

**Internal Policy Whole School Child Protection  
03.004\_1**

**Standardized Cover Page of Internal policy**

**Author:** Eva Cyrusová, Kathleen Weyers  
**Superiors name:** John Bagust  
**Approval date:** 13<sup>th</sup> June 2011  
**Policy is:** PUBLIC  
**Archive number:** 110613\_03.004\_1

## Whole School Child Protection Policy

*“The values of the school encompass a love of learning, a sense of responsibility towards each other and the wider community, and respect for the individuality of each student.”*

### Rationale

The Prague British School fully recognises its responsibilities for child protection. Our policy applies to all staff, directors, students, teachers and volunteers working in the school. For details regarding safeguarding guidance please refer to our appendix on ‘Safeguarding Guidance’ which is at the foot of this policy.

### Aims

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children/ students.
- Raising awareness of child protection issues and equipping children/ students with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children/ students can learn and develop.

### Strategy for implementation

We recognise that because of the day to day contact with children/ students, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children/ students feel secure, are encouraged to talk, and are listened to.
- Ensure children/ students know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE/SEAL curriculum for children/ students to develop the skills they need to recognise and stay safe from abuse.
- Ensure we have a designated person responsible for Child Protection in each school site (Kamyk (Child Protection Officer (CPO)) and Vlastina (Child Protection Assistant (CPA)). The CPO will have overall responsibility throughout the school and the CPA will refer all matters to him/ her.
- Ensure every member of staff (including temporary and supply staff and volunteers), knows the name of the designated person responsible for child protection and their role.
- Ensure all staff, student teachers and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Keep written records of concerns about children/ students, even where there is no need to refer the matter immediately.

- Ensure all records are kept securely, separate from the main pupil file.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

### **Strategies for support**

We recognise that children/ students 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/ students at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school.
- Liaison with other agencies if possible after discussion with the Whole School Child Protection Officer.

The school will consider taking disciplinary action against any member of staff, or agent of the School, where it believes students are at risk of abuse from that member of staff, even in cases where there is to be no criminal prosecution.

### **Reporting cases of abuse**

The school recognises that it is not responsible for investigation. If the matter warrants reporting to the local authority, this will be in accordance with Czech law – either through the local Social Department or The International Child Protection Department in Brno, and if necessary the police.

### **Unexplained absence**

- The school will endeavour to make enquiries about students who are removed from school or go missing without reasonable explanation – particularly when concerns have already been raised.
- Information relating to concerns about students will be passed on to the new school – by the Whole School CPO.

See also the following policies and guidelines:

Health and Safety  
Safer Recruitment  
Anti-Bullying  
SEAL

Eva Cyrusova  
June 2011

## Whole School Safeguarding Procedures

The school's Child Protection Officer is Mrs. Eva Cyrusova.

### Child Abuse

The basis of all child abuse is the failure to recognise a child's basic needs and respond to them. Our duty as professionals is to be open to the possibility that various forms of abuse may take place, to identify the indicators of such abuse and to ensure that our concerns are transmitted to others. Any delay in doing this might leave the child open to further and possibly more serious abuse and might result in a possible loss of evidence which could have been used to improve the child's position. We recognise that because of the day-to-day contact with children, school staff are ideally placed to observe the outwards signs of abuse. It is the role of the designated CPO to keep a secure record, to monitor and to refer cases as necessary to the Whole School Child Protection Officer. These documents are to be kept separate from the child's academic file.

### Child abuse may consist of:

#### Physical abuse

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation is commonly described as factitious illness by proxy, induced or fabricated illness..

#### Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

#### Emotional Abuse

- Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may feature age or developmentally inappropriate expectations being imposed on children.
- It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Sexual abuse**

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.
- The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts.
- They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

*It is important to be aware that according to Czech law, a child who witnesses abuse is also considered to have been abused.*

### **Role of CPO**

To be responsible for child protection issues and to ensure that communication with relevant authorities and parties concerned are maintained..

(See job description)

### **Role of CPA (Vlastina)**

To ensure all matters relating to Child Protection issues comply with the school's policy and guidelines and to provide a link between members of staff at Vlastina and the CPO.

(See job description)

### **Role of staff**

**Powers** none

**Duties** Teachers are by law 'in loco parentis' whilst a child is in their care. Responsibilities include protecting a child and promoting their welfare. Any member of staff who has a strong suspicion of abuse should report their concerns to the CPO immediately.

**The most important thing to remember: REFER ON – do not keep information to yourself. If you have any doubts or suspicions, please inform the designated member of staff or Head of School in the event of his/ her absence. It is a requirement that all concerns should be recorded however minor.**

School staff should not investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved will not be interviewed by School staff beyond the point at which it is clear that there is an allegation of abuse.

### Dealing with disclosure

1. Always stop and listen straight away to anyone who wants to tell you about incidents or suspicions of abuse.
2. Do not give a guarantee of confidentiality. Talk through the issue of confidentiality with the child. You can guarantee that you will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken; that you will never tell anyone who does not have a clear 'need to know'; and that you will personally take whatever steps you can to protect the informing student or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.
3. Remain calm, do not panic or express shock.
4. Reassure the child – tell them they are doing the right thing and that you are pleased they are confiding in an adult. Praise them for having the courage to talk about it with someone
5. Let the child know that you will do your best to protect and support them.
6. Explain that you would like to make notes of what they are telling you and write a short account of what is being said.
7. Do not project or assume anything, let the child tell their story; leave your own assumptions out. Listen carefully – do not prompt responses.
8. Let the child know they are believed
9. Use age specific language. Ask for clarification for any meaning or words you don't understand.
10. Avoid asking leading questions like, 'Who hit you?' Instead try, 'How did you get that mark?' or 'Is there anything else you want to say?' Open questions normally begin with "what" "where" "how" "who", also "tell me", "explain to me" and "describe to me"
11. Closed questions that could afford the answer Yes or No should also be avoided upon disclosure.
12. Avoid making any criticism of the alleged perpetrator in front of student.
13. Check that you have a full understanding of what the child has told you before the end of the discussion.
14. Explain to the student that it is necessary, in order to help him or her, you will have to tell certain other parties. Assure them however that this will not be general knowledge within the school community.
15. Ensure the student is handed onto a sympathetic, appropriate environment when he or she leaves you. Do not leave them on their own. Ensure that the child is not left in a situation where he/she may be pressured to change their story
16. Report the information immediately to the designated member of staff who must then report it to the appropriate authority within 24 hours if necessary.
17. After reporting the allegation to the CPO, the staff member should also make a written record (see Appendix 1) as soon as possible of what they have been told and hand a copy to designated CPO/ Deputy or the Head of School. It is important that the information is recorded in as much detail as possible so that the child does not have to repeat the details of abuse unnecessarily

18. Maintain confidentiality. Do not discuss this with any other members of staff, children or people outside of school. It will be considered a breach of school protocol if you do this.
19. Follow any instruction given by the CPO with regard to:
  - a. Informing a student's parents.
  - b. Informing student of next steps
  - c. Medical examination or treatment for the student.
  - d. Immediate protection needed for a student who has been the victim of abuse, a student who has given information about abuse and a student against whom an allegation has been made.
  - e. Informing people at School (including any other members of staff) of the allegation.
  - f. Attending case conferences.

### **Role of Head of School**

1. Consider suspension from duty, pending investigation, any staff member alleged to have abused a student or students. In the event that the allegation is made against the Head of School or involves the Head of School the CPO will inform the Board of Directors who will take responsibility for the following actions.
2. Take any necessary steps for the longer-term protection and support of each student who has made allegations of abuse, or is alleged to have suffered from abuse.
3. Ensure that any student being interviewed by the police has a supportive member of staff of their own choice to accompany them.
4. Ensure co-operation by the School in any subsequent investigation by local authorities or police.
5. Make arrangements where feasible for any student who has been the subject of abuse to receive any necessary continuing counseling and support by agreement with his parents where appropriate.
6. Co-operate with Child Protection Officer to ensure that the appropriate authorities are informed.

### **Staff Welfare**

PBS understands that staff who identify or who are disclosed to may find the whole matter distressing. The school will make every effort to help that member of staff, for example by providing paid leave or counselling.

### **Training**

The school recognises the importance of ensuring staff are made aware of Child Protection policy and procedures on an annual basis at the beginning of each academic year, so that all those working with children understand their responsibilities and are familiar with expected practice.

The school is committed to providing those with child protection responsibility appropriate training on a regular basis to ensure that they are up to date with UK and Czech policy and practice.

Eva Cyrusova  
June 2011

**Attachment # 1 of Internal Policy  
School Welfare Concern Form  
03.004\_1**

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**CHILD PROTECTION POLICY AND GUIDELINES**  
**Appendix 1**  
**School Welfare Concern Form**

<p>Use this form to record any concern about a pupil's welfare and give it to the designated person for child protection or her/his deputy or the Head of school. <b>Date and time the form handed to the designated person:</b></p>	
<b>Student's name</b>	<b>DoB</b>
<b>M / F</b>	<b>Nationality</b>
<b>Student's Address (if you know)</b>	
<b>Class, Class teacher</b>	<b>Date recorded</b>
<p><b>Nature of Concern</b> Why are you concerned about this pupil? What have you observed and when? What have you heard and when? What have you been told and when? Record any noticeable non-verbal behaviour and the words used by child rather than your own interpretation of it. (Use both sides of the form if needed. Use a Body Map form to indicate the position of any injuries if needed.)</p>	
<b>Recorded by</b>	<b>Signature</b>
<b>Shared with others Yes / No</b>	<b>If yes, with whom</b>

**Attachment # 2 of Internal Policy**  
**Child Protection Record**  
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## CHILD PROTECTION POLICY AND GUIDELINES

### Appendix 2 Child Protection Record (completed by CPO)

Form 1 was received and discussed:

<b>Child's Name:</b>		<b>Date of birth:</b>		<b>Year group:</b>	
<b>Child's DOB :</b>			<b>Class Teacher:</b>		
<b>Male/Female</b>	<b>Nationality/Ethnic Origin :</b>	<b>Disability:</b>	<b>Religion :</b>		

<b>Record of initial discussion:</b>	<b>Date of referral</b>	<b>Reported by</b>
<b>Who has the information been shared with?</b>		
<b>Initial action points</b>	<b>Agreed timeline</b>	<b>Action by?</b>

**Attachment # 3 of Internal Policy**  
**Confirmation of receipt of child protection policy**  
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## CHILD PROTECTION POLICY AND GUIDELINES

### Appendix 3

#### Confirmation of receipt of child protection policy

Name: \_\_\_\_\_

Date of joining school: \_\_\_\_\_

Post: \_\_\_\_\_

Date of induction: \_\_\_\_\_

Name and designation of staff member responsible for induction: \_\_\_\_\_

I confirm that I have received and read the school's Child Protection Policy and guidelines.  
I have been made aware of my duty to safeguard and promote children's welfare.  
The procedure for reporting concerns about a pupil has been explained to me.

Signature: \_\_\_\_\_

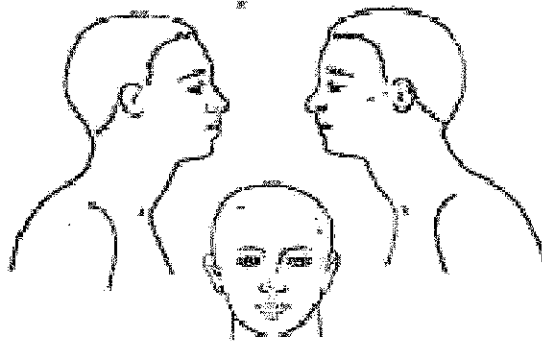
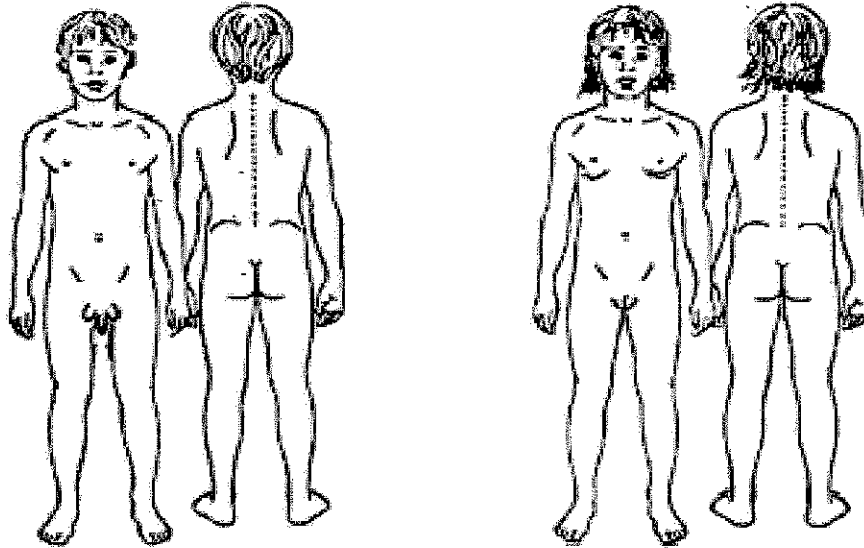
Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment # 4 of Internal Policy**  
**Body maps for child protection issues**  
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## BODY MAPS FOR CHILD PROTECTION ISSUES

**Forename**

**Surname**

**Male / Female**

**Date of Birth**

**Date of Examination**

Illustrate any concern regarding physical injury on this sheet. Indicate the position of any bruising or abrasions and approximate age where possible. Show size, shape and colour of marks observed. Bruising fades from pink-purple-blue-brown-yellow. Do not remove clothing for the purpose of the examination. Record accurately as this may be a legal document. Pass to Designated Person on completion.

**Attachment # 5 of Internal Policy**  
**Information for parents - a paragraph for the Parents Handbook**  
**and application form**  
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**Information for parents - a paragraph for the Parents Handbook  
and application form.  
(Suggestion)**

As you can remember from the last PLT meeting, the school has a duty to inform parents about the responsibility to inform Social Care or other agencies in the case staff has severe concerns about child's wellbeing. Please, see the suggested paragraph below.

“Parents need to understand that the Prague British School has a duty to safeguard and promote the welfare of children who are their pupils or students. This responsibility necessitates the Child Protection Policy and Procedures and the school may need to share information and work in partnership with other agencies when there are real concerns about child's welfare.”

**Attachment # 6 of Internal Policy**  
**Essential Contacts in the Czech Republic**  
**03.004\_1**

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### Essential Contacts in the Czech Republic

Name	Telephone	Websites, Note
<b>Police</b>	158	
<b>Emergency</b>	155, 112 (English)	
<b>Social Care (OSPOD)</b>	Prague 12: 261 397 327 Prague 6: 220 189 611	
<b>Helpline (Dětské krizové centrum)</b>	241484 149 nonstop	<a href="http://www.dkc.cz">www.dkc.cz</a>
<b>Helpline (Linka bezpečí)</b>	116 111 for children 840 111 234 for parents and adults	<a href="http://www.linkabezpeci.cz">www.linkabezpeci.cz</a> (also in English)
<b>Nadace Naše dítě</b>	266 727 933	<a href="http://www.nasedite.cz">www.nasedite.cz</a> (also in English) Helping children in difficult situation e.g. abused, exploited, abandoned
<b>Helpline DONA</b>	251 511 313 nonstop	<a href="http://www.donalinka.cz">www.donalinka.cz</a> (also in English) for domestic violence victims
<b>FOD, Klokánek shelter ul. Láskova 1803, Praha 4</b>	271 912 500	<a href="http://www.klokane-kaskova.cz">www.klokane-kaskova.cz</a> shelter for mothers and children
<b>Office for International Legal Protection of children Úřad pro mezinárodněprávní ochranu děti Šilingerovo nám.3/4 602 00 Brno</b>	542 215 522 731 654 879 - only for emergency calls	<a href="http://www.umpod.cz">www.umpod.cz</a> (also in English)
<b>Drop-In Karoliny Světlé 18, Praha 1</b>		The first place of contact for those in need of help connected with problems concerning non-alcoholic drugs.
<b>Poradenská linka pro pedagogy Helpline for teachers</b>	841 220 220 777 711 439	

**Internal Policy Whole School Child Protection  
03.004\_1**

**Standardized Acknowledgment list of Internal Policy by the Board**  
*Standardizované prohlášení o Vnitřním předpisu „Boardem“*

**Author/ Autor:** Eva Cyrusová, Kathleen Weyers  
**Superiors name/ Jméno nadřízeného:** John Bagust  
**Approval date/ Datum schválení:** 13<sup>th</sup> June 2011  
**Policy is/ Vnitřní předpis je:** PUBLIC/VEŘEJNÝ  
**Archive number/ Archivační číslo:** 110613\_03.004\_1

## Standardized Acknowledgment list of Internal Policy by the Board of Directors

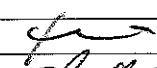
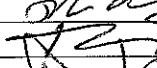



### *Standardizované prohlášení o Vnitřním předpisu „Boardem“*


The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Internal Policy Whole School Child Protection.**  
Number: 03.004\_1

I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.

Členové „Boardu“ **PŘIJÍMAJÍ a svým podpisem STVRZUJÍ platnost vnitřního předpisu.**  
Název: **Internal Policy Whole School Child Protection.**  
Číslo: 03.004\_1

Zároveň **PROHLAŠUJI, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.**

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		13. 6. 11
Head of Primary Schools	John Bagust		13. 6. 11
Head of Senior School	Tim Roberts		13. 6. 2011
Marketing, Admission	Fraser Litster		13. 6. 11
Sourcing and Services, Office	Lenka Bizdrová		13/6/2011

  
Ing. Michal Bočan  
Managing Director Executive head  
Výkonný ředitel/Jednatel

Date/Datum: 13. 6. 2011