



Deutsche Samstagsschule Cambridge

Original to German Saturday School
Cambridge (Recruitment Officer), Copy to
applicant

Child Protection Policy

Chair: Sabine Buchholz chair@schule-cambridge.org.uk

Child Protection Officer: Isabel Eberlein child-protection@schule-cambridge.org.uk

1) Policy Statement

The Board of Directors of the German Saturday School Cambridge recognise that all children have the right of protection from abuse. Therefore, all Directors, Teaching staff, Volunteers and Members of the German Saturday School Cambridge have a responsibility to report any concerns to the schools' Child Protection Officer, Chair of Board of Directors 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 Teaching staff and Volunteers of our Saturday School.
- enable all Teaching staff and Volunteers to make informed and confident responses to specific child protection issues. (See Appendices A and B).

3) The Duties of the Child Protection Officer

The duties of the Child Protection Officer shall be to:

- collect information from DBS checks and keep them in a confidential place; DBS checks are required for all members of the Board of Directors, the Child Protection Safety Officer and all teaching staff. DBS checks are renewed after three years for all teachers and supply teachers.
- Keep records of Parents' consent information.
- respond to allegations of child abuse from outside or inside the Saturday School together with the Chair of the Board of Directors as appropriate.

4) Recruitment of Teaching staff 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 member(s) of the Board of Directors, and/or may be asked for a teaching sample.

- Accepted applicants will be required to obtain a DBS check as soon as possible. The German Saturday School Cambridge accepts DBS checks from other organisations. If the applicant has only recently moved to the UK, the German Saturday School may also request the equivalent of a DBS check from the previous country of residence.
- Applicants will be asked for a CV and for the contact details of two personal or professional references.
- Applicants will be required to sign the appropriate contracts for teachers and teaching assistants.
- Volunteers without DBS checks will be allowed to work a maximum of 3 Saturdays per term.
- Volunteers who want to work more often are required to obtain a DBS.

5) Responding to Suspicions and Allegations of Child Abuse

If a member of the Board of Directors, Teaching staff 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. A “Code of Guidance” is provided in Appendix A. Appendix B provides guidance and a form for logging a concern.

Where the concerns are about a Teaching staff, Volunteer or member of the Board of Directors of the 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 Officer (or Chair of the Board).
- Record made of what has been said or seen. (See Appendix B).
- Two confidential copies of the report are made, one staying with the individual reporting, one with the German Saturday School Child Protection Officer.
- The Child Protection Officer reports to the Chair.
- The Child Protection Officer or Chair may 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 or the police on 999.
- The Parents or Carers of the child will be contacted as soon as possible, following advice from the Child Protection Officer.

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 Officer and Chair.
- 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 Officer in accordance with data protection policy and “need to know” requirements.

7) Guidelines for Use of Photographic or Other Imaging Equipment.

No photographs or other images of our children should be taken without Parental consent as regulated by the “Parental Consent Form”. Teachers will be informed which children can or cannot be photographed.

I confirm that I read, understand and support this document including all Appendices.

Signature

Date

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

Original to German Saturday School Cambridge (Recruitment Officer),
Copy to applicant

1) Introduction

Abuse can occur within many situations including the children's private lives or at our Saturday School. As the Teaching staff, Volunteers and Members 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 Teaching staff 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 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 Child Protection Officer or Chair of the Board, and record the incident.

- 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.

APPENDIX B
LOGGING A CONCERN ABOUT A CHILD'S SAFETY AND WELFARE
Original to German Saturday School Cambridge (Recruitment Officer),
Copy to applicant

Please use the following guidance when filling out the form below:

- 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.

The following phone numbers might also be helpful and relevant:

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.

Form for logging concerns (Original to Child Protection Officer or Chair of Board of Directors), copy to individual reporting

Name and Address of School/Establishment		
Child's Full Name		
DOB	Ethnicity	Gender
Today's Date – D/M/Y		Time
Your Name (print)		Your Signature
Your Role		
Date of Concern/Incident		Time of Concern/Incident

Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.

(Check to make sure your report is clear now - and will also be clear to anyone reading it in the future)

Action taken

.....

Received by Designated Person for Child Protection

Date

Time.....

Proposed action by the Designated Person

.....

.....

.....