



倫敦克尼中文學校  
LONDON HACKNEY CHINESE COMMUNITY SCHOOL

# Safeguarding Children Policy

Updated in July 2018

School address: Haggerston School, Weymouth Terrace, London E2 8LS

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## **SAFEGUARDING CHILDREN POLICY**

### **“Safeguarding Children is Everyone’s Responsibility”**

London Hackney Chinese Community School (LHCCS) (the school) believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them. This policy applies to all staff, including School Governors, paid staff, volunteers, parents, students or anyone working on behalf of LHCCS.

#### **1.0 AIMS OF THIS POLICY**

- 1) To ensure that children and young people, including the children of adults who use our services, are effectively safeguarded from the potential risk of harm at LHCCS and that the safety and wellbeing of the children and young people is of the highest priority in all aspects of the school’s work.
- 2) To help LHCCS maintain its ethos whereby staff, students, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.
- 3) To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

#### **2.0 PURPOSE OF THIS POLICY**

To ensure that all members of LHCCS:

- are aware of their responsibilities in relation to safeguarding and child protection.
- know the procedures that should be followed if they have a cause for concern.
- know where to go to find additional information regarding safeguarding.
- are aware of the key indicators relating to child abuse.
- fully support the school’s commitment to safeguarding and child protection.

The School’s ‘*Safeguarding Children Policy*’ (July 2018) should be read in conjunction with ‘*Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children*’ (July 2018).

#### **3.0 LEGAL FRAMEWORK**

3.1 This policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991 (UNCRC)
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice – Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. (HM Government, 2018).
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children. (HM Government, 2018)

#### **4.0 PRINCIPLES**

- 4.1 Section 175 and 157 of the Education Act 2002 gives maintained schools and academies a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State at all times.
- 4.2 This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 4.3 We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- 4.4 As enshrined in the Children Act 1989, we agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 4.5 LHCCS seeks to adopt an open and accepting attitude towards children as part of its responsibility. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.
- 4.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 4.7 In our school, if there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with *'London Child Protection Procedures and Practice Guidance'* (October 2017), issued by the London Safeguarding Children Board.
- 4.8 As a consequence, we:
- 1) Will seek to keep children and young people safe by valuing them, listening to and respecting them;
  - 2) assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;

- 3) accept that safeguarding children is required and is an appropriate function for all members of staff in the school;
- 4) recognise that safeguarding children in this school is a responsibility for all staff, including volunteers;
- 5) will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- 6) will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within the school and liaising with other agencies;
- 7) ensure that all staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>);
- 8) will share our concerns with others who need to know, and assist in any referral process;
- 9) will ensure that all members of staff and volunteers who have a suspicion or concern that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead(s), who will refer on to the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>);
- 10) safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies;
- 11) will ensure that all staff are aware of the Child Protection Procedures established by the City and Hackney Children's Safeguarding Board (CHCSB) and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- 12) will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children;
- 13) will act swiftly and make appropriate referrals to the Local Authority Designated Officer where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

## **5.0 EQUALITY STATEMENT**

- 5.1 LHCCS will make sure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- 5.2 We are committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

## **6.0 DESIGNATED SAFEGUARDING LEADS IN SCHOOL**

6.1 The Designated Safeguarding Leads for safeguarding and child protection in this school are:

### **Dr. Bonnie Kwok**

Address: C/O Haggerston School, Weymouth Terrace, London E2 8LS

Telephone no.: 07949431548 (Mon – Fri 9am to 5pm)

07949431548 (Outside office hours)

Email address: bonniekwok88@hotmail.com

### **Ben Lau**

Address: C/O Haggerston School, Weymouth Terrace, London E2 8LS

Telephone no.: 07876114453 (Mon – Fri 9am to 5pm)

07876114453 (Outside office hours)

Email address: b.lau@londonmet.ac.uk

6.2 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors when they may have child protection concerns to discuss.

6.3 The school recognises that:

- 1) the Designated Safeguarding Lead need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- 2) all members of staff (including volunteers) must be made aware of who this person is and what their role is.
- 3) The Designated Safeguarding Lead will act as a source of advice and coordinate action within the school over child protection cases.
- 4) The Designated Safeguarding Lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- 5) They should possess skills in recognising and dealing with child welfare concerns.
- 6) Appropriate training and support should be given.
- 7) The Designated Safeguarding Lead is the first person to whom members of staff report concerns.
- 8) The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>).

- 9) The Designated Safeguarding Lead is not responsible for dealing with allegations made against members of staff, unless the Designated Safeguarding Lead is also the Headteacher. In this case, the Designated Safeguarding Lead is responsible for dealing with allegations made against members of staff as she is also the Headteacher.

6.4 To be effective, the Designated Safeguarding Lead will:

- 1) Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding a request for service by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm.
- 2) Cascade safeguarding advice and guidance issued by the City and Hackney Children's Safeguarding Board (CHCSB) <http://www.chscb.org.uk/>.
- 3) Where they have concerns that a request for service has not been dealt with in accordance with the child protection procedures, they can discuss this with the Head of Safeguarding and Welfare/members of the Safeguarding Unit and consider what needs to happen next.
- 4) Ensure each member of staff and volunteers at the school, and regular visitors (such as supply teachers) are aware of and can access readily the School's Safeguarding Children Policy.
- 5) Liaise with the headteacher (who is also the Designated Safeguarding Lead) to inform her of any safeguarding issues and ongoing investigations and ensure there is always cover for the role (see Appendix A of this document for contact details).
- 6) Ensure that this policy is updated and reviewed every year and work with the Designated Governor for child protection to ensure this takes place.
- 7) Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- 8) Ensure parents are aware of the School's Safeguarding Children Policy in order to alert them to the fact that the school may need to make referrals of concerns to Children's Social Care. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.

6.5 The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- 1) Attend training in how to identify abuse and know when it is appropriate to refer a case.
- 2) Have knowledge of the City and Hackney Children's Safeguarding Board (CHCSB) policies (<http://www.chscb.org.uk/>).
- 3) Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- 4) Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated Safeguarding Lead immediately.

## **7.0 DESIGNATED SAFEGUARDING GOVERNOR**

The Designated Governor for Safeguarding at this school is:

### **Dr. Michael Wan**

Address: 22, Crawley Road, London N22 6AN

Telephone no. 07881460143 (Mon – Fri 9am to 5pm)

07881460143 (Outside office hours)

Email address: siupong@gmail.com

- 7.1 Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- 7.2 The Governors will ensure that the designated member of staff for safeguarding is given sufficient time to carry out his or her duties, including accessing training.
- 7.3 The Governors will review safeguarding practices in the school annually, to ensure that:
- 1) The school is carrying out its duties to safeguard the welfare of children at the school.
  - 2) Hold regular monitoring meetings with the designated safeguarding lead with an agreed focus.
  - 3) Members of staff and volunteers are aware of current child protection practices and that staff receive training where appropriate.
  - 4) Child protection is integrated into the school induction procedures for all new members of staff and volunteers.
  - 5) The school follows the procedures agreed by the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>).
  - 6) All staff and volunteers will be vetted to ensure that only persons suitable to work with children shall work in the school.
  - 7) Where safeguarding concerns about a member of staff are raised, appropriate action will be taken in line with the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>) procedures.

## **8.0 RECRUITMENT**

- 8.1 In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.
- 8.2 We will ensure that the following checks are satisfactorily completed when a person takes up a position in the school:
- Identity checks to establish that applicants are who they claim to be, e.g. having sight of an applicant's birth certificate, passport or driving licence.
  - Rights to work in the UK.



- Education and professional qualifications.
- References prior to offering employment.
- Previous employment history will be examined.
- DBS Checks will also be completed within the probation period. While awaiting for the DBS Checks to be completed, the teacher will be supervised by a teacher who has been DBS checked.

## **9.0 VOLUNTEERS**

9.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be recruited in line with our Recruitment Policy and Procedure.

## **10.0 INDUCTION & TRAINING**

10.1 All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, child protection concerns within the appropriate levels of confidentiality.

10.2 All new staff at the school, including volunteers, will receive a copy of the Safeguarding Children Policy on starting their work at the school.

10.3 All staff are required to undertake the 'An Awareness of Child Abuse and Neglect' course and this will enable them to fulfil their responsibilities in respect of child protection effectively.

10.4 All staff will attend refresher training course on an annual basis.

## **11.0 DEALING WITH CONCERNS**

11.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicions or concerns that a child/young person is at risk of or is suffering significant harm.

11.2 Their concerns should be reported to the Designated Safeguarding Lead immediately (see Appendix A of this document for contact details).

11.3 All causes for concern must be recorded and must be passed to the Designated Safeguarding Lead immediately (see Appendix A of this document for contact details).

11.4 The Designated Safeguarding Lead will decide on the appropriate actions.

11.5 Notwithstanding the above, anyone who has concerns regarding a potential failure of this Safeguarding Children Policy or an incident has the right to contact the Local Authority Designated Officer (L.A.D.O.) directly. Please see Appendix A for contact details and Appendix C for information regarding Whistle Blowing.

## **12.0 SAFEGUARDING IN SCHOOL**

- 12.1 As well as ensuring that child protection concerns are addressed, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.
- 12.2 The school will ensure that bullying and racial harassment is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, cyber bullying or where there appear to be links to domestic abuse in the family home. Incidents of bullying will be investigated, recorded and reported to the Local Authority.

## **13.0 PHOTOGRAPHING CHILDREN**

- 13.1 We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.
- 13.2 However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.
- 13.3 The school cannot be held accountable for photographs or video footage taken by parents or members of the public at school functions.
- 13.4 At the start of each academic year parental consent to the taking and use of photographs and videos will be updated for each student.

## **14.0 CONFIDENTIALITY AND INFORMATION SHARING**

- 14.1 The school, and all members of staff at the school, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.
- 14.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 14.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated Safeguarding Lead (see Appendix A of this document for contact details).

## **15.0 CONDUCT OF STAFF**

- 15.1 The school has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

- 15.2 At all times, members of staff are required to work in a professional way with children.
- 15.3 If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the City and Hackney Children's Safeguarding Board (CHCSB) procedures (<http://www.chscb.org.uk/>), we will view this as misconduct, and take appropriate action.
- 15.4 An agreed code of conduct in relation to safeguarding has been agreed and adopted by all adults working with children at Hackney Chinese Community School. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures
- 15.5 There are a range of mechanisms in place to ensure that pupils feel comfortable to express their concerns to adults for example:
- Through encouragement to discuss issues at school assemblies
  - An open approach to discussing issues with staff

## **16.0 PHYSICAL CONTACT AND RESTRAINT**

- 16.1 Members of staff may have to make physical interventions with children. Members of staff will only do this in line with school policy on managing challenging behaviour.

## **17.0 ALLEGATIONS AGAINST MEMBERS OF STAFF**

- 17.1 If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:
- Possibly committed an offence against or related to a child
  - Behaved in a way that has harmed or may have harmed a child
  - Behaved towards a child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.
- 17.2 The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the City and Hackney Children's Safeguarding Board (CHCSB) (<http://www.chscb.org.uk/>).
- 17.3 The Headteacher will handle such allegations, unless the allegation is against the Headteacher, when the school governors will handle the school's response.
- 17.4 The Headteacher (or school governors) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (L.A.D.O.) (see Appendix A of this document for contact details). The L.A.D.O. will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.
- 17.5 The Headteacher should not investigate the concerns or discuss with the alleged perpetrator without having spoken to the L.A.D.O.

## **18.0 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW**

- 18.1 All teachers in school will receive a copy of the Safeguarding Children Policy and will be asked to confirm that they have read and agree to follow its procedures. It will be discussed at least annually at staff meetings.
- 18.2 Safeguarding will be a standing item on the agenda at each full governing body meeting.
- 18.3 Parents and students will be consulted via the Parents' meeting held each year.

## **19.0 PARENTS AND CARERS**

- 19.1 Parents and carers will be informed that they can have a paper copy of the Safeguarding Children Policy on request.
- 19.2 We will be proactive in our consultations and involvement with parents and carers where there are child protection concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

We are committed to reviewing our Safeguarding Children Policy and good practice annually.

This policy was last reviewed on: 29 July 2018.

Signed: *Bonnie Kwok*

Dr. Bonnie Kwok

Headteacher

London Hackney Chinese Community School

## **Appendix A**

### **Contacts for safeguarding children**

**If you think a child is at risk of immediate harm, please contact the police by calling 999.**

#### Designated Safeguarding Leads in LHCCS

##### **Dr. Bonnie Kwok**

Address: C/O Haggerston School, Weymouth Terrace, London E2 8LS

Telephone no.: 07949431548 (Mon – Fri 9am to 5pm)

07949431548 (Outside office hours)

Email address: bonniekwok88@hotmail.com

##### **Mr. Ben Lau**

Address: C/O Haggerston School, Weymouth Terrace, London E2 8LS

Telephone no.: 07876114453 (Mon – Fri 9am to 5pm)

07876114453 (Outside office hours)

Email address: b.lau@londonmet.ac.uk

#### Designated Governor in LHCCS

##### **Dr. Michael Wan**

Address: 22, Crawley Road, London N22 6AN

Telephone no. 07881460143 (Mon – Fri 9am to 5pm)

07881460143 (Outside office hours)

Email address: siupong@gmail.com

#### Local Authority Designated Officer (L.A.D.O)

Telephone no.: 020 8356 8982

Email: LADO@hackney.gov.uk

Hackney and City of London Safeguarding Children Board

Web: <http://www.chscb.org.uk/>

Email: [chscb@hackney.gov.uk](mailto:chscb@hackney.gov.uk)

Telephone no.: 0208 356 4183

Address: City and Hackney Safeguarding Children Board (CHSCB), 4th Floor,  
Hackney Learning Trust, 1 Reading Lane, Hackney E8 1GQ

Hackney First Access Screening Team (FAST)

Telephone no.: 020 8356 4844

City of London Children & Families Team

Telephone no.: 020 7332 3621 - Monday to Friday, 9am-5pm only

020 8356 2710 - at all other times, including weekends and bank holidays

NSPCC - 24 Hour helpline

Web: <https://www.nspcc.org.uk/>

Help for adults concerned about a child - 0808 800 5000

Help for children and young people - Call Childline on 0800 1111

Ofsted

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk), [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk)

Telephone no: 0300 123 1231 (8am to 6pm, Monday to Friday), 0300 123 4666

Hackney Learning Trust

Address: Technology & Learning Centre (TLC), 1 Reading Lane London E8 1GQ

Tel: 020 8820 7000

Email: [info@learningtrust.co.uk](mailto:info@learningtrust.co.uk)

## Appendix B

### Key organisations and links to relevant publications

#### City of London & Hackney Safeguarding Children Board

<http://www.chscb.org.uk/>

The key statutory body for agreeing how organisations co-operate to safeguard and promote the welfare of children and young people in the City of London and Hackney.

London Child Protection Procedures <http://www.londonscb.gov.uk/procedures/>

#### HM Government

*'Working Together to Safeguard Children'* (July 2018) - statutory guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/722305/Working\\_Together\\_to\\_Safeguard\\_Children\\_-\\_Guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_Guide.pdf)

Statutory guidance on making arrangements to safeguard and promote the welfare of children section 11 of the Children Act 2004 issued in 2007

<http://www.legislation.gov.uk/ukpga/2004/31/section/11>

*'What to do if you're worried a child is being abused'* (March 2015)

<https://www.safeguardingschools.co.uk/wp-content/uploads/2015/03/What-to-do-if-you-re-worried-a-child-is-being-abused.pdf>

*'What to do if you're worried a child is being abused'* (2015) has been rewritten since the previous edition. This non-statutory guidance is aimed at anyone whose work brings them into contact with children and families, including those who work in early years, social care, health, education (including schools), the police and adult services.

People working with children should be guided by these four principles:

- children have a right to be safe and should be protected from all forms of abuse and neglect;
- safeguarding children is everyone's responsibility;
- it is better to help children as early as possible, before issues escalate and become more damaging; and
- children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.

## Appendix C

### Safeguarding Children: Whistle Blowing

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Headteacher. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

#### **Don't think what if I'm wrong - think what if I'm right**

#### Reasons for whistleblowing:

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

#### What stops people from whistleblowing?

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

#### How to raise a concern?

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why
- Approach the Headteacher
- If your concern is about your immediate manager/Headteacher, or you feel you need to take it to someone outside the school, contact any of the School Governors, or the City and Hackney Children's Safeguarding Board (CHCSB).
- Make sure you get a satisfactory response - don't let matters rest
- Put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation, but you will need to demonstrate sufficient grounds for the concern.



### What happens next?

- You should be given information on the nature and progress of any enquiries
- Your employer has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence

### Self-reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

## Appendix D

### Definitions and Symptoms of Abuse

There are four main categories of abuse – physical injury, neglect, sexual abuse and emotional abuse. The list of symptoms given is not exhaustive or comprehensive but consists of frequently observed symptoms. It is important to remember that most abuse involves more than one main type, for example, sexual and emotional abuse may be recognised together. These symptoms, for example cuts and grazes, may also be accidental and not a sign of abuse.

#### Physical Abuse

Actual or risk of physical injury to a child or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and factitious illness by proxy. This includes excessive punishment.

Symptoms:

- Behaviour changes/wet bed/withdrawal/regression
- Finger marks
- Frequent unexplained injuries
- Broken bones
- Afraid of physical contact
- Cuts and grazes
- Violent behaviour during role play
- Cigarette burns
- Unwillingness to change clothes
- Cowering
- Aggressive language and use of threats
- Bruising in unusual areas
- Changing explanation of injuries
- Not wanting to go home with parent or carer

#### Neglect

Actual or risk of persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation. Extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including failure to thrive.

Symptoms:

- Lack of appropriate clothing
- Dirty
- Cold – complaining of
- Body sores
- Hunger – complaining of
- Urine smells
- Unkempt hair
- No parental interest
- Not wanting to communicate

- Behaviour problems
- Attention seeking
- Lack of respect
- Often in trouble – police
- Bullying
- Use of bad language
- Always out at all hours
- Lack of confidence – low self-esteem
- Stealing
- Jealousy
- Significantly underweight

### Sexual Abuse

Actual or risk of sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. The involvement of dependent, immature children and adolescents in activities to which they are unable to give informed consent or that violate the social taboos of family roles.

Symptoms:

- Inappropriate behaviour – language
- Withdrawn
- Change of behaviour
- Role play
- Rejecting physical contact or demanding attention Rocking
- Physical evidence – marks, bruising Knowledge
- Pain going to toilet, strong urine
- Stained underwear
- Bruising/marks near genital area
- Drawing – inappropriate knowledge
- Relationships with other adults or children for example, being forward

### Emotional Abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. It is important to remember that all abuse involves some emotional ill-treatment.

Symptoms:

- Crying
- Rocking
- Withdrawn
- Not wanting to socialise
- Cringing
- Bad behaviour
- Aggression
- Behaviour changes
- Bribery by parent
- Self-infliction

- Lack of confidence
- Attention seeking
- Isolation from peers – unable to communicate
- Clingy
- Afraid of authoritative figures
- Treating others as you have been treated
- Picking up points through conversation with children