

William Gilpin CE VA Primary School

Child Protection Policy

Purpose

This School fully recognises its responsibility to safeguard & promote the welfare of children at our school.

The purpose of this policy is to provide staff, volunteers and governors with the guidance they need in order to keep children safe and secure in our school and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Context

We recognise that children have a right to feel secure and cannot learn effectively unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect; emotional, physical or sexual abuse or a combination of such types of abuse. All children have a right to be protected from abuse. Whilst the school will work openly with parents as far as possible, the school reserves the right to contact Children's Social Care or the Police, without notifying parents if this is in the child's best interests.

Aims

These procedures apply to all staff, governors & volunteers working in the school. The aim of our procedures is to prevent children being abused & to safeguard & promote the welfare of pupils at this school in the following ways:-

- Raise awareness of child protection and safeguarding roles and responsibilities with Staff, Governors and Volunteers.
- Develop, implement and review procedures in our school that enable all staff & volunteers to identify and report cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with their agreed child protection plan.
- Support children with additional needs, e.g. through the CAF.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.
- Establish a safe environment in which children can learn and develop.
- Ensure that allegations or concerns against staff are dealt with in accordance with Department of Education & local guidance.

Whole Staff Responsibilities

This school recognises that because of their 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 about any problems.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Follow the procedures set out by the Local Safeguarding Children's Board and the Local Authority and take account of guidance issued by the Department of Education.
- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the school and its staff for child protection by setting out its obligations in the school prospectus and that parents are offered a copy of the policy on request.

- Notify parents of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Notify the allocated Social Worker if there is an unexplained absence of more than two days of a pupil with a child protection plan.
- Develop effective links with Children's Social Care and cooperate as required with their enquiries regarding child protection matters including attendance at Child Protection Case Conferences.
- Liaise with other agencies that support pupils such as Child and Adolescent Mental Health Service, The Locality Team and the Educational Psychology Service through normal referral routes and the CAF process.
- Ensure that there is a senior designated person (CPLO).

CPLO Responsibilities

In this school the CPLOs are Joy Forrest (Headteacher), Alison Timmings (Assistant Headteacher) and Christopher Baker (Class Teacher). They will:

- Ensure that the Governing Body understand their responsibilities under s.175 of the Education Act 2002.
- Ensure they have received appropriate training and attend training every 2 years.
- Ensure every member of staff, volunteer and governor knows the name of the designated people (CPLOs), their role and their contact details
- 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 people (CPLOs).
- Ensure that whole school training occurs every three years so that every member of staff, volunteer and Governor can fulfil their child protection responsibilities effectively and to comply with the requirements set out in 'Safeguarding Children & Safer Recruitment in Education' guidance (DCSF, 2007).
- Keep written records that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk.
- Ensuring that copies of child protection records and or records of concern are transferred accordingly (separate from pupil files) when a child leaves the school.
- Ensuring that, where a pupil on a child protection plan, or is a child looked after, leaves the school, their information is transferred to the new school immediately and that the child's Social Worker is informed.

Responsibilities of Adults Within the School Community

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the senior designated person (CPLO) as soon as practical.
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the procedures attached to this policy.

As a School We Will Educate and Encourage Pupils to Keep Safe Through:

- The content of the curriculum.
- A school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The "Rights, Respect and Responsibility" agenda.
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

Annual Review Form

As a school, we review this policy annually in line with Hampshire Safeguarding Children's Board procedures and the following Local Authority procedures and DCSF guidance.

Working Together to Safeguard Children (2010)

<http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00305-2010>

Safeguarding Our Children - 4LSCB Procedures (2007)

<http://www.4lscb.org.uk/documents/4lscbproceduresupdated220708.pdf>

Safeguarding Children & Safer Recruitment in Education (DCSF 2007)

http://www.teachernet.gov.uk/_doc/8592/Recruit.pdf

Child Protection - Dealing with Allegations Against, and Concerns About Staff (HCC 2006)

<http://www.hants.gov.uk/education/eps/child-protection/>

Guidance for Safer Working Practices for Adults who Work with Children & Young People (2007)

<http://www.everychildmatters.gov.uk/resources-and-practice/IG00311/>

What to Do if You are Worried a Child is Being Abused (HM Govt. 2006)

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=searchresults&ft=%2bchild+%2babuse&pn=1&sb=6&rpp=1&ShowHide=4&Area=1>

Date Approved by Governing Body:

Date Reviewed by Governing Body:

Next Review Date: July 2011

Date of CPLO Refresher: Joy Forrest 08/03/2010

Date of Training: Alison Timmings 18/03/2009
Christopher Baker 25/03/2010

Date of Whole School Training: 01/04/2010

**Child Protection Policy, Procedure & Guidance
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Child Protection Procedures

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interests between the child and parent, the interests of the child must be paramount.

These procedures should be read in conjunction with the flow chart (Annex 2).

If a member of staff suspects abuse e.g. through physical injury etc. they must:

- Record their concerns.
- Report it to the Headteacher or CPLO immediately.
- If there is a requirement for immediate medical intervention, assistance should be called for.

Make and an accurate record (which may be used in any subsequent court proceedings), within 24 hours of the disclosure, of all that has happened, including details of:

- What they have observed and when.
- Injuries.
- Times when any observations / discussions took place.
- Explanations given by the child / adult.
- What action was taken.

Following a report of concerns from a member of staff, the CPLO must:

Decide whether or not there are sufficient grounds for suspecting significant harm.

If there are grounds for concerns they must contact Children's Social Care via the Central Reception Team (CRT) on 01329 225379 and make a clear statement of:

- The known facts.
- Any suspicions or allegations.
- Whether or not there has been any contact with the child's family.

If the CPLO feels unsure about what the child has said or what has been said they can phone Children's Social Care (CRT) to discuss concerns. To do so will not constitute a child abuse referral and may well help to clarify a situation.

If there are not grounds for concerns of significant harm, then the CPLO will either:

- Actively monitor the situation or instigate the Common Assessment Framework (CAF) process.

The HT must confirm in writing to Children's Social Care, the referral made verbally, within 24 hours, including the actions that have been taken. The written referral should be made using the inter-agency referral form (Annex 12), which will provide Children's Social Care with the supplementary information required about the child and family's circumstances. If necessary add additional details about the concerns and how they came to light.

If a child is in immediate danger, the police will be informed and can take immediate protective action. If it is believed that the child is in imminent danger urgent advice should be sought from Children's Social Care and/or the police. The child can be kept in school if advised to do so by these agencies. The parent should be informed and a decision should be made with Children's Social Care/police about who should do this.

Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement to making a referral to Children's Social Care if necessary. However, in accordance with DCSF guidance, this will only be done when this will not place the child at increased risk. The child's views should also be taken into account.

Where there are doubts or reservations about involving the child's family, the CPLO should clarify with Children's Social Care or the police whether, and if so when and by whom, the parents should be told about the referral. This is important in cases where the police may need to conduct a criminal investigation. Where appropriate, the CPLO should help the parents understand that a referral is in the interests of the child and that the school will be involved in the S 47 enquiry as per the Children Act 1989 or a police investigation.

When a pupil is in need of *urgent* medical attention and there is suspicion of abuse the HT or CPLO should take the child to the Accident & Emergency Unit at the nearest hospital, having first notified Children's Social Care and sought advice about what action Children's Social care and/or the police will take and who and how the parents will be informed, remembering that parents should normally be informed that a child requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until Children's Social Care and the police can liaise with the hospital, unless the needs of the child are such that medical attention is the priority. There must at all times be a responsible adult with the child, whether from the school, Children's Social Care or the police, if the parents are not included.

In dealing with allegations or suspicions against an adult in the school environment staff, volunteers and Governors should:

- Report to the Headteacher any concern about the conduct of other school staff, volunteers, Governors or other adults on the school site.
- Inform the Headteacher as soon as practical if a child makes an allegation against a member of staff, volunteer, Governor or other adult on site (within no more than 24 hours).
- If the allegation is against the Headteacher, the concerns need to be raised with the Chair of Governors, or the nominated Governor for dealing with allegations against the Headteacher (within no more than 24 hours).
- In either event the Headteacher or Chair of Governors should contact the Local Authority Designated Officer on 01962 876265/ 876255.

Annex 1

Safeguarding Policies of William Gilpin CE VA Primary School (In Line with Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Pg 7 April 2010)

As the Governing Body of William Gilpin CE VA Primary School, we review the safeguarding policies on a regular basis.

This sheet records the dates when the policies were reviewed by the Governing Body.

Policy	Date reviewed by Governors
Health and Safety Policy	Spring 2010
Anti – Bullying Policy	Summer 2008
Racism Policy/Equal Opportunities	Summer 2007
Physical Intervention Policy	
Harassment and Discrimination	
Policy on Meeting the Needs of Pupils with Medical Conditions	
First Aid Policy	Autumn 2008
Drug and Substance Misuse Policy	
Educational Visits Policy	
Intimate Care	Autumn 2008
Internet Safety Policy	Autumn 2007
School Site Security Policy	
Safer Recruitment Policy	Spring 2009

Annex 1a

Useful Links to Develop Safeguarding Policies (In line with Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Pg 7, April 2010)

Policy	
Health and Safety Policy	http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm
Anti – Bullying Policy	http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/bullying.htm
Racism Policy	http://www3.hants.gov.uk/education/ema/ema-schools/ema-policyandpractice.htm http://www3.hants.gov.uk/education/hias/intercultural/intercultural-policyandguidelines/intercultural-hanmpshirepolicies/intercultural-racialharassmentpolicy.htm
Physical Intervention Policy	http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/educational-psychology/heps/heps-policies/heps-policies-physicalintervention/heps-policies-physicalintervention-checklist.htm http://www3.hants.gov.uk/ed_psycrestrictive_physical_intervention_policy_sept_09_-2.pdf
Harassment and discrimination	http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/bullying.htm http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/bullying/anti-bullying-hampshire/draft-anti-bullying-policy.htm
Policy on Meeting the Needs of Pupils with Medical Conditions	http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-a-zindex/cs-indexm.htm
First Aid Policy	http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-safetyguidanceprocedures.htm
Drug and Substance Misuse Policy	http://www3.hants.gov.uk/education/hias/drug-and-alcohol/supporting-young-people.htm
Educational Visits Policy	http://www3.hants.gov.uk/education/outdoor-education.htm
Intimate Care	http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-a-zindex/cs-indext.htm
Internet Safety Policy	www.4lscb.org.uk
School Site Security Policy	http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-a-zindex/cs-indexs.htm

Safer Recruitment Policy	<p>Safer Recruitment Toolkit & Allegations Guidance (both obtained from: http://www3.hants.gov.uk/education/eps/child-protection-introduction.htm) CRB Guidance (http://intranet.hants.gov.uk/eps/eps-crb-guidance.htm) ISA Guidance (http://intranet.hants.gov.uk/hr-school/crblist99_isa_vbs.htm - soon to be incorporated into CRB Guidance)</p> <p>Single Central Record Guidance (http://intranet.hants.gov.uk/eps/single-central-record.htm)</p>
Issues which may be specific to a local area or population, for example gang activities	<p>http://publications.teachernet.gov.uk/eOrderingDownload/Safer_Schools_Guidance.pdf</p>