

## Child Protection Statement

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The following policy statement is a summary of the Schools Pastoral Care policy. The full policy is available in the School Policy Manual and all new members of staff will be expected to read the Policy in full during their induction period in the School. The full policy is also available to any candidate at, or prior to interview – please ask if you wish to see this in full.

### Child Protection

Senior Designated Child Protection Officer: Annie Gent  
Deputy Child Protection Officer: Alastair Poulain, Andrew Treavett & Heidi Berry

“The ill treatment or neglect of a child which causes injury, suffering or distress”.

- Physical
- Emotional
- Sexual

#### Action to be taken

- Stop and listen straightaway
- If you can, write notes and keep them
- Do not delay
- Always believe the child
- Never promise to keep things a secret
- You have a responsibility to report the accusation
- Do not ask leading questions
- Discuss with the designated Child Protection Officer if any further steps need to be taken
- Do not “gossip” about your suspicions
- A CONCERN FORM is in the policy file

### Bullying

“Bullying is a behaviour or action which deliberately or repeatedly causes physical or mental hurt to another. It includes the intentional or perceived causing of pain, distress, anxiety, humiliation or social exclusion to one pupil or more by other pupils, by physical or verbal means or through damage or loss of property.”

- The school will not tolerate bullying
- The school respects and supports every individual and the equal rights of each individual.

## Action to be taken

Talk to the victim and the bully/bullies to:

- record their names
- prevent an incident continuing
- Always inform the Head of Pastoral Care so that the matter can be followed up

## Complaint Procedures – Pupil

1. Informal Complaint
2. Formal Complaint

1. Informal Complaint – This is when a child wishes to report something that is of a more minor nature. It should be able to be sorted out by the adult to whom it is reported or simply passed on to the relevant person.
2. Formal Complaint – If a child wishes to make a formal complaint, he/she has every right to be listened to immediately. A Formal complaint form will be filled in by the initial adult and then passed on to the Head of Care or other relevant person. The child will then be spoken to within 2 working days. (it ought to be done much quicker than this)! The Headmaster has the Formal Complaint Forms and, when completed, they are filed in the Headmaster's office.

## Incident Book

An Incident Book is kept in the Staff Room above the photocopier. This book is for any incidents that may go beyond the use of Consequences. The book is necessary as a means of recording so that it can be referred to in the future if needed.

## Pupil Contact Policy

- The school recognises the need for some pupils to have some form of physical contact with adults.
- Adults should, however, be keenly aware of the possible misinterpretation of such action and they should conduct themselves in such a way as to prevent any misunderstandings.
- The need for any physical contact should come from the child and not be imposed by the adult.
- The adults should, therefore, be aware of any body language which should indicate that the child is uncomfortable.
- Staff who feel uncomfortable with physical contact should not feel compelled to give physical contact.
- Any use of physical restraint must be by responsible and non-injurious means and only for the minimum time necessary to prevent injury to self or others or very serious damage to property.
- It should always be reported to the SDO and recorded.