advice and information, ( <http://www.isleofmanscb.im/> )