



## **Child Protection Policy**

St.Paul's with St.Michael's School is committed to providing a safe and secure environment for students, staff and visitors and to promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well being of others.

### **Responsibilities and Immediate Action**

All adults working in this school (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the designated Senior Teacher with responsibility for child protection.

**The Designated Senior Teacher is: T. Panagiotopoulos**

**The Deputy Designated Senior Teachers are: Pam Broadhurst/Cairo Spencer**

The Designated Teacher is the focal point for school staff who have concerns about an individual child's safety and the first point of contact for external agencies who are pursuing CP investigations. The Designated Teacher also co-ordinates the school's representation at CP conferences and the submission of written reports for conferences. When an individual concern/incident is brought to the notice of the Designated Teachers, they will be responsible for deciding upon whether or not this should be reported to the Social Services Department. Where there is any doubt as to the seriousness of this concern or disagreement between the Designated Teacher and the member of staff reporting the concern, advice will be sought from the Headteacher and/or the LEA's CP Co-ordinator (the Principal Education Welfare Officer). In the PEWO's absence contact will be made with the Deputy PEWO.

In Circumstances where a child has a suspicious injury, which requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. If a pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent Police intervention will be requested. Particular vigilance will be exercised in respect of pupils who are included on the Child Protection Register and any incidents or concerns involving these children will be reported immediately to Social Services (and confirmed in writing).

Where it is suspected that a child might be at risk of significant harm, nothing will be said to the child's parent/carer without approval of the Designated Teacher.

All parents applying for places at this school are informed of our CP responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

### **TRAINING**

Whole school in-service training on CP issues will be organised every year in September. All newly recruited staff and Governors are encouraged to attend the CP session of the relevant induction programme. The Designated Teacher will attend the LEA's dedicated training course and be encouraged to attend seminars and inter-agency training organised by the Hackney ACPC.

## **RECRUITMENT**

All staff, teaching, teaching assistants, administrative, maintenance recruited by the school will be subject to reference and criminal reference checks by the new Criminal Records Bureau, which is a one stop service of record checks from information provided by Police, Department of Health and Department for Education and Skills prior to their appointment. This school will only use employment agencies, which positively vet their supply staff. Staff joining the school on a permanent or temporary basis will be appraised of the CP policy, and must all have a police check. Head Teacher / Deputy Head/ SENco/Daniel Gerrans (Governor) have all completed Safer Recruitment Course.

## **VOLUNTEERS**

Any parent or other person employed by the school to work in a voluntary capacity with pupils will be subjected to all vetting procedures. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal care of pupils.

## **STAFF CODE OF CONDUCT**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions, or rewards are allowed outside those detailed in the school's Appropriate Behaviour Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued or where it becomes necessary to physically restrain a pupil for their own or other's safety, this will be appropriately recorded and reported to the Headteacher and parents.

First Aid will only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there will wherever possible be another adult present. If a child needs help with toileting, nappy changing, or washing after soiling themselves, another adult will be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. All first aid treatment and non-routine changing or personal care will be recorded.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations, musical instrument tuition, for example, the door to the room in which the counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. School staff should also be alerted to the possible risks, which might arise from contact with pupils out of school. Home visits to pupils or contact with pupils and/or families out of school, should only take place with the knowledge and approval of the Headteacher.

## **COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF**

St.Paul's with St.Michael's takes seriously all complaints made against members of staff. Mechanisms are in place for pupils, parents, and staff to share any concern that they may have about the actions of any member of the school staff. All such complaints will be brought immediately to the attention of the Headteacher (or Deputy Head) in order that they may activate the appropriate procedures.

If the complaint concerns alleged abuse by the Headteacher, this should be brought to the attention of the Designated Teacher (unless this is the Headteacher in which case the Chair of Governors will be contacted) who will seek advice from the LEA's Designated Officer.

**The LEA's CP Co-ordinator is: The Principal Education Welfare Officer**  
**The LEA's Deputy CP Co-ordinator is: The Deputy PEWO**

Staff who are formally disciplined for the abuse of pupils (or who resign before disciplinary action can be instigated), will be notified to the LEA and the Department for Education and Employment, for possible inclusion on their consultative index – List 99.

Any allegations will be reported to LADO within 24 hours.

As of Monday, 13 February 2017, the current Local Authority Designated Officer (LADO) who holds responsibility for managing allegations made against professionals is [Liesel Le Roux](#). Liesel will be contactable on telephone number - 020 8356 4569.

Referrals are made by also emailing LADO@hackney.gov.uk or phoning 020 8356 8982.

Initial referrals will be taken on by the LADO or Safeguarding Duty Child Protection Chair (CPC) when they are not available. Any suspected immediate risk to any child or children should be responded to immediately and the case referred to the First Access Screening Team (FAST) on 020 8356 4844.

## **RECORDS**

Brief and accurate written notes will be kept of all incidents of CP concerns relating to individual pupils. The written record should include discussions with the child, discussions with the parent/carer, information provided to Social Services Department and decisions taken clearly timed, dated and signed.

Child protection records are not available to pupils or parents. CP records are securely kept by the Designated Teacher, separately from educational records, and can only be accessed by the Designated Teacher, their Deputy and the senior managers of the school. Referrals made to Social Services under the ACPC procedures will be recorded on the appropriate confirmation form, with copies sent, under confidential cover, to Social Services, and the Principal EWO.

## **SAFETY IN SCHOOL**

For the protection of staff and pupils, glass panels are fitted to the doors of all classrooms in this school. No internal doors to classrooms will be locked whilst pupils are present in these areas. Entry to school premises is controlled by electronic gates only opened by staff supervision. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges or be issued with school visitor badges. Unidentified visitors will be challenged by staff or reported to the Headteacher or school office.

## **CURRICULUM**

St Paul's with St Michael's School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life. It is expected that all curriculum co-ordinators will consider the opportunities, which exist in their area of responsibility for addressing personal safety, and other CP related issues, such as identifications and response to bullying, racism and disability.

Next Review: 7/20

Or sooner if legislation or good practice changes.