



## Child Protection Policy

Status: Statutory  
Reviewed: November 2011 HR Committee  
Ratified: December 2011 Full Governors  
To be reviewed: November 2012

### INTRODUCTION

The welfare of all children is paramount. Schools are required to ensure that their work is carried out “with a view to safeguarding and promoting the welfare of children who are pupils at the school”. *Education Act 2002*

This policy has been developed in accordance with the principles established by the Children’s Act and in line with the following:

1. Department for Children, Skills and Families (DCSF)
  - “Working Together to safeguard Children” 2006
  - “Common Assessment Framework for Children and Young People” 2006
  - “What to do if you are worried a child is being abused” 2003
  - “Safeguarding Children in Education Guidance” 2004
2. South Gloucestershire Safeguarding Children Board Child Protection Procedures

We aim to keep students safe by:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or are likely to suffer \*significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and at school

Our school fully recognises the contribution it can make to protect and support children and young people and promote their welfare.

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self worth and view the world positively. Their behaviour may be challenging and defiant and they may be at risk of exclusion from school.

High self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help all children and especially those who are at risk of, or are suffering from abuse.

### Rationale

The Governing Body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that all staff and Governors have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.

All staff and Governors believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

Our policy applies to all staff, governors and volunteers working in the school.

## **AIMS**

1. To prevent harm by promoting and safeguarding students' welfare, health and safety by fostering an honest, open, caring and supportive climate.
2. To protect children from harm.
3. To provide support to students and staff in dealing with cases of abuse.

## **GUIDELINES**

### **1. PREVENTION AND SUPPORT**

A supportive climate is fostered through:

- a) a broad and balanced curriculum
- b) a positive school ethos creating a secure environment, encouraging participation and giving all students and adults a sense of being valued *[Students are encouraged to become involved in the School Council and peer mentoring schemes]}*
- c) positive behaviour management including anti-bullying, anti racism strategies and rewards.
- d) a consistent approach which separates the cause of behaviour from that which is displayed.
- e) regular liaison with other professionals who support students and their families
- f) a commitment to work closely with parents whenever it is in the child's interests to do so.
- g) the development of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.
- h) the implementation of safe recruitment procedures
- i) publication and training on internet safety and responsible use of digital technology

*\*significant harm – a single event eg. a violent assault, suffocation or poisoning. More frequently it is an accumulation of significant events which interrupt, change or damage the child's physical and psychological development. It includes witnessing domestic violence or the abuse of another in the household.*

### **2. PROTECTION**

We will follow the procedures set out by the South Gloucestershire Safeguarding Children Board and take account of guidance issued by the Department for Children, Schools and Families:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.

- Ensure that we have at least one other senior member of staff who will act in the designated senior person's absence, who has also received basic multi-agency training, and who will have been briefed in the role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body 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 senior person responsible for child protection.
- 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 more than two days of a pupil who is a Child on an 'at risk' action plan.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at 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.

#### **Access to Records**

- a) Parents have the right to see their child's main school records within 15 days of a request being made.
- b) Designated teachers and Heads of Year have access to child protection records.
- c) Information in a child protection file will be shared with parents only in the presence of the designated teacher and another professional familiar with the case.
- d) Records will not be shared if legal proceedings are pending or in process.

#### **Transfer of Child Protection Records**

- a) Child Protection Records will be transferred in a confidential file to the designated teacher for child protection in the receiving school.

### **3. SUPPORTING PROCEDURES FOR STUDENTS AND STAFF**

Child protection concerns or disclosures of abuse are reported immediately to a designated teacher for child protection. All practice conforms to the requirements of the Area Child Protection Committee and are carried out within the guidelines provided by South West Child Protection Procedures - [www.swcpp.org.uk](http://www.swcpp.org.uk)

#### **Confidentiality and Information Sharing:**

- a) Staff must never guarantee confidentiality to any child who is disclosing abuse.
  - Any child who discloses abuse to a member of staff must be told that the information will be shared with a designated teacher.
  - The child's consent must be obtained for this to happen.

- In some circumstances obtaining consent may not be possible or in the best interests of the child. Information **must** be shared if it is necessary to safeguard the child.
- b) Information sharing takes place between professionals on a “need to know” basis. Child Protection case conferences are attended by Heads of Year. Children causing concern are also discussed at the school’s multi- agency Student Support Group meetings

### **Listening to children**

- a) Ensure that all meetings take place in rooms which are unlocked and which are in open view to others. ie. it must be possible to see into them from the outside.
- b) Always tell another member of staff that you are having a one to one meeting with a child and ensure that the child knows this.
- c) Tell the child that it will be necessary to pass on information from this meeting.
- d) Avoid all physical contact with the child.
- e) **If a child chooses to disclose abuse to you follow the guidelines as detailed in the Downend School staff handbook.**
- f) If a child attempts to begin a conversation about sexual matters which is not a disclosure of abuse, bring the conversation to a close and refer to the Head of Year.
- g) Any member of staff who receives a disclosure of child abuse or who works with children at risk will be offered support and counselling using external agencies. The support of colleagues is invaluable to those whose work regularly involves dealing with highly stressful and sensitive situations.

### **Allegations of abuse against members of staff**

Statutory procedures and local LEA guidance are followed in line with government guidance described in “*Safeguarding Children in Education*” DfES September 2004. In the event of an allegation of abuse against a member of staff refer immediately to the headteacher.

### **ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

#### **People with specific responsibilities for child protection are as follows:**

##### ***Designated teachers:***

Gill Miller Assistant Head (lead responsibility)  
 Alison Wood Assistant Head  
 Steve Quinell Assistant Head

***Named governor with responsibility for child protection:*** Bob Hedge

##### ***Policy Review***

The Governing Body carries out an annual review of the policy.

### **CONCLUSION**

Children are more effectively safeguarded from harm where there is a positive, supportive school ethos, where people work together and there are clear procedures known, understood and followed by all.

**Links to other policies**

Acceptable Use (of the VLE and ICT systems), Anti-bullying, Anti-racism, Behaviour, Equal Opportunities, Health and Safety, Inclusion, Physical Restraint, Recruitment, Sex and Relationships, Whistle blowing.

**Ratification:** At Full Governors Meeting

Date: December 2011

Signature of Headteacher

Date: December 2011

Signature of Chair of Governors

Date: December 2011

SLT responsible:

Elaine Feltham