



Child Protection

Last revised: February 2009

I. Statement of Principles

Fundamental to Child Protection at Bradfield College is the open ethos of the College:

Bradfield College is committed to providing a caring, friendly and safe environment for all its pupils so they can learn in a relaxed and secure atmosphere. The College takes seriously its responsibility to protect its pupils. Ours is an OPEN SCHOOL. This means that anyone who has worries about another pupil in the College ought to talk to an adult about it. Telling is not “dobbing in”.

Bradfield College fully recognises its responsibilities to “safeguard and protect the welfare of children” (Children Act 1989) and for “promoting the welfare of Children” (Education Act 2002). The College is mindful of the guidance given in “Working Together” (1999, updated 2006) that schools should

- a) seek to create and maintain a safe environment for children
- b) work to help children understand what is acceptable behaviour
- c) teach children to speak up if they believe they are not being treated appropriately
- d) teach children how to stay safe from harm

It understands its obligations, set out in “Every Child Matters”, to work to create conditions in which its pupils can be safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic well-being (the five ‘key outcomes’), and recognises that child protection is an absolute priority in the development of circumstances suitable for proper progress in each area by each child in the College.

Standing ‘*in loco parentis*’ the College recognises its obligation to take that reasonable care of a pupil (whether a child or a young adult) that an effective parent would take in similar circumstances. As educational professionals, those who work at Bradfield College recognise that they are obliged further to exercise a **professional** quality of care in their charge of pupils. The College understands its duty of care to apply to its support of pupils throughout their lives – not only at school.

The College's policy for Child Protection applies to all staff and members of Council, to any volunteers working in the College, and to agents employed indirectly by the College (e.g. employees of Chartwells, Theale Taxis).

The College's policy aims to ensure that all pupils at Bradfield College live and study in an environment that promotes their welfare and in which correct procedures are in place to enable Child Protection issues to be dealt with sensitively, efficiently and to good effect.

There are three main elements in the College's approach to Child Protection:

- a) Safer Staff Recruitment processes;
- b) A positive College environment offering high quality pastoral care to pupils and a strong programme of Personal, Social and Health Education;
- c) Regular and thorough training of all College Staff enabling them to discharge to good effect their child protection responsibilities when a pupil exhibits signs or discloses things indicative of abuse.

The College will ensure that **safer staff recruitment practices** are always followed (i.e. for all teaching staff, domestic and any other staff employed by the College who have access to children). The details of the College's safe recruitment procedures are set out in the policy document published by the College's Human Resources Department.

The College will appoint a **Designated Child Protection Person** (currently Stuart Williams, the Second Master) and will ensure that he/she receives appropriate training and support for the role. The College will also ensure that every member of staff (i.e. teaching staff and any other staff employed by the College who have access to children) knows the name of the designated person responsible for Child Protection and his/her role and receives regular training from the designated person in their responsibilities to be alert to signs of abuse and responsive to children who approach them seeking an opportunity to disclose abuse.

The College will have a member of Council nominated as the governor responsible for Child Protection (currently Lady Rachel Waller). It will also ensure that all members of Council know the name of the designated person responsible for Child Protection and his/her role.

The College will develop effective links with relevant agencies for child protection and co-operate as required with their enquiries regarding child protection matters. It will refer any suspicions of child abuse to the relevant agencies in accordance with agreed national and local guidelines. The College will keep written records of any concerns about children even when there is no need to refer the matter immediately. It will ensure these records are kept securely and separate from the pupils' open files in houses.

The College will ensure all staff (i.e. teaching staff and any other staff employed by the College who have access to children) understand their responsibilities in being alert to the signs of child abuse and their responsibility to refer any concerns to the designated teacher responsible for child protection. It will develop and then follow procedures where an allegation of child abuse is made.

The College will ensure that parents have an understanding of the responsibility for Child Protection placed on the College and its staff, setting out these obligations in the annual Parents' Handbook. It will also ensure that pupils are aware of child protection matters, through PSHE classes and advice given in the annual Pupils' Handbook.

2. Aims of the Child Protection Policy

- To establish and maintain a safe environment in which children can live and learn together, and develop into maturity.
- To establish and maintain an environment in which children feel secure, are encouraged to talk, and are listened to.
- To ensure that the College practises safe recruitment, checking the suitability of staff and others working with or in contact with children at the College or on off-site activities.
- To raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- To ensure children know that there are adults in the College whom they can approach if they are worried.
- To define procedures for identifying and reporting cases of suspected, or actual, child abuse.
- To ensure the implementation of the procedures for responding to instances of suspected, or actual, child abuse.
- To support any pupil who has been abused in accordance with his/her agreed child protection plan.

3. Definition of Child Abuse

The basis of all child abuse is the failure to recognise a child's basic needs and respond to them. Child abuse may take the form of Physical Abuse, Emotional Abuse, Sexual Abuse or the abuse of Neglect.

- 3.1 *Physical Abuse*: Intentional actions which result in the child sustaining physical injuries (e.g. bruises, broken or sprained limbs).
- 3.2 *Emotional Abuse*: Intentional actions which result in a child sustaining emotional distress or damage (e.g. persistent rejection, gross inconsistency in relationships that inhibits the child's developing understanding of appropriate behaviour).
- 3.3 *Sexual Abuse*: Involving immature children and adolescents in sexual activities they do not truly comprehend and to which they are unable to give informed consent.
- 3.4 *Neglect*: Omitting to care for the child, in a way that is liable to impair the child's health or physical/emotional development.

4. Signs and Symptoms of Child Abuse

Circular 4/88 is clear that **all** staff in schools have a central role in identifying the abuse of children (and not only abuse taking place within College):

“Because they are in regular and frequent contact with children, College staff are particularly well placed to observe outward signs of abuse ... as part of their pastoral responsibilities teachers should be alert to all such signs. The designation of a co-ordinating teacher should not be seen as diminishing the role of all teachers in being alert to signs of abuse”.

- 4.1 *Physical Abuse:* Bruises, scratch marks, bites, burns. The child may be unwilling to become involved in games (especially swimming) or may wear clothing covering limbs even in hot weather.
- 4.2 *Emotional Abuse:* The child may exhibit difficult or disturbed behaviour (e.g. aggressive or destructive action, an inability to sustain relationships with peers). The child may seek adult attention and/or affection (e.g. choosing the company of adults – matron, a teacher – rather than that of his/her peers; inventing reasons to join in conversations with a teacher or HsM). The pupil may seek physical contact, or compensate by over-eating or drinking.

Parents may appear fussy and over-protective. They may interfere with the development of independence, self-esteem and personal competence that are part of the child’s normal growth. They may be unreasonably strict in their discipline exhibiting “Victorian patterns of parenting”.

- 4.3 *Sexual Abuse:* Non-physical signs include: sudden changes in mood or behaviour, a knowledge of sexual matters (or vocabulary) far in advance of what is normative at their chronological age, a marked lack of trust in adults and an inability to develop and sustain stable relationships with their peers. They may try to win or buy friends. Indications of a wish to disguise physical attractiveness (e.g. by over-eating or radical hair cutting) may be significant.
- 4.4 *Neglect:* Irregular visits by parents or to home in term time with no apparent contact by letter or telephone may be significant. The child’s clothing may be old and/or in poor repair, he/she may be short of pocket money and tuck.
- 4.5 *General signs of abuse:* These include:

- Disobedience, attention-seeking or aimless behaviour
- Anti-social behaviour or delinquency
- Hysterical attacks or sudden/violent changes in mood
- Misuse of alcohol or other drugs
- Changes in eating patterns, including loss of appetite, faddiness or an excessive preoccupation with food
- Severe sleep disturbance with vivid dreams and/or nightmares
- Inability to concentrate, or a sudden drop in College performance
- Social isolation, poor peer-group relationships, an inability to make friends

- Truancy or a reluctance to take weekend leave
- Self-mutilation
- Talk of or attempts at suicide

5. A Statement of Intent on Bullying and Abuse

Bradfield College is committed to providing a caring, friendly and safe environment for all its pupils so they can learn in a relaxed and secure atmosphere. The College takes seriously its responsibility to protect its pupils from bullying and abuse. Ours is an OPEN SCHOOL. This means that anyone who knows that abuse is happening is expected to tell. Telling is not “dobbing in”.

6. Responsibilities

All adults working with or on behalf of children have a responsibility to protect them,. There are, however, key people within Bradfield who have specific responsibilities under our child protection procedures.

6.1 *The Council:* The Council will discuss, review and endorse the College’s Child Protection Policy and the Headmaster’s annual report on the working of the policy.

The Nominated Governor for Child Protection will ensure that the College Child Protection Policy is current, accords with the requirements of the law and represents good standards of practice.

In circumstances where an allegation is made against the Headmaster, the Warden will take the role of the Designated Person (6.2 & 6.3) and discuss an Allegation Strategy Meeting with the Local Area Designated Person (LADO[schools]).

6.2 *The Headmaster:* The Headmaster has a duty to ensure that procedures exist to ensure the proper protection of children at Bradfield College and to deal efficiently with any suspicions of abuse, either in the home or in the College. He will:

- Ensure that the procedures of the College’s Child Protection Policy are current, accord with the requirements of law and represent good standards of practice,
- Discuss development of the procedures with the College’s Senior Management Team,
- Ensure that HsMs have an opportunity of reviewing the policy and its procedures,
- Ensure that the College’s procedures are brought to the attention of all staff, parents and pupils,
- Appoint a Designated Child Protection Person to coordinate action within the College and liaise with other agencies on suspected abuse cases,

- Ensure that the Designated Child Protection Person receives appropriate training and support,
- Understand the role of the Designated Child Protection Person,
- Ensure that all staff (i.e. teaching staff and any other staff employed by the College who have access to children) are alert to the signs of possible child abuse and know what to do if they have any concerns or suspicions,
- Report annually to the Council on the approach to Child Protection and the response to Child Abuse within the College.

6.3 *The Designated Child Protection Person (or Designated Teacher) – The Second Master:* The Second Master is the designated child protection person for the purposes of The Children Act, 1989. He will:

- Be responsible for drafting the College's child protection policy and for presenting it for discussion by the SMT and endorsement by the Headmaster,
- Be responsible for publishing appropriate details of the policy in Staff Standing Orders, the Parents' Handbook and the Pupil Diary, and for ensuring that the relevant procedures are presented to the Bursar in order to inform the College's support staff,
- Be responsible for the day-to-day management of the policy and associated procedures,
- Act as a source of advice and coordinate action within the College over suspected cases of abuse,
- Liaise with all relevant agencies involved in the protection of children building a good working relationship with colleagues from these agencies,
- Be responsible for action in cases of suspected child abuse, as the first person to whom suspicions are reported by staff, and as the person who discusses the situation with the relevant agencies,
- Liaise with the Headmaster, in accordance with national, local (and, where pertinent, NEOST) procedures, when alerted to possible or actual child abuse,
- Have received training in how to identify abuse and know when it is appropriate to refer a case. He will have a working knowledge of procedures, and of how Local Safeguarding Children Boards operate,
- Will attend and contribute to child protection case conferences and/or core groups when required,
- Keep detailed accurate secure written records of concerns about (or referrals upon) child protection issues,
- Ensure the key issues (or new developments) in the field of child protection are communicated promptly to staff employed at Bradfield College, and make sure that all staff have had training in child protection, appropriate to their role in the College,
- Ensure that the College's child protection policy is updated and reviewed annually and work with the Headmaster and SMT regarding this.

On occasions when the Second Master is absent from Bradfield, the Headmaster will take temporary responsibility for the day-to-day management of this policy and associated procedures.

6.4 *Housemasters and Housemistresses:* Housemasters and Housemistresses will:

- Be responsible for ensuring that Matrons and tutors in their houses are alert to the signs of possible child abuse and know what they have to do if they have any suspicions,
- Be responsible for ensuring that Matrons and tutors in their houses read and are familiar with the College's Child Protection Policy and that they understand that they must **always** follow its procedures **exactly** in cases of suspected or actual child abuse,
- Put into practice, within their houses, methods for encouraging pupils to tell someone if they are being abused physically, emotionally, sexually or by neglect (in line with the College's Statement of Intent – Section 5).

6.5 *Teaching Staff and Matrons:* All teaching staff and Matrons will:

- Know the College's Child Protection Policy and procedures
- Deal with suspected or actual abuse according to the policy

6.6 *The Bursar will:*

- Be responsible for ensuring that the College's support staff are alert to the signs of possible abuse and know what they have to do if they have any suspicions
- When members of the Support Staff are issued with mobile telephones equipped with a camera (needed for the effective discharge of their duties), ensure that these employees are explicitly warned that "using images of children without written, age-appropriate consent is illegal and constitutes gross misconduct."

6.7 *Support Staff:* All support staff:

- Know the procedure they must follow if they become alert to suspected or actual child abuse
- Follow the procedure in cases of possible or actual abuse
- If issued with a mobile telephone equipped with a camera sign a statement acknowledging that they understand that "using images of children without written, age-appropriate consent is illegal and constitutes gross misconduct."

6.8 *Pupils:* All pupils should:

- Be aware of the College's Statement of Intent on Child Protection (Section 5)
- Inform a trusted person within the College if they are being abused physically, emotionally, sexually, or by neglect, or if they are aware of such abuse

- Reject the idea that disclosing abuse of any form is “dobbing in”

6.9 *Parents:* All parents should:

- Be aware of the College’s Child Protection Policy and its Statement of Intent (Section 5)
- Contact the Second Master if they suspect that their son/daughter is being abused physically, emotionally, sexually or by neglect.

7. Child Protection in the Curriculum

Bradfield College seeks to raise awareness of child protection issues through safety education as part of the PSHE programme. In this programme they will be taught to:

- Recognise the range of behaviours (physical, emotional, sexual or neglectful) that can constitute “abuse”,
- Recognise the risks present in particular situations and to decide how to behave responsibly in that context,
- Distinguish between acceptable and unacceptable physical contact,
- Develop effective ways of resisting pressures and to decide when and where to seek help if they are being physically, emotionally or sexually pressurised,
- Use assertiveness techniques to resist abusive pressures.

8. Procedures

8.1 *Disclosure of Abuse by a pupil.*

Children who have been abused attempt to tell an adult, on average, eight times before they are heard. A child may confide in any member of staff – they do not always go to teachers or matrons. All staff employed at Bradfield College should therefore be aware that they might sometime be chosen by a pupil as the recipient of disclosure. Under no circumstances should a member of staff carry out their own investigation into the allegation of abuse. In such circumstances the member of staff must remember that he/she:

- Has a listening role,
- Should not interrupt the child until he/she has completed what he/she wishes to say,
- Should seek clarification of what is being said only by asking open questions. It is NOT APPROPRIATE to lead the child in any way, to guess or to make suggestions,
- May clarify what the child has said only when it is necessary to determine if child abuse is at issue. It is NOT APPROPRIATE for the member of staff to clarify the details of the abuse,

- Should always take seriously what is being said,
- Should never give an undertaking of absolute confidentiality,
- Should tell the child that the substance of the disclosure will be passed on, but only to those who need to be so informed,
- May reassure the child that his/her disclosure is in line with the College's Statement of Intent (Section 5),
- Should listen initially without taking notes,
- Must ensure that the pupil feels secure once the disclosure is concluded. (It may be appropriate to hand the child, with their assent, into the care of the House Matron or their HsM, or some other carer, saying that they have been upset. If this is necessary, the disclosure of abuse must not be mentioned under any circumstances),
- Must make a note of the disclosure as soon as is reasonably practicable (and always within 24 hours). This note should record the time, date, place and people present, as well as what was said. It should be signed/dated. It should note any observed physical evidence (e.g. injuries or bruises) and record the non-verbal behaviour of the pupil and the actual language used by the pupil when making the disclosure. This note may be used in any subsequent court proceedings,
- Must inform the Second Master (the designated teacher) and give the note to him. (The member of staff's formal involvement ends at this point, but he/she may have an informal role supporting or monitoring the child),
- Must not discuss the disclosure with anyone.

8.2 *The Second Master:*

In dealing with disclosures of abuse, the Second Master will follow guidance given in:

- Berkshire LSCB Procedures (the 'Pink Book') 2006;
- "What to Do if You're Worried a Child is Being Abused";
- Working Together to Safeguard Children (2006) the NEOST/Union procedures;
- "Staff Facing Allegations of Abuse," NEOST/Union procedures (2002)

He will:

- Read, sign and date the notes of the disclosure and warn the member of staff who made them to discuss the matter with no one.
- Ensure that the case is referred, either by himself or by the Headmaster to the Duty Social Worker Referral and Assessment Team, Avonbank House, Newbury within 24 hours if it is
 - a) thought possible that **significant** harm to a child/young person has taken place or may take place,
 - b) thought possible that a **criminal offence** involving a child/young person has taken place or may take place,

If initial contact is by telephone then it will be confirmed in writing, by e-mail, within 24 hours.

- Consider, with the Headmaster, whether it is appropriate that the parents of the child involved should be informed that a referral is being made to Social Services. If it seems possible that informing parents could place the child at greater risk of harm or impede a criminal investigation, ensure that Social Services are informed that the College has reservations about immediately informing the parents of the referral.
- In circumstances involving a disclosure about a member of Bradfield Staff, determine whether the recorded disclosure constitutes an '**allegation**' or a '**complaint**'. He will judge the disclosure to constitute an **allegation** if the information suggests the reported actions **have** hurt or harmed a child/young person or **may** hurt or harm a child/young person in a way that constitutes abuse (emotional, physical, sexual or neglect).
 - If what is at issue is a **complaint** then the College's policy and procedures on complaints will be followed.
 - In circumstances involving an **allegation**, discuss the allegation with the Headmaster. They will judge if there is
 - a) a possibility that **significant** harm to a child/young person has taken place or may take place,
 - b) a possibility that a **criminal offence** involving a child/young person has taken place or may take place,
 - c) a probability that the allegation relates to the use of reasonable force to restrain a pupil (see College policy on Restraint of Pupils),
 - d) a probability that the allegation indicates "inappropriate behaviour" or "poor practice" by an adult, but behaviour that does not constitute **significant** harm,
 - e) objective evidence to indicate that the allegation is without foundation,
- Make written notes of his discussions with the Headmaster spelling out the reasons for their assessment of the disclosure. These notes will be signed and dated by both the Second Master and the Headmaster.
- Where it seems possible that **significant harm** to a young person is at issue, ensure that the case is referred, either by himself or by the Headmaster to the Local Area Designated Person (LADO [schools]) at West Berkshire, within 24 hours. If initial contact is by telephone then it will be confirmed in writing, by e-mail, within 24 hours.
- Where it seems possible that a **criminal offence** involving a child/young person has taken place or may take place, ensure that the case is referred, either by himself or by the Headmaster to the Duty Social Worker Referral and Assessment Team, Avonbank House, Newbury within 24 hours and that the Thames Valley Police are also informed.
- Where it seems probable that the allegation relates to the use of **reasonable force** to restrain a pupil, he will ensure that the College's Restraint Policy has been followed and that a standard record is made using the form provided in Staff Standing Orders.
- Where it seems probable that there has been **inappropriate behaviour** (but not behaviour that constitutes a significant harm or a criminal activity) involving a College employee (or pupil) and a pupil/pupils, he will ensure that the College's own disciplinary procedures are then followed.

[If, during disciplinary procedures, further evidence come to light indicating that the allegation should be referred to Social Services, then the disciplinary procedures will be halted immediately and the action previously described will follow].

- In circumstances where it seems probable that there has been inappropriate behaviour by a College employee (or if the author of the inappropriate behaviour is not an adult in the College's employment) the Second Master will recommend to the pupil that he/she discusses ways of dealing assertively with inappropriate behaviour. This development of assertiveness will be offered through the College Counselling Service.
- If there is objective evidence that the allegation is **without foundation**, he will require that the pupil is seen by the College Counsellors.
- Inform the HsM and the parents/guardians of a pupil if
 - a) the College's disciplinary procedures are to be used following inappropriate behaviour by a college employee (or pupil) towards their child,
 - b) the pupil is to be seen by the College Counsellors to discuss ways of enhancing the assertiveness of their behaviour (if a parent is the focus of the child's disclosure of inappropriate adult behaviour they will not be informed of this counselling),
 - c) the child is judged to have made an allegation demonstrably without foundation, telling them that the pupil will be required to attend an appointment with the College Counsellor to discuss their reasons for the unfounded allegation and that further disciplinary action may be taken if the false accusation is finally deemed to have been malicious,
- Inform (both orally and in writing) any College employee (or pupil) who is the subject of an allegation judged to be demonstrably without foundation, offering him/her support from the College Counselling Service and indicating clearly that no further action is going to be taken.

When a disclosure is formally referred to the Social Services Department the Second Master will ensure they are supplied with the following information:

- The child's name (and any other names that the child is known by),
- Date of birth,
- Home address,
- Home telephone number,
- Family composition: Parents' (or Guardians') names,
- Names of siblings (if known),
- GP's name,
- Ethnicity and religion of parents,
- The nature of the abuse at issue (i.e. physical, emotional, sexual or neglect),
- Details of the allegation, including the notes of the pupil's disclosure of abuse,

- Reference to previous referrals made by Bradfield College to West Berkshire Social Services,
- Whether the parents' consent to the referral has been given. (If it has not be given, the Second Master will explain why the College has decided to dispense with their consent)¹,
- Whether the parents have been informed that the referral has been made. (If they have not, the Second Master will explain why the College has decided not to inform parents),
- The name of the person who initially received the disclosure,
- The names of any people at Bradfield College or West Berkshire Social Services that the Second Master has contacted to discuss this matter.

Events following the referral will follow the local child protection procedures. The College's involvement in considering and investigating what is alleged ceases with the referral. **All discussion of the allegation by employees of Bradfield College is forbidden from this point.** Neither teachers nor members of Council may interfere with the evidence (for example by attempting to interview the child or his/her parents).

8.3 The Headmaster:

The Headmaster will

- Discuss any allegations of abuse with the Second Master (see 8.2),
- Ensure that a case is referred, either by himself or by the Second Master to the Duty Social Worker Referral and Assessment Team, Avonbank House, Newbury (or to the LADO [schools] for West Berkshire if abuse by an employee of the College is at issue), within 24 hours, if it is
 - a) thought possible that **significant** harm to a child/young person has taken place or may take place,
 - b) thought possible that a **criminal offence** involving a child/young person has taken place or may take place,

If initial contact is by telephone then it will be confirmed in writing, by e-mail, within 24 hours.
- Consider suspending an employee of the College (or pupil at the College) if it seems possible that they have been involved in abuse that entails a **significant harm** to a child, or a **criminal offence** involving a child,
- Decide **to suspend** an employee (or pupil) if
 - a) their continuing presence in the College places a child (or children) at risk,
 - b) the allegation of abuse is so serious that dismissal for gross misconduct by a teacher (or expulsion for serious misconduct by a pupil) is possible,
 - c) their continuing presence in the College seems likely to impede the further investigation of the allegations by the Social Services Department.
- In cases where an employee (or pupil) is suspended::

^{1 1} The College will always undertake to share, with parents, an intention to refer a child to the Referral and Assessment Team at West Berkshire unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the Referral and Assessment Team.

- c) Recognise that suspension of an employee (or pupil) in such circumstance must not be construed as a disciplinary penalty (as the investigation of the allegation is on-going). In consequence a suspended teacher will be in receipt of full pay and benefits. Voluntary alternatives to suspension (e.g. paid leave of absence or alternative duties within the College) may be considered by the Headmaster,
 - d) Consider placing a suspended employee normally resident in College accommodation in temporary alternative accommodation (provided at the College's expense),
 - e) Interview any employee (or pupil) suspended in such circumstances. An employee will be entitled to bring a trade union representative (or a friend) to the interview. A pupil is entitled to the support of his/her parents (or Guardian) and HsM. At the interview, the employee (or pupil) will be informed of the allegation laid against them and provided with all possible information not prejudicial to the conduct of the Social Services Department's investigation,
 - f) Send any suspended employee (or pupil) written notification of the reasons for suspension within 24 hours of the oral interview. In this written notification the employee (or pupil) will be provided with the name of a member of the SMT who will act as an information channel, keeping them abreast of the progress of the Social Service Department's investigation,
 - g) Inform the Warden and Council of the suspension,
 - h) Inform the pupil who has made an allegation (and his/her parents) that the accused employee (or pupil) has been suspended.
- In cases where an employee (or pupil) is not suspended, the Headmaster will interview the employee (or pupil), informing him/her of subsequent actions to be taken by the College and/or Social Services Department. The Headmaster will discuss whether the employee (or pupil) has any wish to receive support or counselling during the investigation. An employee will be entitled to bring a trade union representative (or a friend) to the interview. A pupil will be entitled to the support of his/her parents (or Guardian) and Housemaster or Housemistress.

8.4 Allegation of abuse made by another adult:

All allegations of abuse made by adults must be passed directly to the Second Master, who will follow the procedure outlined at 8.2.

8.5 Allegations of abuse made against the Second Master:

In the event that a disclosure of abuse is made indicating some involvement by the Second Master, the role of the Second Master in 8.1 and 8.2 above will be taken by the Headmaster.

8.6 Allegations of Abuse made against the Headmaster:

In the event that a disclosure of abuse is made indicating some involvement of the Headmaster, the role of the Headmaster in 8.2 above will be taken by the Warden.

9. Attendance at Child Protection Conferences and Plans

It is the responsibility of the Second Master to ensure that the College is represented at, and a report submitted to, any Child Protection Conference called for a child at the College (or previously a pupil at the College). The Second Master will attend any Child Protection Conference that is called and may be accompanied at the conference either by the Headmaster or by the Housemaster/mistress of the child being discussed.

Wherever possible the content of the report to be submitted at any Child Protection Conference will be shared with the parents of the child at issue, prior to the conference.

When a child at the College is subject to a Child Protection Plan the Second Master will ensure that the College is represented at Core Group meetings (where these plans are updated). He will also ensure that the child's school attendance is monitored and inform the child's Key Worker if there is an unexplained school absence of two or more days. He will ensure that the Key Worker is informed immediately if there are indications of further risks of significant harm to a child subject to a Child Protection Plan. He will make a record of all contact with the Key Worker and of any agreed actions.

10. Abuse of a Position of Trust

The Sexual Offences (Amendment) Act 2000 creates an offence of "Abuse of Trust". In view of this new legislation it is important that all staff employed at Bradfield College recognise that they are in a 'position of trust' and so make sure that they keep within the appropriate boundaries during their dealings with pupils under 18. The conduct of staff and the language they use in conversation with pupils under 18 must fall within appropriate boundaries. Irrespective of the age of consent (and even if the basis for a relationship is consensual) it is illegal for a College employee in a "position of trust" to engage in any sexual activity with (or directed towards) a pupil under 18.

It is important that any College employee who is concerned that actions (or words) might be construed as an abuse of a position of trust (or who is concerned that a pupil is working to move their relationship into an unacceptable area) should

- Make a written note of the incident(s) that is/are the focus of their concern,
- Discuss the incident(s) with the Second Master or his/her Head of Department or supervisor (who should counter-sign the written notes),
- Keep the counter-signed notes on file in case of a future accusation of abuse of trust,
- Consider discussing the matter with their trade union.

11. Whistleblowing

All staff at Bradfield College should be aware of their duty to raise concerns about the attitude or actions of colleagues. There is a College Whistleblowing Policy issued by the Human Resources Department.

12. Use of the College Premises by Other Organisations

Where services or activities are provided by some other organisation using the College premises, the Commercial Manager will seek assurance that the organisation concerned has appropriate policies and procedures in place in regard to safeguarding children.

13. Advice given to pupils

The following is published in the Diary and Handbook, issued to all pupils:

Recently a 43 year old mother was arrested at Gatwick Airport as she set out on a foreign holiday leaving her young family to fend for themselves at home. This is one of many instances where children are neglected; other children experience emotional or physical abuse by parents – or other people. Some children are involved in sexual activities they don't want to be part of.

A Statement of Intent

Bradfield College is committed to providing a caring, friendly and safe environment for all its pupils so they can learn in a relaxed and secure atmosphere. The College takes seriously its responsibility to protect its pupils from bullying and abuse. Ours is an OPEN SCHOOL. This means that anyone who knows that abuse is happening is expected to tell. Telling is not “dobbing in” or “grassing”.

If you are being abused in anyway, you must tell someone. It won't stop unless you. do. Anyone working at Bradfield will know how to support you if you tell them about this sort of thing. You can also contact Childline on **0800 1111** at any time.

SPW 23.2.09

***Next Revision of Policy: May 2009
Responsible: Second Master***