



APPLICATION PACK

PA TO THE HEADMASTER (PART-TIME)



History of The Manor Preparatory School

The Manor Preparatory School was founded on its current site in The Manor, at Shippon on the west side of Abingdon, Oxfordshire in 1947.

The School became totally independent from The School of St Helen and St Katharine in 1970 and is run as a charitable trust by an independent Board of Governors. The Governors oversaw an extensive building programme in the 1980s and 1990s which provided the School with award-winning classrooms, including specialist teaching facilities for Music, Science, ICT, Food Technology and Drama, but retaining a primary school ethos and size.

There are about 350 pupils, and the School takes in children from 2-11 years old. Boys have always been in the minority, but benefit enormously from being with lots of girls, between the ages of 2-7. The boys leave at the age of 7 to go on to local prep schools in Oxford, Abingdon and Newbury such as The Dragon, Abingdon Preparatory School and Moulsoford. From the age of 7 to 11 the girls enjoy increased specialist teaching and full use of all facilities. At 11 our girls have a wide choice of secondary schools and we traditionally feed excellent schools such as St Helen and St Katharine, Headington, Oxford High, Our Lady's Convent, Downe House and Wycombe Abbey.

Music has been a strength and pleasure for over twenty years; the department is exciting and our productions legendary! The girls have reached the finals of Music for Youth, singing and playing at The Royal Albert Hall and The Royal Festival Hall. The School has two orchestras, jazz and wind bands, and four choirs.

Physical education includes a very broad range of team and individual skills, with specialist teachers developing winning teams as well as "sport for all". Our PE programme includes netball, tennis, swimming, gymnastics, football and dance. Extra-curricular activities and clubs are numerous, wide ranging, well supported and fun. These vary, but currently include pottery, football, drama, dance, judo and art.

Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged and cherished" according to character and abilities. Each child's abilities are recognised, supported and developed. The Manor is proud of its close links with its families, and promotes and encourages the affectionate trust which forms part of school life.

JOB DESCRIPTION

Job Title:	Headmaster's PA
Line Manager(s):	Headmaster

Primary Responsibilities:
<p>The Head's Personal Assistant is to assist the Headmaster in all areas of his work at The Manor.</p> <p>Duties</p> <ul style="list-style-type: none"> • Drafting and copy typing correspondence, reports, letters to parents for Head, and other work. • Audio typing Headmaster's comments for pupils' Reports. • Attend daily meeting with Headmaster to discuss work for the day and other issues. • Maintain Head's diary. • Arranging meetings, taking minutes and following up actions by Head. • Ensuring the Head has all necessary documentation for meetings. • Co-ordinating the Year 6 Senior School applications, including collating Headmaster's Reports to Senior Schools and sending them to the relevant schools. • Adding all general letters to the Parents' page of the website on a Friday and emailing all parents by 3.30pm on a Friday to inform them of this. • Some general updates of the website, including Clubs information. • There may be occasional work from other sources within the school (particularly the Deputy Head and the Bursar) which will be forwarded to the PA via the Headmaster. • Answering and screening phone calls and dealing with the various requests and queries. • Telephone/Reception duties. • Mailmerging various letters. • Producing weekly newsletter, Manor Messages, in Publisher. • Assisting at Y5 and Y6 Parents' Evenings. • Co-ordinating the School Events List. • Updating the Staff Handbook. • Maintaining the PASS database and building Reports of pupil information required by staff. • Design (when necessary) and production of play/concert programmes, tickets, scripts, etc. • Taking minutes at the start of term Staff Meetings. • Liaison with other staff when necessary. • Maintaining office filing system and helping with Head's filing. • Taking of visitors' register in the event of fire/fire practice. • Helping and advising teaching staff on administrative matters. • Liaising with members of the FOTM re events, letters, etc. • Acting as First Aider when School Nurse is not available. • Basic care of sick children when necessary.

Other Duties

Staff are expected to carry out other duties as reasonably requested by the Headmaster or the SLT.

Staff Handbook

To follow the directions contained in the Staff Handbook, which change from time to time.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

Person Specification: Headmaster's PA

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CRITERIA	NECESSARY REQUIREMENTS
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Typing speed of 50wpm+. • Strong IT skills including working knowledge of Microsoft Word, Excel, Outlook. • Ability to pick-up new computer packages with training (Publisher, PASS (pupil/staff database) and Website updates). • Good communicator with sound verbal and written abilities. • Keen attention to detail.
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	
COMMITMENT TO SAFEGUARDING OF CHILDREN	<ul style="list-style-type: none"> • A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Children Policy. • Enhanced CRB Disclosure is required to do this job.
QUALITIES TO WORK AS A MEMBER OF A TEAM	Sensitivity towards others' feelings, sense of humour, flexibility, calmness, personal warmth.
COMMITMENT TO EQUALITY AND DIVERSITY	Ability to understand and demonstrate a commitment to equality and diversity.

How to apply

Applicants should send a Letter of Application, completed Application Form and Offenders Disclosure Form by **Monday 20 February 2012** to:

Mrs Nicki Logan
Compliance & HR Officer
The Manor Preparatory School
Faringdon Road
Abingdon
OX13 6LN
Tel: 01235 858478 ♦ Fax: 01235 559593 ♦
e-mail: HROfficer@manorprep.org

Please note that we require a signed hard copy of the Application Form returned to The Manor. However, if you are concerned that this will not reach us by the closing date, you are welcome to also email your Letter of Application, Application Form and Offenders Disclosure Form to the above email address.

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Application and Recruitment Process ♦ Explanatory Note

Stage One

Interview

Stage Two (where applicable)

Final interview including classroom observation/appropriate skills test

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, even if the candidate believes they have been deleted from police records.
- The successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children. For candidates invited to second interview for teaching and teaching assistant posts, this will normally include classroom observation.

What to bring to the Interview

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate
- In the absence of a British Passport, other proof of right to work in the UK in addition to a birth certificate (such as NI card, work permit - please contact the Bursary for alternative documents)

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- verification of right to work in the UK
- a check against the Children's Barred List and the Adults' Barred List
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and of Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

WARNING

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

SAFEGUARDING CHILDREN POLICY (Whole School Policy including EYFS)

1. INTRODUCTION

The Manor Preparatory School fully recognises the responsibility it has towards safeguarding all pupils in our care and is committed to taking all reasonable measures to ensure that risks to its pupils' welfare are minimised. The safety and well-being of all our pupils is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment, so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil can develop his/her full potential and feel positive about him/herself as an individual. All pupils should care for and support each other.

This policy is made freely available to current and prospective parents in the school office and is on the school website under 'Policies'. We ensure that both prospective and current parents are aware of the Safeguarding Children Policy: prospective parents are referred to it in the first letter replying to an inquiry about the school and in the information supplement to the prospectus; current parents are reminded of it on an annual basis via the school newsletter. Copies of the policy are available on request. This policy applies to all aspects of the school and to all pupils, whether in normal school time, or during out of school care sessions. School trips are also included within this policy.

The statutory framework for child protection was established in *The Children Act (1989)*. The duty of Independent School proprietors and/or governors to safeguard and promote the welfare of children who are pupils at the school was explicitly stated in the *Education Act 2002*. The Manor Preparatory School will safeguard and promote the welfare of children who are pupils at the school, in compliance with "*Working together to Safeguard Children*" (March 2010) and "*Safeguarding Children and Safer Recruitment in Education*" (November 2006), copies of which are appended to this policy. This policy is in accordance with Oxfordshire's agreed inter-agency procedures.

The ISI Standards Regulations at paragraph 59 state that:

"The basic requirements to which 'regard should be had' are as follows. (i) The school must communicate readily with a local safeguarding agency whenever an allegation or disclosure of abuse has been made (Working together to safeguard children and What to do if you're worried a child is being abused). (ii) Certain detailed provisions are set out in section 2.22 of Safeguarding Children and Safer Recruitment in Education, which states that the proprietor/governors of an independent school should ensure that it

(a) has a policy and procedures in accordance with locally agreed inter-agency procedures and makes them available to parents [on the school website or, where no such website exists, by sending a copy on request: see Part 6, paragraph 24(1)(c)];

(b) operates safe recruitment procedures (this is the acceptable minimum, but could be specified as CRB checks and compliance with Independent School Standards Regulations);

(c) has arrangements to deal with allegations of abuse against members of staff/volunteers/head;

(d) names one or more ‘designated persons’ with ‘status and authority’ to take responsibility for child protection matters;

(e) requires training (updated every two years) in child protection and inter-agency working for the designated person(s);

(f) requires training in child protection (updated every three years) for the head and all staff, and indicates that temporary and voluntary staff who work with children are to be made aware of the arrangements;

(g) requires that any deficiencies or weaknesses in child protection arrangements are remedied without delay;

(h) provides that the governing body or proprietor undertakes an annual review of the school’s child protection policies and procedures and of the efficiency with which the related duties have been discharged.

“INFORMATION

Under (c) above, when deciding whether to make a referral, following an allegation or suspicion of abuse, the head and designated child protection officer should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the local authority designated officer (LADO). This may be done tentatively and without giving names in the first instance. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the school should not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse (see What to do if you’re worried a child is being abused, sections 10.2 and 10.3).

“Under (c) above, allegations against staff, volunteers or the designated person with responsibility for safeguarding should be reported to the head. It is also advised that the designated person should be contacted (unless he or she is the object of the allegation), since the designated person will have received higher level safeguarding training. If the head is absent, the allegation should be passed to the chair of governors. If the allegation concerns the head, the person receiving the allegation should immediately inform the chair of governors without notifying the head first. In case of serious harm, the police should be informed from the outset.

“Schools with provision for the Early Years Foundation Stage (EYFS) must ensure that the safeguarding policy they are required to have for the rest of the school also applies to the EYFS. The following are specific additional EYFS requirements:

(i) designate a practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children’s agencies as appropriate (this role may be assumed by a member of staff who does not specifically work within EYFS);

(ii) for registered settings, inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations;

(iii) for registered settings, inform Ofsted of the above (via ISI Office), as soon as is reasonably practicable, but at the latest within 14 days.

*“60. RECOMMENDATION The following are strongly recommended elements of good practice, but their absence from a safeguarding policy does not in itself indicate non-compliance. They may be covered in other documentation or in school practice. However, if they prove to be **significant** in the context of a school being inspected, they may well be included in ‘Action points’. The main elements include the following:*

(i) the signs of possible abuse;

(ii) that confidentiality cannot be promised to a pupil giving evidence;

(iii) the need to avoid asking leading questions;

(iv) procedures for dealing with abuse by one or more pupils against another pupil;

(v) the school’s reporting arrangements (including contact with a welfare agency within 24 hours of a disclosure or suspicion of abuse);

(vi) the contact details for agency involvement;

(vii) guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on);

(viii) that assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school’s pupils on another site (for example, in a separate institution);

(ix) the requirement to report to the Independent Safeguarding Authority (ISA), within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children; the Independent Safeguarding Authority (ISA) commenced operation on 20 January 2009 and its address for referrals is PO Box 181, Darlington DL1 9FA (tel 0300 123 1111).”

2. AIMS AND OBJECTIVES

The School aims to:

- Provide a safe educational environment for pupils
- Maintain vigilance in detecting abuse and operate clear procedures for all staff to follow in cases of suspected abuse, whether it be from an adult or another pupil
- Ensure that pupils who are vulnerable, at risk and/or likely to suffer significant harm are identified and appropriate action is taken to keep them safe
- Monitor effectively pupils who are vulnerable or at risk, including disabled pupils
- Promote an ethos in which pupils feel safe, feel able to talk openly and are listened to
- Prevent unsuitable people working with children
- Promote, and share with parents and pupils, safe practice
- Ensure that all parents and guardians are aware of the School's child protection responsibilities
- Ensure that proper written records of any child protection concerns/cases are kept and maintained confidentially
- Operate robust and sensible Health and Safety policies and ensure that health and safety issues are recognised and dealt with efficiently and without delay.
- Ensure that child protection issues are included within the school curriculum (as part of PSHE, pupils are given opportunities to develop the skills they need to recognise and stay safe from abuse).
- Ensure that the Governing Body undertakes an annual review of the Child Protection Policies and of the efficiency with which the related duties have been carried out.

3. TRANSPARENCY

The Manor Preparatory School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are on our website, and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always listen to any concerns thoroughly. Open communications are essential.

4. SAFER RECRUITMENT

The Manor Preparatory School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. This includes compliance with the Independent School Standards Regulations. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All Governors, volunteer helpers and contractors working regularly during term-time, such as contract catering staff, are vetted. Assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils at The Manor or on another site. A rigorous check of identity, qualifications, the right to work in the UK, references, curriculum vitae, employment history including explanation of any gaps and medical fitness are also undertaken by the school before offering anyone employment. The school operates 'Safer Recruitment' procedures, which are outlined in our separate policy called 'Safer Recruitment'. The school ensures that at all interviews at least one member of the interview panel has completed the accredited safer recruitment training.

The school will ensure that where the school stops using the services of any person in any capacity, paid or unpaid, because that person was considered unsuitable to work with children, a report is made to the Secretary of State via the DCSF and the Independent Safeguarding Authority within one month of the person leaving the school (see paragraph 19 for more details). The school's recruitment procedures comply with Independent School Standards Regulations.

5. STAFF TRAINING/INDUCTION OF NEW STAFF, GOVERNORS AND VOLUNTEERS

Appropriate general training on Child Protection issues will be provided at regular intervals (updated every 3 years) to members of staff. Specialist training in Safeguarding Children and Inter-Agency Working will be attended by the Designated Contact (the Headmaster), the Deputy Head and the Head of Early Years in accordance with the statutory requirements (up to every 2 years). Temporary and voluntary staff who work with children are made aware of the school's Safeguarding Children arrangements. More detail is set out in the policy on Induction of New Staff, Governors and Volunteers in Child Protection.

6. DESIGNATED CHILD PROTECTION CONTACT

This policy has been constructed in accordance with locally agreed Inter-Agency procedures. The Manor Preparatory School, as a result of its location, comes under the Oxfordshire Safeguarding Children Board (OSCB). Regardless of where a pupil actually lives, any case must be referred to the Oxfordshire Social Services Department. All contact with the Social Services must be made through the Designated Child Protection Contact, Mr Piers Heyworth, the Headmaster, or in his absence through Mrs Pippa McConnell, Head of Early Years. The governing body ensures that the Child Protection Contact is properly supported to carry out the task and is given time to fulfil the duties/training that the rôle demands. The ‘Designated Persons’ have their training in Safeguarding at least once every two years. The school recognises that the ‘designated persons’ are required to have ‘status and authority’ within the school. The Headmaster and the Head of Early Years have taken additional training in that they are part of the pool of registered Oxfordshire trainers in Child Protection.

7. EARLY YEARS

Particular attention is given to the Early Years Foundation Stage (EYFS). The Head of Early Years receives the appropriate two-yearly training in Safeguarding Children and Inter-Agency Working, liaising with local statutory children’s agencies, as appropriate. In conjunction with the Headmaster, the Head of Early Years takes lead responsibility for safeguarding children within the Early Years setting and liaising with local statutory children’s agencies as appropriate. The school undertakes to inform Ofsted and the Independent Schools’ Inspectorate of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations as soon as is practicable but at the latest within 14 days.

8. TEACHING PUPILS THE SKILLS NEEDED TO KEEP THEM SAFE

The PSHE curriculum provides age-appropriate guidance for pupils so that they develop the skills they need to recognise and stay safe from abuse. The school’s policy is to raise awareness of child protection issues among pupils and to equip pupils with the skills and self-confidence needed to keep them safe. Child protection is included in the curriculum to help pupils recognise when they do not feel safe and to identify who they should tell. They are made aware that it is not possible for teaching staff to make promises about confidentiality in child protection matters. Should a child have suffered abuse, they are assured that they are valued and not to be blamed for any abuse that has occurred. Please see ‘Policy for Pupils on Confidentiality Issues’, which explains how pupils can access help on Child Protection matters, including Childline, Get Connected and the Samaritans. Our Medical Centre displays advice on where pupils can seek help.

9. DISABLED CHILDREN

The School is aware of the importance of safeguarding disabled children and takes due regard, following the broad principles of DCSF document “*Safeguarding Disabled Children: Practice Guidance*” (2009), a copy of which is accessible by referring to Appendix 3 of this policy.

10. SIGNS OF ABUSE

The NSPCC 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.”

Signs of abuse (physical, sexual, emotional abuse and neglect) are outlined below so that staff are aware of them and can act accordingly:

Signs that **MAY INDICATE** Physical Abuse:

- Bruises and abrasions (specific areas and relevant to age group)
- Damage or injury around the mouth i.e. torn frenulum (web of skin joining upper lip and gum)
- Bi-lateral injuries such as two bruised eyes
- Marks - Bite, Weal, Fingernail, Strap/Belt, Welts, etc
- Burns and scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Severe bruising and injuries to the genital areas
- Drowsiness or erratic behaviour without obvious explanation
- Parental attitude to injuries

Signs that **MAY INDICATE** Sexual Abuse:

- Sudden changes in behaviour & school performance
- Displays of affection which are sexual & age inappropriate
- Tendency to cling or need constant reassurance
- Regression to younger behaviour, for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults, anxiety of being left with specific adults
- Unexplained gifts or money

- Depression and withdrawal
- Wetting day or night soiling
- Sleep disturbances or nightmare
- Chronic problems with health such as vaginal discharges
- Fear of undressing from gym activities
- Sexual transmitted disease & pregnancy
- Fire setting
- Self-harm
- Eating disorders

Signs that **MAY INDICATE** Emotional Abuse:

- Physical development lags e.g. milestones delayed or underweight, lethargic
- Over-reaction to mistakes
- Continual self depreciation
- Sudden speech disorders
- Fear of new situations
- Self harming
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Deterioration in general well-being
- Comments that cause concern

Signs that **MAY INDICATE** Neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Emaciation
- Frequent lateness or non attendance at school
- Untreated medical problems
- Poor relationships with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Low self-esteem

11. PROCEDURE

The School must communicate within 24 hours with the Oxfordshire Safeguarding Children Board whenever an allegation or disclosure of abuse has been made (*Working together to safeguard children* and *What to do if you're worried a child is being abused*).

When deciding whether to make a referral, it is not for the School to make its own decision over what appears to be a borderline case. Any doubts or concerns should be discussed with the local authority Designated Officer. This may be done tentatively and

without giving names in the first instance. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation.

Any member of staff who has knowledge or suspicion that a pupil is suffering significant harm or is at risk of significant harm should refer their concerns immediately to the Designated Contact (the Headmaster), or in his absence the Head of Early Years. It is not appropriate for staff to conduct any kind of investigation or to ask leading questions of a pupil. It is not possible to promise confidentiality to a pupil giving evidence as one is obliged to pass on information if a pupil may be at risk. However, child protection issues should never be discussed with anyone other than the Designated Contact, or in his absence the Head of Early Years (or later the official investigation team). Fuller guidance is available in the DCSF document *“Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings”* (2009), copies of which are available in the Staff Room and School Office. All evidence must be safeguarded and kept.

- The Designated Contact does an initial review of the evidence. If he considers that there is a possibility of abuse he communicates within 24 hours with the Oxfordshire Safeguarding Children Board. He also informs the Chair of Governors. Governors and staff are not given the names relating to individual child protection cases or situations to ensure confidentiality is not breached, unless the safety of the pupil would be jeopardised by not communicating this information.
- Advice is sought from the OSCB/Social Services by the Designated Contact.
- In all proper circumstances, a complaint involving a serious criminal offence will be referred to the Social Services, the child protection unit, and/or the police. These reporting arrangements include the need to make contact with a welfare agency within 24 hours of a disclosure or a suspicion of abuse. In the case of serious harm, the police will be informed from the outset.

12. CONFIDENTIALITY

It is not possible to promise confidentiality to pupils on child protection matters. Please refer to the ‘Policy for Pupils on Confidentiality Issues’, which reminds pupils of this important principle.

13. ALLEGATIONS AGAINST STAFF

Please refer to our Policy on Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse.

If a member of staff, governor or volunteer is accused of abuse by a child, the Headmaster, Mr Piers Heyworth, must be informed as soon as possible. The school’s procedures aim to strike a balance between the need to protect children and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in Chapter 5 of *“Safeguarding children and safer recruitment in education”* (2006). The Headmaster, Mr Piers Heyworth, liaises with Oxfordshire Child Protection team for guidance. If the Headmaster is absent, the allegation should be passed to the Chairman of Governors.

The Bursar is seen as an independent representative, and should not be involved in any “in-school” discussion.

The school ensures that all staff, teaching and non-teaching, governors and volunteers understand that there is a procedure to be followed on all occasions (Copies of [“Safeguarding children and safer recruitment in education”](#) (November 2006) are available from the Designated Contact.

14. ALLEGATIONS AGAINST THE DESIGNATED CONTACT

If the accused member of staff is the Designated Contact (i.e. The Headmaster), the Chairman of Governors will be informed immediately without his knowledge and will seek guidance from OSCB/Social Services on the best procedure. In the case of serious harm, the police should be informed from the outset. (If the Chairman of Governors is unavailable, the Head of Early years should be informed without the Headmaster’s knowledge).

15. GOVERNORS’ REVIEW

The Governors will undertake an annual review of the policy and procedures for Child Protection and of the efficiency which the related duties have been discharged. They are also responsible for ensuring that any deficiencies or weaknesses in Child Protection arrangements are remedied without delay. Throughout the year (i.e. not just at the Annual Review of Child Protection Policies), the Governors are responsible for approving amendments to Child Protection procedures in the light of changing regulations or recommended best practice. The Headmaster, as designated Child Protection contact, ensures that the Governors are furnished with the relevant information detailing any suggested changes to the policy and procedures, training undertaken by staff and governors, and other relevant issues. Although all Governors are responsible for Safeguarding Children, the Governor with specific responsibility for this area is Dr Aslog Malmberg. She receives additional training in Safeguarding from Oxfordshire Safeguarding Children Board so that she is well-placed to question and review school practice in this area.

16. WHISTLEBLOWING

In accordance with the school’s Whistleblowing Policy, staff are able to raise concerns in a confidential fashion and are assured that they will not suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing they do so in good faith and follow the Whistleblowing procedures outlined in our ‘Whistleblowing Policy’.

If a member of staff has a concern about an employee of the school in terms of Safeguarding Children, he or she should follow the procedure described in Paragraph 11 above.

17. GUIDANCE FOR STAFF RE INTERACTION WITH PUPILS (MODEL CODE OF CONDUCT FOR STAFF)

The school offers guidance to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil and so on). The school follows the broad principles of *“Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings”* (established by the Department for Education and Skills in March 2009, see Appendix II). The broad principles form part of staff training and staff induction: please see The Manor’s separate policy ‘Interaction with Children: Model Code of Conduct for Staff (in relation to Safeguarding of Children).’ This code is placed on the agenda of a Staff Meeting once a year so that it can be reviewed with input from the staff in conjunction with the SLT before being reviewed by Governors.

There may be times when members of staff, in the course of their duty, use physical intervention (detailed in the Physical Restraint Policy in the Staff Handbook) to restrain children. Additionally, in our Terms and Conditions for parents, it is written that ‘Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the Pupil’s health and welfare.’

18. PROCEDURES FOR DEALING WITH ABUSE BY PUPILS

If a pupil considers they have been abused by another pupil or pupils, in the first instance the procedure of the Anti-Bullying Policy needs to be followed so that an adult is informed as soon as possible. At that stage, the adult - member of staff or parent - should inform the Designated Contact, the Headmaster, without delay; he will decide on the appropriate course of action, if necessary consulting the Oxfordshire Child Protection team.

19. OTHER ORGANISATIONS

The school ensures that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school’s pupils either at the school or another site.

20. REPORTING ARRANGEMENTS WITH THE INDEPENDENT SAFEGUARDING AUTHORITY

The school understands its requirement to report to the Secretary of State (via the DFCS) and to the Independent Safeguarding Authority (ISA), within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children; the Independent Safeguarding Authority (ISA) commenced operation on 20 January 2009 and its address for referrals is PO Box 181, Darlington DL1 9FA (tel 0300 123 1111).

In the above context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. The school realises that its reports must include as much evidence about the circumstances of the case as possible. The school realises that failure to make a report constitutes an offence and the school may be removed from the DCSF register of independent schools. The relevant legislation is contained in The Education (Provision of Information by Independent Schools) (England) Regulations 2003. 'Compromise agreements' cannot apply in this connection.

The school realises that from 12 October 2009, it is an **offence** under the Vetting and Barring Scheme (VBS) legislation -

- to **knowingly** employ (or take on as a volunteer) in an ISA regulated activity someone who is barred from such activity.
- not to refer to the ISA details of anyone who is removed from regulated activity, or who leaves while under investigation for allegedly causing harm or posing a risk of harm.

The school realises that it has a legal duty to respond to requests from the ISA for information they hold already, but will not have to find it from other sources. The ISA will decide on:

- any new referrals on or after 20th January 2009;
- existing referrals at 20th January 2009 in cases where barring is not automatic, and the Secretary of State had not yet written to the person inviting representations against being included in the barred list.

21. PUPILS' FUTURE SCHOOLS

When a pupil leaves The Manor, the School checks that the child actually attends the new school. This applies both to pupils leaving at the normal time (end of Year 6 for girls, end of Year 2 for boys) as well as to those leaving at other times.

22. CONTACT NUMBERS

Abingdon Social Services (emergency): 0800 833 408

Barry Armstrong	Local Authority Designated Officer	01865 815 956
'No names' consultation		0845 0507666
Abingdon Team	Children and Families Abingdon Assessment Team	01865 897983
Police	Child Abuse Investigation Unit	01865 335200
Rebecca Melmoth	Oxfordshire Safeguarding Children Board Safeguarding Co-ordinator	01865 815186

Alison Beasley	Oxfordshire Safeguarding Children Board Safeguarding Co-ordinator	01865 323457
Jo Brown	Anti-bullying Co-ordinator	01865 815639

23. PROMOTION OF WELFARE

The ethos of The Manor Preparatory School is to promote social and moral well-being, to teach pupils to take care of and to value themselves, and to think in terms of making a positive contribution to society as adults. All our pupils take part in a large number of charitable activities. We see this as making an important contribution towards the development of the whole person, who grows up to value society and to expect to make a personal contribution towards the general.

24. EQUAL TREATMENT

The Manor Preparatory School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation or social background.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each student. Please see Equal Opportunities Policy.

25. BULLYING

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. Please see Anti-Bullying Policy.

26. COMPLAINTS

We hope that you and your child do not have any complaints about our school; but copies of the School's Complaints Policy can be sent to you on request and is available on the School's website.

27. LINKS TO OTHER POLICIES

This policy needs to read in conjunction with these other policies which relate to the safeguarding of children:

- 1- Confidentiality: Policy for pupils on confidentiality issues
- 2- Images of Children: Policy on taking, storing and using images of children
- 3- Use of ICT, Mobile Phones and Other Electronic Devices
- 4- Policy on Procedures when a member of staff, volunteer, Child Protection Officer and Head faces allegations of Abuse
- 5- Interaction with Pupils: Model Code of Conduct for staff (in relation to Safeguarding Children)
- 6- Safer Recruitment Policy (including Checking Employees, Temporary Workers, Governors, Volunteers and Contractors)
- 7- Induction of New Staff, Governors and Volunteers in Child Protection
- 8- Anti-Bullying Policy (which includes the school's recognition of specific vulnerable groups)

9- Health and Safety Policy

10- Educational Visits Policy (including Health and Safety on Trips)

APPENDICES

- I. 'Working Together to Safeguard Children' (2010). See link:
http://portal.oxfordshire.gov.uk/content/publicnet/other_sites/oscb/documents/professionals/Government_Guidance/Working_together-March_2010.pdf
- II. 'Safeguarding Children and Safer Recruitment in Education' (2006). See link:
https://www.schoolsrecruitment.dcsf.gov.uk/themes/default/pdfs/content/Safeguarding_Children_and_Safer_Recruitment_in_Education_Booklet.pdf
- III. 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. (2009). See link:
<http://www.teachernet.gov.uk/docbank/index.cfm?id=8200>
- IV. 'Safeguarding Disabled Children: Practice Guidance' (2009). See link:
http://portal.oxfordshire.gov.uk/content/publicnet/other_sites/oscb/documents/board/guidancedisabledchildren_july09.pdf

Date Policy Reviewed:	May 2011
Date of Next Review:	March 2012
Person(s) Responsible for Review:	SLT, followed by Governors

Policy on the Recruitment of Ex-Offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Manor Preparatory School complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- The Manor Preparatory School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background or for any other reason specified in the Equality Act 2010.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- For those positions where a Disclosure is required, the candidate should note that an enhanced CRB Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at the application stage of the process.
- Unless the nature of the position allows The Manor Preparatory School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The Manor Preparatory School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act 1974.
- We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Date Policy Reviewed:	September 2010
Date of Next Review:	September 2011
Person(s) Responsible for Review:	SLT
Signature of Reviewer(s)	

Recruitment of Ex-Offenders Disclosure Form

Requesting conviction information

The work for which you are applying involves substantial opportunity for access to children/vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under the Act, and any cautions, reprimands or bind-over orders.

The information you give and any information given by the Criminal Records Bureau will be treated in confidence and will only be taken into account in respect of posts to which the exemption applies.

In accordance with arrangements introduced with the Police Act 1997, The Manor Preparatory School will check with the Criminal Records Bureau for the existence and content of any criminal record of prospective employees. Information received will be kept in strict confidence in accordance with the Code of Practice and will be destroyed immediately the selection process is completed.

Disclosure of a criminal record or other information will not necessarily debar you from working with The Manor Preparatory School. Only convictions or information that is deemed relevant to the position applied for will result in an applicant not being granted a position. A clear risk assessment will be carried out to determine whether or not the conviction or information is relevant to the position applied for, in consultation with yourself.

Failure to declare a conviction, caution, reprimand or bind-over order may, however, disqualify you from appointment or result in dismissal if the discrepancy comes to light.

Please fill in the following details:

Title: Mr/Mrs/Miss/Ms/Other _____

Forename(s): _____

Surname: _____

Post applied for: _____

PLEASE TURN OVER FOR DECLARATION

**THIS MUST BE SIGNED EVEN IF YOU DO NOT HAVE ANY PREVIOUS
CONVICTIONS**

DECLARATION

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the police for any offence? Yes / No

Signed by: _____

Dated: _____

If “yes” please provide details below of pending prosecutions, convictions, cautions and bind-over orders, including approximate dates, the offence and the court or police force which dealt with the offence.

<u>Details</u>	<u>Approx Date</u>	<u>Court or Police force who dealt with the offence</u>