



## **CHILD PROTECTION POLICY**

### **1. Introduction**

1.1 The governing body and staff of our school fully recognises its responsibilities for child protection and safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

1.2 There are five main elements to our policy:

- i. Local Safeguarding Children's Board (LSCB) Procedures for identifying and reporting cases or suspected cases of abuse.
- ii. Raising awareness of child protection issues and prevention through the teaching and pastoral support offered to students.
- iii. Support for students who may have been subject to abuse and neglect.
- iv. Safe recruitment practices.
- v. Establishing a safe environment, including managing allegations.

### **2. Procedures**

2.1 At all times we will follow the procedures outlined in the North Lincolnshire Local Safeguarding Children's Board Procedures and Guidance ([www.northlincs.gov.uk/socialcare/childprotection](http://www.northlincs.gov.uk/socialcare/childprotection)) and will take account of any guidance issued by the Department of Children, Schools and families (DCSF)

2.2 The school will ensure that:

- ◆ There is a designated senior member of staff for child protection who has undertaken the LSCB foundation training course and who will receive updated training every two years. The designated senior member of staff is Mrs G Taylor (Child Protection Coordinator)
- ◆ There is a member of staff who will act in the designated teacher's absence. This is Mr J Sellars (Headteacher).

- ◆ Every member of staff, volunteer and governor is aware of the name of the designated teacher responsible for child protection.
- ◆ All staff and volunteers understand their responsibilities in being alert to the signs of abuse and for referring any concerns to the designated teacher responsible for child protection.
- ◆ All parents have an understanding of the responsibilities placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- ◆ All staff working with children are provided with updated child protection training/awareness every three years with regular updates in the interim from the Child Protection (CP) designated teacher. See 'Disclosure Procedure' attached, used in 'on the job' training to ensure awareness and understanding of our expectations of teaching and non-teaching staff when handling disclosures from students. This is carried out with all individuals who work on the school site whether or not they are employed by the school including canteen staff and cleaning staff.
- ◆ Allegations against members of staff are promptly dealt with in accordance with the LSCB procedures.

2.3 The school will review procedures in the light of updated guidance from the LSCB or the DCSF.

2.4 All new members of staff will be inducted on child protection procedures as part of their introduction to school.

### 3. **Awareness and Prevention**

3.1 The designated teacher for child protection is responsible for:

- ◆ Adhering to LSCB, DCSF and school procedures with regard to referring a child if there are concerns about possible abuse and neglect.
- ◆ Keeping records of concerns about a child even if there is no need to make an immediate referral.
- ◆ Ensuring records are kept secure and are kept confidential.

- ◆ Ensuring that any child currently with a child protection plan who is absent without explanation for two days is referred to the Key Worker (the allocated, qualified social worker) assigned to the child.

3.2 The head teacher is responsible for:

- ◆ Implementing the policies and procedures adopted by the governing body and ensuring they are followed by all staff.
- ◆ Ensuring that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions, case conferences, core group meetings, and in contributing to the assessment of the child's needs.
- ◆ Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

3.3 The governing body is collectively responsible for those duties outlined in the 'GB collective responsibilities for Child Protection' section

3.4 We recognise that the school plays a significant part in the prevention of harm to our students by providing students with good opportunities for communication with trusted adults, supportive friends and an ethos of protection and promoting the welfare of every student.

3.5 The school community will:

- i. Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- ii. Ensure that all children know and can name an adult in the school whom they can approach if they are worried or in difficulty
- iii. Provide opportunities in Personal Social and Health Education (PSHE) and any other relevant curriculum areas, for children to develop the skills they need to recognise and stay safe from abuse and neglect. This includes developing awareness of E safety.

#### **4. Support for students who may have suffered abuse and neglect**

4.1 We recognise that children who may have been subject to abuse or neglect or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. When at school their behaviour may be challenging and defiant or they may be withdrawn.

4.2 The school will support all students through:

- ◆ The content of the curriculum which will encourage the development of self-esteem and self-motivation.
- ◆ The school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.

The school attendance and behaviour and anti-bullying policy also support vulnerable students in the school. The school will ensure that students know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse and neglect which has occurred

- ◆ Liaising and working together with all other support services and those agencies involved in safeguarding children.
- ◆ Making a referral to the Children and Young People's Services Duty Team whenever abuse and neglect is known or suspected
- ◆ Ensuring that when a student on a child protection plan leaves the school, their information is transferred to the new school immediately and that the child's named social worker is informed.

## 5. **Safe Recruitment**

5.1 Before staff are appointed, checks will be taken on identity, validity of qualifications, references, previous and employment history. Criminal Records Bureau checks are processed by Human Resources (HR) and from October 2009 all checks will be done through the Independent Safeguarding Authority (ISA). All records obtained during the selection process are copied to H.R. Service.

5.2 Employees will not start in posts until all checks are shown to be satisfactory. The school copies to the HR team all documents relating to the recruitment of staff. H.R. is responsible for holding detailed files on each employee.

## 6. **Establishing a Safe Environment**

- 6.1 The school will ensure that all reasonable steps are taken to provide and maintain an environment where children feel safe and secure.

In addition to the five main elements above, our policy includes the following features:

## **7. Confidentiality**

- 7.1 We recognise that all matters relating to child protection are confidential.
- 7.2 The head teacher or designated teacher will disclose any information about a student to other members of staff on a need to know basis only.
- 7.3 All staff must be aware that they have a duty to co operate and a professional responsibility to share information with other agencies when it is necessary to safeguard and promote the welfare of a child
- 7.4 All staff must be aware that they must keep the welfare of the child at the centre of all they do, this would include that they cannot promise a child to keep secrets

## **8. Supporting Staff**

- 8.1 We recognise that staff working in the school who have become involved with a child who has suffered abuse or neglect may find the situation stressful and upsetting
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

## **9. Physical Intervention**

- 9.1 We acknowledge that staff must only ever use physical intervention as a last resort and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 We understand that physical intervention of a nature, which causes injury or distress to a child, may be considered under the managing allegations procedures contained within the LSCB guidance and procedures.

## **10. Bullying**

- 10.1 Our policy on anti bullying is set out in a separate document and acknowledges that to allow or condone bullying may leave adults

open to investigations under the LSCB procedures and guidance.

## 11. **Diversity**

- 11.1 Our policy on diversity is set out in a separate document and acknowledges that repeated incidents or a single serious incident may leave adults open to investigations under the LSCB procedures and guidance

This policy was adopted November 2010

## **GB collective responsibilities for Child Protection**

- ◆ The school has a child protection policy and procedures in place that are in accordance with LSCB guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- ◆ The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Records Bureau and List 99 checks (from October 2009 these will be carried out by the ISA). All records obtained during the selection process are copied to H.R. Service. Safe recruitment practice means scrutinising applicants, verifying identity and any academic or vocational qualifications, obtaining professional and character references, checking previous employment history and that a candidate has the health and physical capacity for the job, at a face to face interview. Prior to appointment a check of List 99 and Criminal Records Bureau and medical will have been undertaken.
- ◆ The school has procedures for dealing with allegations of abuse and neglect against members of staff and volunteers that comply with guidance from the LSCB and locally agreed inter-agency procedures.
- ◆ The school has a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection issues (Mrs G Taylor), providing advice and support to other staff, liaising with the LA and working with other agencies. The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post including committing resources to child protection matters, and where appropriate directing other staff.
- ◆ In addition to basic child protection awareness training, the designated person will undertake training in inter-agency working that is provided by, or to standards agreed by, the LSCB and refresher training at 2 yearly intervals to keep his/her knowledge and skills up to date.
- ◆ The head teacher and all other staff who work with children will undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at 3 yearly intervals and regular updates in the interim period. Temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities
- ◆ The governing body remedies any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention without delay.
- ◆ A member of the governing body (the chair, Mrs L Murray) is nominated to be responsible for liaising with the Designated Senior Officer and /or the

Local Authority Designated Officer (LADO) and/or partner agencies, as appropriate in the event of allegations of abuse being made against the head teacher. Child protection is a collective responsibility for the governing body. The key role of a nominated governor is limited to acting for the school if an allegation is made against the head teacher

- ◆ The governing body will review its policies and procedures annually (minuted) and provides information to the LA about them and about how the above duties have been discharged.