



Child Protection policy

German Saturday School Hackney

1) Policy statement

The staff and parents of the *German Saturday School Hackney* recognise that all children have the right of protection from abuse. Therefore, all teachers, helpers and parents of the *German Saturday School Hackney* have a responsibility to report any concerns to the schools' **Child Protection Coordinator***, the schools' Head or the police.

2) Policy aims

The aim of the *German Saturday School Hackney* policy is to promote good practice to:

- Provide children with appropriate safety and protection whilst in the care of teachers and helpers of the *Saturday School*; and
- Enable all staff and parents to make informed and confident responses to specific child protection issues. (See Appendices A, B, and student application form).

3) The duties of the Child Protection Coordinator

The duties of the **Child Protection Coordinator** shall be to:

- collect information from DBS checks and keep them in a confidential place
- keep parents' consents (membermeister.com) as long as the child attends the *School*
- make vital information accessible to teachers
- respond to allegations of child abuse from outside or inside the *German Saturday School Hackney* together with the Head.

4) Recruitment of teachers and helpers

The *German Saturday School Hackney* will take all reasonable steps to ensure unsuitable people are prevented from working with children. Our recruitment process will therefore include the following:

- The applicant will be interviewed by the Head and one or two further members of the *German Saturday School Hackney*, and/or be asked for a teaching sample.
- Teachers will be required to obtain an enhanced DBS check as soon as possible. The *German Saturday School Hackney* accepts enhanced DBS checks from other organisations.
- All teachers, helpers and parents will be required to sign a declaration that they have read, understood and will follow all the school's policies including the "Code of Guidance for teachers, helpers and parents on safeguarding children" (Appendix A to this policy) and the document "How to record concerns" (Appendix B to this policy).

5) Responding to suspicions and allegations of child abuse

If a teacher, helper or parent has any concerns about possible abuse or inappropriate behaviour inside or outside the *German Saturday School Hackney*, they have a responsibility to report them. **They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place.** See below for general contacts. Where the concerns are about a teacher or helper of the *German Saturday School Hackney*, steps as below will be taken as considered necessary to ensure the safety of the child in question, and any other child who may be at risk. The *German Saturday School Hackney* will contact the LADO (0116 3057597) in this case. Depending on the results of the police and child protection investigations, the *German Saturday School Hackney* may if appropriate dismiss the individual from their position.

The steps to be taken are as follows:

- Always first discuss any concerns with parents, if this does not put the child at risk. If the concerns can't be resolved,
- Concerns reported to the **Child Protection Coordinator**;
- Record made of what has been said or seen. (See **Appendix B**: How to record concerns);
- The **Child Protection Coordinator** reports to the Head and
- The **Child Protection Coordinator** or Head will refer the allegation to one of the following:

Hackney:

Call the children's social care team at the council in Hackney, [020 8356 5500](tel:02083565500) (first response team). Outside normal office hours contact Hackney council on 020 8356 2719. In case the council can't be reached, call the out of hours Children's Social Care on 075 08697883.

who may involve the police, or they will go directly to the police if out-of-hours;

- The parents or carers of the child will be contacted as soon as possible, following advice from the social services department.

If you are concerned about a child, you can get **confidential and anonymous information** from the National Society for the Prevention and Cruelty of Children **NSPCC on 0808 800 5000, or Childline on 0800 1111.**

6) Confidentiality

Confidentiality should be maintained for all concerned. Information should be handled and disseminated on a **need to know basis** only. This includes the following people:

- The **Child Protection Coordinator** and Head;
- The parents or carer of the child who is alleged to have been abused;
- The person making the allegation;
- Social services / police;
- The alleged abuser (and parents if the alleged abuser is a child).

All records of the concerns will be retained in safe storage with the **Child Protection Coordinator** in accordance with data protection policy and "need to know" requirements.

7) Guidelines for use of photographic or other imaging equipment

No photographs, film or other images of our children should be taken without parental consent. The **student's application form** contains a **Parental Consent Form** that seeks permission for the use of pictures online or in printed media like leaflets or newspapers.

8) Site Security

Teachers and helpers will only release children into the care of parents or other relatives of the child known to them.

Children will not be able or permitted to leave the premises unsupervised.

Outside doors are locked at all times, and visitors will have to report to a teacher or helper to gain access to the premises. Visitors will at no time be left unsupervised with the children.

Appendix A: Code of guidance for teachers, helpers and parents on safeguarding children

Appendix B: How to record concerns

Appendix C: Breaktime supervision by parents

This policy is updated regularly according to the City of London & Hackney Safeguarding Children Board

<http://www.chscb.org.uk/>

APPENDIX A

CODE OF GUIDANCE

FOR TEACHERS AND HELPERS

ON SAFEGUARDING CHILDREN

1) Introduction

Abuse can occur within many situations including the children's private lives or at our *Saturday School Hackney*. As the teachers, helpers and parents of the *German Saturday School Hackney* are in regular contact with our children; they are in a position of trust and can be an important link in identifying cases where a child needs protection.

2) Good Practice Guidelines

All teachers and helpers should always keep in mind that their actions and attitudes towards our students and parents will influence the reputation of our *Saturday School*. Following some examples of how to create a positive culture and climate within our *Saturday School* activities:

2.1) Good practice:

- Always work in an open environment.
- Treat all children equally, and with respect and dignity.
- Maintain a safe and appropriate distance with children.
- Involve parents/carers wherever possible.
- Recognise the developmental needs and capacity of each child.

2.2) Practice to be avoided **except in emergencies**:

- Spending excessive amounts of time alone with children away from others
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.

If any of the following occur you should report this immediately to the teacher, or **Child Protection Coordinator** or Head and record the incident. You should also ensure the parents or carers of the child are told.

- If you accidentally injure or cause discomfort to a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.

This policy will be periodically reviewed.

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