



Reading School Safeguarding and Child Protection

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Safeguarding

Personnel

Designated Officer: Mr Ashley Robson, Headmaster

Deputy Designated Officer: Mr Chris Evans, South House Housemaster

Deputy Designated Officer: Miss Jo Capon, Assistant Headteacher

Safeguarding Governor: Mr Bob Kenwick, Chair of Governors

Key Principles

At Reading School, we believe that every pupil has, at all times and in all situations, a right to feel safe and protected from any situation or practice that result in a pupil being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the pupil safeguarding process.
- We accept totally that safeguarding pupils is an appropriate responsibility for all staff and the Governing Body and wholly compatible with pedagogic responsibilities.
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the Governing Body.
- We will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions.
- We will designate a senior member of staff, the Headmaster, who is responsible for co-ordinating action within the school and liaising with other agencies.
- We will safeguard the welfare of children whilst in the school and take positive measures to address bullying.
- We will share our concerns with others who need to know and assist in any referral process.

Training

- Designated and Deputy Designated Officer receive Level 3 training on a 2 year basis.
- All staff are given training every three years.
- New staff receive training prior to commencing employment at Reading School.
- All staff read and sign the Safeguarding policy on an annual basis.
- Staff are reminded about the principals of Safeguarding at the beginning of every academic year by the headmaster.

Child Protection

Types of Abuse

- Physical
 - Alcohol/drugs/Munchausens
 - Hitting or other physical harm
- Emotional
 - Bullying
 - Making child feel worthless
 - Age inappropriate expectations/exploitations
- Sexual
 - Touching
 - Non-touching
 - Pornography/encouraging inappropriate behaviour/flashing/voyeurism
- Neglect
 - Lack of supervision
 - Lack of food/clothing/shelter etc

Finding Out

- Direct
 - Witnessed
 - Disclosure
 - Reassure
 - Discretion but not secrecy
 - Full factual record
 - Date, time etc
 - Stay Calm
 - No leading questions
 - Tell designated person
- Indirect
 - Friends/anonymous
 - Writings etc
- Record and Report
 - Listening
 - Be objective
 - Take notes
 - Non-verbal/body language
 - Non-judgemental
 - Stay focused

Keeping Records

- Record and Report
 - Listening
 - Be objective
 - Take notes
 - Non-verbal/body language
 - Non-judgemental
 - Stay focused

Legal Duties

- All members of staff must act proactively
- Position of trust
- Inform designated person, Ashley Robson or his deputy, Chris Evans

Professional Behaviour with Pupils

- Staff should exercise care and be transparent in all communications with pupils. They should confine communications to school business (not personal business) via a pupil's home telephone number (not personal mobile) and school email address.
- Staff should avoid any inappropriate language (e.g. sexual innuendo) and jokes likely to cause offence (sexual, racist, religious etc). Staff must not use inappropriate language with pupils or in their hearing.
- Staff official blogs should be password protected and run from the school website with approval from the Senior Leadership Team. Staff are advised not to run social network spaces for pupil use on a personal basis.
- Staff should avoid taking photographs of students on their personal phone or personal cameras. However, if it is unavoidable, the photos should be downloaded to the school system immediately and then deleted from the personal device.
- Meetings with pupils should be in a place visible to other staff.

Physical Conduct and Restraint

Members of staff should not make gratuitous physical contact with pupils in the school. Any contact must be relevant to the needs of the pupils such as:

- Administering first aid
- Physical assistance to the pupil in the course of teaching
- Their own self protection

Confidentiality Policy

Reading School fosters an ethos of mutual respect and trust, and sensitivity to the needs of others. We respect the right to privacy for all members of the school community. All personal matters must be discussed discreetly for the protection of individuals concerned. Ground rules are set, and we attempt to create a safe environment where a variety of issues and topics can be discussed openly in the learning and teaching environment.

Confidentiality Guidelines

Fundamental guidelines are considered as follows:

- Respect the beliefs, opinions, property and privacy of others.
- Everyone has the right to feel safe, happy and secure.
- Respect the right of confidentiality of others and do not repeat or pass on or discuss information that has been shared with you.
- Everyone has the right to 'pass' i.e. not to answer a question or comment on a certain topic.
- Treat others as you would like to be treated.
- Everyone has the right to be listened to and to have their views respected.

Context regarding confidentiality when dealing with pupils

- Staff will generally have access to all information that they genuinely need to know to carry out their work, and are under a duty to respect the confidentiality of all personal information held by the school.
- Information about individual pupils regarding performance, progress and attainment will be shared only with their own parents/carers. Parents/carers must not have access to any information about other pupils (who are not their own son, or of whom they are not carers) at any time.
- All confidential information about pupils will be kept securely and/or encrypted.
- Personal or confidential information about pupils and staff will not normally be taken off school premises.
- Addresses and telephone numbers of parents and pupils will not be passed on except in exceptional circumstances or to a receiving school (e.g. to the Local Authority for child protection purposes).
- Confidential information from a pupil may be passed on to appropriate members of staff **when a pupil is considered to be at risk**. In such cases, a member of staff has a legal, moral and contractual obligation to pass on that information to the Designated Officer in order to safeguard the welfare of the student.
- Students are made aware of the school's policy, by tutors or PSHE staff

Any queries about safeguarding should be directed to the Headmaster, Mr Ashley Robson, Miss Jo Capon, Assistant Headteacher or South House Housemaster, Mr Chris Evans.