

POLICY ON THE SAFEGUARDING OF CHILDREN

Checks and training required for inspectors

It is a requirement that all inspectors should have undergone an enhanced CRB check and have undertaken at least a basic level 1 safeguarding training. When the Independent Safeguarding Authority (ISA) announces its new procedures for registration, all inspectors will be required to conform with them by the date specified by the ISA.

Safeguarding issues arising during an inspection

If a child protection concern arises during an inspection inspectors must follow the procedures set out in this policy. The disclosures may come from different sources (for example, pupils, staff, parents). If a disclosure is made to a team inspector (TI) the TI should inform the lead inspector (LI) immediately.

The general rules are

Don't

1. Promise to keep it a secret
2. Give the child/young person/adult any clue that you might already have information about the situation.
3. Ask leading questions.
4. Investigate the case yourself.
5. Tell the person who is the subject of an allegation.

Do:

1. Make it clear you will only tell those you have to tell to get the matter dealt with.
2. Ask them what happened but you don't need the full details.
3. Ask when the incident(s) occurred, for example, less than a week ago, a month ago or a year ago.
4. Ask where the incident(s) took place.
5. Ask for the complainant's name.
6. Ask for the child(ren)'s age(s) .
7. Reassure the complainant that they have done the right thing by telling you.
8. Assure them that you will report it.
9. Make notes immediately using the child's/complainant's own words.

The LI will take the following action:

1. As soon as possible, ring **BSI administration office on 01993 866060** and speak to Julia Morgan who will inform the appropriate agency.
2. Inform the head teacher that a concern has been raised and that information has been passed to BSI for action. In some circumstances it may be helpful to work with head teacher, but in others it may not be appropriate to reveal the names of those involved to the head teacher.
3. Complete a written account of the incident and email it to Julia Morgan in the BSI office on bsi@dsl.pipex.com within 24 hours. The LI will be kept informed by BSI.
4. If the matter has not been resolved by the time the report is issued a short and neutral statement will be made in the report, for example, 'Concerns raised by some pupils/a pupil/some parents/one parent/some members of staff/ a member of staff during the inspection are being examined by the appropriate bodies.'