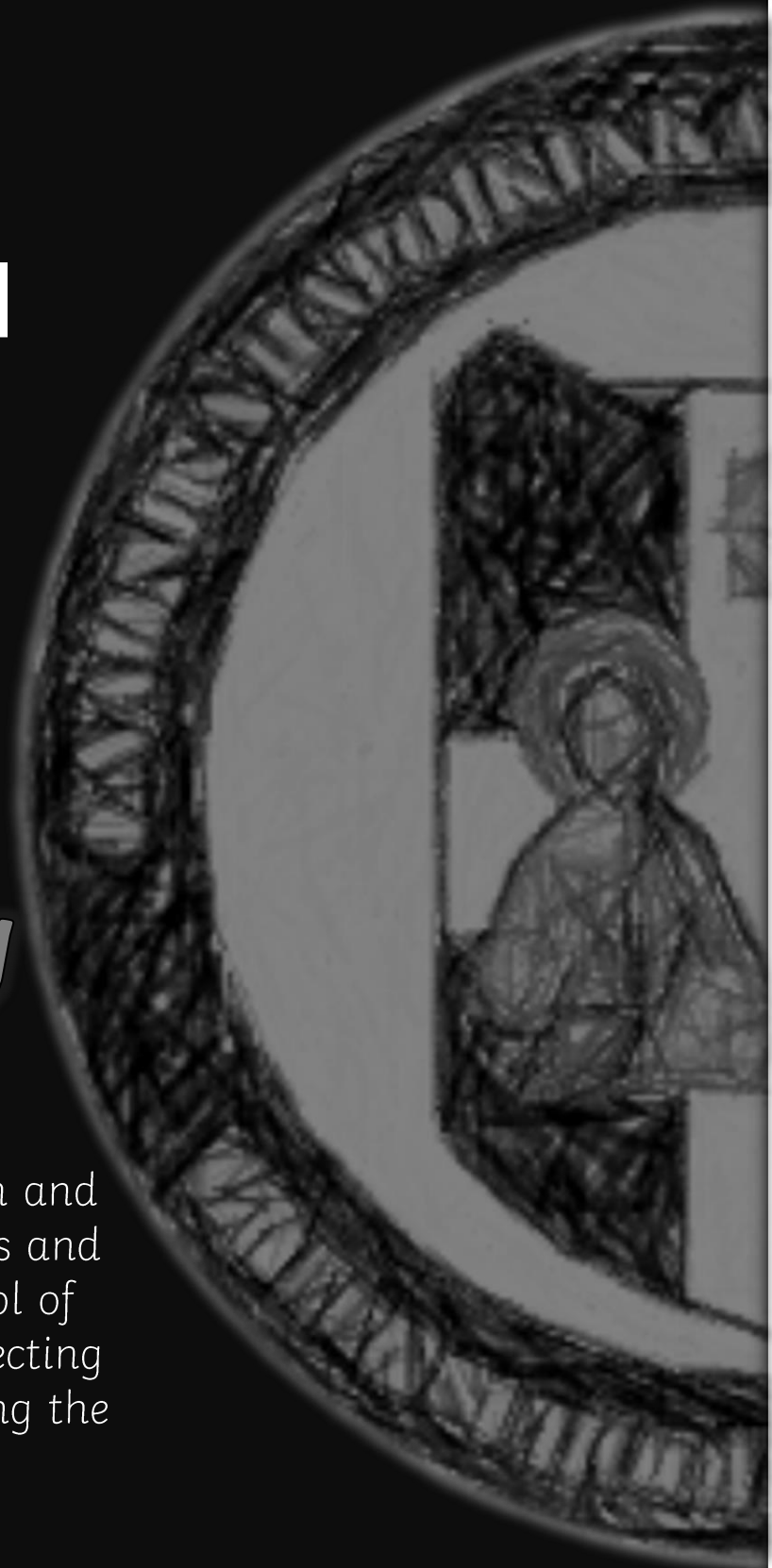


Greek School *of* Ayia Triada Birmingham

Safeguarding Children

This document defines the term and sets out the principles, practices and procedures which Greek School of Ayia Triada will follow in respecting and valuing each child attending the school.



Contents

	Page
1. This Policy: <i>Introduction</i>	2
2. School Ethos	2
3. Philosophy: The Welfare of the Child is Paramount	2
4. School Commitment and Aims	3
5. Roles and Responsibilities	3
6. Procedures	4
7. Information Sharing, Confidentiality and Record Keeping	5
8. Allegations against Staff and Volunteers	5
9. Safe Recruitment	6
10. Related Documents	8
11. Essential Contacts	8
12. Version Control	9

1. This Policy: Introduction

The Greek School of Ayia Triada Birmingham was established 34 years ago with a vision of providing an after school learning environment for all Greek Cypriot, English Cypriots, Greek, Greek English children and with the aim of fostering the Greek Orthodox Ethos as well as of keeping up with their mother language, in a secure, safe and caring school setting, where all members of staff, Management Board members and volunteers are committed to safeguarding children. We continue to cherish this vision and we are proud of the reputation the School has for high standards of achievement in teaching and learning and for providing a caring and purposeful environment in which the individual needs and abilities of each child are recognised.

2. School Ethos

Each pupil's welfare is of paramount importance. We will always take a considered and sensitive approach in order to support and safeguard all of our pupils. The Greek School of Ayia Triada is committed to safe-guarding and promoting the welfare of all children and young people both within the school environment and outside. Because of our contact with children and young people, teaching staff are particularly well placed to observe outward signs of abuse, changes in children's behaviour or their failure to develop. We need, therefore, to be alert to the possibility of abuse occurring, aware of the procedures to be followed if they have suspicions and have the confidence to follow those procedures. As part of this approach, we are committed to using the Birmingham safeguarding board, which is aimed at supporting the school leadership and Management Board in fulfilling our statutory duty as set out below

3. Philosophy: 'The Welfare of the Child is Paramount'

3.1. Greek School of Ayia Triada recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the Greek School of Ayia Triada's Child Protection Policy is underpinned by the fundamental principle of the Children Act 1989 – that *'the welfare of the child is paramount'*.

3.2. Everyone in Greek School of Ayia Triada shares an objective to help keep children and young people safe by:

- Providing a safe environment to learn in
- Identifying and responding to children and young people in need of support and/or protection
- Supporting children's development in ways which will foster a sense of self esteem and independence
- Fostering a school environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust

4. School Commitment & Aims

- 4.1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- 4.2. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- 4.3. Ensuring that all hired staff is have a DBS
- 4.4. Raising awareness of child protection issues with staff and equipping children with the skills needed to keep them safe.
- 4.5. Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- 4.6. Supporting pupils who have been abused in accordance with his / her child protection plan.
- 4.7. To establish and maintain an ethos where children and young people feel secure and are encouraged to talk, and are listened to.
- 4.8. Establishing a safe environment in which children can learn and develop.
- 4.9. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- 4.10. Ensure children know that there are adults in the school whom they can approach if they are worried.
- 4.11. To give opportunities for class or group discussions (when this is needed) about thoughts and feelings in an atmosphere of trust, acceptance and tolerance.

5. Roles and Responsibilities

- 5.1. All adults working with or on behalf of children have a responsibility to protect and promote the welfare of children.
- 5.2. All staff and volunteers will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Headteacher and Chair of Management Board(or Designated Person , if stated).
- 5.3. The Headteacher and Chair of Management Board/Designated Person for child protection will receive training on systematic basis.
- 5.4. All new staff and volunteers will receive induction training and all staff will have refresher training every three years.
- 5.5. Statistically children and young people with behavioural difficulties and disabilities are more vulnerable to abuse. With this in mind, staff and volunteers need to be particularly sensitive to signs of abuse.
- 5.6. Greek School of Ayia Triada will support staff and volunteers by providing an opportunity to talk through their anxieties with a designated

member of the Management Board.

5.7. Staff and volunteers will have access to advice on the boundaries of appropriate behaviour (*outlined in Greek School of Ayia Triada's Volunteer and Staff Policies*).

5.8. The Headteacher will also ensure that they keep an up to date list of their pupils who are Looked After Children (if any in the school) and those on the list of children subject to a child protection plan which will be regularly reviewed and updated.

5.9. The Management Board is responsible for ensuring the annual review of the child protection policy and completing a report on the child protection activity within the school.

6. Procedures

6.1. Where it is believed that a child is suffering from, or is at risk of, significant harm, the Headteacher will follow the procedures set out in the BSCB procedures (e.g. the Area Child Protection Committee is now known as the Birmingham Safeguarding Children's Board-<http://www.lscbbirmingham.org.uk>). These procedures are aimed at reducing physical harm, sexual harm and abuse and neglect.

6.2. Where it is believed that a child is suffering from, or is at risk of, significant harm, and where there is significant evidence of harm, teaching and support staff has duty of recording and reporting. There relevant forms to complete in such cases (Appendix 2 and Appendix 3)

6.3. The Headteacher will ensure that telephone referrals to Social Care will be followed up in writing within 48 hours and that written records of any concern regarding a child's safety will be kept in a file in a locked safe in the headteacher's office.

6.4. Greek School of Ayia Triada recognises that it does not have the responsibility to investigate cases of suspected child abuse. Instead, Greek School of Ayia Triada will co-operate with relevant external agencies in any enquiries regarding child protection matters, including providing information for case conferences, core groups and multi-agency planning meetings.

6.5. Parents/carers will be advised of the intention to refer to Social Care and their views and co-operation sought, unless Greek School of Ayia Triada has good reason to believe that to do so would place a child at 1 greater risk of harm.

6.6. Information concerning Children at Risk will be shared with members of staff and volunteers on a "need to know" basis. The Headteacher will make a judgement in each individual case about who needs and has a right to access particular information.

6.7. Where there are concerns about a child, a volunteer/staff member may be asked to keep a log of observations. This will be kept securely, separately from generally accessible pupil and class records.

6.8. As we are a private community school we are not subjected to the Freedom of Information Act (2000) and therefore procedures cannot be released to parents or third parties unless certain conditions are fulfilled or a court order is in place or legal actions are also triggered against investigating certain case (s). For all investigated cases commitment to confidentiality is signed by all members of the Management Board. This commitment prevents any member of Management Board, or staff or volunteer to disclose any information concerning any case under investigation. Similarly, content of routinely called meetings of Management Board are not to be disclosed outside meeting room.

7. Information Sharing, Confidentiality and Record Keeping

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. We have a confidentiality agreement in place that volunteers and trainee teachers have to sign (see Appendix 1).

Advice should be sought from the Educational Team of the Management Board on, who should approach the alleged abuser (or parents if the alleged abuser is a child). Information will be stored in a secure place with restricted access to designated people and be maintained in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure)

Another aspect of safeguarding is the commitment to confidentiality that is signed by all members of staff, and all members of Management Board. This prevents anyone from those mentioned to disclose any information, with regards to a child or a case that is been matter of discussion in the Agenda of Management Board Meetings or Teaching Staff meetings.

8. Allegations against Staff and Volunteers

8.1. All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues. If a member of staff or a volunteer has concerns they will raise their concerns privately with the Headteacher or the designated member for child protection on the Management Board-please check our *Parent Information Booklet*.

8.2. If a child makes an allegation against a member of staff or volunteer, the Headteacher should be immediately informed.

8.3. The Headteacher will discuss the allegation with the designated member for child protection in the Management Board and then, if in

agreement, the case will be discussed and investigated by the appropriate team of the management board which is the Educational and Safeguarding Team

8.4. If the allegation concerns the behaviour of the Headteacher, the designated member for child protection of the Management Board (and then the Chair of the Management Board) should be immediately informed and the above procedures followed. Following this, The Cyprus Educational Mission should be informed by the Chair of the Management Board.

8.5. All allegations are treated as serious and internal procedures are triggered for investigation of the allegations. This may involve urgent call of full Board of the Management Board members as well as smaller meetings for investigating through different sources the allegation(s). Statements and Records are kept at all case and treated with due confidentiality.

8.6. Dr Tryfonos Stella (headteacher) and Mrs Katerina Jordanou (Chair of Management Board) can call the temporary suspension of any member of staff involved in allegations of breaching safeguarding, or child protection policy if initial investigation shows breach of relevant policy terms.

9. Safe Recruitment

In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimised, Greek School of Ayia Triada employs a safe recruitment and selection policy which complies with national and local guidance. All recruitment procedures involve the following:

9.1. Job adverts clearly state that "Greek School of Ayia Triada is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment" All successful applicants (including volunteers) will need to undertake an enhanced DBS check. Employment records, references and qualifications will be verified for staff positions and references will be taken up for volunteers.

9.2. All job descriptions state the main duties of the post, include the statement that 'all adults employed by Greek School of Ayia Triada are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with'.

9.3. The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short-listed candidates, any

relevant issues relating to employment breaks or reference queries will be taken up at interview.

- 9.4.** The information pack for candidates will include; the application form, job description, person spec (see above) and Greek School of Ayia Triada's Child Protection Policy.
- 9.5.** When short-listing, the Greek School of Ayia Triada will pay particular attention to:
 - Missing information from application
 - Refusal of References from previous employers
 - unexplained gaps in employment
 - discrepancies or repeated changes of employment and their commitment to train will be tested.
 - Incomplete application forms will not be accepted.
- 9.6.** References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinised. For successful candidates, written references will be verbally verified.
- 9.7.** All applicants will undergo a face to face interview where questions pertaining to child protection will be asked.
- 9.8.** All candidates will be asked to bring identity proof with them e.g. a current driving licence or passport, a full birth certificate, plus a document such as a utility bill showing the candidate's current name and address.
- 9.9.** All candidates will be asked to bring documents confirming any educational and professional qualifications relevant to the post.
- 9.10.** All interviews will be conducted by a minimum of two (usually three) people. At least one member of the Management Board will always be present.
- 9.11.** As well as the above checks (qualifications, references), all candidates will undergo an enhanced CRB check and check of DfES List 99, even if this has been recently carried out by a previous employer. All appointments are subject to these checks being satisfactory (*see Disclosure Pack*).
- 9.12.** Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the police and the DfES Children's Safeguarding Operations Unit (formerly the Teachers' Misconduct Team).
- 9.13.** All appointed staff will undergo an induction process which includes

information and written statements of; policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention/restraint, internet safety and professional conduct.

- 9.14.** For volunteers, close attention will be taken to why the applicant would like to work with children and young people and follow up questions will be necessary prior to the appointment being made. Also a maximum of 6 weeks old DBS will be requested for accepting an applicant.
- 9.15.** It might be necessary to request the contact details of another reference if there is any uncertainty of the appropriateness of the applicant to work with children and young people.

10. Related Documents

- BSCB South West Procedures for Working with Children in Need (“Red Book”) Protecting Children (A Handbook for Designated Child Protection Officers in schools) Birmingham City Council.
- What to do if you’re worried a child is being abused, DoH (2003) http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4010283
- Dealing with Allegations of Abuse Against Teachers and Other Staff, DFES (2005) <http://www.teachernet.gov.uk/doc/9350/this%20one.doc>
- Working Together to Safeguard Children, DoH (2006) http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4007781
- Safeguarding Children and Safer Recruitment in Education, DfES (2007) <http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DFES-04217-2006>

11. Essential Contacts

- **LADO** Local Authority Designated Officer (LADO) for Child Protection (contact the office nearest to the child’s home):
Stop it Now! 08081000900
- This confidential helpline operates from 9am – 9pm Monday to Thursday and from 9am – 7pm on Friday. Website: www.stopitnow.org.uk. Stop it Now! is a confidential freephone helpline for people worried about their own sexual thoughts and feelings towards children or the sexual behaviour of others; parents and carers of young people with sexually worrying behaviour; and professionals needing help with difficult cases.
- **POLICE** If you think a child is in immediate danger, call the police on **111 or 112**.
- **NSPCC** If you’re worried about a child’s safety or welfare or if you need help or advice, ring our helpline on 0808 800 5000. From the UK please email help@nspcc.org.uk
Textphone: 0800 056 0566

- Child Exploitation and Online Protection Centre:
<http://www.ceop.police.uk/>
- Social Workers – contact Child Protection numbers above
- DfES Children’s Safeguarding Operations Tsm.Casework@dfes.gsi.gov.uk

Key Links

Birmingham Safeguarding Children Board Procedures -
<http://www.lscbbirmingham.org.uk/>
Every Child Matters – Safeguarding Children
<http://www.everychildmatters.gov.uk/socialcare/safeguarding/>

12. Version Control

Version Name	Date	Reason for Update
Draft Child Protection Policy (1 st version)	01/12/2007	Not in place, needed to Create Child Protection Policy. Feedback Dr Riaz Farooq – Birmingham City Council- Local Supplementary School Officer
Draft Child Protection Policy (2 nd Version)	October 2009	More amendments agreement in School Committee to change the Child Protection Policy and make it more comprehensive
Draft Child Protection Policy	17/11/2010	Feedback from Karen Gardiner
Updated Child Protection Policy	10/09/2013	Signed by the Management Board
Updated	01/09/2014	Ratified and signed by the Management Board.
Updated	01/09/2015	Ratified and signed by the Management Board.
Reviewed	12/09/2016	Approved and Signed (Man. Board)
Reviewed	01/07/017	Approved and Signed (Man. Board)
Next Review	01/09/2019	

Implementation, Review and Monitoring

Implementation will take place by ensuring this policy is discussed at the Management Board Meeting and ensuring all staff are made aware of its existence. This Policy will be monitored and reviewed on an annual basis.

Appendix 1

DD/MM/YYYY

Name and Surname: _____

Commitment to Confidentiality and Data Protection

All members of Management Board and Staff at the Greek of Ayia Triada Birmingham are committed to confidentiality and Data Protection of all information provided to the school including contact details, medical and any other information which is considered personal and confidential. Today we are signing a "Commitment to Confidentiality and Data Protection Declaration" which is a legal document. Any reporting of breaching this commitment should be referred to the designated members of the Management Board and investigation and legal action may be followed. Our Data Protection Policy sets out the following commitments on protecting and safeguarding information of students and their families, particularly how information will be shared both within school and outside school:

1. **We will not share** information (with other agencies, organisations or individuals) that identify individuals and particularly pupils for any reason unless:
 - We are asked to do so in written and Specific Purpose Consents are Requested and obtained by all involved.
 - We are given specific instructions to do so by Cyprus Educational Mission and consents are obtained by all involved.
 - We must do this by law²
 - We have special permission for research purposes³
2. **We will ensure**, through contract terms and staff training, that everyone who works for or on behalf of the Ayia Triada Greek School of Birmingham understands their duty of confidentiality, what it means in practice and how it applies to all parts of their work (this includes Teaching and Support Staff, Members of Management Board and Volunteers).
3. **We will follow protocols of action** in case of report of breaches of our Data Protection policy and commitment to confidentiality (which may include misuse of data¹ and unauthorised sharing of information¹, unauthorised access to person identifiable information¹ or information¹ discussed at critical meetings of the Management Board, during working or even after leaving the school⁴)
4. **We will ensure that**, misuse of personal data and problems created because of this will be reported to authorise persons (in the Management Board and to the Headteacher) so that action is taken to rectify the problem and to ensure that the same problem does not occur again in the future.
5. **We will not share** information¹ that is on the agenda of discussion of the Management Board or of the Staff Meeting with anyone outside the school, individual or organisation, unless the conditions stated above are met.

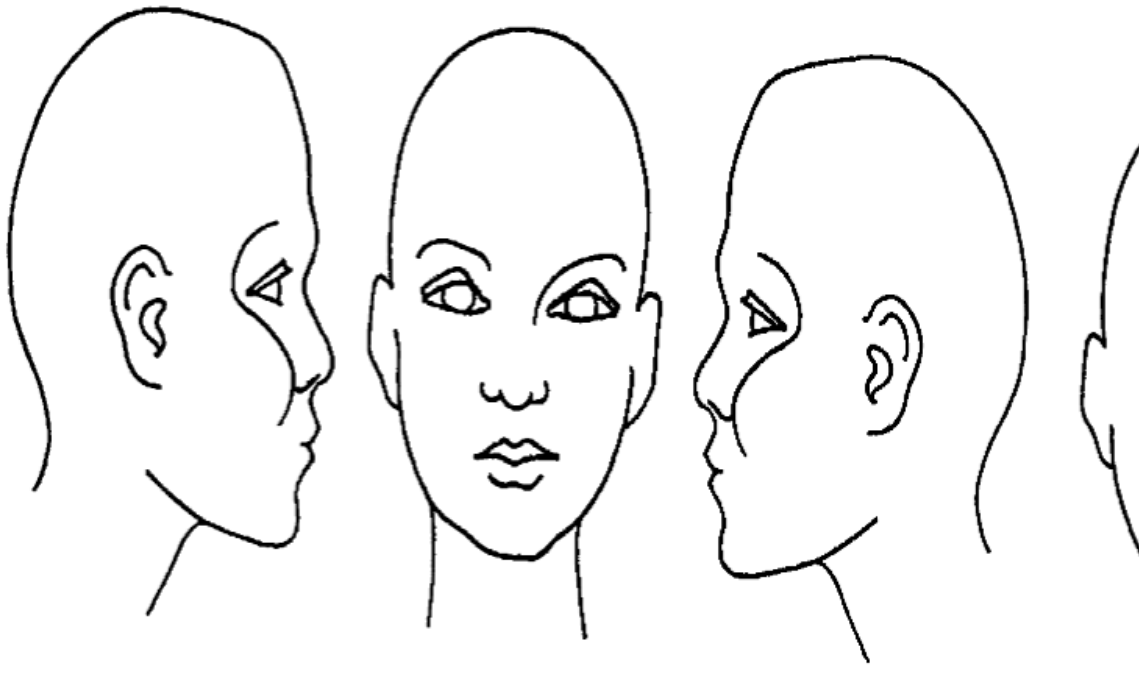
I _____ member of Management Board/ Teaching or Support Staff/ Volunteer ([indicate role here](#)), I will be committed to the principles involved in Commitment to Confidentiality and Data Protection policy of the Greek School of Ayia Triada Birmingham. I also understand that breaching this policy may lead to legal actions.

Full Name: _____ Signature: _____

Date: __/__/2017

Appendix 2

Face Map: Child



When you notice an injury to a child, try to record the following information in respect of each mark:

- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury - if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab? / any blistering? / any bleeding?
- Is the injury clean? or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?

Name of Child:

School child attends:

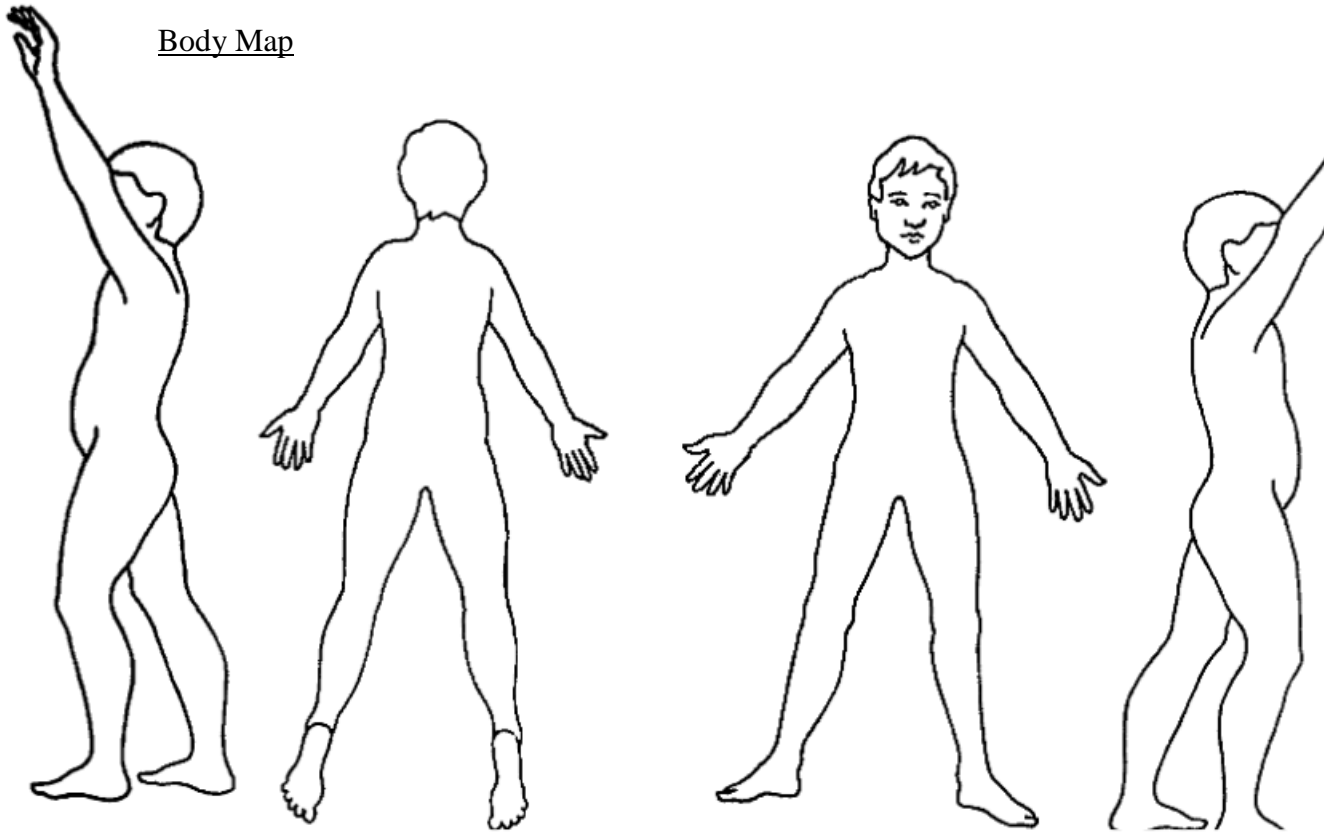
Date marks observed:

Name of adult completing this form:

Signature of adult completing this form:

Appendix 2

Body Map



When you notice an injury to a child, try to record the following information in respect of each mark:

- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury - if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab? / any blistering? / any bleeding?
- Is the injury clean? or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?

Name of Child:

School child attends:

Date marks observed:

Name of adult completing this form:

Signature of adult completing this form:

