

## Cheapside CE Primary School



### Child Protection Policy

Cheapside 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 child 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 Children Board and take account of guidance issued by the Department for Children Schools and Families to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this 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 on the school website.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- 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.

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 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 on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

#### **DESIGNATED MEMBER OF STAFF**

1. The designated senior member of staff (designated person) for child protection in this school is Mrs Kate Searle.
2. In their absence, these matters will be dealt with by Mr Peter Streater.
3. 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.

4. The school recognises that
  - the designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
  - all members of staff (including volunteers) must be made aware of who this person is and what their role is.
  - The designated person will act as a source of advice and coordinate action within the school over child protection cases
  - The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
  - They should possess skills in recognising and dealing with child welfare concerns.
  - Appropriate training and support should be given.
  - The designated person is the first person to whom members of staff report concerns.
  - The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies
  - The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of child protection case conferences and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.

- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

### **DESIGNATED GOVERNOR**

The Designated Governor for Child Protection at this school is Mrs Robinson.

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures and guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

### **RECRUITMENT**

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.
- Have at least one person on the interview panel who has completed the Safer Recruiting training

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be<sup>1</sup>

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<sup>1</sup> e.g., through birth certificate, passport, new style driving licence, etc...

- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

### **VOLUNTEERS**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

### **INDUCTION & TRAINING**

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers), will receive basic child protection information (What To Do If You Suspect A Child Is Being Abused – Appendix 1) and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training as through the designated person.

Staff will attend refresher training every three years, and the designated person every two years.

### **DEALING WITH CONCERNS**

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow the procedures as summarised in Appendix 1;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff<sup>2</sup>

they must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take.

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<sup>2</sup> Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

### **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 Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- 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.
- Safe recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff

### **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 websites, 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.

If there is a request for information about a child made from another agency, the school will return the call and under no circumstances offer information immediately.

No information will be faxed about a child in the school.

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.

### **CONDUCT OF STAFF**

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy, we will view this as misconduct, and take appropriate action.

### **PHYSICAL CONTACT & RESTRAINT**

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

(See positive handling policy)

### **ALLEGATIONS AGAINST MEMBERS OF STAFF**

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 School Policy.

The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

#### **BEFORE AND AFTER SCHOOL ACTIVITIES**

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies 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 bodies.

#### **CONTRACTED SERVICES**

Where the Governing Bodies 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.

#### **SAFETY ON THE SCHOOL SITE**

To ensure that every adult on site is identifiable, all staff will wear a lanyard with a photograph and a designation on it. All visiting staff/contractors and parents will sign in and be allocated a lanyard with a numbered badge. Badge numbers will be written down by the person signing people into school.

The wooden gates will be opened at 8.45am and closed at 9.00am. They will be re-opened at 3.15pm and closed at 3.30pm. Any parents needing access to the school will be asked to sign in at the front entrance.

Ratified : September 2018

Signed by:

(Chairman of the Governing Body)

Review date: July 2019



## Appendix 1

### CHILD PROTECTION PROCEDURES AT CHEAPSIDE

The designated senior teacher for child protection is the Headteacher – Mrs Searle. In her absence, any concerns should be addressed to Mr Streather – Assistant Headteacher.

#### **There are four categories of abuse:**

- **Physical abuse** – Physical injury to a child – reasonable suspicion that the injury was inflicted or knowingly not prevented.
- **Sexual abuse** – The involvement in sexual activities to which the child was unable to give informed consent.
- **Emotional abuse** – Persistent or severe emotional ill-treatment or rejection.
- **Neglect** – The persistent or severe neglect of a child which results in serious impairment of the child's health or development.

#### **You might become involved because:**

- You are approached by a child who wants to talk about something that has or is happening to them. (They will tend to choose someone that they trust or know well and this will not always be their own class teacher).
- You see an injury that cannot be explained.
- Another person may express concern for a child's well-being.
- You may have noticed significant changes in the way a child performs in school.

#### **What to do:**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

- Be prepared to listen – not judgementally.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not promise confidentiality, you may need to talk to someone else.
- Inform the designated teacher of your concerns immediately.
- Reassure the child but avoid unnecessary physical contact.
- Do not question a child; try to limit your involvement to listening.

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the designated child protection teacher.

Abuse and neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. When working with children over time you may see changes in behaviour. In some cases these changes may be a symptom of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need

for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

**Record:**

- What the child has said – using the child's words or the nature of your concern. Note the context, time and date on your record and sign it.
- Avoid judgements and opinions.
- Ask for advice about what to do next.
- Maintain contact with the child for reassurance.
- Be professional. Do not discuss the matter openly.

It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated Child Protection teacher.