POLSKA MACIERZ SZKOLNA

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POLISH SATURDAY SCHOOL, CAMBRIDGE
SAFEGUARDING POLICY

Date adopted: September 2015, Last reviewed: September 2026

The named responsible person: Anna-Maria Norman

The named responsible person has been nominated by the Polish Saturday School in Cambridge to refer allegations or suspicions of neglect or abuse to the statutory authorities.

In the absence of the named responsible person, the matter should be brought to the attention of the second named responsible person.

The second named responsible person: Bernadetta Wojciechowska

The social services number for the area : 01223 718 211

Emergency number: 999

Child Protection Policy

Objective
To contribute to the personal safety of all children attending the school by promoting child protection awareness, good practice and sound procedures.

Policy Statement
We at Polish Saturday School in Cambridge believe that children have the right to be treated equally and to learn in a safe and friendly environment.

The policy is based on the following principles:
-the welfare of the child is paramount
-all children , irrespective of their age, culture, disability, gender, language, racial origin , religious beliefs and/or sexual identity , have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
-staff /volunteers are trained to understand the nature of abuse and to be alert to matters of concern
-all staff/volunteers working in our school have a responsibility to report concerns to the designated person with responsibility for child protection at the school and/or to the school's co-ordinator

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We aim to safeguard children by:
-adopting child protection guidelines
-sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers
-sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
-following carefully the procedures for recruitment and selection of staff/volunteers
-providing effective management for staff/volunteers through support, supervision and training
-reviewing our policy and good practice regularly

The role of the named responsible person
Every supplementary school or place of worship should have a named person who acts as the designated child protection person, who must undergo child protection training. It is the responsibility of this person to make themselves available for consultation by staff, visitors and children and their families.
The name of the named responsible person and information about their duties should be made known to everyone (including parents/carers) so that they are aware who to talk to if they have concerns.

In the absence of the designated child protection person, a deputy must be identified.

The named person's role includes:
-ensuring that this policy is implemented throughout the school
-ensuring that all necessary enquiries ,procedures and investigations relating to child protection are carried out
-reporting results of screening enquiries and preserving "need to know" levels of confidentiality and access to secure records
-ensuring that all confidential records relating to child protection matters are kept secure
-liaising with social services as well as the police at a formal and informal level on child protection matters
-reporting allegations and suspicions of abuse to the appropriate authorities
-ensuring that there is adequate induction and training relating to child protection matters
-ensuring that each activity carried out by the school is sound in terms of child protection as regards personnel , practices and premises
-checking all incident reports made by staff/volunteers, countersigning them and making such reference to the appropriate authority

Good practice
Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place , as follows
-each parent must fill out a consent form for each child attending the school

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-children will be collected from school by parents or by an adult authorised by parents in writing
-a register must be kept of all children attending the schools' activities
-team members will record any unusual events on the accident/incident form unless this includes anything confidential
-where possible, staff/volunteers should not be alone with a child, although it is recognised that there might be times when this may be necessary or helpful
-the school recognises that physical touch between adults and children can be healthy and acceptable in public places however, staff/volunteers will be discouraged from this in circumstances where an adult and child are alone
-all team members should treat all children with dignity and respect in their attitude , language and actions

Outings and trips
-all vehicles hired for outings must be insured , roadworthy and fitted with seatbelts
-all drivers should travel with at least one escort; both should have up-to-date CRB checks and should have been subject to appropriate recruitment procedures
-a roll call will be taken at the start of a journey and again before beginning of the return journey. If the group is travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back.
-staff/volunteers accompanying trips will carry the contact numbers for home organisation and emergency services in the event of an alert being necessary
-if a child goes missing while on trip, staff/volunteers should instigate an immediate search . If the child cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified.
-if, having notified security staff/volunteers and the police, the child cannot be found, the parents/carers of the child must be notified immediately
-the care of the remaining children is paramount. It is imperative that they return to the home site As quickly as possible, while a senior staff/volunteers member remains at the visit site to co-ordinate contact between security staff/volunteers and the child's parents/carers.

Use of premises by other organisations
In the event of a room or rooms on the premises being used by other organisations, the letting agreement should ensure that the hiring organisation work to approved child protections procedures and /or that those hiring the room(s) read and agree to abode by these guidelines.

Safe recruitment
All staff/volunteers will be appointed by at least two members of the management committee.

Most staff and all volunteers will work in teams or in open environments where they are not alone with children. Where necessary, staff members (but not volunteers) may work alone with children, providing that they have completed a satisfactory probationary period.

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All staff/volunteers will:
-be given a clear role description, setting out expectations for their work and conduct
-show that they meet the person specification for the post or role
-provide their personal details on the start of appointment and update them annually /as necessary
-supply the names of two referees to be contacted
-be required to produce a recent enhanced CRB (now DSC) check on appointment or to have one made, including a formal declaration of any criminal convictions
-be taken through child protection policy and procedure on induction with follow up annually
-be supervised by a named manager and observed at work by the school's co-ordinator

Responding to allegations of abuse

Allegations against a member of staff/volunteer

The school will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be abusing a child. Where there is a complaint against a member of staff/ volunteer, there may be three types of investigation: criminal. Child protection or disciplinary /misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but this will not necessarily be the case.

Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, this will be dealt with as a misconduct issue.

If the allegation is about poor practice by the school's designated person, or if the matter has been handled inadequately and concerns remain, it should be reported to the chair of the management committee, who will advise how to deal with the allegation and whether or not the school should initiate disciplinary proceedings.

Internal enquiries and suspension

The designated person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, the school will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the school must reach a decision

based upon the available information. This might suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person must remain of paramount importance throughout.

What to do if you suspect that abuse may have occurred.

If a child makes a disclosure of abuse:

-make notes as soon as possible (ideally within an hour of being told)
-write down exactly what the child/young person said, what you said in response and what was happening immediately before you were told
-record dates, times and when you made the record
-keep all handwritten notes secure
-report your discussion to the designated person as soon as possible
-if the named responsible person is implicated, you need to report to the second designated person
-if both are implicated, report to social services
-do not discuss your suspicions or allegations with anyone other than those named above
-the named responsible person must consider carefully whether or not it is safe for a child to return home to a potentially abusive situation and, if necessary, they should take immediate action to contact social services in order to discuss putting safety measures into effect

1. You must report your concerns immediately to the named responsible person in the school.
2. Suspicions will not be discussed with anyone other than staff/volunteers, children/young people or parents/carers involved and ,as requires, statutory child protection agency, local social services, NSPCC and the police.
3. It is the right of any individual to make direct referrals to the child protection agencies.

<u>Allegations of physical injury or neglect</u>

If a child has a symptom of physical injury or neglect, the named responsible person will:

- Contact social services for advice, but they must not inform the parents/carers
- -seek emergency medical attention if necessary
- -inform the child's doctor of any suspicions of abuse
- -in other circumstances, speak with the parent/carer and suggest that medical help is sought for the child
- -if appropriate , encourage the parent/carer to seek help from social services
- -if the parent/carer fails to act, seek advice from Safeguarding Children Board (www.cambridge.gov.uk/lscb)
- -in case of real concern contact social services for advice

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Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the named responsible person will:

-contact the social services duty social worker for children and families directly, but must not Speak to the parent or to anyone else
-seek advice from the Local Safeguarding Children Board
-collect and clarify the precise details of the allegation or suspicion and provide information to social services, but should not attempt to carry out any investigation
-the allegations or suspicions should be reported to the named responsible person, their absence should not delay referral to social services

Responding to a child making an allegation of abuse

-It is important not to make promises you may not be able to keep
-find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
-stay calm and listen carefully
-allow the child to continue at their own pace
-ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
-reassure the child that they have done the right thing in telling you
-tell them what you will do next and with whom the information will be shared
-as soon as possible record in writing what was said
-make a note of date, time any names mentioned and to whom the information was given

Helpful statements to make

- I believe you
- Thank you for telling me
- It is not your fault
- I will help you

Do not say:
-why didn't you tell anyone before?
-I can't believe it!
-Are you sure that this is true?
-Why?Who? When? Where??

Never make promises you can't keep.

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Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children, parents/carers and members of staff/volunteers may need. The Directory of the British Association for Counselling is available (tel 01788 550 899). Local Polish Counsellors may also be contact via Polonia House.

Policy agreed on behalf of the management committee:
Anna-Maria Norman

Date: September 2023, Last reviewed: September 2026

Appendix 1
Definitions of abuse
(based on "Working together to safeguard children" (Dept of Health, Home Office, Dept for Education and Employment 1999)

Physical abuse
-may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child / young person
-may also be caused when a parent/carer feigns the symptoms of or deliberately causes ill health to a child/young person
-may be the result of deliberate act or omission /failure to act to protect

Emotional abuse
-is the persistent emotional ill treatment such as to cause severe and persistent adverse effect on emotional development
-may feature expectations imposed being inappropriate for the age and development , making A child feel worthless, unloved, inadequate

Sexual abuse
-involves forcing or enticing a child/young person to take part in sexual activities, whether or on the child/young person is aware of, or consents to, what is happening
-may also include non-contact activities such as watching pornographic material

Neglect
-is the persistent failure to meet a child's /young person' basic physical and/or psychological needs, as well as basic emotional needs

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-it is accepted that in all forms of abuse there are elements of emotional abuse

These four definitions do not minimise other forms of maltreatment

Note
Same procedures should be followed if a child/young person's well-being is adversely affected by social exclusion, domestic violence, mental illness of a parent/carer/alcohol or drug misuse.

Recognising and responding to abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse may include:

-any injuries not consistent with the explanation given for them
-injuries in places not normally exposed to falls or games
-unexplained bruising , marks or injuries
-bruises which reflect hand marks or fingertips
-cigarette burns
-bite marks
-broken bones
-scalds
-injuries which have not received medical attention
-neglect, undernourishment, failure to grow, constant hunger, stealing food , untreated illnesses, inadequate care
-repeated urinary infections or stomach pains

Changes in behaviour can also indicate physical abuse and may include:
-fear of parents/carers being approached
-aggressive behaviour
-flinching when approached
-reluctance to get changed
-depression
-withdrawn behaviour
-running away from home

Emotional signs of abuse
May include:

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-failure to thrive or grow
-sudden speech disorders
-persistent tiredness
-development delay in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:
-obsessions of phobias
-sudden underachievement or lack of concentration
-inappropriate relationships with others
-being unable to play
-attention-seeking behaviour
-fear of making mistakes
-self-harm
-fear of parent/carer being approached regarding their behaviour

Sexual abuse
Physical signs may include:
-pain or itching in the genital /anal area
-bruising or bleeding near genital/anal area
-sexually transmitted disease
-vaginal discharge or infection
-stomach pains
-discomfort when walking or sitting
-pregnancy

Changes in behaviour which may indicate sexual abuse include:
-sudden or unexplained change in behaviour
-fear of being left with a specific person or group of people
-having nightmares
-running away from home
-sexual knowledge beyond age or developmental level
-sexual drawings or language
-bed-wetting
-eating problems such as overeating or anorexia
-self-harm or mutilations, sometimes leading to suicide attempts
-saying that have secrets they cannot tell anyone about
-substance or drug abuse
-having suddenly unexpected sources of money
-not being allowed to have friends
-acting in a sexually explicit way with adults

Neglect

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Physical signs of neglect may include:
-constant hunger
-being dirty or smelly
-loss of weight
-inappropriate dress for conditions

Changes in behaviour which can also indicate neglect include:
-complaining of being tired all the time
-not requesting medical assistance
-having few friends
-mentioning being left alone or unsupervised

Appendix 2
Good practice guidelines

-always work in open environment
-treat all children with respect and dignity
-always put the welfare of each child/young person first
-maintain a safe and appropriate distance with children/young people
-build balanced relationship based on mutual trust
-involve parents/carers wherever possible (e.g. trips)
-ensure that mixed groups are accompanied by both male and female supervisor
-be an excellent role model (including not smoking or drinking alcohol in the company of children)
- Recognise development needs
-secure written consent from the parents for staff to act in loco parentis and /or for transporting children/young people in a private car
-keep written record of any injury along with details of treatment

Practices to be avoided

The following should be avoided except in emergencies

-avoid spending excessive amount of time alone with children/ young people away from others
-avoid being in situation where you are alone with a child

Practices never to be sanctioned
You should never:
-engage in rough, physical or sexually suggestive games
-use corporal punishment
-share a room with a child/young person

-allow or engage in any form of inappropriate touching
-allow the use of inappropriate language
-make sexually suggestive comments
-reduce a child/young person to tears
-allow allegations made to go unchallenged/unrecorded or not acted upon
-do things of a person nature for children/young people or disabled adults that they are able to do for themselves
-invite or allow children/young people to stay with you at your home unsupervised

Appendix 3

Reporting allegations or suspicions of abuse

If you have any concerns about a child/young person being abused, you should inform the designated person named below.

Organisation: Polish Saturday School, Cambridge

Name: Anna-Maria Norman
Role: School Director
Address: 231 Chesterton Road, Cambridge CB4 1AS

Important contacts outside the organisation:

Local Safeguarding Children Board: www.cambridge.gov.uk/lscb

Social Services 01223 718 211

Emergency number : 999

Cambridgeshire Constabulary: 101

NSPCC Child Protection Helpline : 0808 800 5000

Childline: 0800 1111

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Reporting suspected abuse

Confidential recording sheet

Organisation:

Name of person recording:

Name of child/young person:

Age and date of birth:

Ethnicity:

Religion:

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First language:

Disability:

Parent's /care's name:

Home address:

Post code:

Are you reporting your own concerns or someone else/s? Please give details

Give a brief description of what has prompted the concerns (including details of specific incidents)

Any physical signs? Behaviour signs? Indirect signs?

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Have you spoken to the child/young person? If so, what was said?

Have you spoken to the parent(s)/carer(s)? if so, what was said?

Has a specific person been alleged to be the abuser? Please give details.

Have you consulted anyone? Please give details.

Name of person reported to:

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Date of reporting:

Signature of the person reporting:

Date:

Action taken:

Notes:

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