

Hafez School

Child Protection Policy & Procedure

"THE WELFARE OF THE CHILD IS PARAMOUNT"

This policy has been adopted by Hafez School through the school directors to remain responsible for its review on an annual basis.

Date adopted: November 2026

Date for review: November 2027

Signed: Dr Hamid Reza Fotuhi



(School Director)

The following designated person has been nominated by this organisation to refer allegations or suspicions of neglect or abuse to the statutory authorities.

The designated person is: Mrs Nazanin Abolkheriyan

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

The second designated person is: Mrs Bahareh Izadi

Hafez School

Child protection policy

At Hafez School the safety and welfare of our children/young people is of the utmost importance. All adults working at Hafez School must protect children from harm and abuse and be aware that any child may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our children under the Children Act 1989 through identifying any child welfare concerns and acting to address them in partnership with families and other agencies where appropriate.

In addition to our child protection policy, we have policies to cover the roles of staff, children/young people and parents in respect of health and safety, anti-bullying, behaviour management, racism and discrimination.

Our policy applies to all staff, trustees, management committees and volunteers working within Hafez Persian School.

Definition

Safeguarding and promoting the welfare of (members) relates to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk** of physical injury, neglect, emotional abuse or sexual abuse.

Objective

To contribute to the personal safety of all children/young people attending our service/activities by promoting child protection awareness, good practice and sound procedures.

Policy statement

We at Hafez School believe that children/young people have the right to be treated equally in a safe and friendly environment.

This policy is based on the following principles:

- the welfare of the child/young person is paramount
- all children/young people, whatever 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 this organisation have a responsibility to report concerns to the designated person/s with responsibility for child protection at the organisation and/or to the Chair of the Management Committee.

We aim to safeguard children/young people by:

- adopting child protection guidelines through procedures and a code of conduct for staff/volunteers
- 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 designated person

Every organisation should have a designated child protection person, who must undergo child protection training (at least every 2 years). It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors and children/young people and their families.

The name of the designated person and information about their duties should be displayed in the premises where the organisations activities are taking place, so that everyone (including parents/carers) is aware of 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:

- ensure that this policy is implemented throughout the organisation and all staff/volunteers are familiar with this policy and procedure.
- 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 at a formal and informal level on child protection matters, also with the police
- reporting allegations and suspicion 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 organisation is sound in terms of child protection about personnel, practices and premises
- checking all incident reports made by staff/volunteers, countersigning them and making such reference to the appropriate authority as is appropriate.

The role of individual staff

Everyone in the organisation / group must be alert to the possibility that any child/young people, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures. Concern about a child/young person must be discussed with the designated person immediately so that if necessary, a referral can be made without delay. **In urgent situations, referral must not be delayed.**

Members of staff should **not** investigate child protection concerns. This is done by Children's Social Services (in Sutton, the Children and Family Service) or the Police. However, if a child/young person say something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

Confidentiality of Records

Our children / young people and their parents have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate (*child/young person*) should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a (*child/young person*). Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the organisation.

Members of staff should also remember not to promise to children/young person to keep "secrets" (*see procedure below*).

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/young person attending any activities
- A register must be kept of all children/young people attending the organisations activities, including information about arrival and departure times.
- A daily diary or signing-in book must be kept for all adults on the premises (staff members, volunteers, parents and visitors).
- Staff will record any unusual events on the accident/incident form or in the daily diary, unless this includes anything confidential.
- Where possible, staff/volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary.
- The organisation recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person is alone together.
- All staff/volunteers should treat all children/young people 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. Drivers and escorts should have up-to-date CRB checks and should have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of a journey and again before beginning the return journey; if the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back.
- Staff/volunteers accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary.
- If a child/young person goes missing while on a trip, staff/volunteers should instigate an immediate search. If the child/young person 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/young person cannot be found, the parents/carers of the child/young person must be notified immediately.
- The care of the remaining children/young people 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/young person'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 works to approved child protection procedures and/or that those hiring the room(s) read, agree and sign to abide by these guidelines.

Safe recruitment, selection, training and supervision of staff and volunteers

In our recruitment and selection of staff and volunteers we will at all times ensure that our interview panellists are appropriately trained, that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Criminal Record Bureau (CRB) disclosure and (in future) Independent Safeguards Authority (ISA) Registration checks are conducted.

We keep a central record of all staff with the date and outcome of their CRB check so that at all times children/young people and parents can be assured this has been done.

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/young people, providing that they have completed a satisfactory probationary period.

All staff/volunteers will:

- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet the person specification for the post or role
- supply the names of two referees, who will be contacted personally
- be required to complete an enhanced Criminal Records Bureau check on appointment, and every three years thereafter, giving photographic and other evidence of identity and including a formal declaration of any criminal convictions
- be taken through child protection policy and procedure on induction, followed by annual training to remind them of procedures and important concepts
- be supervised by a named manager

Responding to allegations of abuse

Allegations against a member of staff/volunteer

The organisation will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person. Where there is a complaint against a member of staff/volunteer, there may be three types of investigation: criminal investigation, child protection investigation 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 organisations 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 organisation 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 organisation 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 organisation 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.

Whistleblowing

(London Child Protection Procedures 4th Edition)

The Public Interest Disclosure Act 1998 places a legal responsibility on employers to provide protection for employees who raise concerns about specific activities in the workplace.

It is essential to the safety of children that we have in place a whistle-blowing policy which provides a method for staff, volunteers or service users to make known any concerns that they may have about the behaviour of any other person within the agency/group.

If a member of staff or volunteer has concerns with regard to practice in the employers work place they should raise their concerns with their manager, or any other manager designated within the organisation. If they feel unable to raise their concerns, for example if the line manager is implicated in the concern, or has failed to act on the concerns raised previously, then the member of staff or volunteer has the right to protection if they take their concerns outside the organisation.

If a member of staff or volunteer is concerned that someone is being abused or that poor standards of care are creating conditions in which there is a risk of abuse to adults at risk using the service then they have a duty to report their concerns about this directly to Children Social Services in their area or the Police in an emergency.

A "whistleblower" who wishes to remain anonymous will have their wishes recorded and respected. However, while respecting their right to confidentiality, they must be informed that they cannot be given an absolute undertaking that they will not be identified at a later date especially if legal action is indicated.

In the case of a serious crime being reported the whistle blower will be informed that the matter will need to be reported to the police. If the whistleblower chooses to go through an intermediary that person has a duty to inform their local Children Social Services, or to the police if they think that a criminal offence has been committed.

The member of staff or volunteer can also follow the Whistleblowing Procedures in their own organisation.

What to do if you suspect that abuse may have occurred

1 You must report your concerns immediately to the designated person at your organisation/group.

Step-by-step guidance for staff/volunteers on dealing with their earliest concerns is provided on the card '**What to do if you are worried that a child is being abused**'. This guidance is produced by the Department of Health and endorsed by the local authority. Copies of the card must be available to every member of staff and volunteer.

A copy is included at the end of this policy.

The designated person will:

- obtain information from staff/volunteers, children/young people or parents/carers who have child protection concerns and record this information
- assess the information quickly and carefully and ask for further information, as appropriate

- consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries
- ensure that the parents/carers of the child/young person are contacted as soon as possible, **following advice from the social services department**
- make a referral to a statutory child protection agency or to the police without delay.

If the organisations designated person is the subject of the suspicion/allegation, the report must be made to the chair of the management committee, who will refer the allegation to social services.

2 Suspicions will not be discussed with anyone other than those named above.

3 It is the right of any individual to make direct referrals to the child protection agencies. If, for any reason, you believe that the designated people have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

4 If a child makes a disclosure of abuse:

- make notes as soon as possible (ideally within one hour of being told)
- write down exactly what the child/young person has said, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place)
- record dates, times and when you made the record
- keep all your handwritten notes secure
- report your discussion to the designated person as soon as possible
- if the designated 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 nominated above
- the designated person must consider carefully whether or not it is safe for a child/young person 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.

Allegations of physical injury or neglect

If a child/young person has a symptom of physical injury or neglect, the designated person will:

- contact social services for advice in cases of deliberate injury or concerns about the safety of the child/young person, but they must not inform the parents/carers
- seek emergency medical attention if necessary
- inform the child's/young person's doctor of any suspicions of abuse
- in other circumstances, speak with the parent/carer and suggest that medical help/attention is sought for the child/young person
- if appropriate, encourage the parent/carer to seek help from social services
- if the parent/carer fails to act, seek advice from the Local Safeguarding Children Board (LSCB) www.suttonlscb.org.uk/ **London Borough of Sutton**
- in the case of real concern, contact **London Borough of Sutton** social services for advice:

Children's Social Care

**The Lodge, Honeywood Walk
Carshalton, Surrey
SM5 3NX**

Tel: 020 8770 6001 between 9am and 5 pm, Monday to Friday

**London Borough of Sutton (out of office hours) Children & Families Emergency
Duty Social Work Team: 020 8770 5000**

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the designated 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 this information to social services, but should not attempt to carry out any investigation into the allegation or suspicion of sexual abuse
- while allegations or suspicions of sexual abuse should normally be reported to the designated 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** that you may not be able to keep. Do **not** say that you will keep confidential what a child/young person is about to tell you, as you may need to take advice from someone who can help.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Remain calm-if you are shocked, upset or angry the child/young person will sense this and this could stop them from saying more.
- Listen carefully to what the child/young person is saying.
- Allow the child/young person to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer. Do **not** interrogate.
- Reassure the child/young person that they have done the right thing in telling you and they have done nothing wrong.
- 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, using the child's/young person's own words.
- Make a note of the date, time, any names mentioned and to whom the information was given, and ensure that the record is signed and dated.

Helpful statements to make:

- 'I believe you (showing acceptance of what the child/young person says).'
- 'Thank you for telling me.'
- 'It's 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.

Remember

- If in doubt, consult
- Do not ignore concerns, even if these are vague
- Your first responsibility is to the child/young person

Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children/young people, parents/carers and members of staff/volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The Directory of the British Association for Counselling is available from the British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, tel: 01788 550 899, fax: 01788 562189.

Appendix 1

Definitions of abuse

These definitions are based on those from *Working together to safeguard children* (Department of Health, Home Office, Department for Education and Employment, 1999).

Physical abuse

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child/young person.
- Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes, ill health to a child/young person whom they are looking after. This situation is commonly described as factitious, fabricated or induced illness in children/young people or ‘Munchausen syndrome by proxy’.
- A person might do this because they enjoy or need the attention they get through having a sick child/young person.
- Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional abuse

- Emotional abuse is the persistent emotional ill treatment of a child/young person, such as to cause severe and persistent adverse effects on the child’s/young person’s emotional development. It may involve making a child/young person feel or believe that they are worthless, unloved, and inadequate or valued only insofar as they meet the needs of the other person.
- It may feature expectations being imposed on a child/young person that are inappropriate for their age or stage of development. It may also involve causing a child/young person to feel frequently frightened or in danger, or the exploitation or corruption of a child/young person.
- Some level of emotional abuse is involved in all types of ill treatment of a child/young person, though it may occur alone.

Sexual abuse

- Sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.
- Sexual abuse may also include non-contact activities, such as involving children/young people in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways.
- Boys and girls can be sexually abused by both males and females, whether adults or other children/young people.

Neglect

- Neglect is the persistent failure to meet a child’s/young person’s basic physical and/or psychological needs, which is likely to result in the serious impairment of the child’s/young person’s health or development. It may involve a parent or a carer failing to provide adequate food, shelter or clothing, leaving a child/young person at home alone or failing to ensure that a child/young person gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s/young person’s basic emotional needs.
- It is accepted that, in all forms of abuse, there are elements of emotional abuse and that some children/young people are subjected to more than one form of abuse at any time.

These four definitions do not minimise other forms of maltreatment.

Note

Recent guidance identifies other sources of stress for children/young people and families, such as social exclusion, domestic violence, the mental illness of a parent/carer or drug and alcohol misuse. These may have a negative impact on a child/young person's health and development and may be noticed by an organisation caring for a child/young person. If it is felt that a child/young person's well-being is adversely affected by any of these situations, the same procedures should be followed.

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

Physical signs of abuse may include:

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

Changes in behaviour which can also indicate physical abuse may include:

- fear of parents/carers being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed in front of others – for example, wearing long sleeves in hot weather
- depression
- withdrawn behaviour
- running away from home.

Emotional signs of abuse

Emotional signs of emotional abuse may include:

- a failure to thrive or grow, particularly if a child/young person puts on weight in other circumstances – for example, in hospital or away from their parents/carers
- sudden speech disorders
- persistent tiredness
- development delay, in terms of either physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- obsessions or phobias
- sudden underachievement or lack of concentration
- inappropriate relationships with other children and/or adults
- being unable to play
- attention-seeking behaviour
- fear of making mistakes
- self-harm
- fear of the parent/carer being approached regarding their behaviour.

Sexual abuse

Physical signs of sexual abuse may include:

- pain or itching in the genital/anal area
- bruising or bleeding near genital/anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour, such as becoming withdrawn or aggressive
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond the child's/young person's age or developmental level
- sexual drawings or language
- bed-wetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- a child/young person saying they have secrets that they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not being allowed to have friends (particularly during adolescence)
- acting in a sexually explicit way with adults.

Neglect

Physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children/young people
- being constantly dirty or smelly
- loss of weight or being constantly underweight
- inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

Online safety

Online safety is an integral part of safeguarding and requires a whole school approach. This policy is written in line with 'Keeping Children Safe in Education' 2022 (KCSIE).

This section is added to our child protection policy to fulfil the statutory Safeguarding Policy. Any issues and concerns with online safety **will** follow our safeguarding and child protection procedures.

Online-safety risks are:

Content: Inappropriate, harmful or illegal content ie; pornography, racism

Contact: Online interaction with other users; ie peer to peer pressure

Conduct: Any action or behaviour that increases harm or bullying

Commerce: Inappropriate advertising or financial scams. Any concerns related to commerce will be reported to the Anti-Phishing Working Group (<https://apwg.org/>)

Many of these new risks are mentioned in KCSIE 2022.

This policy will be communicated with parents and will be posted on the school website.

Sutton LA contact details: Sutton's CFCS (Children's First Contact) service can be contacted on: 0208 770 6001 or out of hours on: 0208 770 5000.

Surrey LA contact details: Surrey's CSPA (Children's Single Point of Access) service can be contacted on: 0300 470 9100 or out of hours on: 01483 517898.

Appendix 2

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- always working in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets)
- treating all children/young people equally, and with respect and dignity
- always putting the welfare of each child/young person first
- maintaining a safe and appropriate distance with children/young people (for example, it is not appropriate for staff/volunteers to have an intimate relationship with a child/young person or to share a room with them)
- building balanced relationships based on mutual trust, empowering children/young people to share in the decision-making process
- making the organisations activities and other off-site activities, fun, enjoyable and safe
- keeping up to date with technical skills, qualifications and insurance
- involving parents/carers wherever possible – for example, by encouraging them to take responsibility for their children/young people in changing rooms
- ensuring that parents/carers, staff/volunteers, coaches or officials work in pairs, if groups have to be supervised in changing rooms
- ensuring that, when mixed groups are taken away, they are always accompanied by a male and a female member of staff/volunteer (but remember that same-gender abuse can also occur)
- ensuring that at residential events, adults do not enter children's/young people's rooms or invite children/young people into their rooms
- being an excellent role model, including not smoking or drinking alcohol in the company of children/young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of children/young people and not pushing them against their will
- securing written consent from parents/carers for staff to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written consent from parents/carers, if it is necessary for staff/volunteers to transport children/young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of the person in charge in or of the child/young person's parents – for example, if a child/young person sustains an injury and needs to go to hospital, or if a parent/carer fails to arrive to pick up a child/young person at the end of a session.

- Avoid spending excessive amounts of time alone with children/young people away from others.
- Avoid being in a situation where you are alone with a child, e.g. taking a child/young person to an event, or dropping them off in your car.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child/young person
- allow or engage in any form of inappropriate touching
- allow children/young people to use inappropriate language unchallenged
- make sexually suggestive comments to a child/young person, even in fun
- reduce a child/young person to tears as a form of control
- allow allegations made by a child/young person to go unchallenged, unrecorded or not acted upon
- do things of a personal 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.

Please note

It may sometimes be necessary for staff/volunteers to do things of a personal nature for children/young people, particularly if they are young or disabled. These tasks should be carried out only with the full understanding and consent of parents/carers and of the child/young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices, where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing or where there is physical contact – for example, lifting or assisting a child/young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

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: Hafez Persian School

Name: Nazanin Abolkheriyan

Job/role: Head of the School

Address at Work: Manor Park Primary School, Greyhound Road, Sutton, Surrey

Postcode: SM1 4DW

Emergency Number: 07878362878

Important contacts outside the organisation

Sutton LA contact details:

Local Safeguarding Children Board:

Children's Social Care

The Lodge, Honey Wood Walk

Carshalton, Surrey

SM5 3NX

Children's First Contact Service (CFCS)

Sutton Civic Offices

St Nicholas Way

Sutton

SM1 1EA

Tel: 020 8770 6001 / 6072

Email: childrensfirstcontactservice@sutton.gov.uk

Sutton's CFCS (Children's First Contact) service can be contacted on: 0208 770 6001 or out of hours on: 0208 770 5000.

Surrey LA contact details: Surrey's CSPA (Children's Single Point of Access) service can be contacted on: 0300 470 9100 or out of hours on: 01483 517898

NSPCC Child Protection Help Line: 0808 800 5000

Child Line: 0800 11118. Sutton contacts for safeguarding

Key Safeguarding documents

KCSIE 2022 - (Keeping children safe in education 2022)- Statutory guidance for schools and colleges ,1 September 2022

Working Together to Safeguard Children – July 2018

Keeping Children Safe in Education – DfE September 2018

What to do if you think a child is being abused – DfE March 2015

Advice for Schools on the Prevent Duty – DfE 2015

Section 26 of the Counter – Terrorism and Security Act 2015

Section 5B of the Female Genital Mutilation Act 2003 – section 74 of the Serious Crime Act

Reporting suspected abuse

Confidential recording sheet

Organisation: Hafez Persian Language School

Name of person reporting:

.....

Name of child/young person:

.....

Age and date of birth:

.....

Ethnicity:

.....

Religion: First language:

Disability:

Parent's/carer's name(s):

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Home address:

.....

Postcode: Tel:

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

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Give a brief description of what has prompted the concerns – include date, time and an outline of specific incidents.

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Any physical signs? Behaviour signs? Indirect signs?

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

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

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.....

Has a specific person been alleged to be the abuser? If so, please give details.

Have you consulted anyone else? Please give details.

Name of person reported to:

Date of reporting:

Signature of person reporting:

Today's date:

Action taken:

Notes

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Policy agreed on behalf of the management committee

Signed:

Date:

Date implemented: March 2025

Date reviewed: March 2027