

Anfield School Anfield International Kindergarten Anfield International Nursery and Kindergarten



Child Protection Policy and Procedures

This school policy is based on and in accordance with the Working Together to Safeguard Children, UK (2006), Working together to Safeguard Children, UK (2010) and the Procedural Guide for Handling Child Abuse Cases – Chapter 23: Education Services, the Social Welfare Department HK (2007). Anfield fully recognises its responsibilities for child protection.

PRINCIPLES

- A. Our policy applies to all staff and volunteers working in the School. There are five main elements to our policy:
- i. Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children as outlined in this Safeguarding Policy.
 - ii. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
 - iii. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
 - iv. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
 - v. Establishing a safe environment in which children can learn and develop.
- B. We recognise that some children and young people today are victims of neglect and/or physical, sexual and emotional abuse and that the staff of the School, by virtue of their day to day contact with and knowledge of the children in their care, are well placed to identify such abuse and offer support to children in need. The School will therefore:
- i. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
 - ii. Ensure children know that there are adults in the School whom they can approach if they are worried.
 - iii. In the Primary, include opportunities in the PSHCE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Anfield is an Associate Member of the Hong Kong Committee on Children Rights and the Principals and the School Supervisor are the designated members of staff having responsibility for liaising with Social Welfare Department and other relevant agencies over cases of child abuse. The School Management Board reviews the policy every year. **It is against the law not to report a case of child abuse to the statutory agencies.**

Child Protection concerns affect children from all backgrounds and it is recognised that all members of staff should have an understanding of the main issues, and recognise the importance of their vigilance. Any child protection concerns must be reported to the Principal or the Designated Personnel for Child Protection (DPCP) without delay. Members of staff should also be aware of the conduct of adults within the school environment and if they have any concerns these must also be reported immediately. The school operates safe recruitment procedures (including CRB checks for overseas recruited staff and Sexual Conviction Record Check for Hong Kong recruited staff).

The Role of the Designated Personnel for Child Protection (DPCP)

- i. The designated persons will ensure that they are fully conversant with the Child Protection Policy and procedures and will co-ordinate action within School to ensure that all staff are aware of their responsibilities in relation to child protection and Social Welfare Department publication 'Procedural Guide for Handling Child Abuse Cases – Chapter 23: Education Services revised 2007'.
- ii. They are responsible for referring individual cases of suspected abuse to the Social Welfare Department, and for liaising with the Social Welfare Department and other agencies on these and other general issues relating to child protection.
- iii. They have the responsibility for ensuring that all staff are trained as necessary on all aspects of child protection within School and act as a point of reference on child protection issues for the staff.
- iv. They will ensure that the School is represented at any relevant Child Protection Conferences or, failing that, that a report is submitted to the conference from the School.
- v. They will also ensure that any recommendations made by the conference which involve School staff are carried out as agreed by conference.
- vi. Should the alleged perpetrator of abuse be a member of staff, the Principal will consult the School Supervisor. All actions taken will be in line with Procedural Guide for Handling Child Abuse Cases – Chapter 23: Education Services revised 2007'.

Designated Personnel for Child Protection (DPCP)

Vicky Davies (Principal of Anfield School) Maggie Duffield (SEnCo Anfield School)
Linda Coveney (Principal of Anfield International Kindergarten – KT Campus)
Linda Coveney (Principal of Anfield International Kindergarten & Nursery – LV Campus)
Christina Pickford (Vice Principal KT Campus) Nuala Owens (Vice Principal LV Campus)

PROCEDURES

You may suspect a case of abuse from a variety of sources:

- a pupil discloses to you personally
- from behaviour of, or marks on, the pupil (e.g. bruises, welts, lacerations, abrasions)
- indications through schoolwork
- a pupil informs you that he/she knows or suspects that another pupil is being abused
- another third party informs you that he/she knows or suspects that a pupil is being abused

DISCLOSURE

If a pupil starts to disclose, the following procedures are essential:

- **REASSURE** the pupil that she/he is right to tell and is not to blame
- **CONFIDENTIALITY: DO NOT** promise confidentiality, explain that you have to make sure that the pupil is safe and may need to ask other adults to help you to do this
- **IT IS CRUCIAL THAT YOU DO NOT QUESTION THE PUPIL.** Let the pupil tell you what she or he wants to and no more. The pupil may have to disclose to a specialist later and too much detail may interfere with later investigations.
- **LISTEN CAREFULLY** and repeat the pupil's words. When the pupil has finished, make sure that she/he feels secure; explain what you are going to do next.
- **FOLLOW UP BY** making arrangements with the pupil to speak to them later. They have chosen you as an adult they can trust.
- **REPORT:** make notes, including the date and time of the interview and sign them. It is important to record as much as you can remember using the pupil's own words. Write facts and information only, taking care to avoid opinion.
- **DO NOT ATTEMPT ANY EXAMINATION** or remove a pupil's clothes to look further at an injury. Under no circumstances should photographs be taken of a pupil's injury. The pupil should only be examined by an appropriate doctor. If a pupil wants to show his or her injuries, make sure that there is a witness and that both staff are the same sex as the pupil.
- **WITHIN 24 HOURS** complete a record of concern (Appendix 1), attach your notes and hand to the Principal or Designated Personnel for Child Protection (DPCP). The Officer of the Social Welfare Department and the Education Bureau will then be contacted, where appropriate, in accordance with the Child Protection Procedures by the Social Welfare Department.

- **INFORMING PARENTS:** Before a referral of a child is made to the Social Welfare Department or to the Police or to the Education Bureau the agreement of the child's parents should be obtained in writing, providing this will not place the child at an increased risk of harm. Advice on this may be sought from the external Child Protection agencies.

ALLEGATIONS AGAINST STAFF

An allegation should be made if a teacher, other member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she is unsuitable to work with children

If a pupil makes an allegation against a member of staff, the member of staff receiving the allegation must immediately inform the Principal.

If the allegation made to a member of staff concerns a DPCP who is not the Principal, the person receiving the allegation will immediately inform the Principal without notifying the DPCP first.

If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform a DPCP (who is not the Principal) who will contact the School Supervisor.

The School will report, within one month, to the Education Bureau any person whose services are no longer used because he or she is considered unsuitable to work with children.

RECORD KEEPING

- i. Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (e.g. within the hour), writing down as exactly as possible, what was said or seen and putting the scene into context, time and location. Dates and times should be recorded as accurately as possible, together with a note of when the record was made.
- ii. Blanks of Child Protection Record of Concern forms are kept in the Admin Office and the Staffrooms.
- iii. All hand-written notes will be kept, even if they are subsequently typed up in a more formal report
- iv. All records of a Child Protection nature should be handed to the Principal and will be kept securely, separate from the main pupil file and in a locked location. Access to these records is on a 'need to know' basis and decisions about access will be made by the Principal or the School Supervisor.

- v. When a child who is on the Child Protection Register leaves the School the Principal will inform the new School immediately and transfer of any confidential information the School may hold. A signature must be obtained on receipt of the information.

PARENTAL INVOLVEMENT

- i. Anfield is committed to helping parents understand its responsibility for the welfare of all students.
- ii. In the case of withdrawal, parents are obliged to inform the school of their child's next school. For safeguarding reasons, any child protection or other relevant information can then be transferred confidentially to the new setting.

WHISTLEBLOWING

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If the member of staff reporting suspicions remains unsatisfied by a decision not to act by the Principal, he or she may report concerns directly to the School Supervisor.

TRAINING

Anfield is committed to ensuring that high standards of safety and awareness are maintained at all times. In the event that any deficiencies or weakness in child protection arrangements are identified the school will remedy without delay. Such arrangements have regard to any guidance used by the Social Welfare Department.

Training is given by the Principal every two years to all members of staff to enhance their knowledge and awareness of child protection issues. All new staff receive induction CP training and information upon commencement of their role.

The following documents are available from the Principal for staff:

- Procedural Guide For Handling Child Abuse Cases (Revised 2007) by the Social Welfare Department
- Child Protection Information for Visitors and Volunteers

SUPPORT FOR CHILDREN/STAFF/FAMILIES

- i. We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The School may be the only stable, secure and predictable element in the lives of children at risk. When at School their behaviour may be challenging and defiant or they may be withdrawn. The School will endeavor to support the pupil through the content of the curriculum. Staff may use different elements of the School's curriculum to raise students' awareness and build confidence so that they have a range of contacts and strategies to ensure

their own protection and understand the importance of protecting others.

- ii. There are many links between this policy and other policy documents and curriculum guidelines produced by the School. In particular there are links with:
 - Managing Allegations of Child Abuse by Educators and Other Adults Policy
 - Health Education
 - PSHCE
 - RE
 - Anti-Bullying and Anti-Harassment
 - Equal opportunities
 - Special Educational Needs
- iii. The School ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- iv. The School behaviour policy, which is aimed at supporting vulnerable pupils in the School. The School will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- v. The designated persons will make themselves available to discuss individual children or situations with concerned members of staff:
 - The staff will offer support where possible to the family of a child or children involved in a child protection investigation within the time and expertise constraints of their role and always remembering the limits of confidentiality on all members of staff and the fact that it is the welfare of the child that is paramount.
- vi. Staff should never divulge home or mobile telephone numbers or home email addresses to pupils unless at the discretion of the Principal.

REVIEW

The Child Protection Policy is submitted regularly, or following any significant changes, to the School Board for review and approval. The School Board will ensure that any faults are rectified by the Principal and the School Supervisor following the review.

Appendix 1

Child Protection Record of Concern

Pupil's Details Name: Year:	Does the pupil know this form has been completed? Yes () No ()
<p>Why are you concerned about this pupil? Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the pupil leading questions or try to investigate the concern yourself.</p>	
<p>What have you observed and when? (This relates to anything you have personally witnessed)</p>	
<p>What have you been told and when?</p>	

(Write here anything you have been told by the pupil or another person. Be clear about who has said what)

What have you heard and when?
(This may be third-party information that is relevant but as yet unsubstantiated)

Do the pupil's parents know this form has been completed?
Yes () No ()

Parents should not be contacted by anyone in the School if this could place the pupil at risk.

Does the pupil have any visible injury or have they told you they have been injured?
Yes () No ()

If Yes has medical advice been sought?

Date and time of this record:	Signature: Full name:
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Name and position of the person this record was handed to:

Date and time the above person received this record:

- Note:
- ✓ This form must be returned to the Principal, with any notes attached.
 - ✓ If you have concerns about filling the form in then ask for guidance from the Principal. You should not seek guidance from other staff.

Appendix 2

WHAT IS CHILD ABUSE?

The National Society for the Prevention of Cruelty to Children (NSPCC) in England defines child abuse as follows:

“Child abuse is the term used when an adult harms a child or a young person under the age of 18. Child abuse can take four forms, all of which can cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.”

A child may be experiencing abuse if he or she is:

- ✓ Frequently dirty, hungry or inadequately dressed
- ✓ Left in unsafe situations, or without medical attention
- ✓ Constantly “put down,” insulted, sworn at or humiliated
- ✓ Seems afraid of parents or carers
- ✓ Severely bruised or injured
- ✓ Displays sexual behaviour which doesn't seem appropriate for their age
- ✓ Growing up in a home where there is domestic violence
- ✓ Living with parents or carers involved in serious drug or alcohol abuse

Remember, this list does not cover every child abuse possibility. You may have seen other things in the child's behaviour or circumstances that worry you.

Abuse is always wrong and it is never the young person's fault.”

SYMPTOMS

The NSPCC lists some of the signs and behaviours which may indicate that a child is being abused:

- ✓ repeated minor injuries
- ✓ children who are dirty, smelly, poorly clothed or who appear underfed
- ✓ children who have lingering illnesses which are not attended to, deterioration in school work, or significant changes in behaviour, aggressive behaviour, severe tantrums
- ✓ an air of 'detachment' or 'don't care' attitude
- ✓ overly compliant behaviour
- ✓ a 'watchful attitude'
- ✓ sexually explicit behaviour (e.g. playing games and showing awareness which is inappropriate for the child's age), continual open masturbation, aggressive and inappropriate sex play
- ✓ a child who is reluctant to go home, or is kept away from school for no apparent reason

- ✓ does not trust adults, particularly those who are close
- ✓ 'tummy pains' with no medical reason
- ✓ eating problems, including over-eating, loss of appetite
- ✓ disturbed sleep, nightmares, bed wetting
- ✓ running away from home, suicide attempts
- ✓ self-inflicted wounds
- ✓ reverting to younger behaviour
- ✓ depression, withdrawal
- ✓ relationships between child and adults which are secretive and exclude others
- ✓ pregnancy

These signs are not evidence themselves, but may be a warning, particularly if a child exhibits several of them or a pattern emerges. It is important to remember that there may be other explanations for a child showing such signs. Abuse is not easy to diagnose, even for experts.

TYPES OF ABUSE

Child abuse can take many forms, but is usually divided into four categories:

1. Physical injury

Physical indicators include:

<p>Unexplained bruises/welts/lacerations/abrasions</p> <ul style="list-style-type: none"> ✓ on face, lips, mouth or torso, back, buttocks, thighs, in various stages of healing ✓ clustering, forming regular patterns ✓ reflecting the shape of the article used e.g. belt, buckle, electrical flex ✓ on several different surface areas ✓ bite marks or fingernail marks which regularly appear after absence e.g. after a weekend
<p>Unexplained burns:</p> <ul style="list-style-type: none"> ✓ cigar or cigarette burns, especially on soles, buttocks, palms or back ✓ immersion burns where hands, feet or body have been forcibly immersed in very hot water ✓ patterns like electrical burner, iron etc. ✓ rope burns on arms, legs, neck or torso
<p>Unexplained fractures:</p> <ul style="list-style-type: none"> ✓ to skull, nose, facial structure ✓ in various stages of healing ✓ multiple or spiral fractures
<p>Behavioural indicators include:</p> <ul style="list-style-type: none"> ✓ flinching when approached or touched ✓ reluctance to change clothes for P.E. lessons ✓ wary of adult contact

- ✓ difficult to comfort
- ✓ apprehension when other children cry
- ✓ crying or irritability
- ✓ frightened of parents
- ✓ afraid to go home
- ✓ rebelliousness in adolescence
- ✓ behavioural extremes – aggression, withdrawal, impulsiveness
- ✓ reports injury caused by parents
- ✓ apathy
- ✓ depression
- ✓ poor peer relationships
- ✓ panics in response to pain

2. Neglect

Physical indicators of neglect include:

- ✓ consistent hunger
- ✓ inappropriate dress
- ✓ consistent lack of supervision, especially in dangerous activities for long periods
- ✓ unattended physical problems or medical needs
- ✓ abandonment

Behavioural indicators include:

- ✓ begging, stealing food
- ✓ constant fatigue, listlessness
- ✓ poor relationship with care-giver
- ✓ frequent delays in picking child up from school

3. Sexual abuse

Physical indicators include:

- ✓ difficulty in walking or sitting down
- ✓ stained or bloody underclothing
- ✓ pain or itching in the genital area
- ✓ bruising, bleeding, injury to external genitalia, vaginal and/or anal areas
- ✓ vaginal discharge
- ✓ bed wetting
- ✓ excessive crying
- ✓ sickness

Behavioural indicators include:

- ✓ inappropriate sexual behaviour or knowledge for the child's age
- ✓ promiscuity
- ✓ sudden changes in behaviour

- ✓ running away from home
- ✓ wariness of adults
- ✓ feeling different from other children
- ✓ unusual avoidance of touch
- ✓ reporting of assault
- ✓ substance abuse e.g. glue sniffing
- ✓ emotional withdrawal through lack of trust in adults
- ✓ over compliance with requests of others
- ✓ frequent complaints of unexplained abdominal pains
- ✓ eating problems or sleeping disturbances
- ✓ poor peer relationships
- ✓ possessing money or 'gifts' that cannot be properly accounted for
- ✓ inappropriately sexually explicit drawings or stories
- ✓ enuresis or soiling, especially at the end of the school day
- ✓ frequent non-attendance at school
- ✓ avoidance of school medicals

4. Emotional Abuse

Physical indicators include:

- ✓ failure to thrive
- ✓ delays in physical development or progress

Behavioural indicators include:

- ✓ sucking, biting, rocking
- ✓ anti-social, destructive behaviour
- ✓ sleeping disorders, inhibition of play
- ✓ compliant, passive, aggressive, demanding, inappropriately adult or infant behaviour
- ✓ impairment of intellectual, emotional, social or behavioural development

Appendix 3

CONTACT NUMBERS

Government	Social Welfare Department 社會福利署 (handling of all forms of suspected child abuse/neglect cases, spouse battering and family violence) <i>Note: The hotline service will be transferred to NGO: Tung Wah Group of Hospitals after 5:00pm from Mon-Fri & after 12:00noon on Sat.</i>	Hotline: 2343 2255 Monday – Saturday: 9:00am – 10:00pm
NGO	Against Child Abuse 防止虐待兒童會 (handling of all forms of suspected child abuse/neglect and violence cases)	Hotline: 2755 1122 Monday – Friday: 9:00am – 1:00pm & 2:00pm – 5:00pm Saturday: 9:00am – 1:00pm
NGO	End Child Sexual Abuse Foundation 護苗基金 (provide immediate advice, counselling and referral to victims, abusers and their families) <i>Note: They will not investigate suspected cases</i>	Hotline: 2889 9933 Monday – Friday: 10:00am – 6:00pm
NGO	Caritas Family Crisis Support Centre 明愛向晴軒 (provide services in helping people under extreme stress or facing crisis to manage their emotions and seek positive solution to family problems, including domestic violence, can provide short-term accommodation in case necessary)	Hotline: 18288 24-hour and round the year
NGO	TWGH Cease Crisis Centre 東華三院芷若園 (provides crisis intervention on sexual violence, domestic violence and other family crisis, can provide short-term accommodation in case necessary)	Hotline: 18281 24-hour and round the year
NGO	The Samaritans 24 Hour Multi-Lingual Suicide Prevention Services 撒瑪利亞會 <i>Note: It provides services and support to <u>multi-nationals</u> with suicidal thoughts.</i>	Hotline: 2896 0000 24-hour and round the year

NGO	<p>The Samaritan Befrienders Hong Kong 香港撒瑪利亞防止自殺會</p> <p><i>Note: It provides services and support to <u>locals</u> with suicidal thoughts.</i></p>	<p>Hotline: 2389 2222 24-hour and round the year</p>
NGO	<p>Suicide Prevention Services 生命熱線</p> <p><i>Note: It provides services and support to <u>locals</u> with suicidal thoughts.</i></p>	<p>Hotline: 2382 0000 24-hour and round the year</p>
NGO	<p>Mother's Choice 母親的抉擇 (provides counseling, support and hostel for pregnant girls, as well as baby care and adoption services)</p>	<p>Pregnant Girls Services Hotline: 2868 2022</p> <p>24-hour and round the year (9:00am – 5:30pm will have social worker/counselor to answer enquiries immediately)</p>
NGO	<p>St John's Counselling Service 聖約翰輔導服務</p> <p>(provides counselling service for children, teens, adults and organisations of <u>multi-nationals</u> on any kind of problems; an affordable counselling fee will be charged)</p>	<p>Counselling inquiry: 2525 7207 / 2525 7208</p> <p>(Counselling appointment shall be made but it can be arranged at day/afternoon/night or during weekend)</p>