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# **CHILD PROTECTION POLICY** **AND PROCEDURES**

## **GERMAN SATURDAY SCHOOL\*** **ISLINGTON & HACKNEY WICK**

**Adopted:** June 2015  
**Next Review Date:** June 2016

**Signed:** .....

**Cathrin Cordes - Managing Director**

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**Ursula Yates - Director**

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**Charlotte Schulze - Director**

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**Andreas Staab - Director**

\* Cathrin Cordes, Ursula Yates, Charlotte Schulze and Andreas Staab are the Directors of The German Saturday School.  
The German Saturday School is a non-profit company limited by guarantee, registered in England and Wales No. 7487272

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## 1. Introduction: The purpose of the Child Protection Policy

The German Saturday Schools in Islington and Hackney Wick are supplementary schools for bilingual children. The school in Islington is held on Saturday mornings at Drayton Park Primary School, Arvon Rd, London N5 1PJ, the one in Hackney at Gainsborough Primary School, Berkshire Road, London Area, London E9 5ND.

The German Saturday School team is aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including physical and emotional abuse, domestic violence, substance misuse, bullying, child prostitution and ritualistic abuse. The health, safety and well-being of all our children are of paramount importance to everyone who works in our schools. Our children have the right to protection from harm, regardless of age, gender, race, culture or disability. They have a right to be safe in our schools. We believe that the school should provide a caring, positive, stimulating and safe environment which promotes the welfare and social, physical and moral development of the individual child within the legal framework of the Children Acts 1989 and 2004, the guidance of 'Working Together to Safeguard Children' (2006) and the London Child Protection Procedures (2007).

Safeguarding children is our highest priority. All staff are required to read and remain familiar with this policy and follow its guidelines.

Practitioners who work with children in this school are aware of the following documents:

London Child Protection Procedures, 4<sup>th</sup> Edn. (2010)  
Working Together to Safeguard Children (March 2015)  
Keeping children safe in education (KCSIE) (March 2015)  
Information Sharing (March 2015)  
Children Act 1989  
Children Act 2004  
Education Act 2002  
Disqualification under the Childcare Act 2006

## 2. Designated Persons

The designated person for Child Protection in the German Saturday School is:

/Managing Director Islington/Hackney Wick:	Cathrin Cordes	07812 959581
Deputy School Director in Islington:	Anja Berger	07952 685349
School Director in Hackney:	Ulrike Hensel-Burg	07949 925927
Deputy Designated Person in Hackney	Rahel Liang	07725 105263

### **3. Policy aims and objectives**

We aim to create the safest possible environment within which children can thrive and adults can work with the security of clear guidance.

Through this policy we aim to:

- Ensure that children are listened to, valued, respected and support the child's development in ways that will foster security, confidence and independence.
- Ensure that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children in their care.
- Responding quickly and appropriately to all suspicions or allegations of abuse.
- Providing children and young people, as well as parents and carers, with the opportunity to voice any concerns they may have.
- Emphasise the need for good levels of communication between all members of staff, parents and all other stakeholders.
- Develop and promote effective working relationships with external organisations, such as our partner and leasing schools, the Police and Children & Families Service.
- Not tolerating bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.
- Ensure that procedures are followed where an allegation is made against a member of staff or volunteer in accordance with the Department of Education Keeping Children Safe in Education, Part 4, with the involvement of the Local Authority Designated Offer (LADO), see Appendix.
- Reviewing our Policies and Procedures once a year.

### **4. German Saturday School Commitment**

We will aim to:

- establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;
- ensure that all children know that there is an adult in the school whom they can go to if they are worried or in difficulty;
- give opportunities for class or group discussions of thoughts and feelings in an atmosphere of trust, acceptance and tolerance.

### **5. Roles and Responsibilities**

#### **5.1. General**

- All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.
- All paid and unpaid staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Persons.

- We support staff by providing opportunities to talk through their anxieties with the Designated Persons.
- We ensure that if any child stops attending the German Saturday School, without satisfactory explanation, this will be followed up.
- Staff and volunteers are DBS checked.
- Staff are disqualified from working at the German Saturday School if they live or work in the same household as someone who is barred from working with children or young people ('Disqualification by Association').
- The Managing Director of our schools is responsible for ensuring the annual review of the Child Protection Policy.

## 5.2 Role of the Managing Director

- adhering to the Children and Young People's Service and School procedures with regard to referring a child if there are concerns about possible abuse.
- keeping written records of concerns about a child even if there is no need to make an immediate referral.
- working closely with the Children and Families department when investigating any allegations or suspicions of abuse.
- ensuring that problems are handled in a sensitive manner with the interests of the child being the over-riding concern.

## 6. Definitions of Child Abuse

A "child" is defined as a person under the age of 18 (The Children Act 1989).

### a. Neglect:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. Symptoms of physical and emotional neglect can include:

- inadequate supervision; being left alone for long periods of time
- lack of stimulation, social contact or education
- inadequate nutrition, leading to ill-health
- constant hunger; stealing or gorging food
- failure to seek or to follow medical advice such that a child's life or development is endangered
- inappropriate clothing for conditions

### b. Physical Injury:

Actual or attempted physical injury to a child where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It can also result when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Symptoms that indicate physical abuse include:

- bruising in or around the mouth, on the back, buttocks or rectal area
- finger mark bruising or grasp marks on the limbs or chest of a small child
- bites
- burn and scald marks; small round burns that could be caused by a cigarette
- fractures to arms, legs or ribs in a small child
- large numbers of scars of different sizes or ages

**c. Emotional Abuse:**

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of someone else. It may involve bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It can exist in isolation or in combination with other forms of abuse. Symptoms that indicate emotional abuse include:

- excessively clingy or attention-seeking behaviour
- very low self esteem or excessive self-criticism
- excessively withdrawn behaviour or fearfulness
- despondency
- lack of appropriate boundaries with strangers; too eager to please
- eating disorders

**d. Sexual Abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at, or being involved in the production of pornographic material, encouraging children to act in sexually inappropriate ways. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime. Symptoms of sexual abuse include:

- allegations or disclosure;
- genital soreness, injuries or discomfort;
- sexually transmitted diseases; urinary infections;
- excessive preoccupation with sexual matters; inappropriately sexualised play, words or drawing;
- repeated sleep disturbances through nightmares and/or wetting.

#### **e. Other Forms of Abuse:**

In addition to the above all, staff and volunteers should also be trained and made aware of other forms of abuse, which may include:

- Abusive language and gestures
- Bullying
- Insults/name-calling/constant criticism
- Sarcasm
- Favouritism
- Racial remarks or any other form of racism
- Corporal or physical punishment

### **7. Indicators of Child Abuse**

Even the most trained and experienced staff (paid or unpaid) may not be able to identify when a child has been abused. The following list is not exhaustive, but gives some of the more typical symptoms which should trigger your suspicions, and these would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn, loss of weight, unkempt appearance, emotional changes, depression or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child
- An unexplained drop-off in performance

These signs are not necessarily conclusive of abuse, but merely an indicator of the possibility of such. It is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

### **8. Child Protection Procedures**

#### **8.1 Responding to suspicion or allegation of child abuse**

**You may have reason to believe that a child or young person has been or is being abused. This suspicion may arise from physical evidence or voluntary disclosure of information from the child/young person or another individual. The German Saturday School Islington will co-operate with relevant external agencies in any enquiry regarding Child Protection matters, including representation at case conferences, core groups and multi-agency planning meetings.**

- **Act:**

As a paid or voluntary member of staff you have a duty to report these suspicions or allegations to the Managing Director or the person designated with responsibility for Child

Protection within the organisation. If the allegation/suspicion is about the Managing Director or another member of staff you should report it to the Designated Persons within 24 hours.

- **Confidentiality:**

Details of suspicion, allegations or disclosure should only be passed on to the Managing Director or the appointed person. Always ensure that you tell the child/young person that you may have to share the information, which they are about to disclose. Wherever possible you should try not to discuss any concerns you have about a child or young person in a way that may lead others to suspect that they are being abused. Information concerning children at risk will be shared with members of staff on a 'need to know' basis and the Designated Person will decide what is appropriate.

- **Record information:**

All records are subject to the Freedom of Information Act (2000) and Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, seek legal advice prior to releasing any information.

It is important to:

- Make some very brief notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, any noticeable non-verbal behaviour and the words used by the child. If the child uses their family's own private sexual words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram to indicate the position of any bruising. .
- Be objective in your recording: include statements and observable things, rather than your interpretations or assumptions. .
- Records should be factual and not include opinions or personal interpretations of the facts presented. Records should be signed and stored in a secure place (e.g. a locked cabinet).

- **Seek advice on referring the case:**

The person to whom the information is reported should refer suspected abuse and neglect to the First Response Team 020 7527 7400 or if the report is received during an evening the Emergency Duty Team 020 7226 0992 should be contacted.

- Try not to disclose the child or young person's name.
- Discuss the situation fully with the Duty Officer and ask them for advice on how to proceed and who to notify.
- Keep a note of the Duty Officer's name.
- Any further action should only be taken in line with the advice given by Social Services.

- **Do not investigate**

You should not attempt to investigate the situation any further or interview the child or young person regarding the situation. This action could complicate a sensitive situation and interfere with evidence/legal proceedings.

- **Parents/Carers**

Parents/carers will be advised of the intention to refer to Social Services and their views and cooperation sought unless there is good reason to believe that to do so would place the child/young person at greater risk.

## **8.2 Responding when a child discloses child abuse**

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that you follow the steps outlined below:

- **Stay calm:**

Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor.

- **Confidentiality:**

Before a child or young person makes a disclosure it is important to let them know that you may have to share that information with others.

- Do not promise to keep the information secret. Though this may initially seem a barrier to disclosure it is purely in the best interests of the child. A personal disclosure will remain confidential unless the welfare of the child is deemed to be at risk or where an illegal act has occurred.
- Details of the disclosure should only be passed on to your manager or the designated person, who should refer the case to the appropriate authorities. Wherever possible you should try not to discuss any concerns you have about a child or young person in a way that may lead others to suspect that they are being abused.
- In all situations your concern should be based upon whether the child or young person is at risk of significant harm. Any possibility of such harm needs to be shared with your line manager.

**Listen:**

- Listen to what the child or young person is saying.
- Give them the time and opportunity to tell you as much as they are able and willing to.
- Do not pressurise them and allow them to disclose information at their own pace.
- Try to do this in a quiet place. Remember to avoid placing yourself in a vulnerable situation.

- **Reassure:**

Reassure them that you believe what they are saying and that you know it is not their fault and apologise for what has happened and that they have done the right thing by telling you about the incident.

- **Take the allegation seriously:**

Tell them that you are willing to help and support them. It is important that the case is referred to your line manager who subsequently may refer it to Social Services or the Police. It is up

to them to take the matter further and investigate if appropriate. Remember that these agencies can also advise on the most appropriate approach and are there to protect children and young people. Under no circumstances should you investigate the disclosure.

## **9. Allegations against Staff**

- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.
- If a child makes an allegation against a member of staff the Managing Director should be immediately informed.
- The Managing Director/Designated Person will discuss the allegation with Social Services.
- If the allegation concerns the behaviour of the Managing Director/ a Designated Person, one of the other Directors/the Managing Director should be immediately informed.

## **10. Recommendations for Working with Children and Young People**

Practices to be avoided at all times:

- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Engaging in rough physical or sexually provocative games, including horseplay.
- Allowing or engaging in any form of inappropriate touching/sexual language or comments even in fun.
- Allowing children to use inappropriate language unchallenged.
- Reducing a child to tears as a form of control.
- Doing things of a personal nature for children or disabled adults that they can do for themselves.
- Inviting or allowing children to stay with you at your home unsupervised.
- Spending excessive amounts of time alone with children away from others.

## **11. Review of the Policies**

The Managing Director of the German Saturday School is responsible for ensuring the annual review of the Child Protection Policy.

## **USEFUL CONTACTS / WEBSITES IN ISLINGTON**

### **Islington Safeguarding Children Board**

Wynand McDonald, ISCB Manager  
Tel: 020 7527 4209  
wynand.mcdonald@islington.gov.uk

Maria Gilby, ISCB Co-ordinator  
Tel: 020 7527 4234  
maria.gilby@islington.gov.uk

### **Senior Education Welfare Service**

Soola Georgiou, Senior Team Manager (Safeguarding and Statutory Action)  
222 Upper Street, Islington, London N1 1XR  
Tel: 020 7527 5845/5833  
Anastasia.Georgiou@islington.gov.uk

Ian Norman-Bruce Head of Targeted Services  
222 Upper Street, Islington, London N1 1XR  
Tel: 020 7527 5843  
ian.norman-bruce.camb-ed@islington.gov.uk

### **Children's Services Contact Team**

Referral and Advice team  
Tel: 020 7527 7400  
Tel: 020 7226 0992 Emergency Duty Team  
cscreferrals@islington.gov.uk

### **Police**

Camden & Islington Child Abuse Investigation Team  
4th Floor, Holborn Police Station, 10 Lamb's Conduit Street, London, WC1N 3NR  
Tel: 020 8733 4286/6502

Emergencies - 999

### **LADO**

Laura Eden (Local Authority Designated Officer)  
Tel: 020 7527 8066

### **National Society for the Prevention of Cruelty to Children (NSPCC)**

Weston House, 42 Curtain Road, London EC2 3NH  
Tel: 020 7825 2775  
www.nspcc.org.uk

# **CONTACTS FOR PARENTS, CARERS, CHILDREN AND YOUNG PEOPLE**

## **ChildLine**

Free helpline for children / young people to talk about any problem.

0800 1111

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

## **Parentline Plus**

Free helpline offering support and information on parenting issues.

0808 800 2222

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

## **Domestic Violence Helpline**

**For women experiencing domestic violence, their family, friends, colleagues and others calling on their behalf.**

**24-hour Freephone Helpline**

**0808 2000 247**

## **NSPCC Helpline**

Advice and support to adults who are concerned about the safety or welfare of a child

**24-hour Freephone Helpline.**

0808 800 5000

## **E-safety**

<http://www.thinkuknow.co.uk>

<http://www.thinkuknow.co.uk/Parents>

<http://www.ceop.police.uk>

## **USEFUL CONTACTS / WEBSITES IN HACKNEY**

### **City and Hackney Safeguarding Children Board (CHSCB)**

Hackney Service Centre

1 Hillman Street

Hackney E8 1DY

Andrew Merkley - Board Coordinator

Tel: 020 8356 4183

andrew.merkley@hackney.gov.uk

### **Children and Young People Social Care Service**

Hackney First Response Team

Hackney Service Centre

1 Hillman Street

Tel: 020 8356 5500

cscferrals@hackney.gov.uk

Sarah Wright - Children's Social Care, Head of Service Safeguarding

Tel: 020 8356 6824

sarah.wright@hackney.gov.uk

Emergency Duty Team 020 8356 2710

### **POLICE**

Hackney Child Abuse Investigation Team

1 Cam Road, Stratford, London E15 2YS

Tel: 020 8217 6552

Emergencies - 999

### **LADO**

London Borough of Hackney:

**Safeguarding Duty Service**

**Tel: 020 8356 8082 ask for the Hackney LADO**

### **National Society for the Prevention of Cruelty to Children (NSPCC)**

Weston House, 42 Curtain Road, London EC2 3NH

Tel: 020 7825 2775

www.nspcc.org.uk