

# The German Saturday School Croydon

## Child Protection Policy

### Policy statement

The staff and parents of The German Saturday School Croydon (the “School”) recognise that all children have the right of protection from abuse. Therefore, all teachers, helpers and parents of the School have a responsibility to report any concerns to the School’s **Child Protection Coordinator**, the School’s management team or the police.

### Policy aims

The aim of the policy is to promote good practice to:

- Provide children with appropriate safety and protection whilst in the care of teachers and helpers of the School; and
- Enable all staff and parents to make informed and confident responses to specific child protection issues (see appendices A and B).

### Duties of the Child Protection Coordinator

The duties of the **Child Protection Coordinator** together with the school management team shall be to:

- Collect information from DBS checks and keep them in a confidential place
- Make vital information accessible to teachers
- Respond to allegations of child abuse from outside or inside the School together with the school management team.

### Recruitment of teachers and helpers

The School will take all reasonable steps to ensure unsuitable people are prevented from working with children. The School’s recruitment process will therefore include the following:

- The applicant will be interviewed by two members of the school management team and/or be asked for a teaching sample.
- Teachers will be required to obtain an enhanced DBS check as soon as possible. The School accepts enhanced DBS checks from other organisations. Equivalent documentation from a German speaking country may also be acceptable.
- All teachers, helpers and parents will be required to sign a declaration that they have read, understood and will follow this Child Protection Policy, the “Guidance for teachers, helpers and parents on safeguarding children” (Appendix A) and the document “How to record concerns “ (Appendix B).

### Responding to suspicions and allegations of child abuse

If a teacher, helper or parent has any concerns about possible abuse or inappropriate behaviour inside or outside the School, they have a responsibility to report them. **They do not have to decide whether or not abuse or inappropriate behaviour has actually taken place.** See below for general contacts. Where the concerns are about a teacher or helper of the School, steps as below will be taken as considered necessary to ensure the safety of the child in question, and any other child who may be at risk. The School will contact the Local Authority Designated Officer (LADO) (020 8255 2889 or [LADO@croydon.gov.uk](mailto:LADO@croydon.gov.uk)) in this case. Depending on the results of the police and child protection investigations, the School may, if appropriate, dismiss the individual from their position.

The steps to be taken are as follows:

- Always first discuss any concerns with parents, provided this does not put the child at risk.
- If concerns cannot be resolved, they should be reported to the **Child Protection Coordinator** and/or a member of the school management team either in person or at [kontakt@dsscroydon.org](mailto:kontakt@dsscroydon.org).
- Record should be made of what has been said or seen (see **Appendix B**: How to record concerns);
- The **Child Protection Coordinator** reports to the school management team; and
- The **Child Protection Coordinator** or school management team will refer the allegation to:

**Croydon Council:**

**LADO:** 020 8255 2889 or [LADO@croydon.gov.uk](mailto:LADO@croydon.gov.uk)

who may involve the police or they will go directly to the police if out-of-hours.

- The parents or carers of the child will be contacted as soon as possible, following advice from the social services department.

If you are concerned about a child, you can get **confidential and anonymous information** from the National Society for the Prevention and Cruelty to Children **NSPCC on 0808 800 5000**, or **Childline on 0800 1111**.

### **Confidentiality**

Confidentiality should be maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The **Child Protection Coordinator** and school management team
- The parents or carer of the child who is alleged to have been abused
- The person making the allegation
- Social services / police
- The alleged abuser (or their parents/carers if the alleged abuser is a child)

All records of the concerns will be retained in safe storage with the school management team in accordance with data protection policy and “need to know” requirements.

### **Guidelines for use of photographic or other imaging equipment**

No photographs, film or other images of our children should be taken without parental consent.

### **Site Security**

Teachers and helpers will only release children into the care of parents/carers or other relatives of the child known to them. Children up to Klasse 4 will not be able or permitted to leave the premises unsupervised. Children from Klasse 5 and up may be permitted to leave their classroom/school grounds independently after the lesson has finished, provided this has been agreed between the teacher and the parent/carer in advance. Visitors will at no time be left unsupervised with the children.

**Appendix A:** Guidance for teachers, helpers and parents on safeguarding children

**Appendix B:** How to record concerns

Last reviewed in July 2022 by  
The German Saturday School Croydon  
[www.dsscroydon.org](http://www.dsscroydon.org)

Child Protection Coordinator: Mandy Beyer – [kontakt@dsscroydon.org](mailto:kontakt@dsscroydon.org)

Deutschsprachige Samstagsschule Croydon (The German Saturday School Croydon) | [www.dsscroydon.org](http://www.dsscroydon.org)

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Registered office address: Tussocks, Marlpit Lane, Coulsdon, CR5 2HA

## APPENDIX A

### GUIDANCE FOR TEACHERS AND HELPERS ON SAFEGUARDING CHILDREN

#### Introduction

Abuse may occur in many situations including the children's private lives or at The German Saturday School Croydon (the "School"). As teachers, helpers and parents of the School are in regular contact with our children, they are in a position of trust and can be an important link in identifying cases where a child needs protection.

#### Good Practice Guidelines

Teachers and helpers should always keep in mind that their actions and attitudes towards our students and parents will influence the reputation of the School. The following are examples of how to create a positive culture and climate within the School:

##### Good practice:

- Always work in an open environment
- Treat all children equally, and with respect and dignity
- Maintain a safe and appropriate distance with children
- Involve parents/carers wherever possible
- Recognise the developmental needs and capacity of each child

##### Practices to be avoided:

- Spending excessive amounts of time alone with children away from others
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children that they can do for themselves

If any of the following occur, you should report this immediately to the teacher, **Child Protection Coordinator** or the school management team and record the incident. You should also ensure the parents or carers of the child are told if:

- You accidentally injure or cause discomfort to a child
- They seem distressed in any manner
- If a child appears to be sexually aroused by your actions

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## APPENDIX B

### HOW TO RECORD CONCERNS

Information passed to social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The name of the child
- Age of suspected individual, date of birth, home address and telephone number if known
- Is the person making the report expressing their own concerns or those of someone else?
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?
- Witnesses to any incidents
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred (if applicable)
- Have the parents/carer been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If it is not the child making the report, has the individual concerned been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

#### Report concerns about the welfare of a child to either

- Croydon Council LADO (Local Authority Designated Officer) 020 8255 2889 or [LADO@croydon.gov.uk](mailto:LADO@croydon.gov.uk) or
- the local police station.

If you would like to get confidential and anonymous information, call

- National Society for the Prevention and Cruelty to Children (NSPCC) on 0808 800 5000
- Childline on 0800 1111

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