

Hoo Primary School and Marlborough Centre

Child Protection Policy

Designated Child Protection Co-ordinators (DCPCs)
Catherine Mckie & Jo Trickett

Deputy DCPC Katy Sparkes (seconded currently to another school)

Child Protection Governor Ian Chappell

Policy Written by; Catherine Mckie

Policy agreed by Governors Autumn 2013

To be Reviewed Annually Autumn 2014

Signed HT
Dated

Governor
Dated

Adapted from Medway's Model
Child Protection Policy for Schools

Introduction

*‘Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage’
Working Together to Safeguard Children 2006*

Section 175 of the Education Act 2002 puts a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children¹ who are pupils of the school.

We recognise that all adults² at this school have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils’ welfare is our paramount concern.

This policy takes into account the Kent and Medway Safeguarding Children Procedures

Aims

- To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child. The governing body takes seriously its legal duty to safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- To provide an environment in which pupils feel safe, secure, valued and respected; and where they feel confident and know how to approach responsible adults if they are in difficulties.
- To develop effective working relationships with all other agencies involved in safeguarding children.

Procedures and Responsibilities

School procedures for safeguarding children will be in line with Kent and Medway Safeguarding Children Policies and Procedures which may be found at www.mscb.org.uk.

A copy of ‘What to do if you are worried about a child being abused’ is available for all staff to read. This may also be downloaded from www.teachernet.gov.uk/publications (please be aware this site has been archived due to the coalition government changes and the link may not be easily accessible.) A hard copy is also held by the Designated Child Protection Co-ordinators (DCPCs).

The school has 2 Designated Child Protection Co-ordinators (DCPCs), who have undertaken multi-agency child protection training delivered through the

¹ That is children and young people up to the age of 18 years

² All paid staff and volunteers

Medway Safeguarding Children Board and the regular DCPC training provided by the Local Authority (LA). They will attend refresher training provided by the LA annually. The name and role of the DCPCs are clearly displayed in the school entrances, staffroom & Medical rooms.

It is the responsibility of the DCPCs to ensure that all adults in school receive a copy of the policy and follow the schools internal child protection procedures and Medway Council's record keeping procedures. All child protection records will be kept in a secure place away from school files, e.g. a locked cabinet in the DCPC's offices. It is also the responsibility of the DCPCs to make any referrals necessary to Medway Council's Social Care via Customer First.

All adults who work in our school, either paid or voluntary, are legally required to participate in child protection training at least every three years. We will ensure they receive training consistent with Medway Safeguarding Children Board's standards, in order to develop their understanding of the signs and indicators of abuse, and their knowledge about what to do if they feel a child may be suffering abuse. A record of all training is held by the DCPCs.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed (see below).

If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Don't make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question normally without pressurising and only using open questions.
- Don't put words in the child's mouth but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc; on Medway Council's 'record of concern' form using a body map if appropriate. See Appendix 1
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform one of the DCPCs.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy. Reference will be made to it in a prospectus/brochure and home school agreement.

Our DCPCs will ensure a systematic means of monitoring children known or thought to be at risk of harm, they will ensure that we as a school contribute to assessments of need and support plans for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

Our DCPCs will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures will be reviewed annually and updated by the governing body, which will ensure that they are in line with Medway Safeguarding Children Board's policies and procedures.

Supporting children

We recognise that a child who has been abused or neglected, who witnesses abuse or lives in an abusive environment may feel helpless or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

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

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

We will provide, across the curriculum, opportunities, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for, help. We will promote a school ethos that is positive and supportive, and a secure environment, which gives all pupils and adults a sense of being respected and valued.

Supporting staff

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

We will support such staff by providing an opportunity to talk through their anxieties with one of the DCPCs, and to seek further support. This could be provided by, for example, the headteacher, Medway Council (01634 332471), The Occupational Health Service, through the Medway Counselling service (telephone 01622 605539) and/or a teacher/ trade union representative as appropriate.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff.

We recognise that DCPC's should have access to support and appropriate workshops, courses or meetings as organised by the LA.

Supporting Parents / Carers

Parents/carers are normally our first point of contact, and if a suspicion of abuse is recorded, parents/carers will be informed at the same time that the record is made; we will support parents/carers and ensure we work in collaboration with them to protect children.

Working with parents/carers to prevent abuse is our primary aim and only when that has failed or in emergency situations will a referral be made to social care.

When a referral is made to social care parents will be notified where possible beforehand, except when guidance from social care or the police does not allow this.

Domestic Abuse

Where a child or adult discloses domestic abuse or there are signs or indication that domestic abuse is taking place in the home, therefore putting the child at risk of abuse, this will be reported to the DCPC immediately and appropriate action taken.

Confidentiality

We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to a Designated Child Protection Co-ordinator, at least within 24hours of the concern being noticed.

The Head Teacher or DCPCs will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff on a 'need to know' basis only.

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

Safe staff

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to Medway Council's Safe Recruitment procedures. Records of these checks will be kept in accordance with Section 4.5 of 'Safeguarding Children and Safer Recruitment in Education' DfE's 2006, each recruitment selection group and interview panel will have a 'Safer Recruitment' trained member.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults.

All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child. Sexual Offences Act 2003

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the headteacher or the most senior teacher if the headteacher is not present. The headteacher or most senior teacher will make appropriate enquiries and investigate the report and then consult with the Local Authority Designated Officer on 01634 331229 (Currently Claire Wilkes) or if they are not available then contact Education Safeguarding Co-ordinator 01634 331017

If the allegation made to the member of staff concerns the headteacher, the person receiving the allegation will immediately inform the chair of governors who will consult the Local Authority, as above, without notifying the Headteacher first.

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

Whistle blowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues, as per the whistle blowing policy. If necessary, they should speak to the delegated "whistleblowing" governor or consult with the Local Authority Designated Officer on 01634 331229 (Currently Claire Wilkes) or if they are not available then contact Education Safeguarding Co-ordinator 01634 331017.

See also Medway Council Whistle blowing procedures, if you are unhappy with the response you have received please contact Office for Standards in Education or contact the Department for Education and Skills (0870 000 2288 or complaints.peu@dfes.gsi.gov.uk).

Leasing premises

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children.

Links to other policies

The child Protection should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school

- *Physical intervention/positive handling*: our Positive Handling or Behaviour Policy states that staff may only use physical intervention as a last resort. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- *Touch*: our touch policy clearly outlines to staff the schools desired and accepted ways of touching pupils appropriately.
- *Anti-bullying*: our policy on the prevention of management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- *Equal Opportunities*: our policy on managing racist, homophobic and incidents of inequality are set out in our equal opportunities policy and equality statement policy.
- *Health and safety*: our health and safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment, for example in relation to internet use; and when away from the school for example when undertaking school trips and visits.
- *Safe recruitment*: our policy, which sets the vetting requirements for all staff that wish to work in our school whether paid or voluntary. All staff will have an Enhanced CRB check before starting and then at least every three years. From October 2010 new staff will be required to register with the Independent Safeguarding Authority (ISA) with existing staff registering with the ISA will be as requested by the Local Authority.

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Adapted By: Catherine Mckie DCPC

Date: April 2011, Summer 2012, Autumn 2013

**Confidential
safeguarding
record form**
DCPC USE ONLY



Hoo St Werburgh Primary School & Marlborough Centre

Chronology

Name of child _____ Date of birth _____

Date	Incident	Reference

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DCPC record of action

Name of child _____ Date of birth _____

Date	Action	Signature

**Confidential
safeguarding
record form**



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Name of child _____ Date of birth _____

Name and position of person completing the form (please print)

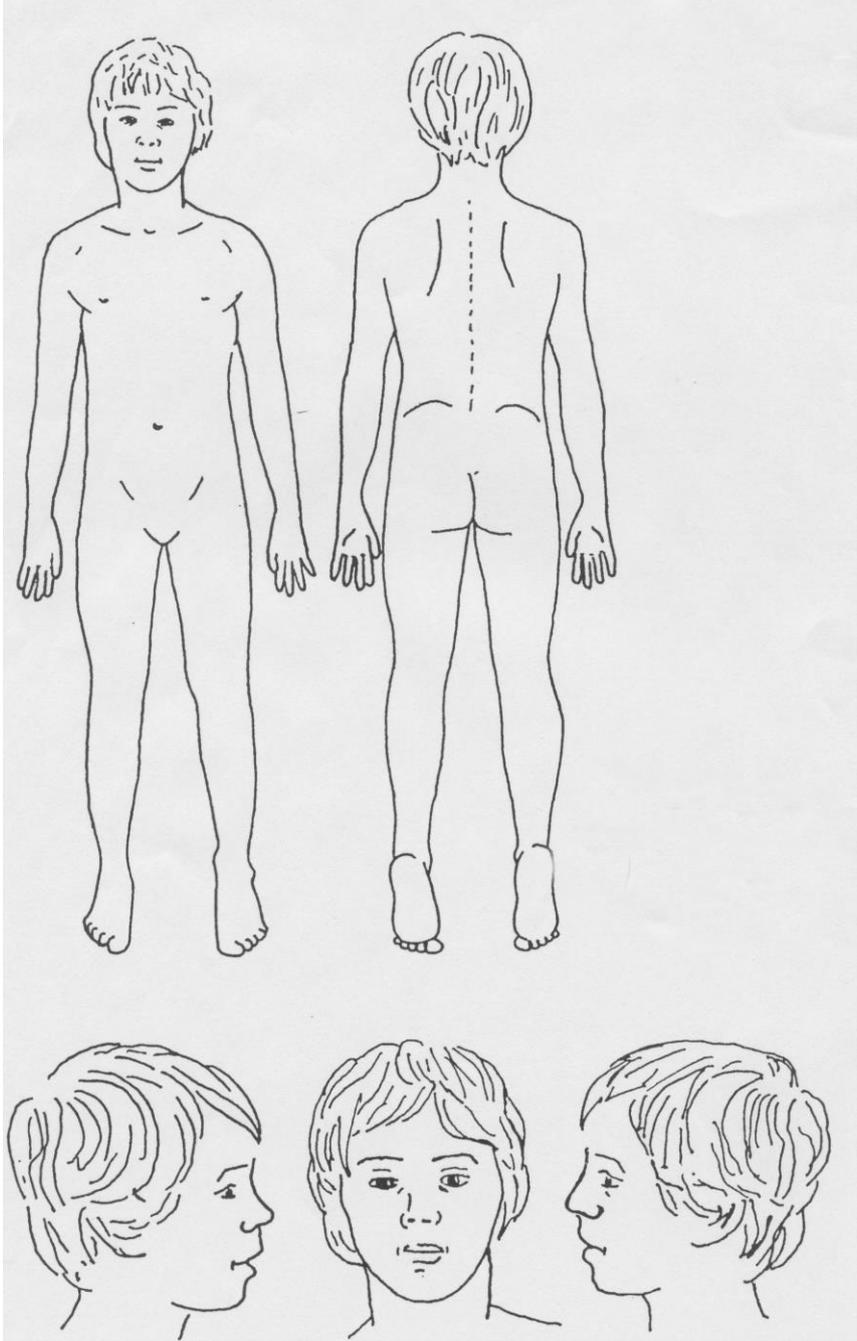
Date and time of incident	
Incident	
Names of witnesses and any other information	Action taken - DCPC use
Signature	Date (ddmmyy) and time form completed

**Confidential
safeguarding
record form**

Hoo St Werburgh Primary School & Marlborough Centre

Body map *(to be used in conjunction with a record of concern form)*

Name of child _____ Date of birth _____



Signature	Date (ddmmyy) and time form completed
Print name	

CHILD PROTECTION POLICY – APPENDIX 1

PROCEDURES TO PROTECT VULNERABLE PUPILS

Identification

Vulnerable pupils are those who at some point in their childhood have either additional or more significant or complex needs.

An estimate 20-30% of children have additional needs at some point in their childhood, requiring extra support from education, health, social services or other services. This could be for a limited period or on a long term basis. Support for pupils with additional needs will draw on a range of targeted in-school provision and procedures as well as a multi-agency approach where necessary. The range of additional needs may typically include:-

Disruptive or anti-social behaviour	Disengagement from education including those at risk of becoming not involved in education, employment or training post 16
Overt parental conflict or lack of parental support/boundaries	Involvement in or risk of offending
Poor nutrition	Ill health
Poor attendance or exclusion from school	Substance abuse
Anxiety or depression	Experiencing bullying
Special educational needs	Housing issues
Disabilities	Pregnancy and parenthood

Children with more significant or complex needs which meet the threshold for statutory involvement include:-

Children that are Looked After (CLA)	Children subject to a child protection plan
Children who are carers	Children for whom adoption is the plan
Children with severe and complex special educational needs	Children with complex disabilities or complex health needs
Children diagnosed with significant mental health problems	Young offenders involved with youth justice services (community and custodial)

In addition, the following groups of children may be particularly vulnerable:-

Children living away from home	Children in hospital
Children who may be vulnerable to racist or homophobic bullying	Children living in households where there is domestic violence
Children who may be vulnerable to cyber bullying or to abuse via the	Unaccompanied asylum seeking children

The above lists are not necessarily exhaustive, but provide a starting point for the identification, care and safeguarding of such children.

The Process of Safeguarding Children

The Government has defined the term 'safeguarding children' as:-

“The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Procedures to protect vulnerable children

The following policies outline many of the established procedures the school has in place for the support and protection of vulnerable children:-

- Child Protection Policy
- SEN Policy
- Behaviour Policy
- Anti-Bullying Policy
- Race Equalities Policy
- Equal Opportunities Policy (including Gender, Race and Disability)
- ICT Use Policy
- Attendance Policy
- Safer Recruitment Procedures
- Health and Safety Policy

In addition, the school makes use of and/or provides the following:-

- Use of Personal Education Plans (PEPs), Personal Support Plans (PSPs) and Individual Educational Plans (IEPs)
- Self Esteem Courses
- Parental Information Evenings
- SENCO sessions
- Close links with AAP, Educational Psychology
- Robust Safer Recruitment Procedures
- Transition procedures, including visits to primary schools

Responsible Persons

The member of staff who has overall responsibility for safeguarding is Miss Trickett. Two members of staff (Miss Trickett, Miss McKie) are the designated Child Protection Officers. However, all pupils have access to a range of safe adults, including the Class Teacher or Teaching Assistant, as well as the

other professionals listed above. For vulnerable pupils, the responsible person who will oversee, monitor and ensure co-ordination of provision to meet their needs is, in most cases, Miss Mckie. Where the needs of the vulnerable pupil warrant inclusion on the SEN register, the Inclusion Leader (IL) will co-ordinate provision. In all cases, our concern is to:-

- Protect children from abuse or neglect
- Prevent impairment of their health and development
- Ensure they are growing up in circumstances consistent with the provision of safe and effective care

Common Assessment Framework

The Common Assessment Framework (CAF) has been introduced by the Local Authority to ensure sharing of information and a multi-agency approach. The CAF is a standardised approach to conducting an assessment of a child's additional needs and deciding how those needs should be met. It can be used by practitioners across children's services.

The CAF will promote more effective, earlier identification of additional needs, particularly in universal services. It is intended to provide a simple process for a holistic assessment of a child's needs and strengths, taking account of the role of parents, carers and environmental factors on their development. Practitioners will then be better placed to agree, with the child and family, about what support is appropriate. The CAF will also help to improve integrated working by promoting co-ordinated service provision.