

# **Child Protection Policy**

## **The King's School**

### **Code of Practice**

#### **Vision and Purpose**

To raise young people who know God and are trained to serve and influence their generation by godly attitudes and actions.

#### **Guidelines**

##### **The Headteacher's Role**

- To oversee staff in producing a secure, stable atmosphere and environment where students can grow in the knowledge of God and His world.
- To ensure that the spiritual and physical well-being of the pupils and staff are paramount. E.g. adhering to a Health and Safety Policy and First Aid Policy.
- To ensure that adults working in the classroom are aware of child protection procedures and requirements.
- To ensure the spiritual well-being of the students, helping them recognise their freedom to choose.
- To be responsible for the implementation of legal requirements issued by the Government.
- To ensure adherence to the School's discipline policy and the School/Parent Agreement.
- To ensure that the Oxfordshire Community Churches' procedures for The King's School, are implemented if there are any concerns for people or allegations of abuse.

##### **Appointment of Staff**

- This is the responsibility of the School Governors, or Headteacher, where delegated to him/her.
- The Headteacher is to ensure that, following appointments, procedures on training are followed through, as set out in Oxfordshire Community Churches' Child Protection Policy.

##### **Relationship with children**

###### **a. Record keeping**

- Registers of children's attendance are kept twice daily.
- Accident and incident books are used to record issues.

- A visitors' book records all visitors, to the School, who have unsupervised access to children.

**b. Management**

- The School is to maintain a discipline policy that is in line with its overall vision and values.
- To ensure the adequate supervision of children at all times.
- To maintain communication, both verbal and written with Parents to ensure that true partnership in training students is assured.
- Staff should avoid being alone with children behind closed doors, wherever possible. An 'open door' policy is encouraged.
- In sensitive pastoral or discipline matters, an adult of the same sex should be present.
- Transport home is a Parental responsibility but students are supervised by a staff member at the start and end of the day.
- Remember, touch should be related to the needs of the child, not the staff member.
- A Senior Management Team comprising the Headteacher, and other senior staff members meet regularly to discuss school issues.

**c. Prayer and Counselling**

- Children are generally prayed for in the context of the learning centre environment or in assemblies.
- Parents are regularly informed of any significant issues.
- Where possible, counselling and prayer should be carried out with members of the same sex in attendance.
- Where praying involves 'laying on of hands', an explanation should previously have been given concerning this practice. With older children, their permission should also have been given.
- If, following counselling, a pupil requires ongoing support, the appropriate adult must be advised.

## **Appendix – talk of suicide**

If a member of staff hears from a pupil that he or she has had thoughts of committing suicide or has in any way acted in response to such thoughts, the following procedures should be followed:

### **a) Initial actions:**

1. Every effort should be made by the member of staff to ascertain from the pupil exactly what they have said, thought or done in the past, particularly recently. This must be communicated to the Head. While respecting the need for confidentiality, nevertheless the member of staff should inform the child at an appropriate time that certain information may need to be passed on to the parents or the Head of the school, or appropriate agencies.
2. The Head will then inform the parents all that has been found out. If necessary, the Head will seek confirmation from the parents of this information. A recommendation may be made that professional help be sought for the pupil.
3. The Child Protection Officer for OCC and Chairman of Governors should be informed of the situation, and kept up to date with any developments.
4. If it is felt that the home situation may be contributing to the pupil's current state of mind in a significant way, the Head, OCC's CP Officer and the Chairman of Governors may take a decision not to inform the parents in the first instance. It may be deemed suitable to inform Social Services or other appropriate agency.

### **b) Ongoing care.**

1. a) If the pupil is happy to continue confiding in a particular member of staff (of the same sex), then this should be encouraged, with the parents' consent. Close contact should be maintained between this member of staff, the Head and the parents.  
b) If not, then every effort should be made to find someone in whom the pupil can confide. However, this member of staff should not take on the role of counsellor. That should be left to properly trained professionals. It is the parents' responsibility to find such a counsellor. The role of an untrained staff member is to be a sympathetic listener, not bound by confidentiality, and in contact with the Head and with parents; also to be a first port of call for the pupil while in school.
2. The Head shall decide what information to pass on to which staff, as seems appropriate. At least, the pupil's tutor should be kept informed of ongoing progress. The pupil's teachers need to be asked to keep a watchful eye on the pupil, without necessarily having all the details of the pupil's current state of mind.
3. The posture of all involved members of staff towards the pupil should always be one of vigilance and care.
4. If professional advice has been sought, appropriate feedback to the school should be encouraged.

**c) School trips.**

1. If the pupil is due to go on an overnight school trip, particularly abroad, a doctor's certificate must be obtained stating whether the pupil should go on the trip. The parents' insistence that the pupil goes on the trip is not sufficient.
2. If the pupil is staying with a family, they should be made aware of the situation.
3. If the pupil is deemed to be in a fit state to go on the trip, a risk assessment must be drawn up with procedures in place if anything should go wrong.

**d) Other.**

1. A record should be kept of all conversations and events to do with the case.
2. In the event of the parents not being willing to seek counsel for their child, advice will be sought from Social Services, or other appropriate agency.