

Child Protection Policy



Bilton Grange

Designated child protection personnel:

Giles Tollit
(Deputy Headmaster)

01788 818242
gft@biltongrange.co.uk

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In accordance with the policies of Warwickshire Safeguarding Children Board

INTRODUCTION

Bilton Grange recognises the responsibility it has under Section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with pupils and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the designated Child Protection Officer who, in turn, may contact the appropriate agency, normally the appropriate Children's Team (Social Care).

This Policy sets out how the school's Governors and Headmaster discharge their statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the school.

There are four main elements to our Policy:

- 1. PREVENTION** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos
- 2. PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse
- 3. SUPPORT TO PUPILS** who may have been abused
- 4. PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN**

Our Policy applies to all staff and volunteers working in the school. As well as teachers, matrons, teaching assistants, gap students, sports coaches, peripatetic music teachers, grounds staff, catering staff, cleaning staff or secretaries can be the first point of disclosure for a child. Concerned parents may also contact school Governors.

1. PREVENTION

- 1.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.
- 1.2 The school will therefore:
 - Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
 - Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
 - Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and information about who to turn for help;
 - Include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

Prevention - related documents:

- **School Strategic Plan**
- **Promoting Good Behaviour Policy**
- **Discipline and Sanctions Policy**
- **PSHE Handbook**
- **Boarding Policy**

2. PROCEDURES

2.1 We will follow the procedures set out in the Warwickshire Local Safeguarding Children Board “Safeguarding Inter-Agency Procedures” (Blue Book March 2007). In addition, staff and managers in our school must ‘have regard’ to the guidance issued in ‘**Safeguarding Children and Safer Recruitment in Education**’ January 2007.

2.2 **The Designated Senior Member of Staff for Child Protection**

The school will:

- Ensure it has a designated senior member of staff (member of the leadership team) who has undertaken as a minimum, the two day child protection training course, accredited by the Local Safeguarding Children Board;

Bilton Grange Practice: The designated senior member of staff is the Deputy Headmaster, Giles Tollit.

- Ensure this training is updated every two years in accordance with Government guidance;
- Recognise the importance of the role of the designated teacher and ensure s/he has the time and training to undertake her/his duties;
- Ensure there are contingency arrangements should the designated member of staff not be available;

Bilton Grange Practice: Although he is not the designated person, the Headmaster, Peter Kirk, has undertaken all relevant child protection training for that position.

- Ensure that the designated member of staff will take advice from a child protection specialist when managing complex cases (e.g. Education Safeguarding Children Manager)
- Ensure that the designated member of staff is responsible for coordinating action where it is suspected that a child is in need, has been harmed, or is at risk of significant harm.
- Ensure they are familiar with Local Safeguarding Children Board procedures and DfES guidance
- Ensure child protection records are maintained.

Bilton Grange Practice: The Headmaster holds the Child Protection File; In addition, the Deputy Headmaster maintains a Concerns File, monitoring low-level pastoral concerns brought up by staff.

2.3 **The Role of School Staff**

The school will:

Ensure every member of staff knows:

- the name of the designated person(s) and her/his role;
- that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the Inter-Agency procedures.
- where the Inter-Agency procedures and school/education support service Child Protection procedures are located;

Bilton Grange Practice: The Deputy Headmaster inducts all new teaching staff in Child Protection matters; the action flow-chart is displayed in the staff common room

Provide training for all staff from the point of their induction, and updated every three years (minimum half day/3 hours), so that they know:

- their personal responsibility;
- the local procedures;
- the need to be vigilant in identifying cases of abuse;
- how to support and to respond to a child who tells of abuse.

Bilton Grange Practice: All staff training is monitored and recorded.

Ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed policies.

2.4 Liaison with Other Agencies

The school will:

Work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters including attendance and written reports at initial case conferences, core groups and child protection review conferences.

Bilton Grange Practice: The Deputy Headmaster is a member of the Warwickshire Safeguarding Children Board, representing Primary Education

Notify the local Children's Team (Social Care) if:

- it should have to exclude a pupil with a Child Protection Plan (whether fixed term or permanently);
- there is an unexplained absence of a pupil with a Child Protection Plan of more than two days duration from school (or one day following a weekend); or as agreed as part of any child protection or core group plan.
- they are concerned about the welfare of any child with a Child Protection Plan.

2.5 Record Keeping

The school will:

- Keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately;
- Ensure all records are kept secure and in locked locations;
- Ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves school.

Bilton Grange Practice: As well as monitoring behaviour and discipline, the Deputy Headmaster maintains a Concerns File, detailing any concern for a child raised by staff, its nature and the action of the school in addressing this concern. Progress is reviewed. The Headmaster maintains the Child Protection File, detailing any child protection issues and actions. All of these records are kept locked within the Headmaster's office.

2.6 Confidentiality and Information Sharing

- Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or outside agency as required (e.g. Education Safeguarding Children Manager).
- The Headmaster or designated person will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child/parent to keep secrets.

Bilton Grange Practice: Child Protection induction emphasises these points, and the Child Protection guidance in the staff handbook includes these points.

2.7 Communication with Parents

The school will:

- Undertake appropriate discussion with parents prior to involvement of another agency unless the circumstances preclude this.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure

3. SUPPORTING THE PUPIL AT RISK

- 3.1 We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.
- 3.2 This school may be the only stable, secure and predictable element of the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.
- 3.3 We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.
- 3.4 The school will endeavour to support the pupil through:
 - The content of the curriculum to encourage self-esteem and self-motivation.
 - The school ethos which (i) promotes a positive, supportive and secure environment, (ii) gives pupils a sense of being valued;
 - The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach, which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
 - Liaison with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Service and the Education Social Work Service;
 - A commitment to develop productive and supportive relationships with parents whenever it is in a pupil's best interest to do so;
 - Recognition that children living in a home environment where there is a domestic violence, drug or alcohol abuse are vulnerable and in need of support and protection;
 - Vigilantly monitoring children's welfare, keeping records and notifying Social Care **as soon as there is a recurrence of a concern.**

Bilton Grange Practice: Relevant documents here are the School Prospectus, Strategic Plan, Promoting Good Behaviour Policy, Discipline and Sanctions Policy.

3.5 When a pupil with a Child Protection Plan leaves, information will be transferred to the new school immediately. The Child Independent Reviewing Manager will also be informed. We will follow the procedures for children that are 'Missing Children'.

3.6 **Drug Use and Child Protection**

The discovery that a young person is using illegal drugs or reported evidence of their drug use is not necessarily sufficient in itself to initiate child protection proceedings but the school will consider such action in the following situations:

When there is evidence or reasonable cause:

- to believe the young person's drug misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
- to believe the pupil's drug related behaviour is a result of abusing or endangering pressure or incentives from others, particularly adults
- where the misuse is suspected of being prompted by serious parent/carer drug misuse.

Children of Drug Using Parents

Further enquiries and/or further action will be taken when the school receives reliable information about drug and alcohol abuse by a child's parents/carers in the following circumstances:

- the parental misuse is regarded as problematic (i.e. multiple drug use including injection);
- a chaotic and unpredictable home environment exists which can be attributed to drug or alcohol misuse;
- children are not being provided with acceptable or consistent levels of social and health care;
- children are exposed to criminal behaviour.

4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

4.1 The school will operate safer recruitment practices including ensuring appropriate CRB and reference checks are undertaken according to the DfES document 'Safeguarding Children and Safer Recruitment in Education, January 2007'.

4.2 The school will consult with the Education Safeguarding Children Manager in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in Safeguarding Children and Safer Recruitment in Education.

4.3 The school will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

4.4 The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct.

- 4.5 The school will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).

Bilton Grange Practice: Bilton Grange operates all safer recruitment practices throughout the recruitment process, and that process is recorded.

5. OTHER RELATED POLICIES

5.1 Physical Intervention

Our Policy on physical intervention by staff is set out in a separate document and is reviewed annually by the Governors. We acknowledge that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

5.2 Bullying

Our Policy on bullying is set out in a separate document and is reviewed annually by the Governors. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

5.3 Racist Incidents

Our Policy on racist incidents is set out in a separate document and is reviewed annually by the Governors. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

5.4 Health and Safety

Our Health and Safety Policy, set out in a separate document, is reviewed annually by the Governors. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

5.5 Children with Statements of Special Educational Needs

We recognise that statistically children with behaviour difficulties and disabilities are most vulnerable to abuse. School staff that deal with children with profound and multiple disabilities, ASD, SHD, cerebral palsy, sensory impairment and/or emotional and behavioural problems are particularly sensitive to signs of abuse.

5.6 Record Keeping (Data Collection Sheet)

We keep up to date information on emergency contacts for parents/guardians

Bilton Grange Practice: Relevant Policies

Promoting Good Behaviour Policy
Discipline and Sanctions Policy
Anti-Bullying Policy
Physical Restraint Policy
Boarding Policy
Health and Safety Policy
Trips Policy

6. GOVERNOR CHILD PROTECTION RESPONSIBILITIES

The Governors fully recognises their responsibilities with regard to child protection and to safeguarding and promoting the welfare of children.

It will:

- designate a Governor for child protection who will oversee the school’s Child Protection Policy and practice and champion child protection issues;

Bilton Grange Practice: One governor, Mr Brian Tustain, has been given special responsibility for Child Protection matters.

- ensure an annual report is made to the Governors, and copied to the Education Child Protection Service, on child protection matters to include changes affecting Child Protection policy and procedures, child protection training received, the number of incidents/cases (no names) and child protection in the curriculum;

Bilton Grange Practice: An annual report is made.

- ensure that this policy is annually reviewed, updated and copied to the Education Safeguarding Children Manager.

Bilton Grange Practice: The Child Protection Policy is reviewed annually.

6.2 Off Site Activities

Where services or activities are provided separately by another body the Headmaster will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

This Policy was adopted by the Governors on:

and will be reviewed on:

Signed by the Chair of Governors:.....

Countersigned by the Headteacher:

Making a Referral

See also:

- Warwickshire Local Safeguarding Children Board – Inter-Agency Child Protection Procedures (Blue Book March 2007)
- DfES Guidance “Safeguarding Children and Safer Recruitment in Education” (1 January 2007)

General Considerations:

All concerns about the welfare of children and young persons, disclosures of possible abuse and observations of behaviour or injury which cause concern, must be taken seriously and reported within these procedures and those of the Warwickshire Safeguarding Children Board.

All education staff share the responsibility of ensuring that concerns about children “in need” and those “in need of protection” are brought to the attention of the responsible person/agency in order that they may be investigated within the appropriate procedures.

Central education staff who visit different schools and educational settings should acquaint themselves with the school’s policy and procedures and the identity of the designated teacher for each establishment. Normally a referral for a child in that school should only be made in consultation with the designated teacher, (unless it is out of hours, an emergency or a school holiday).

Procedure

Every case of possible child abuse or risk of “significant harm” identified within the establishment/service must be reported to the designated person without delay (matters should never go unreported overnight).

It is the designated person’s responsibility to decide whether there should be an immediate referral to Children’s Services or the Police, further discussion with colleagues outside the school or an agreement to monitor the child. (See Section 3 of Warwickshire Local Safeguarding Children Board Inter-Agency Procedures for contact details).

In rare cases of serious physical injury, it may be necessary to arrange immediate medical treatment for the child. An ambulance should be called and, where necessary, the child will be taken to the Accident and Emergency Department of a hospital. The suspicion of abuse must be made known by the person accompanying the child.

[Note: the responsibility for the medical investigation of significant harm lies with the Community Physician [Child Protection].]

Once the decision has been taken to make a referral, the designated teacher or their deputy will contact the Children’s Services team (where the abuse took place). If the child lives outside Warwickshire, use the procedures for that Local Authority.

The Duty Officer will note the referral and confirm with the Duty Team Manager what action will be taken. **If you do not receive a response, seek clarification from the Duty Team Manager.**

The designated person will need to agree what action should be taken for the immediate support of the child. This should include what time the child or young person will be going home and with whom. It

is important that there is a clear understanding about how the parents or carers are to be informed of the referral and by whom. A written note of the agreements reached should be kept by the referrer.

The appropriate member of staff (possibly the member of staff originally involved) should continue to support the child in accordance with the plan agreed with the Duty Officer.

The confirmation referral form (mark confidential/restricted access), must be completed by the designated person or their deputy. If all the information is not immediately available, this should not delay the form being sent. Give as much detail as possible as this will help them to cross-reference the referral with other information held by other agencies and reach a decision about appropriate action. The form may be faxed or posted to the Children's Team. The educational setting making the referral should keep a copy and forward a copy to the Education Safeguarding Children Manager.

A referral may result in:

- no action;
- an assessment under Section 17 for Family Support Services; ('a child in need') with parents' consent;
- acceptance of a referral under Section 47 for a Child Protection investigation; ('a child suffering from or at risk or suffering from significant harm');
- further investigation before a decision can be made.

A Strategy discussion may be called. It is normally expected that representatives from schools or other educational settings will be involved where they are the referrer. When the referral does not result in a Child Protection investigation or a Conference after an SC1 has been sent, the referrer should be notified of this decision and the reason for it given in writing. **If you remain concerned for a child's safety when a previous referral has been closed, or if there has been no response, refer the case again or ask to speak to a senior manager.**

When an Initial Conference is called, the designated person should be invited. This will often be at short notice and should be held within 15 days of the Strategy discussion or initial referral. Attendance at conferences should be regarded as a very high priority. The designated person must ensure a report is prepared for the Conference. (Report template available in due course).

Standards for Effective Child Protection Practice in Schools

In best practice, schools:

1. Have an ethos in which children feel secure, the viewpoints are valued, and they are encouraged to talk and are listened to;
2. Provide suitable support and guidance so that pupils have a range of appropriate adults to whom they can turn if they are worried or in difficulties and understand their preferred method of communication;
3. Work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and a recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure;
4. Are vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to senior staff and are aware of local procedures so that information is effectively passed on to the relevant professionals;
5. Monitor children who have been identified as at risk, *in a secure place*, clear records of pupils' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting report to case conferences and attending case conferences;
6. Provide and support child protection training regularly to school staff every three years and in particular to designated teachers every two years to ensure their skills and expertise are up to date, and ensure that targeted funding for this work is used solely for this purpose;
7. Contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies;
8. Use the curriculum to raise pupils' awareness and build confidence so that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
9. Provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the schools approach to bullying.
10. Have a clear understanding of the various types of bullying – physical, verbal, indirect and cyberbullying, and act promptly and firmly to combat it, making sure that pupils are aware of the schools position on this issue and who they can contact for support;
11. Take particular care that pupils with SEN in mainstream and special schools, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate understanding of the child's/young persons preferred mode of communication;
12. Have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set out in the DfES document Safeguarding Children and Safer Recruitment in Education;
13. Have a written Whole School Policy, produced, owned and regularly reviewed annually by schools staff and which clearly outlines the school's position and positive action in respect of the aforementioned standards: The school, as good practice, should discuss child safety and safeguarding matters in a school council meeting (minimum annually);
14. The school will ensure that specified information is passed on in a timely manner to the Local Authority for monitoring purposes.

Reference Documents

- Safeguarding children and safer recruitment in education, 1 January 2007 (DcSF)
- What to do if you're worried a child is being abused (DcSF)
- www.everychildmatters.gov.uk
- www.teachernet.gov.uk (child protection)
- WSCB Inter Agency Child Protection Procedures (Blue Book March 2007)
- Safer Recruitment Checklist – July 2007 (Education Safeguarding Children Manager)
- Behaviour in schools allowing teachers to teach ... keeping staff and children safe ... letting children learn
- Physical Intervention – Guidance on use of force to restrain pupils 30 October 2007 DcSF (non-statutory guidance)

Useful Contacts

For copies and further assistance, please contact:

John Sullivan

Education Safeguarding Children Manager
Tel: 01926 74 2526
Mobile: 07771 552315
Email: johnsullivan@warwickshire.gov.uk

Ann Seal

Taking Care Project Manager
Tel: 01926 74 2523
Mobile: 07745 655906
Email: annseal@warwickshire.gov.uk

Sophie Morley

Administrative Officer
Tel: 01926 74 2601
Mobile: 07747 758712
Email: ophiemorley@warwickshire.gov.uk

Appendix 3: Staff Handbook Guidance

CHILD PROTECTION

1. We recognise at Bilton Grange the right of children to grow up in a caring environment free from neglect, abuse or exploitation. Our child protection policy is designed to provide a high standard of care, to promote and safeguard children's welfare and to acquaint them with their rights to complaints and representation procedures.

All staff are acquainted with the procedure to adopt (see Aide-Memoire below) wherever there is suspicion of any form of child abuse. Child protection procedures and the means of identifying possible abuse form part of the training for senior staff involved with child welfare.

2. What is Child Abuse?

The ill-treatment or neglect of a child which causes injury, suffering or distress is abuse.

It may be PHYSICAL, (hitting, burning, bruising, scalding or poisoning, for example). It may be neglect through not providing proper care, food, warmth, shelter or cleanliness. If a child is excessively teased or made to feel worthless, is over-protected or not allowed to do normal things there may be EMOTIONAL abuse. SEXUAL abuse may involve emotionally immature or dependent children in sexual activity to which they cannot give consent and which they do not really understand. It is much more common than was believed and can have serious and long-term damaging effects both emotionally and physically. Most sexual abuse involves an adult male who is very well known to the child, possibly a close relative or family friend.

All these forms of abuse can be serious and cause long term harm to the child.

3. Who can the Abuser be?

Anyone who cares for a child may be responsible for abuse. Usually an abuser is well known to the child.

Abuse happens in families that are well-off as well as in poor homes. Even the most respectable seeming person can be an abuser.

4. **AIDE-MEMOIRE FOR STAFF** - What should you do?

If you are approached by a child who wishes to discuss a serious, distressing problem which could be defined as abuse, you should comply with the following:

- a. Listen to what is being said without displaying shock or disbelief
- b. Accept what is being said
- c. Take it seriously
- d. Reassure, but only as far as is honest and reliable
- e. DO NOT promise confidentiality – you have a duty to refer the matter
- a. Tell the child you will need to refer the matter to the Headmaster or Deputy Headmaster (or Head of Pre-prep for Pre-prep staff), whose job it is to take the matter further in order to protect the child
- f. Acknowledge how difficult it must have been to talk about it

- g. Never agree to keep secrets
- a. **Record carefully and in detail** what is being said but DO NOT interrogate for full details
- b. DO NOT ask leading questions (eg “what did he do next?”, “did he do/say....?”) Such questions may invalidate the evidence should the matter ever come to Court
- h. Listen quietly and carefully
- i. DO ask open questions like “is there anything else you want to tell me?”
- j. Do not criticize the (alleged) perpetrator
- k. DO NOT ask the child to repeat what they have told you to another person. Explain what you have to do and to whom you have to refer the matter. You are encouraged to see the matter through and to keep in touch with the child (depending on circumstances)
- l. Make brief notes at the time and write up your notes as soon as possible
- m. DO NOT destroy your original notes (no matter how scrappy or sketchy they are) in case they are required in Court
- n. Record the date, time, place, any noticeable, non-verbal behaviour and the EXACT words that are used by the child. If the child uses slang, record exactly what is said rather than interpreting meaning
- o. Draw a diagram or use a body map to indicate the position of any marks on the child’s body
- p. Record statements and observable things, not your interpretations or assumptions
- q. Do not assume anything nor jump to conclusions
- r. **REPORT THE MATTER IMMEDIATELY TO THE DEPUTY HEADMASTER**, who is BG’s Designated Child Protection Officer, or the Headmaster, or the Head of Pre-prep. It might be necessary to gather other evidence immediately so there **must not be any delay** in referring the matter to the HM or Deputy HM. Information about the allegations **MUST NOT** be shared with anyone else.
- s. When a matter is reported outside of the school to the CSCI in good faith, i.e. “whistle blowing”, there will be immunity from disciplinary action. (The telephone number of CSCI, the Commission for Social Care Inspection, is 01926 436950).
- t. If the allegation relates to the Designated Child Protection Officer, the Headmaster is to be informed immediately. If the allegation relates to the Headmaster, the Child Protection Officer and Child Protection Governor are to be informed immediately.

Of course, it is hoped that you will never have to deal with anything of this nature but, if you do, it is very important that the above procedures are rigorously followed.

N.B. If a member of staff has reason to suspect abuse has taken place, the Deputy Headmaster or Headmaster will refer the incident to Social Services within 24 hours, rather than investigate internally. The nominated member of staff for routine liaison with Warwickshire Social Services Department is the Deputy Headmaster.

The Governors of Bilton Grange have appointed a Governor (currently Mr Brian Tustain) to monitor Child Protection issues at the school. He will take part in staff INSET from time to time, keep abreast of Child Protection issues, examine school records and procedures and report to the Governing Body on the effectiveness of Child Protection at Bilton Grange.

The Headmaster will report to the Secretary of State, via the DCSF, within one month of leaving Bilton Grange any person (whether employed, contracted, a volunteer or pupil) whose services are no longer used because he or she is considered unsuitable to work with children.

In order to comply with the Children Act the following structure is in place for any Bilton Grange pupil who has a concern or complaint.

Child Protection Officer is Mr Giles Tollit

TO ALL PUPILS

If you need help or advice on any matter you should always feel free to talk to any of the following:

Your Form Tutor
Your Year Tutor
Mr Searle (boys' Housemaster)
Mr or Mrs Gater (girls' Houseparents)
Mr Tollit
Mr or Mrs Kirk

OR if you prefer, the Head Boy or Girl.

If at any time you need to talk to anyone outside the school, you may contact the following:

Dr Ian Czerniewski	522448
Social Services Dept.	01926 410410
Childline	0800 1111