

South Gloucestershire Council

# **St Chad's Patchway CE VC Primary School**

## **Child Protection Policy**

*Learning to love, loving to learn.*

### **Rationale**

St Chad's Patchway CE VC Primary School takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. "The welfare of the child is paramount" Children Act 1989.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South Gloucestershire Area Child Protection Procedural Manual.

### **Aims**

We recognise that, for children, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help prevent the chances of them being abused. As part of the ethos of the school, the staff and governors are committed to

- Encouraging and supporting parents/carers and working in partnership with them;
- Listening to and valuing the children;
- Ensuring all staff, both teaching and support, are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements;
- Maintaining a safe school environment for all children;
- Exercising their duty to work in partnership with other agencies and to share information with them.

We recognise that staff, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support to children in need.

Our policy aims to be one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. It makes explicit the school's commitment to the development of good practice and sound procedures. This way, we ensure that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

The school recognises it is an agent of referral and not of investigation.

**Designated member of staff**

The designated senior member of staff (designated person) for child protection in this school is:

Mrs Steph Jenkins (Headteacher)
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In their absence, these matters will be dealt with by:

Mrs Helen Ives (Deputy Headteacher)
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The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

**Designated governor**

The Designated Governor for Child Protection at this school is

Becky Moyce
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**Guidelines**

In order to fulfil our commitment to safeguard and promote the welfare of all children, we will follow these guidelines:

- The school has a designated person and a deputy designated person for child protection. All staff and governors are aware of who these people are. At time of writing they are the Headteacher and the Deputy Headteacher.
- The designated person has received appropriate child protection training and undertakes refresher safeguarding training every two years.
- There are nominated governors for Child Protection and Safeguarding who report to the full governing body that all aspects of responsibilities and practice are in place.
- The governor responsible for safeguarding also reports to governors on the results of pupil surveys and conferences.
- All staff and the nominated governors for child protection receive child protection training every three years.
- All staff/volunteers are given a copy of the South Gloucestershire leaflet 'Safeguarding Guidance for Staff Working with Children and Young People' which aims to safeguard and reduce the risk of staff/volunteers being accused of improper or unprofessional conduct. This leaflet is included in the staff and governor induction pack. (See appendix 4)
- All staff and volunteers sign and date a register confirming that they are aware of child protection procedures and have received the above leaflet. (List contained within the Safeguarding Policy and Procedure document.)
- Procedures contained within South Gloucestershire guidance on '*Arrangements for managing allegations of abuse against people who work with children or those who are in a position of trust*' are reviewed annually by governors along with the Safeguarding Policy, and are contained in full within this policy.
- Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAFeh (Single Assessment Framework Early Help) process for any child in our school for whom we feel this is appropriate.

**As part of induction, procedures and expectations are made clear to all staff, visitors and helpers. Procedures and expectations are regularly shared with the aforementioned groups as reminders and updates.**

### **Action to be taken if CP is a concern**

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for Child Protection (**Steph Jenkins**) or if unavailable to the deputy designated person (**Helen Ives**), this includes self-abuse such as in the case of self-harm. In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.

Adults must be aware that they can be held individually responsible for any record and/or files that they make or keep on a child or young person, including for the security of these files. In order to ensure their protection the following rules must be followed.

1/ Wherever possible, **refer to the designated person for Child Protection** (Headteacher), deputy or line manager if the previous two are unavailable.

2/ The above mentioned will follow Local Authority protocol.

3/ **If a child is making a disclosure**, this procedure must be followed:

A/ Listen. They are trusting and possibly sharing something difficult with you.

B/ Explain that you cannot keep certain information confidential, although you will be tactful. Remind them you are here to help them.

C/ Make a clear and honest record of what you are being told / have seen.

D/ Do not make any value / subjective judgments, you must purely record the facts as told to you or seen.

E/ Do not make promises of actions you or other groups could take. Only speak in facts to make sure that you are not misleading the young person, or contaminating what they are sharing with your own interpretations.

F/ Record clearly everything you are able to. You will need to transfer these at a later date to **an email** using the form as attached **Appendix 2 Confidential Record of Child Protection Concern** as a guide as to what needs to be recorded. When transferring, this is for legibility and clarity only. Please do not change, embellish, fill out or otherwise add to this information given to you / seen by you. **During induction, staff are made aware of all procedures and why this safeguards them as well as the process and are reminded regularly as to what must be included and why.**

G/ As soon as you are able to speak with the designated CP officer, the deputy or line manager, you must do so, the format of the record, for example, does not matter at this stage, speed of action does.

H/ Confidentiality is key. The documents need to be emailed to the designated person for Child Protection (**Steph Jenkins**) who will store in accordance with guidance. Information should then be kept secure, which dictates that no copies should be passed around, no information should be discussed, unless in line with the LA procedures as to whom and when. This applies to all people who receives a disclosure of abuse or suspects that abuse may have occurred, irrespective of role or post.

**ALL** records must clearly identify the originator and as we no longer use paper, we take the email address as signature, the time and full date of the record and any discussions in every case. The use of initials, first names and similar is insufficient without at least one indication of that individual's full name and designation in the document.

## Procedures for referral

All action is taken in line with the most up to date guidance:

- Guidance from South Gloucestershire strategy & Quality: Safeguarding team,
- <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>
- the above including “Keeping children safe in education”
- Working Together to Safeguard Children <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Child abuse concerns: guide for practitioners <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

The designated person will inform Social Services by telephone 01454 866000

The Local Authority Designated Officer (LADO) can be contacted on – 01454 868508 [tina.wilson@southglos.gov.uk](mailto:tina.wilson@southglos.gov.uk)

South West Safeguarding Procedures, including those of South Gloucestershire that we follow, can be found at – <http://www.proceduresonline.com/swcpp/>

Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

## Alleged abuse by staff

We follow South Gloucestershire policies without change or amendment in any way. These can be found at [http://www.proceduresonline.com/swcpp/southglos/p\\_alleg\\_against\\_staff.html](http://www.proceduresonline.com/swcpp/southglos/p_alleg_against_staff.html)

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented by the Local Authority, South Gloucestershire.

The Headteacher, rather than the designated member of staff, will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school’s response.

The Headteacher (or Chair of Governors or appointed nominee) will gather information about the allegation, and report these without delay to the Local Authority.

The school will follow the procedure as set out by the Local Authority and this is shared with staff via this policy (See appendix 3 and the following flowchart).

School will contact the Principal Education Welfare Officer or Education Personnel Manager for consultation. The Designated Officer contacted will record a note of the consultation and will advise of the appropriate action that needs to be taken, which could include a referral to Social Services.

Where the allegation is against the Designated Person or the Headteacher then the Chair of Governors needs to take on the responsible role. The LA Designated Officer for Child Protection should be contacted for advice on how to proceed.

01454 866000

The Local Authority Designated Officer (LADO) can be contacted on – 01454 868508 [tina.wilson@southglos.gov.uk](mailto:tina.wilson@southglos.gov.uk)

## Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the nominated safeguarding governor, the Headteacher, deputy or LA.

All staff are given and regularly reminded of the Whistleblowing policy of South Gloucestershire. This policy is also displayed in the staffroom.

## Record keeping (see appendix 2)

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

Staff need to transfer this information at a later date to **an email** using the form as attached **Appendix 2 Confidential Record of Child Protection Concern** as a guide as to what needs to be recorded. When transferring, this is for legibility and clarity only. They must not change, embellish, fill out or otherwise add to this information given to you / seen by you.

Discuss with the Designated Person (or their deputy if unavailable) regarding possible action immediately.

All written records will be retained by the staff member making the disclosure, even if they are subsequently typed into an email.

All records relating to Child Protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and are not required to be disclosed to parents/carers except by agreement.

Any Child Protection or areas of concern will be recorded on the school provision map using the following key (spaces left for any future additions):

Key to symbols on Provision map.

<p>??</p> <p>Subject of bullying (this or any other school)</p>	<p>?</p> <p>Subject of racist abuse, harassment or discrimination (this or any other school)</p>	<p>?</p> <p>Police reports, domestic violence / violence</p>	<p>?</p> <p>Police reports, other</p>	<p>?</p> <p>Social work involvement</p>
<p>??</p> <p>Subject of an Enquiry or assessment under Children's Act / under</p>	<p>??</p> <p>FGM</p>	<p>?</p> <p>Under suspicion of or assessment for involvement in radicalisation or anything that falls under the prevent strategy.</p>	<p>?</p> <p>School nurse</p>	<p>?</p>
<p>?</p>	<p>?</p> <p>Court order</p>	<p>?</p> <p>Other</p>	<p>?</p> <p>SLT intervention for behaviour (HT / DHT / KS Lead)</p>	

Staff will be made aware of any CP / safeguarding or other concerns as part of their induction and hand up.

### **Parental involvement**

The school is committed to helping parents/carers understand its responsibility for the welfare of all children.

Parents/carers will be made aware of the school's Child Protection Policy via the school website and initial meetings with parents of new children.

Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making referrals, unless to do so would place the child at increased risk of significant harm.

School will take advice from ART or Social Services as to how to proceed with each individual case and there will be times where informing the parents is not recommended by the above; St Chad's will always follow the given advice.

### **Training**

The designated person and her deputy will be encouraged to attend training events organised by the Area Child Protection Committee or the LA, and to update their training every 2 years.

All staff, both teaching and support, shall have access to appropriate training on signs and symptoms, school procedures and responding to CP concerns on a regular basis.

CP training is included in induction training for all staff.

### **The role of the Governing Body**

The Governors will receive reports on changes to Child Protection Policy or procedures; training undertaken by the designated person, other staff and governors; the number of child protection incidents/cases (without detail or name) and the place of child protection issues in the curriculum.

The designated governor for child protection, in liaison with the designated person, will ensure that the school has a Child Protection Policy and procedures in place, and that these are known to all members of staff.

As a matter of good practice, the designated person and designated governor meet approximately once a term to review any changes. These conversations do not break any data protection guidance and are anonymous.

Throughout the year the designated governor will also check the Single Central Record to ensure compliance.

### **Safe school – safe staff**

This school takes Child Protection seriously and will endeavour to keep Child Protection issues in mind throughout the recruitment process. All adults, who are employed by the school, undergo a DBS check. Please also refer to the Safeguarding Policy for further information regarding safer recruitment.

### **Review**

This policy will be reviewed (and updated if appropriate) on an annual basis or more frequently if needed.

### **Conclusion**

This school fully recognises the contribution it can make to protecting and safeguarding children.

This will take place through 3 main elements:

- Prevention by creating a positive school atmosphere, teaching and pastoral support to children.
- Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
- Offering support to children and to staff who may have been abused.

**Appendix 1**

<http://www.stchadsprimaryschool.co.uk/key-information/> safeguarding and child protection policies can be found here.

**Appendix 2**

**Confidential Record of Child Protection Concern - use this to ensure you are gathering all required information.**

**DO NOT ASK LEADING QUESTIONS. ONLY RECORD WHAT IS VOLUNTEERED. DO NOT PROMISE CONFIDENTIALITY.**

Any member of staff receiving a disclosure of abuse, noticing possible abuse or having concerns about a child's welfare must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

**Name of child:**

**Name of person reporting:**

**Date:**

**Time:**

**Location:**

**What was said or seen – put the event into context –Who? What? Where? When? Remember to be factual.**

**Action taken:**

**Signed:**

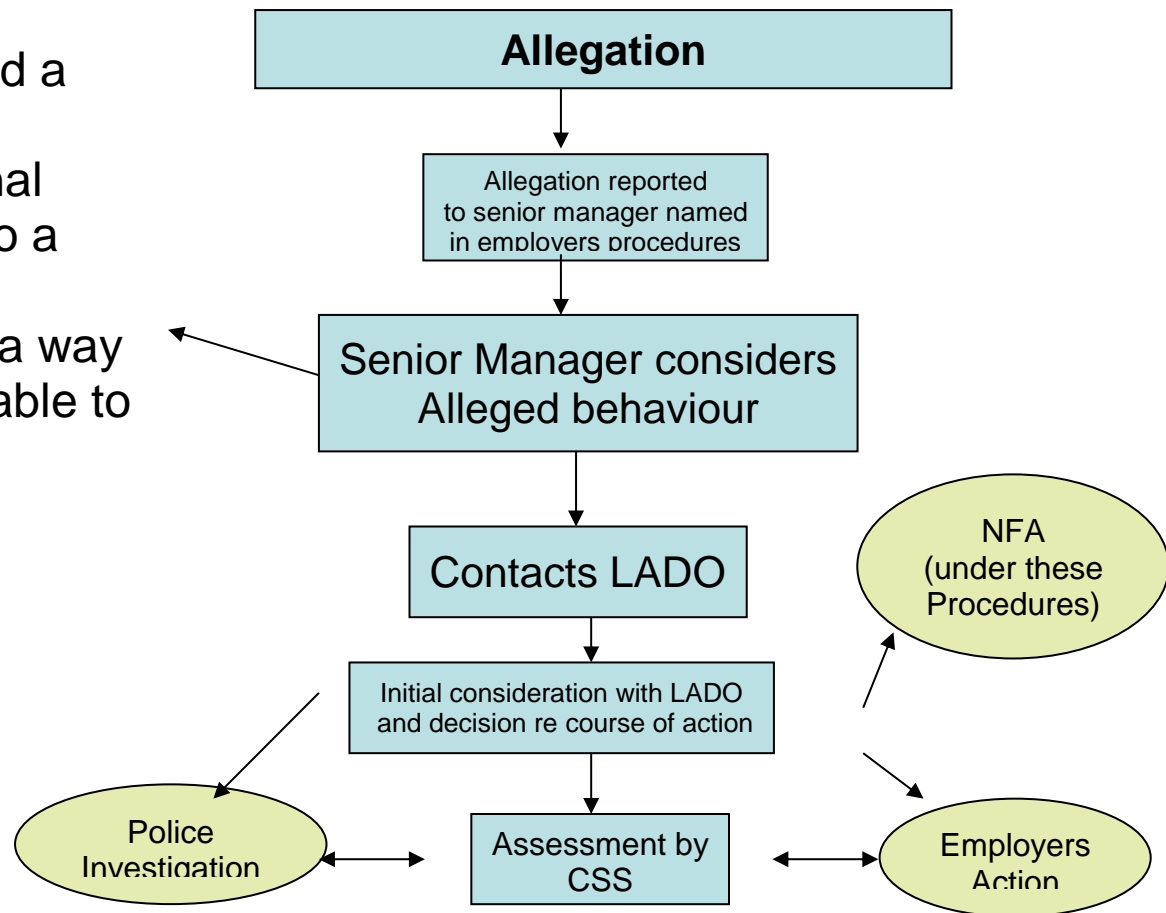
**Date:**

PLEASE PASS THIS FORM TO STEPH JENKINS (Designated Person for child protection) AS SOON AS POSSIBLE.



## Allegations Against Those Who Work With C&YP Summary Flowchart

- Behaved in a way that has harmed or may have harmed a child;
- Possibly committed a criminal offence against or related to a child,
- Behaved towards a child in a way that indicates s/he is unsuitable to work with children



## CHILD PROTECTION

### For the attention of all staff and visitors to the school

- Make yourself familiar with the school's child protection policy.
- If you receive a disclosure of abuse, suspect that abuse may have occurred or have concerns about a child's welfare you must report it immediately to **Steph Jenkins** (designated person for Child Protection) or if unavailable to **Helen Ives** (deputy designated person). In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.
- Email a **Confidential Record of Child Protection Concern**.
- Read the handout 'Safeguarding Guidance for Staff Working with Children and Young People' and follow the advice when listening and responding to a young person.
- Familiarise yourself with the Procedure Flowchart for when allegations are made against members of staff.