



Child Protection Policy

Deutsche Samstagsschule Cambridge

Original to German Saturday School
Cambridge (Child Protection Coordinator),
Copy to applicant

Chair 2013/14: Anke Friedrich

Child Protection Coordinator 2013/14: Sibylle Hutter

1) Policy Statement

The Trustees and Members of the German Saturday School Cambridge recognise that all children have the right of protection from abuse. Therefore, all Teachers, Volunteers and Members of the German Saturday School Cambridge have a responsibility to report any concerns to the schools' Child Protection Coordinator, Chair of Trustees or the police.

2) Policy Aims

The aim of this German Saturday School Cambridge policy is to promote good practice to:

- provide children with appropriate safety and protection whilst in the care of Teachers and Volunteers of our Saturday School; and
- enable all Teachers and Volunteers to make informed and confident responses to specific child protection issues. (See Appendices A, B, and Appendix A Anmeldung Schüler).

3) The Duties of the Child Protection Coordinator

The duties of the Child Protection Coordinator shall be to:

- collect information from CRB/DBS checks and keep them in a confidential place, check once a term whether they are up to date;
- keep Parents' consent forms (Appendix A Anmeldung Schüler, Einverständniserklärung) for one year (delegated to Vanessa Schmiedemann, membership secretary); and
- make vital information accessible to Teachers;
- respond to allegations of child abuse from outside or inside the Saturday School together with the Chair as appropriate.

4) Recruitment of Teachers and Volunteers

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

- Applicants for teaching positions will complete an application form. The form will seek information about the applicant's work experience and ask for self-disclosure about any criminal records.
- The applicant will be interviewed by the Chair and one or two further Members of the Saturday School, and/or be asked for a teaching sample.
- Teachers will be required to obtain a CRB/DBS check as soon as possible. The German Saturday School Cambridge accepts CRB/DBS checks from other organisations. Three years after disclosure we will ask for a new DBS check.
- Teachers will be asked for a CV and for the contact details of two personal or professional referees.
- Teachers will be required to sign the Lehrervereinbarung.
- Volunteers without CRB/DBS checks will be allowed to work 2 out of 8 Saturdays or 3 out of 10 per term.

- Volunteers who want to work more often are required to obtain a CRB/DBS. The same rules apply as for Teachers.

5) Responding to Suspicions and Allegations of Child Abuse

If a Member, Teacher or Volunteer has any concerns about possible abuse or inappropriate behaviour inside or outside the German Saturday School Cambridge, 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 for advise and reporting.

Where the concerns are about a Teacher, Volunteer or Member of German Saturday School Cambridge, 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. Depending on the results of the police and child protection investigations, the German Saturday School Cambridge may if appropriate dismiss the individual from their position.

The steps to be taken are:

- Concerns reported to the Child Protection Coordinator (or Chair of Trustees);
- Record made of what has been said or seen. (See Appendix B: How to record concerns);
- Three confidential copies of the report are made, one staying with the individual reporting, one with the Saturday School Child Protection Coordinator and one with the authorities;
- The Child Protection Coordinator reports to the Chair and
- The Child Protection Coordinator or Chair will refer the allegation to **Cambridgeshire County Council**, 0345 045 5203 between 8am and 6pm Monday to Friday. If it is outside office hours or at the weekend, call the Emergency Duty Team on 01733 234724;
- 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 **0800 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 Chair of Trustees;
- the parents or carers 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.

6) 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 form *Aufnahmeantrag Schüler* contains Appendix A Parental Consent Form that seeks permission for the use of pictures on the German Saturday School Cambridge website www.schule-cambridge.org.uk or on printed media like leaflets or newspapers. Teachers will be informed which children can or cannot be photographed.

Appendix A: Code of guidance for Teachers, Volunteers and Members on protection of children

Appendix B: How to Record Concerns

Reviewed by Board of Trustees 20.11.2011 and updated by AF/KL 09.2013.

APPENDIX A CODE OF GUIDANCE FOR TEACHERS, VOLUNTEERS AND MEMBERS ON SAFEGUARDING CHILDREN

Original to German Saturday School Cambridge (Child Protection Coordinator),
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1) Introduction

Abuse can occur within many situations including the children's private lives or at our Saturday School. As the Teachers, Members and Volunteers of the German Saturday School Cambridge 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 Volunteers 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 (e.g. for supervision in school breaks, as second person in the classroom or organising and helping with extracurricular activities).
- Recognise the developmental needs and capacity of each child.

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

- **Leaving one or several children under the sole supervision of a person with no valid CRB/DBS;**
- 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 Chair of Trustees, 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.

I confirm that I read, understand and support this document.

Signature

Date

Reviewed by Board of Trustees 20/11/11 and updated by AF/KL 09.2013.

APPENDIX B HOW TO RECORD CONCERNS

**Original to German Saturday School Cambridge (Child Protection Coordinator),
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Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The name of the child.
- Age of suspected individual, date of birth, home address and telephone number if known.
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the Parents/Carers been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the individual concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

Report concerns about the welfare of a child to

- Cambridgeshire County Council, 0345 045 5203 between 8am and 6pm Monday to Friday. If it is outside office hours or at the weekend, call the Emergency Duty Team on 01733 234724.

If you **would like to get confidential and anonymous information**, call

- National Society for the Prevention and Cruelty of Children, NSPCC on 0808 800 5000,
- Childline on 0800 1111.

I confirm that I read, understand and support this document.

Signature

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