



THE BRITISH RACING SCHOOL

## Child Protection Policy

Adopted:	<b>March 2016</b>
Reviewed:	<b>September 2018</b>
By:	<b>Lawrie Gillespie</b>
Review Date:	<b>September 2019</b>
<b>This Policy links to:</b> <ul style="list-style-type: none"><li>• <b>Health and Safety Policy</b></li><li>• <b>Safeguarding Policy and Procedures</b></li><li>• <b>Equality + Diversity Policy</b></li><li>• <b>Anti-Bullying Policy</b></li><li>• <b>Keeping Children Safe in Education 2018</b></li><li>• <b>Online Safety Policy</b></li></ul>	

## **KEY CONTACTS WITHIN THE BRS**

### **DESIGNATED SAFEGUARDING LEAD**

Name: Lawrie Gillespie

Contact No: 01638 669139

E-mail: [lawrie@brs.org.uk](mailto:lawrie@brs.org.uk)

### **DESIGNATED SAFEGUARDING ALTERNATES**

Name: Carol Bramhill

Contact No: 01638 675905

E-mail: [carol.bramhill@brs.org.uk](mailto:carol.bramhill@brs.org.uk)

Name: Sarah Hayde-Salter

Contact No: 01638 675906

E-mail: [sarah.hayde@brs.org.uk](mailto:sarah.hayde@brs.org.uk)

### **NOMINATED TRUSTEE FOR SAFEGUARDING**

Name: Steve Johnson

E-mail: [stevejjohnson@btinternet.com](mailto:stevejjohnson@btinternet.com)

## **KEY CONTACTS WITH LOCAL AUTHORITY**

Local Authority Designated Officer: [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

Suffolk Multi Agency Safeguarding Hub

Suffolk MASH Consultation Line (Non referral): 0345 6061499

### **REFERRAL INTO CHILDREN AND YOUNG PEOPLE'S SERVICES**

Where you have an immediate concern for the safety and welfare of a child or young person telephone "Customer First" 24 hour line on: 0808 800 4005

**In an emergency call Police 999/112**

For all non-urgent referrals or enquires please contact the DSL or Alternate at the BRS or call "Customer First"

## **THE DIFFERENCE BETWEEN SAFEGUARDING AND CHILD PROTECTION**

Safeguarding applies to all children and young people and is part of the BRS everyday activities and procedures.

Child Protection applies to children or young people who have experienced or are experiencing abuse in their lives.

## **CHILD PROTECTION POLICY FOR THE BRS**

### **1. PURPOSE**

An effective Child Protection policy is one which provides clear direction to staff about expected behaviour when dealing with child protection issues. It also reiterates the BRS commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways that support the needs of the child or young person.

### **2. INTRODUCTION**

The BRS child protection policy has three main elements

- Prevention through the creation of a positive atmosphere and the instructional and pastoral support offered to trainees.
- Protection by following procedures, following the BRS Code of Conduct which can be found in appendices attached to full Safeguarding Policy, ensuring staff receive the appropriate training so that they can respond caringly and appropriately to any child protection concerns which may arise.
- Support for any trainees who may have been abused.

**This policy applies to all trainees, staff, trustees and visitors to the BRS.**

**The BRS recognises it is an agent of referral and not of investigation.**

Child protection is the responsibility of all adults and especially those working with children and young people. The development of appropriate procedures and the monitoring of good practice are the responsibility of Suffolk Safeguarding Children Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

### **3. Procedures for Referral**

All action is taken in accordance with the following legislation and guidance:

- [www.suffolkscb.org.uk/concerned/](http://www.suffolkscb.org.uk/concerned/)
- Working together to safeguard children 2015
- What to do if you are worried a child is being abused 2015
- Keeping children safe in education 2018
- Information sharing 2015

Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to one of the Designated Safeguarding Lead or in their absence one of the Alternates (see page 2 for contact details). In the unlikely event none of these are available the matter should be brought to the attention of one of the senior management team.

The DSL will immediately inform Suffolk Children and Young People's Services by contacting "Customer First" on **0808 800 4005**. This phone call will be confirmed in writing using the Multi Agency Referral Form (MARF) within 24 hours. Essential information will include the trainee's name, address, date of birth, the reason for the referral, whether the trainee's parents are aware of the referral, the name of the person who initially received the disclosure plus any advice given. This written confirmation will be dated and signed by the referrer.

"Customer First" is a 24 hour referral line and can be used by any one if there is an immediate safeguarding concern but in emergency contact the police **999/112**.

Confidentiality must be maintained and information relating to individual children or young people /families shared with staff on a strictly need to know basis.

#### **4. Alleged abuse by a staff member**

Any allegation against a staff member must be passed to the Chief Executive Officer of the BRS ( Grant Harris) unless the allegation concerns him, then it must be raised with the Chair of the Board of Trustees (Martin Mitchell) Contact details can be found on BRS web site.

The CEO or Chair will contact the local authority designated officer at [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk) for advice and guidance when it is alleged that a member of BRS staff has:

- behaved in a way that has harmed a trainee, or may have harmed a trainee;
- possibly committed a criminal offence against or related to a trainee;
- behaved towards a trainee/s in a way that indicates he/she would pose a risk of harm to trainees.

Any allegations made against a member of staff who is no longer employed at the BRS, or historical allegations, will be referred to the police.

The BRS will always undertake to inform parents or carers of its intention to refer a trainee to Children and Young Peoples Services unless to do so could place the trainee at greater risk of harm or impede any criminal investigation. On these occasions advice will be sought from the appropriate agencies.

#### **5. Training and Support**

All staff will undertake Level 1 Safeguarding training to help them carry out their responsibilities for child protection effectively. This will be regularly updated as required by "Keeping Children Safe in Education" 2016. The BRS will also provide updates, through the DSLs, at regular intervals throughout the year.

The BRS will also ensure that the DSLs undertake training in interagency working (Level 3 Safeguarding) at regular intervals as recommended by "Keeping Children Safe in Education" 2016, to keep them up to date with latest legislation and procedures.

Support will be available in the first instance from the DSLs, and from the Senior Management Team where there are concerns about child protection.

All staff will have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Code of Conduct which can be found in both the Staff Handbook and the Safeguarding Policy.

## **6. Professional Confidentiality**

Confidentiality is an issue that needs to be fully understood by all BRS staff, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the trainee.

Staff members must never guarantee a trainee confidentiality or promise to keep secrets, as where there is a child protection concern this must be reported to the appropriate person and further investigation may be required by the relevant agencies. It is however expected that staff will observe confidentiality with their colleagues, friends and family as discussing child protection matters could jeopardise any future proceedings.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a strictly "need to know" basis. Any information shared with a staff member must be held confidentially to themselves.

## **7. Records and Monitoring**

The BRS understands the need for clear and robust procedures for recording any concerns about trainees and well-kept records are essential to good Child Protection practises.

Any member of staff that receives a disclosure or notices signs or indicators of abuse, as set out in BRS Safeguarding Policy, must make an accurate record as soon as possible noting what was said or seen and giving the date, time and location along with their job title. Rough notes are acceptable but these should be transferred to the BRS child protection record form which can be obtained from one of the DSLs or on the BRS server at QF811. All records will be dated and signed and include the action taken. Any rough notes made should not be destroyed but filed along with forms.

These forms will be held in a confidential file, which is kept separate from other trainee files, and stored in a secure cabinet within the BRS admin office. Keys to this file will be held by the DSLs only.

Should the trainee leave the BRS to attend another education establishment, these files will be forwarded to the trainee's new educational setting marked private and confidential and for the attention of the establishments DSL. The BRS will seek confirmation of receipt of these files from the receiving organisation.

## **8. Attendance at Child Protection Conferences & Core Groups**

It is the responsibility of the DSL to ensure that the BRS is represented and a report submitted to any child protection conference called for a trainee on the BRS roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the BRS has and be prepared to contribute to the discussions at the conference.

If a trainee is or has been made the subject of a child protection plan, it is the DSL's responsibility to ensure that the trainee is monitored during their stay at BRS and that a meeting is arranged with the trainee's key worker before transition to the workplace. If the BRS is part of the core group it is the DSL's responsibility to ensure that the school is represented at these meetings and that there is a record of attendance and issues discussed. All concerns about the child protection plan and/or the trainee's welfare should be discussed at the core group unless the trainee is at risk of significant

harm. In this case the DSL must inform the trainee's key worker **immediately** and record that they have done so and any actions agreed.

## **9. Supporting Trainees at Risk**

The BRS recognises that trainees who are or have been abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place and that the school may be viewed as a stable and secure environment. However the behaviour of these trainees may still be challenging and defiant or they may become withdrawn.

The BRS will endeavour to support trainees through:

- A programme which uses materials and experiences that will encourage the development of essential life skills, self-esteem, self-motivation and protective behaviours.
- The BRS ethos which promotes a supportive and secure environment in which trainees feel safe and valued, and that they will be listened to.
- The implementation of the BRS Code of Conduct.
- A consistent approach agreed by all staff which will ensure that trainees know that some behaviour is unacceptable whilst still letting them know they are valued.
- A commitment to develop productive and supportive relationships with parents or carers whenever it is the trainee's best interest to do so.
- Liaison with other professionals and agencies that support the trainees and their families.
- The development and support of a knowledgeable staff group that are trained to respond appropriately in child protection situations.

## **10. Safe Staff**

The BRS recognises that it is essential that the same standards of concern and professional responsibility adopted with regard to alleged or suspected abuse by family members (or others) are similarly adopted if a member of staff is accused of abuse.

BRS also recognises that only authorised agencies may investigate child abuse allegations e.g. the police, social care services or NSPCC.

The procedure to be followed in event of an allegation against a member of staff is set out in section **4** of this document.

If for any reason it is decided that a referral is not appropriate, matters will be dealt with in accordance with BRS disciplinary procedures.

The BRS recognises it has a duty of care to its employees and as such will provide support for anyone facing an allegation and provide the employee with a named contact if they are suspended. Any allegation made against a member of staff will be dealt with very quickly, in a fair and consistent way that provides effective protection for the trainee/s and at the same time supports the person who is subject to the allegations.

