

New Christ Church Primary School

Child Protection Policy

New Christ Church Primary School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Board and take account of guidance issued by the Department of Children, Schools and Families, Local Authority and Ofsted to:

- The Head Teacher is the designated senior person for child protection and has received appropriate training and support for this role. In her absence this responsibility is delegated to the Deputy Head Teacher.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff, volunteer and governor knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection; ensure that all adults in the school receive

- regular training to raise their awareness of abuse and their knowledge of agreed local safeguarding procedures.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
 - Notify social services if there is an unexplained absence of a pupil who has a Protection Plan.
 - Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at Strategy meetings, core group meetings and case conferences.
 - Keep written records of concerns about children, even where there is no need to refer the matter immediately.
 - Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
 - Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
 - Ensure safe recruitment practices are always followed; all adults employed by the school and volunteers are vetted through police records to ensure that there is no evidence of offences involving children or abuse.
 - Maintain a comprehensive record of all CRB checks, as recommended by DCSF guidelines.

We recognise that children who are abused or witness violence may find it difficult to develop a 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 and 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.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil with a protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Specific Notes:

- The LSCB procedures can be found online at <http://proceduresonline.com/berks/>

- All concerns must be recorded in writing to the School's Designated Person as soon as possible, using the proforma available in the school office and on the VLE.
- It may be that any staff referral is not deemed to meet the thresholds set out by Children's Services; in this case, a child may be referred to the Children's Action Team, using the Common Assessment Form. The school will co-operate fully with all agencies involved with the CAF and will attend Team Around the Child meetings as required.
- Parents and Carers are made aware of this policy and can view it either on the school website or request a paper copy.

Roles and Responsibilities:

The Governing Body will ensure that:

- The child protection policy is reviewed annually, is referred to in the school prospectus, and that it conforms to Children's Services (Education) and LSCB policy and guidance
- Procedures for recruiting and selecting staff and volunteers and for dealing with allegations of abuse against staff and volunteers are established and reviewed annually
- The school has a senior teacher / member of senior management team designated to take lead responsibility for dealing with child protection issues
- That members of the governing body, head teacher, designated teacher / person and all other staff and volunteers who work with children have attended appropriate training to equip them to carry out their responsibilities for child protection effectively and that this is kept up to date
- Any deficiencies or weaknesses in regard to child protection arrangements are brought to the attention of the governing body and are remedied without delay
- A member of the governing body is nominated to be responsible for liaising with Children's Services (Education) and/or partner agencies, as appropriate in the event of allegations of abuse being made against the head teacher

The head teacher will ensure that:

- A senior person is designated as taking lead responsibility for child protection including liaising with pupils' social workers, making referrals where appropriate, representing the school in inter-agency working and liaising with parents / carers
- Child protection procedures in line with the school policy and Children's Services (Education) or LSCB guidelines are in place and followed by all staff and volunteers
- The designated teacher and other staff and volunteers have undertaken up to date and appropriate training to equip them to carry out their responsibilities effectively, including in the case of the designated teacher, training in inter-agency work
- Procedures for dealing with allegations of abuse against staff are in accordance with Children's Services (Education) guidelines and all staff and volunteers are aware of them and aware of the boundaries of professional conduct
- All staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies
- Safe recruitment practices that provide for appropriate checks are in place and are followed in respect to all new staff and volunteers who will work with children
- Child protection training for all staff is included as a key area in all induction procedures
- Arrangements are made, including where necessary the provision of supply cover, to enable the designated teacher and other staff to discharge their responsibilities by taking part in strategy discussions and child protection conferences and contributing to the assessment of children

'Designated' Child protection Officer:

The main role of the 'designated' member of staff is to refer cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the local LSCB.

The DCPO will:

- Have received adequate training about the identification of abuse, a working knowledge of LSCBs and conduct of a Child Protection Conference
- Act as a source of advice and support to colleagues
- Make themselves known to staff and ensure they have sufficient training to enable immediate reporting of concerns to the designated teacher
- Ensure all staff have access to and understands the school's child protection policy
- Ensure the child protection policy is reviewed annually and updated
- Be able to keep detailed accurate secure written records of referrals or concerns
- Ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later
- Obtain access to resources and attend any relevant or refresher training and be allowed the necessary time to fulfil this role
- Ensure that where a child leaves the school roll, her/his child protection file is transferred to the new school as soon as possible and is kept separate from the main school file.

This policy was reviewed, following evaluation by the Governor for CP and the Head Teacher/DCPO in November 2009

Approved by Governors: 8.12.09

Reviewed annually; next review Dec 2010

Safeguarding Concern Record Form

Name of child.....DOB

Date of Incident

Name of person making the referral

Describe the nature of the concern:

Date record passed to Designated Person

Signed by person making referral

Date record received by Designated Person

Actions taken by Designated Person for Child Protection

Follow-up/outcomes

Signed by Designated Person