



# Ashlands Primary School Child Protection Policy

*"Where every child has the chance to shine"*

**This policy embodies our Ethos Statement – Safe Children at Ashlands**

## **Introduction:**

This policy sets out how the Governing Body is carrying out its statutory responsibility to safeguard and promote the welfare of children in accordance with Section 175 of the Education Act 2002.

This policy applies to all staff (teaching and non-teaching), governors and volunteers, temporary and supply/visiting staff working in the school. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted which inspects safeguarding arrangements as part of the school's Leadership and Management and the Local Safeguarding Children Board.

## **Aims:**

- To ensure that all necessary internal and inter-agency child protection procedures are in place as required
- To give guidance to staff to ensure best practice
- To demonstrate the links with other relevant policies to safeguard the general welfare of children
- To provide a clear statement of the school's responsibilities in the event of a concern about the conduct of a member of staff
- To identify key individuals and their specific roles

## **1 Introduction**

Abuse is defined as "A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children."

Working Together to Safeguard Children 2015.

Abuse takes a variety of forms:

- Physical abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware about what is happening. This includes non-contact situations, such as showing children pornography.
- Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.

- Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.
- Children may be in danger of radicalisation and the staff are aware of the National Prevent Programme and warning signs children might exhibit.
- Children could be subject to forced marriage or female genital mutilation and staff are aware of warning signs for these forms of abuse.

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

Our teaching of personal, social and health education and citizenship helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

## **2 Procedures**

### **The Named Person for Child Protection**

- The Named Person for Child Protection is a member of the Senior Leadership Team and in this school is: Dr Andrew Soutar.
- The school has identified Mrs. Sarah Clewes to act as deputy Designated Member of Staff for Child Protection.
- In the absence of the Named Person and the deputy Named Person the most senior member of staff in school will assume responsibility for any child protection matters that arise.
- The Named Person will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Member of Staff is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with the Designated Member of Staff. Also that they are aware of what happens once a concern has been raised.

- Where appropriate the Designated Member of Staff will liaise with the Named Person of the school(s) attended by the siblings of the child causing concern.
- The Named Person will keep a written record of any actions taken as a result of concerns raised (see below).
- The Named Person will ensure that the school's child protection policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal.
- The Governing Body authorises the Named Person for Child Protection to carry out his/her responsibilities as outlined in Government Guidance.

### **Responding and Referring:**

- Any member of staff who has concerns about the safety or potential abuse of a child must report their concerns to the Named Person for Child Protection without delay.
- Confidentiality should be respected as far as possible (a child should not be offered confidentiality as this would not be in their best interests).
- In accordance with local inter-agency procedures, the agreement of the child's parent for an external referral will normally be sought where possible. However, if it is felt that seeking any such agreement would increase the level of significant risk of harm to the child, the matter will be discussed with Social Care/ Social Services and their advice sought before parents are contacted. This issue must not contribute to a delay in making a referral.
- The school will ensure that the relevant social worker is notified if there is any unexplained absence of a pupil who is currently subject to a Child Protection Plan. When discussing concerns in respect of a child who is Looked After by the Local Authority the child's named social worker must be informed.

Contact details for making a referral: see appendix 1.

### **Supporting the Pupil:**

- The school will support pupils in accordance with his/her agreed Child Protection Plan as required. The school will notify any concerns about a child who has a Child Protection Plan or is known to have an allocated social worker to the child's social worker or in her/his absence the manager or a duty officer in the team

- We recognise that children who are abused or who witness violence may experience difficulties which impact on their sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through the content of the curriculum and the school ethos of valuing the pupil.

A key role of the Named Person is to be fully conversant with the procedures of the Area Child Protection Committee (ACPC) and to ensure that the school takes action to support any child who may be at risk. The Named Person must also make sure that all staff, teaching and non-teaching, are aware of their responsibilities in relation to child protection.

If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the named person about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse which a child gives them; they are required by law to pass this information on.

**If any member of staff has any concern which they think may be an issue of child protection they must tell either of the Named Persons. If that is not possible the matter must be reported to the Line Manager who in turn will report this to the appropriate Named Person.**

If a child alleges abuse, the school can make a referral without communicating with parents first. In other circumstances parents are informed first.

If a child protection referral is made to Children's Social Care, an Initial Child Protection Conference is held within fifteen working days of the Strategy Discussion at which the decision made to initiate a child protection (Section 47) enquiry is made. The Initial Child Protection Conference offers the opportunity to share information and formulate a child protection plan. Staff are expected to attend and participate in all Child Protection Conferences and meetings held under the Local Authority guidelines. We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

We inform the child at all stages of who is involved, and what information we have given them.

We require all adults seeking employment at this school to be Disclosure and Barring Service (DBS) checked in order to ensure that there is no evidence of an offence or involvement in the abuse of children.

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The headteacher requires the adult involved in any such incident to report this to him/her immediately, and to record it in the interventions book. There are physical restraint guidelines in school which have been approved and are reviewed by governors.

All adults in the school receive training to raise their awareness of abuse and their knowledge of the child protection procedures that have been agreed locally. The Named Person receives 2 yearly (updating) training. Staff in school have refresher training/briefing on an annual basis.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and other adults, while they will naturally be upset by any investigation, will accept that the school acted in the child's best interests.

### **Concerns relating to a member of the school staff or other person in a Position of Trust:**

- If the suspicions in any way involve a member of staff, the matter needs to be brought to the attention of the headteacher immediately who will act in accordance with procedures issued to all schools by the Local Authority Designated Officer (LADO) and the Department for Education (October 2012). If the suspicion involves the headteacher, advice should be sought from the LADO and the Chair of the Governing Body is to be informed immediately. Other school staff should assist parents to do this if required.
- Our Written Statement for procedures of allegations of abuse against staff sets out how we will deal with any allegations.
- The headteacher, designated deputy headteacher or Chair of Governors will attend any Position of Trust meetings relating to allegations against staff. This is the forum for deciding what action may be necessary.
- The Sexual Offences Act 2003 established a criminal offence of 'abuse of trust' affecting teachers and others who work with children and young people. A relationship of trust is one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken. This legislation is intended to protect young people in education who are over the age of consent but under 18 years of age, as well as those under 16. 'Grooming' a child or person under 18 with a view to a future sexual relationship may also be an offence in this context.
- The principle of equality embedded in the legislation applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. Any concern raised by a parent, child or young person will be listened to and taken seriously.

### 3. E-safety.

- Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'.
- Staff at this school have a major responsibility to educate our pupils; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. It is also important to include parents as much as possible in this process given that children mainly have access to computers at home.
- It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we have permission to do so from the parents. Staff **must not** however use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.
- Staff should not communicate with pupils through private email accounts, social networking sites, even on educational matters, but should use official email and networking sites sanctioned by the school. Staff should be circumspect in their use of social networking sites and must not discuss school business or school issues on their personal social networking site.
- Children bringing in mobile phones to school must hand them into staff during the school day. They will be kept safe and returned to the child at the end of the school day. This is a whole school policy.

### 4 Confidentiality

#### Record keeping :

- Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (ideally within the hour), writing down as exactly as possible using the child's own words, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly. Children will not be asked to make a written statement themselves or to sign any records.
- All records are now stored electronically in the secure CPOMs system. All staff have logins to post concerns and safeguarding leads are able to record additional concerns from other agencies or other sources. This system allows us to strategically monitor concerns and see patterns over time.

- When a child who has had a Child Protection Plan leaves the school and/or transfers to another school, the Named Person will inform the child's new school immediately and discuss with the child's social worker the transfer of any confidential information the school may hold.
- When pupils transfer between schools/colleges or move school part way through an academic year, all information about any past or current concerns must be passed on to the Named Person of the receiving school/college.

## **5 Monitoring and Review**

The governing body regularly monitors and reviews any incidents detailed in the interventions book. A named governor participates in the school's training with regard to child protection procedures. This policy is reviewed annually by the governing body.

## **6 Safer Recruitment of staff and volunteers and maintaining appropriate DBS checks:**

- Good practice guidance as outlined in current Guidance and by the local authority's Human Resources Section should always be followed in respect of creating a safe working environment in school.
- The school will ensure that safer recruitment practices are in place and followed in checking the suitability of all staff and volunteers to work with children, including relevant members of the Governing Body. Evidence of these checks (the Single Central Record) will be maintained as required by the current Guidance.

The Policy was agreed by the governors: October 2017

Policy consultations with staff on: September 2017.

On discovery or suspicion of child abuse

**If in doubt – ACT**



**Inform your Designated Safeguarding Lead (DSL) for Child Protection**

**Andrew Soutar** Tel: 01943 609050



If Andrew Soutar cannot be located, then please contact:

**Sarah Clewes** Tel: 01943 609050

**If there is a safeguarding concern and in the event of the identified people not being available, please refer to Children's Initial Contact Point on 01274 437500**

**On receipt of the information the Named Person should then take following steps**



**Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay Tel No 01274 437500**

**Out of hrs Emergency Duty Team Tel No 01274 431010**

**Where the DSL is not sure whether it is a child protection issue they may seek advice from the Children's Safeguarding and Reviewing Unit Consultation Service Tel No 01274 434343 for the Children's services switchboard or 01274 435908 for direct contact.**

**The DSL may also seek advice from the Education Social Work Service Tel 01274 439651**



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.



**Remember** always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.



Ensure immediate completion and dispatch of the Common Child Protection Referral form.

Retain a copy in school. Send copies to:

- Children's Social Care to the Area Office you made your referral to.
- Lead Officer Child Protection Margaret McMillan Towers, Princes Way, Bradford, BD1

**USEFUL TELEPHONE NUMBERS**

Children's Safeguarding and Reviewing Unit Consultation Service: 01274 434343

Emergency Duty Team: 01274 431010

Children's Social Care Initial Contact Point: 01274 437500

Education Social Work Service: 01274 439682 / 439651

Lead Officer Child Protection: 01274 435908

Police: Javelin House, Child Protection Unit: 01274 376061

## **Appendix 2: Role of the designated safeguarding lead**

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

### **Managing referrals**

- Refer all cases of suspected abuse to the local authority children's social care and: The designated officer(s) for child protection concerns (all cases which concern a staff member),  
Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or  
Police (cases where a crime may have been committed).  
Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.  
Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

### **Training**

The designated safeguarding lead should receive appropriate training carried out every two years in order to:

Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.

Have a working knowledge of how local authorities conduct an Initial Child Protection Conference and a Child Protection Review Conference and be able to attend and contribute to these effectively when required to do so.

Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.

Be alert to the specific needs of children in need, those with special educational needs and young carers.<sup>1</sup>

Be able to keep detailed, accurate, secure written records of concerns and referrals.

Obtain access to resources and attend any relevant or refresher training courses.

Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

### **Raising Awareness**

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:

Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.

Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.

Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

<sup>1</sup> Section 17(10) Children Act 1989: those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children.

### **Appendix 3: What to do if you're worried a child is being abused.**

See:

Paper copy in School Policy file

T drive: School Policies/CPOMS,Child Protection, Safeguarding & Whistleblowing policies