

**The Furze-Warren
Hard Federation
2017-2018**

**CHILD PROTECTION
POLICY**



**Warren Junior
School**



**Furze Infants
School**

The Furze-Warren Hard Federation

Child Protection Policy

The Governors of the Furze – Warren Hard Federation and the staff of Warren Junior School and Furze Infants School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, has a full and active part to play in protecting our children from harm. The school environment may be the only stable, secure and predictable element in the lives of children at risk so we endeavour to support all pupils by giving them support and encouraging a feeling of self-worth.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical, moral and emotional development of the individual child.

The aims of this policy are:

1. To support the child's development in ways that will foster security, confidence and independence.
2. To raise the awareness of both teaching and non-teaching staff of the need to safeguard the children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need.
3. To provide a systematic means of monitoring children known or thought to be at risk of harm.
4. To emphasise the need for good levels of communication between all members of staff.
5. To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
6. To develop and promote effective working relationships with other agencies, especially Social Services and the Police.
7. To ensure that all adults within our school who have access to children have been checked as to their suitability.
8. To support pupils who have been abused and work with any other agencies connected with the pupils.
9. To raise awareness and equip the children with the skills needed to keep themselves safe.

Procedures

The schools procedures for safeguarding children embrace the London Child Protection Procedures (endorsed by the Area Child Protection Committee (ACPC))

We will ensure that:

1. We have a designated senior member of staff who undertakes regular inter-agency training and refresher training every 2 years.

Warren Junior School: Mr J Bell Child Protection Coordinator

Furze Infants School: Mrs J Barrett Child Protection Coordinator

2. We have a member of staff who will act in the absence of designated senior member of staff.
3. We have a designated Governor who (Designated Child Protection Governor – (Mrs E Murkin) undertakes appropriate training.
4. All members of staff develop their understanding of the signs and indicators of abuse and have training at least annually. All members of staff know how to respond to a child/young person who discloses abuse.
5. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures and the policy is made available to them.
6. Our policy and procedures will be reviewed annually and up-dated.
7. All new members of staff will be given a copy of our child protection procedures as part of their induction programme.

The safety and security of our pupils is our highest priority. We want to create an environment in which pupils feel safe, secure, valued, listened to and are taken seriously at all times.

This policy is designed to help achieve the highest standards possible to ensure the safety and security of pupils at our school.

Priorities: When to be concerned.

Staff should be concerned if a pupil:

- a) Has any injury which is not typical of the bumps and scrapes normally associated with children's activities;
- b) Regularly has unexplained injuries;

- c) Frequently has an injury, even when apparently reasonable explanations are given;
- d) Offers confused or conflicting explanations about how injuries were sustained;
- e) Exhibits significant changes in behaviour, performance or attitude;
- f) Indulges in sexual behaviour, which is unusually explicit and/or inappropriate to his or her age;
- g) Discloses an experience in which he or she may have been significantly harmed.

Responsibilities

The designated senior member of staff (CPC) is responsible for:

- a) Adhering to the London Child Protection Procedures and school procedures with regard to referring a child/young person if there are concerns about possible abuse or child in need.
- b) Keeping written records of concerns about a child/young person even if there is no need to make an immediate referral.
- c) Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- d) Ensuring that an indication of further record-keeping is marked on the pupil records.
- d) Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to Social Services.

Supporting Children

We recognise that a child/young person who is abused or witnesses domestic violence/abuse may find it difficult to develop and maintain a sense of self-worth.

We recognise that a child/young person in these circumstances may feel helpless and humiliated.

We recognise that a child/young person may feel self-blame.

We recognise that the school may provide the only stability in the lives of children/young people who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child/young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Both schools will support all children/young people by:

Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.

Promoting a caring, safe and positive environment within the school.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

Notifying Social Services as soon as there is a significant concern.

Providing continuing support to a child/young person about whom there have been concerns who leaves the school by ensuring that their child protection record is forwarded, under confidential cover, to the child/young person's new school as soon as possible. (copy retained).

Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The Head of School in consultation with the designated senior member of staff (CPC) will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children/young people.

All staff must be aware that they cannot promise a child/young person to keep secrets.

Supporting Staff

We recognise staff working in the school that become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the designated senior member of staff (CPC) and to seek further support as appropriate.

Allegations against Staff

We understand that a child may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head of School.

The Head of School on all such occasions will discuss the content of the allegation with the, Executive Headteacher and the LA lead Officer for Child Protection (Lorraine Giles 2154).

If the allegation made to a member of staff concerns the Head of School or Executive Headteacher the member of staff receiving the information will immediately inform the Chair of Governors who will consult with the LAs Lead Officer for Child Protection.

The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

Whistle-blowing

We recognise that children/young people cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Physical Intervention

Staff at both schools follow the LA policy on physical intervention/positive handling by staff. The school acknowledges 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.

We understand that physical intervention of a nature which causes injury or distress to a child/young person may be considered under child protection or disciplinary procedures.

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Preventing extremism and radicalisation

The hard federation has a prevent policy and teaching staff, as well as CP leads in both schools and the link governor, have received appropriate training.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our children/young people by providing children/young people with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

Establish and maintain an ethos where children/young people feel secure and are encouraged to talk and are always listened to.

Ensure that all children/young people know there is an adult in the school whom they can approach if they are worried or in difficulty.

Include in the curriculum opportunities for PSHE which equip children/young people with the skills they need to stay safe from harm and to know to whom they should turn for help.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children/young people both within the school environment and when away from the school when undertaking school trips and visits.

Appointment of Staff

Our safe recruitment policy, set out in a separate document, acknowledges our responsibility for protecting children from unsuitable people through safe recruitment practices.

The Furze-Warren Hard Federation Child Protection Procedures Child Protection Procedures

The DCSF document “Safeguarding Children in Education” provides the legal framework for the protection of children in the UK.

In addition, “The London Child Protection Procedures” document is applicable throughout London.

Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse – these procedures should cover circumstances in which a member of staff is accused or suspected of abuse.

Staff should be concerned if a pupil:

1. Has any injury which is not typical of the bumps and scrapes normally associated with children’s activities;
2. Regularly has unexplained injuries;
3. Frequently has injuries, even when apparently reasonable explanations are given;
4. Offers confused or conflicting explanations about how injuries were sustained;
5. Exhibits significant changes in behaviour, performance or attitude;
6. Indulges in sexual behaviour, which is unusually explicit and/or inappropriate to his or her age;
7. Discloses an experience in which he or she may have been significantly harmed.
8. Appears neglected i.e. the child’s basic physical and/or psychological needs are not being met. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child’s basic emotional needs.

School Procedures

Awareness of issues relating to safety is dealt with during assemblies and PSHE.

Any member of staff may raise minor concerns about a child with the Child Protection Coordinator/Head of School or Deputy Child Protection Coordinator, Head of Upper School or Head of Lower School.

The Head of School or CPC will bring any significant concerns to the notice of Social Services, School Medical Officer or GP an Executive Headteacher.

Any issues relating to child protection should be discussed with the Head of School and Executive Headteacher.

Any decision about contacting other agencies is the responsibility of the Head of School/designated teacher in consultation with the Executive Headteacher.

1. Any member of staff with immediate concerns about a child must inform the Designated School Child Protection Coordinator/ Head of School.
2. The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations and must be given to the Child Protection Coordinator.
3. The Designated School Child Protection Coordinator will decide whether the concerns should be referred to the Social Services. If it is decided to make a referral to Social Services the parents will be consulted unless, by seeking their consent, we put the child at risk of further harm.
4. If a referral is made to Social Services, the Designated School Child Protection Coordinator will ensure that a written report of the concerns is sent to the Social Services Department (Worker dealing with the case) within 48 hours.
5. Particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the Child Protection Register.
6. If a pupil who is on the Child Protection Register or the school has records concerning child protection issues and the child then changes school, the Designated School Child Protection Coordinator will inform the Social Worker responsible for the case and transfer the appropriate records to the receiving school.

Dealing with a disclosure: Inform the Head of School/CPC immediately:

If a pupil discloses that he or she has been abused in some way, the member of staff should:

1. Listen to what is being said without displaying shock or disbelief;
2. Accept what is being said;
3. Allow the child to talk freely;
4. At no time must a member of staff question, in depth, a child suspected of being abused;
5. Reassure the child, but not make promises which it might not be possible to keep;
6. Not promise confidentiality, as it will be necessary to tell the Child Protection Coordinator and it might be necessary to refer the case to Social Services;
7. Reassure the pupil that what has happened is not their fault;
8. Stress that it was the right thing to tell;

9. Listen, rather than ask direct questions;
10. If required, ask open questions. Never ask leading questions;
11. Not criticise the perpetrator;
12. Explain what has to be done next and who has to be told;

Record keeping

When a pupil has made a disclosure, the member of staff should:

1. Make some brief notes as soon as possible after the conversation;
2. Not destroy the original notes in case they are needed by a court;
3. Record the date, time, place, and any noticeable non-verbal behaviour, the words used by the child and anything said by the member of staff and pass directly;
4. Draw a diagram to the Child Protection Coordinator;
5. Indicating the position of any bruising or other injury;
6. Record factual statements and observations, rather than interpretations or assumptions.

This policy and procedures are underpinned by the following documents:

LA Procedures for Allegation against Staff

LA Whistle blowing policy

LA Physical intervention/Positive Handling policy

The schools Bullying policy

The schools Racial policy

The schools Health & Safety policy

The schools Pupil Behaviour Welfare policy

LA Safe Recruitment policy

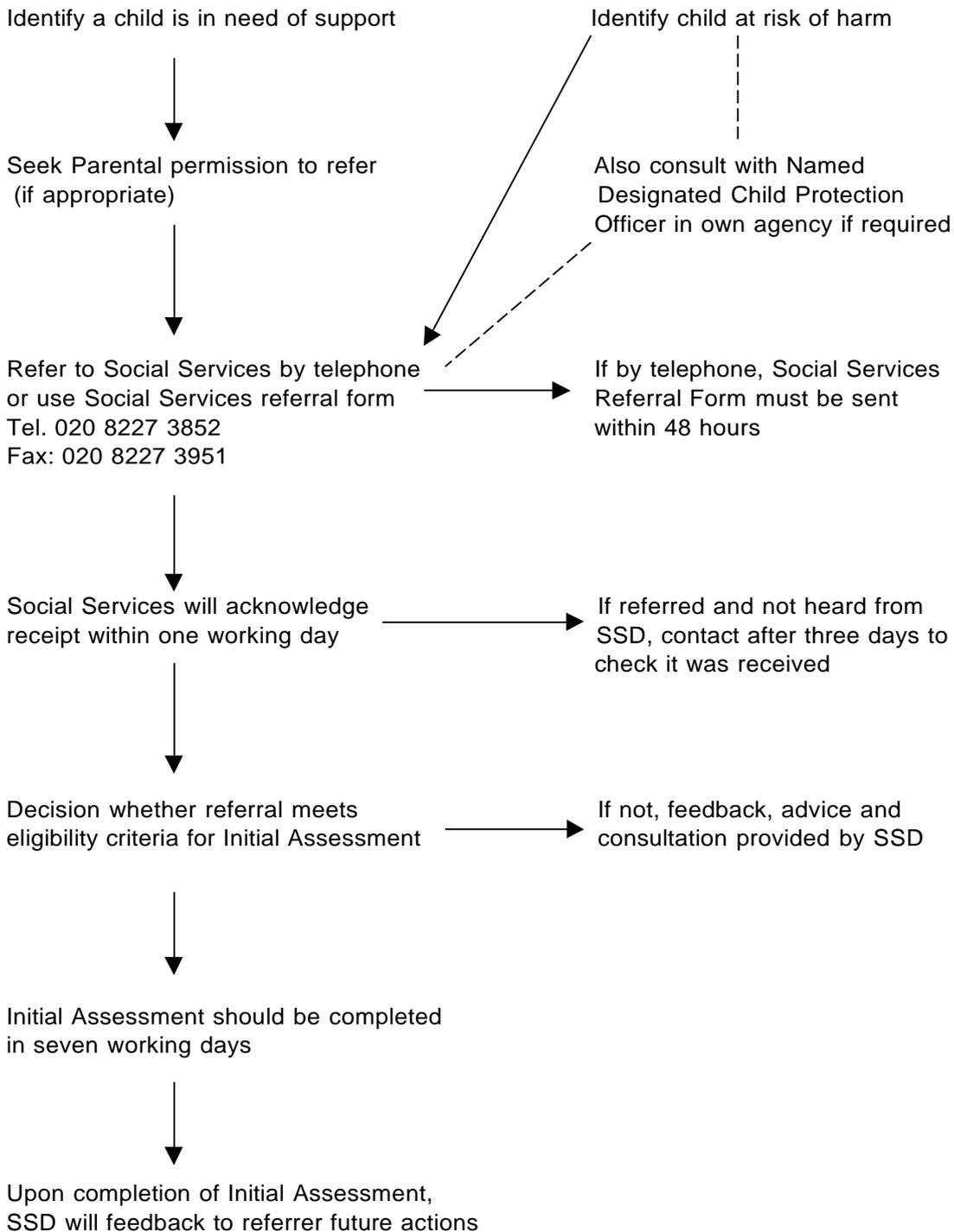
Safeguarding Children in Education Framework

The London Child Protection Procedure

ECM Agenda

The Staff Handbook

Child Protection Procedure for the Designated Child Protection Coordinator



Child Protection Procedure for Staff

Staff should be concerned if a pupil:

1. Has any injury which is not typical of the bumps and scrapes normally associated with children's activities.
2. Regularly has unexplained injuries.
3. Frequently has injuries, even when apparently reasonable explanations are given.
4. Offers confused or conflicting explanations about how injuries were sustained.
5. Exhibits significant changes in behaviour, performance or attitude.
6. Indulges in sexual behaviour, which is unusually explicit and/or inappropriate to his or her age.
7. Discloses an experience in which he or she may have been significantly harmed.
8. Appears neglected i.e. the child's basic physical and/or psychological needs are not being met. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Staff with immediate concerns about a child must inform the CPC/Head of School.



Staff must record information regarding the concerns on the same day.



If a pupil discloses that he or she has been abused in some way it must be dealt with according to the procedures as outline in our CPC policy.



Record all information according to the procedures as outline in our CPC policy.

This is only a brief outline of our procedures and should be read in conjunction with the full Child Protection Policy.

MULTI - AGENCY REFERRAL FORM



London Borough of Barking and Dagenham
15 Linton Road
Barking
Essex
IG11 8HE
Telephone: 0208 227 3811
Facsimile: 0208 227 3951

This form is to be used by all agencies when referring children about whom there are concerns. The more information available at the first point of contact, the more likely it is that appropriate service will be delivered at the earliest opportunity to help children and their families.

BEFORE PROCEEDING - PLEASE CONSIDER – Have you consulted within your own agency about this referral? If so, was it agreed that a referral was required?

Yes No

Has a CAF been in place to support the family? Should this approach be undertaken first?

Is this a Child Protection Referral? YES NO

If you believe that a child/young person is at immediate risk of significant harm please call the MASH Team IMMEDIATELY for advice

Child Protection Referrals: If there are concerns that a child may be suffering from significant harm, the information must be telephoned directly to the MASH Team. (*NOTE: If it is known that the child(ren) has a current allocated Social Worker, please ask to speak to the allocated worker or their Line Manager in the first instance). Upon advice from the MASH team this form should be completed in FULL and faxed to 0208 227 3951 or email to childrenss@lbbd.gov.uk as a matter of urgency

Is this a Child in Need Referral? YES NO

Child in Need Referrals: Referrals of children with high levels of need and/or have a disability. Your MARF needs to be faxed to 0208 227 3951 after consultation with the Senior Social Workers in the MASH Team.

IF YOU ARE UNCLEAR WHETHER OR NOT YOU SHOULD FILL IN THE MARF PLEASE CALL 0208 227 3811 AND SPEAK TO ONE OF THE MASH SENIOR SOCIAL WORKERS

REFERRAL INFORMATION

1. Child/Young Person's Details:					
Child's first name/s:			Child's surname:		
Any alternative name:			Young person's personal telephone number if applicable:		
Date of birth/EDD:	Gender (M/F)	Religion/Church attended:	Child's age:	Child's first language:	Disability:

2. Child / Young Person's Ethnicity							
The categories below are defined by the Department for Education and Skills. In addition to helping us to consider the particular needs of the child / young person being referred, this information will allow better planning of our services.							
White British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Any other white background (please specify)	<input type="checkbox"/>	Any other Black background (please specify)	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
		Chinese	<input type="checkbox"/>	Any other Asian background (please specify)	<input type="checkbox"/>	Any other mixed background (please specify)	<input type="checkbox"/>
Not stated	<input type="checkbox"/>	Any other ethnic group (please specify)					
Religion							

3. Parent/Carers details:	
Name of parents/carers:	
Parents date of birth:	
Home address:	Any other relevant addresses:
Post code:	Post code:

4. Other significant family members; other adults or children also living in the home or living elsewhere
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Name:	D.O.B:	Relationship:	Contact Details:	Household Members:

5. Have you had any consultation in relation to this referral? State who? What advice were you given? When?

6. Has a CAF been completed in respect of this child? If not why not? If so please attach or specify date and outcome?

7. Is an interpreter needed? If so please detail requirements:

Insert name of professional if involved	Telephone No.	Insert name of professional if involved	Telephone No.
Health Visitor		General Practitioner	
Nursery		Police	
School including child's unique pupil number and named contact person		Midwife	
Youth Offending Officer		Education Welfare Officer, Access &	

Community Mental Health			Attendance Officer		
School Nurse			Probation		
Community Paediatrician			Other		

9. Do you believe the child or young person to be at risk of significant harm, if so please specify?

**10. Your reasons for making a referral in this case?
What are your concerns? What outcomes would you like for the child?
What else has been tried to prevent this referral?**

11. Have you spoken to the child?	Yes/No
What is the child's account?	

12. Child's current whereabouts:
When were they last seen? Please supply all emergency contact numbers.

13. Supporting Information:
<i>Child development; what information do you know about the child? Please include all relevant information regarding their development in terms of their health, education, attendance, social relationships, emotional well being, self-esteem and self care skills.</i>

14. Supporting Information:
<i>Parents and carers; what information do you know about the child's parent(s)/carer and wider family? Please include information regarding parent/carers strengths and difficulties in terms of relationships, friendships, behaviour, support, stability, safety and boundaries. Do the parents have any particular needs, e.g. learning disability, mental health issues, substance misuse or domestic violence.</i>

15. Supporting Information:
<i>Environmental factors; what information do you know about the wider environmental factors that may impact on the child? Consider for example, housing issues, who is working in the household, financial situation, community and social involvement.</i>

16. History of Intervention?
<i>Please provide a brief chronology of significant events and service interventions:</i>

17. Any other relevant information? (including previous referrals)

18. Is there a perceived risk of violence or other matters that could make contact with this family dangerous (such as an unsafe neighbourhood, persons of violent nature, an unrestrained dog, etc)?
Yes / No:
If yes, please specify what the identified risk is?

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19. In circumstances where there is a risk of violence (such as domestic abuse) please provide details regarding a safe way to contact the victim and/or child?

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20. Have you spoken to the parent/carer about making this referral?

If so please detail comments. If not please explain why.

Parental Agreement (See Guidance Notes)

If you are making a referral of a child protection concern and are unsure about whether to advise the parent/carer of concerns and intention to make a referral (i.e. due to evidence being compromised, or someone being place at risk) you should consult within your own agency about this issue. If you remain unsure about whether the parent/carer should be consulted/informed about the referral please consult with Children’s Social Care in the first instance.

If you are making a Child in Need referral agreement must be sought from the parent/carer (and where appropriate the young person) to make the referral. Where you have not obtained parental agreement it may not be possible to progress a child in need referral. Where appropriate, the parent/carer should be asked to sign the referral form.

I agree to the information in this referral being shared with other agencies, including children’s social care.

Name of parent/Legal Guardian/Young Person (please print):

Signature of Parent/Legal Guardian/Young Person:
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Date:

21. Referrer’s Details

Name(Print):
Job title:
Agency:
Work address:

Contact Telephone number:
Fax number:
Email address:
Name of Safeguarding Lead in agency?
In what capacity and for how long have you known the child/young person?
Have you consulted the parents and child appropriately before making the referral Yes/No

Signature.....	Date.....
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22. Confirmation of receipt of referral.

To be faxed back to referrer:

Children and Young People's Services received your referral about:

Name: _____ D.O.B _____

Address: _____

Your referral was received on _____

The decision made regarding further action: _____

Priority for action:		Response:	
High		Service with 24 hours	
Med		Service in 48 hours	
Low		CAF	
No further action (NFA)			
Allocated worker:		Lead Professional:	

Advice and Action taken/Reason for NFA:

Decision taken by:

Signed: Job Title: _____ Date: _____



HM Government

Working together to safeguard children

A guide to inter-agency working to safeguard and promote the welfare of children

March 2015

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Information on where you can access this document is available from the school office.

