

CHILD PROTECTION (Safeguarding) POLICY

The Designated Senior Person for Child Protection is the Deputy Principal. Any member of staff who is told of any incident or suspicion of physical or sexual child abuse occurring in the School, or to a pupil of the School at home or outside the School, MUST report the information immediately to the Designated Senior Person. The Principal should be made aware of the decision of the Designated Senior Person prior to contacting the Inspection Unit. In the absence of the Designated Senior Person, the immediate report should be made to the Principal. Child abuse instances that should be reported include abuse of a pupil by a staff member or other adult, abuse at home which a pupil reports to staff, abuse by a stranger outside school and abuse of one pupil by another pupil.

Senior pupils (Prefects) receive training and are aware of the need to report allegations or suspicions of child abuse to the Designated Senior Person.

Tring Park School operates Safe Recruitment procedures including CRB checks and, from July 2010, the ISA Vetting and Barring. The Principal, Deputy Principal and Governor responsible for Child Protection have received NCSL Safe Recruitment training.

Any allegations or suspicions against a member of staff should be made to the Principal. If the allegation or suspicion is about the Principal, the report should be made to the Chairman of the Board of Governors (chairman@tringpark.com) who will then, if necessary, liaise with the Inspection Unit.

The Designated Senior Person will attend training every two years. Whole staff Child Protection training will be updated every three years; all part time and voluntary staff will be made aware of these arrangements.

Any deficiencies or weaknesses in Tring Park School's Child Protection arrangements should be remedied without delay. The Governing Body reviews these arrangements annually and receives a report from the Designated Senior Person.

Procedure for handling a disclosure

School staff (including the Designated Senior Person and the Principal) should NOT investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should not be interviewed by school staff beyond the point at which it is clear that there is an allegation of abuse.

Staff members, and other adults at the school, should NEVER give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that proper

action is taken. Staff should make it clear that they will never tell anyone who does not have a clear need to know.

If an allegation of physical or sexual abuse is made, a staff member should:

1. Keep questioning to a minimum, strictly avoiding 'leading' the pupil.
2. Stop asking questions as soon as the pupil has disclosed that they believe something abusive has happened to them or someone else.
3. Tell the informing pupil that the staff member will now make sure the appropriate people are brought in to follow up the problems. Assure the informing pupil that speaking to a member of staff was the right course of action.
4. Ask the informing pupil what steps they would like taken to protect them now they have made an allegation and assure them that the school will try to follow their wishes.
5. Refer the matter immediately, with all the relevant details, to the Designated Senior Person or the Principal as above.
6. Make a written record as soon as possible of what has been said and make this available as above.

The school's full Child Protection Manual is located at Staff Resources/Child Protection information and hard copies can be found in the following places:

School Office
Pastoral Office
Academic Staffroom
Vocational Staffroom
Boarding Houses
Directors' Offices
Estates Office
Housekeeping Office
Theatre Office
Sanatorium
Principal's Secretary's Office
Deputy Principal's Office