

Olveston CEVC Primary School Policy for Child Protection

Rationale

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, background or disability. They have the 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; one that promotes good relationships between adults and children and one that ensures children tolerate each others' beliefs and attitudes. We provide opportunities that enable our children to take and make decisions for themselves.

Our teaching of personal, social and health education (including citizenship), as part of the National Curriculum, 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.

Embedded in the School Development Plan is an ethos that supports all staff and children and the aim to demonstrate a caring, respectful attitude towards each other within the school and wider community.

The whole staff and Governing Body were consulted throughout.

Safeguarding in School

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Personal, Social and Health Education and Relationships and Sex Education; child protection issues will be addressed through the curriculum as appropriate.
- E-Safety
- First Aid
- Anti-Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safer recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and Discipline
- Health & Safety
- Physical Intervention
- Allegations against members of staff

Purpose:

The purpose of our policy is to:

- Establish a safe environment in which children can learn and develop.
- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of the various categories of abuse.
- Support children who have been abused in accordance with his/her agreed child protection plan.

Aims:

Our policy applies to all staff, governors and volunteers working in the school and ensures that they are all clear about the actions necessary with regard to a child protection issue.

The aims of the policy are:

1. To raise the awareness of all staff and volunteers and identify responsibility in reporting possible cases of abuse;
2. To ensure effective communication between all staff and volunteers when dealing with child protection issues;
3. To lay down the correct procedures for those who encounter an issue of child protection.

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 ensure that:

- Every child will be encouraged to feel secure through open and effective communication between children, teachers, parents and other adults who work with them.
- Children know that there are adults in the school whom they can approach if they are worried.
- Issues regarding child protection will be raised with children as appropriate, through the school's PSHE scheme of work.
- This policy is supported by other policies: PSHE, Behaviour and Discipline and the Staff Code of Conduct.

We will follow the South West Child Protection procedures found on www.swcpp.org.uk and take account of guidance issued by the Department for Children, Schools and Families to:

1. Ensure we have a designated teacher for child protection who has received appropriate training and support for this role. This is the Head teacher but she may delegate this responsibility in some cases.
2. Ensure we have a nominated governor responsible for child protection – this is currently Helen Webb; this will be made clear at the second Full Governing Body meeting each year.
3. Ensure every member of staff (including temporary and supply staff), students, volunteers and governors know the name of the designated teacher and governor responsible for child protection and their role.
4. Ensure that all staff and volunteers recognise that Child Protection covers all issues relating to Child Abuse and that there are four categories of abuse: Neglect, Physical Injury, Sexual Abuse, Emotional Abuse.
5. 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.

6. Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
7. Notify South Gloucestershire's Department for Children and Young People if there is an unexplained absence of more than one day of a child who has a child protection plan or who may be of concern to the school. This procedure will be made clear to the parents/carers at the case conference with Department for Children and Young People. Shorter time scales may be put in place if deemed appropriate at the case conference.
8. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
9. Keep written records of concerns about children, even where there is no need to refer the matter immediately.
10. Ensure all records are kept securely; separate from the main child file, and in locked locations.
11. Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
12. Ensure safe recruitment practices are always followed.

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. When at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the child through:

1. The content of the curriculum.
2. The school ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
3. The school behaviour and discipline policy which is aimed at supporting vulnerable children in the school. The school will ensure that the child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
4. Liaison with other agencies that support the child such as Department for Children and Young People, Child and Adult Mental Health Service, education welfare service and educational psychology service.
5. The child being made aware that for an adult to help them they may need to tell other adults about what the child has told them.
6. Ensuring that, where a child on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Guidelines:

There is a named person in our school who is the Child Protection Coordinator. This is the Headteacher but she may delegate this responsibility in some circumstances.

The procedures to be followed in a case of suspected child abuse are contained in the South Gloucestershire Safeguarding Children Board (SGSCB) guidelines. (The referral flowchart is Appendix I. Where Child Abuse is suspected, reference should be made to this flowchart and to the South West Child Protection procedures found on www.swcpp.org.uk website.)

1. Any adult who is told of any incident or suspects that a child in his/her class may be a victim of abuse, whether occurring in school, at home or otherwise outside the school, must

immediately inform the named person about their concerns. In the event of an allegation against the named person the information should be relayed to the deputy head.

2. Where issues of Child Abuse are raised, written details should be made immediately by the staff involved. These are kept in the Child Protection Folder in the Head's filing cabinet. Confidentiality should be maintained at all times
3. Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the LA Child Protection guidelines.
4. The school's named person works closely with the Social Services department and the Area Child Protection Committee (ACPC) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.
5. If a child alleges abuse, the school may take appropriate action without communicating with parents first. In most circumstances parents are informed first if the school is sure that such communication will not place the child at further risk. The safety of the child is paramount.
6. School staff (including the named person) should not investigate reports of physical or sexual abuse themselves. Alleged victims, perpetrators, those reporting abuse and others involved should not be interviewed by school staff beyond the point at which it is clear that there is an allegation of abuse.
7. Working closely with children is fundamental to teaching in schools. Where such interaction with children exists, so also does the opportunity to abuse them. Staff are also vulnerable to allegations of abuse, whether deliberately or innocently false, malicious or misplaced. No one should hesitate to report concerns because of fear of possible repercussions. Any adult with concerns about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other significant harm must report their concerns to the Headteacher or an appropriate senior colleague. If the response is unsatisfactory or the employee does not feel comfortable talking with the aforementioned senior managers, s/he should raise the issue with the chair of governors. Any person making such a report will get immunity from retribution or direct action. (See [Whistle blowing policy](#) for further clarification)
8. If a case conference is held the most appropriate person will attend. It can be either a teaching assistant, class teacher, KS leader or head teacher. The case conference offers the opportunity to share information and formulate a plan of action.
9. The school regards all information relating to individual child protection issues as confidential, and treats it accordingly. We only pass information to appropriate persons. At all stages we inform the child of who is involved and what information the school has given them. Staff are trained not to promise confidentiality to children in order to encourage the passage of information..
10. A telephone referral should always be followed up by a written referral. The School's Education Welfare Officer should be informed of all referrals.
11. Where a child has a Child Protection plan, all relevant staff must be made aware of the fact. Again, written details are to be kept in the School's CP folder.
12. There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. All such physical interventions are to be made in accordance with the school's Behaviour and Discipline Policy.

13. With the introduction of the Independent Safeguarding Authority the process of safe recruitment and selection of staff and volunteers is undergoing change. The new systems of checking are being introduced using a phased system.

At the moment:

- All staff will have an enhanced CRB check.
- Volunteers can work in a class under the supervision of the class teacher without a check, however those who work with children regularly (3 or more times in a 30 day period or once a month or more) are required to have a check. No volunteer is to be with children by themselves unless they have a current CRB check obtained by the school.
- Music Teachers, Sports Coaches, Bicycle Trainers etc - their employer is responsible for ensuring that all staff are CRB checked. The school does not require sight of CRB's for staff employed directly by South Gloucestershire Council.
- The school does require sight of CRB's of anyone working in the school not employed directly by the school or South Gloucestershire Council.
- Newly appointed school governors will require an enhanced CRB check.

From November 2010:

- Newly appointed staff, governors and volunteers must register with the ISA before they can start work.
- The School will not recruit staff or volunteers who are not ISA registered.
- We will subscribe for ISA updates on all those working within the school.

From April 2011 onwards:

- Existing employees and volunteers with no CRB check must apply for ISA registration.
- All existing employees and volunteers, including school governors, with CRB checks will also need to have registered with the ISA by July 2015, starting with those whose CRB checks are the oldest.
- Not all volunteers working in school need to register with the ISA but they will need a CRB check. Volunteers can work in a class under the supervision of the class teacher without ISA registration but will require an enhanced CRB check. Those who work with children regularly (3 or more times in a 30 day period or once a month or more) are required to be registered.

Information and Training:

1. The Headteacher and designated Child Protection Governor must be aware of the LA Child Protection Guidelines and procedures, and should receive updated training on a regular basis (at least every two years).
2. The Headteacher is responsible for ensuring that ALL staff are kept informed about the Child Protection procedures, and are aware of some of the signs of Child Abuse. This may take the form of Inset or Staff Meetings and/or external courses. This includes Teaching Assistants, support staff, and Lunchbreak Supervisors.
3. The Head or Deputy Head will ensure that new staff and volunteers are familiar with the school's policy as part of their induction programme.
4. Early each academic year the procedures should be briefly revised with staff to ensure familiarity.
5. A record of training will be kept.

Parents and Governors:

Parents, Governors and other volunteers helping in school need to be made aware of the existence of the Child Protection Policy.

Where appropriate, governors will attend relevant training courses. As with all key school policies, a copy is on the school website and paper copies are available on request .

Vulnerable groups :

Vulnerable groups of children including children who are 'looked after' by the Local Authority and children exposed to domestic violence are at a greater risk of encountering problems both inside and outside school, including abuse.

All schools are required to have a designated teacher to act as the link person where issues arise concerning children who are in the care of the local authority. The designated teacher is the Head teacher.

Photographing Children:

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school website, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Confidentiality:

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

Before and After School Activities:

When the Governing Body transfers control of use of school premises to other organisations (such as out of school club or sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures. We will make arrangements to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the organisation or group.

Contracted Services:

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

Monitoring and Evaluating:

The allocated Child Protection Governor will monitor and evaluate this policy in discussion with the nominated person.

Date: _____
Ratified by: _____ (Signed)
Date for review: _____

Appendix I – Referral Flow Chart

