



Child Protection Policy

Working with schools, children and young people

Issued Autumn 2018

This policy will be reviewed in full by Interm IT (UK) Limited on an annual basis.

Richard Spragg Date: 21/11/2018

Managing Director of Interm IT (UK) Limited



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****References made to ‘child’, ‘children’ and ‘young people’ within this policy refer to anybody under the age of 18 years. However, the principles of the document apply to professional behaviours towards all pupils, including those over the age of 18 years. ‘Child’ should therefore be read to mean any pupil at the education establishment. For ease of reading, references will be made to ‘school’. This term encompasses all types of educational establishments including academies, independent and free schools, FE institutions, sixth form colleges and Early Years settings.***



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1. Introduction

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's life chances.

Purpose of the Child Protection Policy

To inform contractors and staff working on behalf of/for Interm IT (UK) Limited about the company's responsibilities for safeguarding children/child protection. To enable everyone to have a clear understanding of how these responsibilities should be carried out. To provide a safe environment for the children who attend schools that Interm IT (UK) Limited have contact with.

Procedures

Interm IT (UK) Limited follows procedures based on the Hertfordshire Safeguarding Children Board; a guide to procedure and practice for all agencies in Hertfordshire working with children and their families.

This policy applies to all contractors and staff, including senior managers and Directors working on behalf of/for Interm IT (UK) Limited.

Interm IT (UK) Limited

Interm IT (UK) Limited recognises that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, racial heritage, belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- It is everyone's responsibility to safeguard children and to promote their welfare.
- Working in partnership with statutory bodies and schools is essential in promoting their welfare
- Any of their contractors/staff may observe outward signs of abuse where they are in regular contact with children.
- All contractors/staff need to ensure they are knowledgeable and aware of their role in the recognition of the signs and symptoms of possible abuse or neglect and of the appropriate procedures to follow.

Aims for Interim IT (UK) Limited

Establish and maintain an environment in which children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

Establish and maintain an environment in which contractors and staff working on behalf of/for Interim IT (UK) Limited feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child.

Ensuring all contractors and staff adopt and follow the procedures and Code of Safe Practice as outlined in this policy.

Reviewing this policy and good practice regularly.

To operate within schools' principles and guidance pertaining to child protection; following any specific local child protection procedures within schools and ensuring all contractors and staff working on behalf of/for Interim IT (UK) Limited are familiar with the school's Child Protection representative. As per *Keeping Children Safe in Education, DfE 2018* this role is referred to nationally as the Designated Safeguarding Lead (DSL), but often still referred to as the Designated Senior Person (DSP) in Hertfordshire.

Sharing information about concerns with agencies who need to know.

Recruiting staff safely and ensuring all necessary checks are made.

This policy has been developed in accordance with the principles established by legislation and guidance pertaining to safeguarding (left hand column). Interim IT (UK) Limited also understands that our work should be in accordance with additional legislation and guidance specifically for schools; to ensure their legal duty is met with respect to safeguarding and protecting children (right hand column below).

2. Statutory framework

- The Children Act 1989- the child's welfare is paramount and safeguarding and promoting it is the priority
- The Children Act 2004 -sets out a duty on local authorities to work closely with those providing services to children and young people
- HM Government 'Working Together to Safeguard Children' 2018 - how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Acts
- Guidance for Safer Working Practice For Those Working With Children And Young People In Education Settings (The Safer Recruitment Consortium, October 2015)- raises awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor their own standards and practice and reduce the risk of allegations being made against them.
- Education Act (2002), section 175 and section 157 (independent schools, including free schools and academies)- explains the legal obligation of schools to execute their duties with a view to safeguarding and promoting a child's welfare.
- Keeping Children Safe in Education (DfE, September 2016) –contains information on what school should do and sets out the legal duties with which schools must comply, their own standards and practice and reduce the risk of allegations being made against them and should be followed by any person whose work brings them into contact with children.

3. Important contacts

Contractors and staff working on behalf of/for Interim IT (UK) will make themselves known to the Designated Senior Person (DSP) or Designated Safeguarding Lead (DSL) for Child Protection in each school in which they are working. Should any agencies need to contact someone within Interim IT (UK) Limited, the named person(s) for child protection are below.

Named designated safeguarding lead	Richard Spragg (Managing Director)
Telephone number	01763 272765
Name of deputy	Lynn Wall (Office Manager)
Telephone number	01763 272765

3.1 Other key contacts

Children's Services	0300 123 4043
Police (Child Abuse Investigation Unit)	0845 3300 222
Local Authority Designated Officer (Allegations Against Staff)	0300 123 4043
NSPCC Whistleblowing helpline	0800 028 0285 help@nspcc.org.uk

4. When to be concerned

Interim IT (UK) Limited will ensure its contractors are aware that the main categories of abuse are:

- ❖ **Physical abuse**
- ❖ **Emotional abuse**
- ❖ **Sexual abuse**
- ❖ **Neglect**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in family or in an institutional or community setting, by those known to them or more rarely by a stranger, for example via the internet. They may be abused by an adult or adults or another child or children.

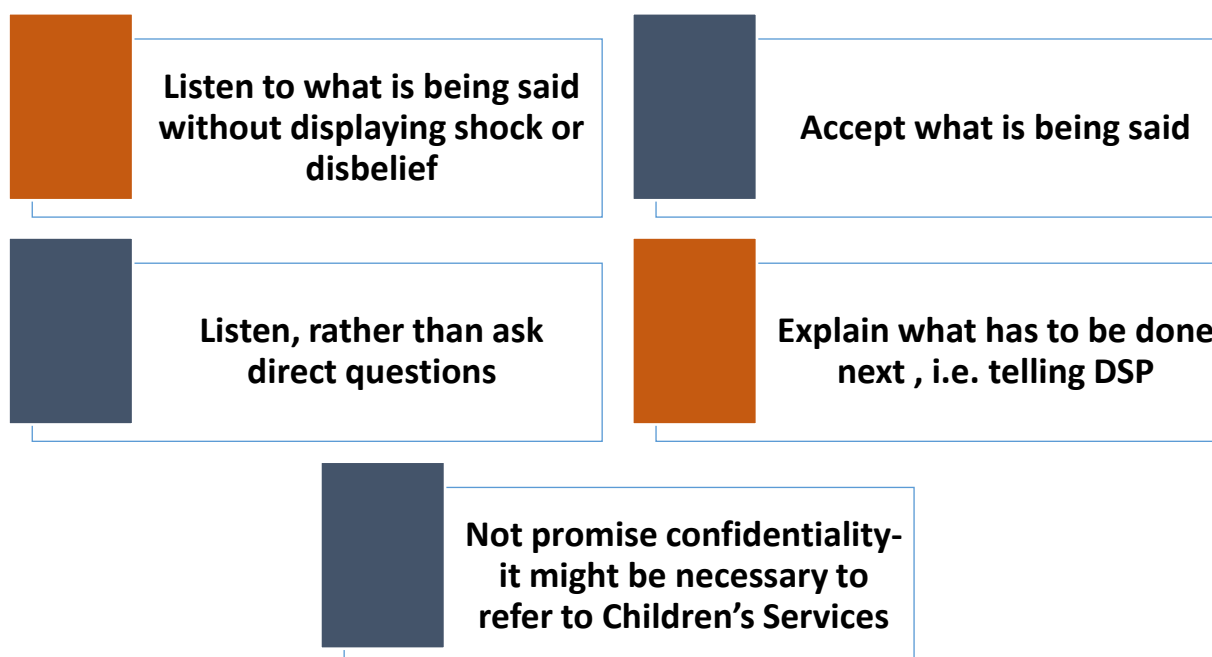
Contractors and staff working on behalf of/for Interm IT (UK) Limited receive safeguarding training on an annual basis and should be aware of indicators of possible significant harm – see **Appendix 1 for details**.

Further information on specific safeguarding issues, such as Child Sexual Exploitation, Female Genital Mutilation, radicalisation and gang activity/County Lines can be found within **Annex A of Keeping Children Safe in Education (DfE, September 2018)**. All schools will have a copy of this, or it can be downloaded at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

5. Procedures

Interm IT (UK) Limited recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations or other considerations (such as the potential to have negative impact on professional relationships). When worrying changes are observed in a child's behaviour, physical condition or appearance, contractors will follow the steps set out below.

5.1 If a child discloses that he or she has been abused in some way, the contractor should:



5.2 Any Interm IT (UK) Limited contractor/staff member who receives a disclosure of abuse or suspects that abuse may have occurred, should report the matter immediately to the Designated Senior Person (DSP) or Designated Safeguarding Lead (DSL) for Child Protection.

5.3 A written record should be made of the concerns and passed to the DSP within 24 hours. This written account must be accurate, noting what was said or seen, putting the event into context and giving the date, time and location. All records must be signed, dated. Some schools will have a specific proforma for

the record, so the contractor needs to be familiar with the system in each school they work. The contractor/staff member should not keep a copy of this record.

5.4 The contractor/staff member's line manager should also be informed that a concern has been passed on but no details should be shared other than the school name and action taken by contractor/staff member.

5.5 The DSP /DSL will decide whether the concerns should be referred to Children's Services. If it is decided to make a referral to Children's Services, this will be done with prior discussion with the parents, unless to do so would place the child at further risk of harm.

Confidentiality must be maintained and information relating to individual children shared with others only on a strictly need-to-know basis.

5.6 As a person who works with children, contractors/staff have a duty to refer safeguarding concerns to the DSP/DSL. However, if:

- ❖ concerns are not taken seriously by an organisation or
- ❖ action to safeguard the child is not taken by professionals and
- ❖ the child is considered to be at continuing risk of harm

, then contractors/staff should speak to the DSP/DSL or Headteacher in the school or contact Children's Services (details in section 3). **If at any point, there is a risk of immediate harm to a child, a referral should be made to Children's Services immediately. Anybody can make a referral.**

6. Allegations against professionals working with children

An allegation is any information which indicates that a member of staff/volunteer may have:

Behaved in a way that had, or may have harmed a child

Possibly committed a criminal offence against/related to a child

Behaved toward a child in a way which indicates she/he is unsuitable to work with children

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

6.1. If an allegation is made against a contractor/member of staff working/volunteering in a school, the school's whistleblowing policy dictates that the allegation should be passed directly to the Headteacher, or in their absence the deputy. If the allegation is about the Headteacher, the Chair of Governor should be contacted. The details of the Chair of Governor should be contained in the school's child protection policy.

6.2 *Keeping Children Safe in Education, DfE 2018* states that there may be a role for the Designated Senior Person or Designated Safeguarding Lead in allegations management. Contractors/ Interm IT (UK) Limited staff should have regard for the whistleblowing policy in each school that they work in so that they are clear about who they would report their concerns to, if the need arose.

6.3 Where the Headteacher is also the sole proprietor, the allegation should be passed to the DSP/DSL (unless also the Headteacher) or alternatively a referral made directly to the Local Authority Designated Officer (LADO). Details can be found in section 3.

6.4 If an allegation is made against the Interm IT (UK) Limited contractor/staff member, the Headteacher and Managing Director of Interm IT (UK) Limited should be contacted. If the allegation is against the Managing Director, then the Local Authority Designated Officer (section 3) should be contacted directly.

6.5 The Headteacher/Chair of Governors/Managing Director of Interm IT (UK) Limited will not investigate the allegation themselves, but he/she will assess whether the allegation needs to be managed under multiagency Child Protection procedures. If it is decided that the threshold for this is not met, the Head Teacher, Managing Director of Interm IT (UK) Limited Child Protection Policy 11.15.v9

Interm IT (UK) Limited and Local Authority Designated Officer will consider whether there needs to be an internal investigation.

6.6 The recipient of the allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

6.7 Any contractor/member of staff who believes that allegations or suspicions, which have been reported to the appropriate manager are not being investigated properly has a responsibility to report it to a higher level in her/his agency or directly to the Local Authority Designated Officer.

6.8 Contractors/staff members who receive any information about an allegation should make a written record of the allegation using the informant's words – including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed to the Headteacher/Designated Senior Person or Designated Safeguarding Lead/Chair of Governors/Managing Director of Interm IT (UK) Limited (depending on the scenario). The member of staff should not attempt to question the subject of the allegation or the person who has made the allegation.

While the expectation is that contractors/staff members follow the whistleblowing policy in their respective schools, the NSPCC also has a whistleblowing advice line offering free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. The details of this can be found in section 3.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in Appendix 2, the **Code of Safe Practice** or the Government document

Guidance for Safer Working Practice For Those Working With Children And Young People In Education Settings (The Safer Recruitment Consortium, October 2015), which should be available in all schools or alternatively can be downloaded at:

http://www.thegrid.org.uk/info/welfare/child_protection/allegations/safe.shtml

7. Safer staffing and DBS checks

Enhanced DBS checks are taken up for all contractors/staff members (where relevant). References are taken up in advance of them commencing with Interim IT (UK) Limited. Their induction into the organisation will include a briefing on this policy. Interim IT (UK) Limited follows the safer recruitment procedures set out in Part three of Keeping Children Safe in Education (2018).

Contractors/staff members working for Interim IT (UK) are not covered within the Disqualification under the Childcare Act 2006 as they do not provide childcare. However, all contractors are subject to an annual mandatory review by senior management. Contractors/staff members are given the opportunity, through this formal review and via ongoing other staff discussions to discuss matters outside of work, which may have implications for the safeguarding of children in the workplace.



Appendix 1- Indicators of Possible Significant Harm

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree.

Possible signs of physical abuse

- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for PE
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted
- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries

Possible signs of emotional abuse

- Physical, mental and emotional development delay
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless' etc.)
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Abnormal attachment between a child and parent/carer e.g. anxious, or no attachment;
- A child scapegoated within the family;
- Frozen watchfulness, particularly in pre-school children;
- Low self esteem and lack of confidence;
- Withdrawn or seen as a 'loner' - difficulty relating to others.

(Hertfordshire Safeguarding Children Board Procedures Manual 2017)



Possible signs of sexual abuse

- Trying to be 'ultra-good' or perfect; overreacting to criticism
- Continual and inappropriate or excessive masturbation
- Loss of self-esteem
- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures

Possible signs of neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies
- Red/purple mottled skin, particularly on the hands and feet, seen in the winter due to cold
- Swollen limbs with sores that are slow to heal, usually associated with cold injury
- Dry, sparse hair
- General delay, especially speech and language delay
- Indiscriminate behaviour in relationships with adults
- Emotionally needy
- Aggressive and impulsive behaviour
- Self harming behaviour

(Hertfordshire Safeguarding Children Board Procedures Manual 2015)



Appendix 2- Code of Safe Practice

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur.

It must be recognised that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. However, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely

Underpinning principles

- The welfare of the child is paramount
- Contractors/staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Contractors/staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Contractors/staff should work, and be seen to work, in an open and transparent way
- Contractors/staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Contractors/staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Contractors/staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings
- Contractors/staff and managers should continually monitor and review practice to ensure this guidance is followed

Always remember that while you are in a school you are in a position of trust and your responsibilities to parents, children and the school must be uppermost in your mind at all times

DO NOT

- **Use any kind of physical punishment**
- **Smoke in front of any child**
- **Use non-prescribed drugs or be under the influence of alcohol**
- **Behave in a way that frightens or demeans any child**
- **Use any racist, sexist, homophobic, discriminatory or offensive language**
- **Invite a child to your home or arrange to see them outside of school**
- **Engage in any sexual activity with a child you meet through your duties or start a personal relationship with them**
- **Let allegations a child makes go unchallenged, unrecorded or not acted upon**
- **Rely upon good nature to protect you or believe 'it could never happen to me'**
- **Give children presents or personal items. Similarly, do not accept gifts yourself**
- **Contractors/ Interm IT (UK) Limited staff should never be alone with a child. In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are.**

- **Contractors/ Interm IT (UK) Limited staff should never have any email/telephone/ text or social media contact with children**
- **Save any personal information pertaining to children (including images) to own device/s**

DO

- **Make sure you read Interm IT (UK) Limited's Child Protection Policy and are familiar with local arrangements in your schools**
- **Adhere to school's guidelines about use of mobile phones on site**
- **Ensure that any physical contact with children during the course of professional activities is always appropriate and that prior permission has been sought from the pupil and teacher, if relevant – for example, if demonstrating how to use a piece of technical equipment**
- **Ensure that another adult is always be within sight or hearing during any appropriate physical contact relevant to contractor's role**
- **Share with senior management any relationships and associations both within and outside of the workplace (including online) that may have implications for the safeguarding of children in school.**