



FRIEZLAND PRIMARY SCHOOL

Child Protection Policy

Date written / reviewed	September 2017
Date of next review	September 2018
Headteacher	
Chair of Governors	

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Child Protection Policy

RATIONALE

The school believes that the protection of children should be an integral part of the ethos of the school, and that this should be a “listening school” which seeks to create an atmosphere in which children feel secure, that their views are valued and that they are encouraged to talk and are listened to.

The school follows policy and procedures as laid down by the Local Safeguarding Children Board (LSCB), respects issues of confidentiality and will give priority to working together with other agencies to protect children in our care, particularly those who have been identified as being at risk of child abuse.

In this statement and policy, staff includes teachers and any other person employed or volunteering to work in the school who has contact with our children.

AIMS

- To ensure the physical and emotional well-being of the child.
- To create a safe, secure and stimulating environment for all children and adults.

GUIDELINES

The role of the Governing Board

The Governors of the school will seek to fully support the role and the responsibilities of the designated teacher (Miss Rachael Swaby – Headteacher) for child protection by ensuring that:

- Staff are aware that the designated teacher and the procedures have their full support.
- Inter-agency procedures are known and followed.
- Time is available for both the designated teacher, relevant Governors and staff to be trained.
- Time and the necessary resources are available for the designated teacher to carry out their role and responsibilities.
- Details of the training undertaken during the year, policies and in-school procedures are reviewed regularly and at least annually through Headteacher reports / as Governing Body agenda items.
- The Governor with specific responsibility for safeguarding, supports the monitoring and evaluating of policy and procedures through regular communication with

designated members of staff and the wider community, through his/her/their role as pastoral team committee member.

The role and responsibilities of the designated person

The designated teacher for the school is the Headteacher, Miss Rachael Swaby, who will always be the first point of reference for any issue relating to child protection in the school. In the absence of the headteacher the deputy designated person, Miss Rebecca Hill, the Assistant Headteacher, should be the point of reference. The Governor with responsibility for Child Protection is Ms Nick Gainsborough.

We do not expect our designated teacher to be an “expert” in recognising and dealing with suspected child abuse. School will receive multi-agency support after referral has been made.

In this school the designated teacher will seek to:

- Co-ordinate action in cases of child abuse both within school and with outside agencies.
- Act as a consultant for the school staff and outside agencies with regard to particular children.
- Ensure that appropriate staff within the school know sufficient about the child considered to be at risk, to cope with him/her within school and protect him/her.
- Ensure that all staff coming into contact with a child who has been or may be suffering abuse, know what signs to look for and what action to take.
- Keep information regarding children who are considered to be “at risk”, informing staff appropriately.
- Pass on information when children transfer schools.
- Liaise with other agencies.
- Arrange ongoing whole school awareness-raising and staff development (including support staff), with regard to child protection.

The role and responsibilities of all staff members

- Know who the designated teacher, deputy designated teacher and governor with responsibility for safeguarding are.
- Know and follow the in-school procedures.
- Understand the role of the designated teacher.
- Attend any in-school meetings when appropriate.
- Monitor any vulnerable child who is in their care and implement any Child Protection or Child in Need plan for a child who is considered to be “at risk”.
- Ensure that they do not treat any child they know to have been abused any differently from other pupils.
- Have a general awareness of the possible indicators of abuse and
- Keep confidential any sensitive information of which they have knowledge.

When a member of staff has concerns about a child or a child discloses abuse

Staff will follow the guidance given for individuals at **Appendix 1**, then the school will follow the in-school child protection procedures as shown in **Appendix 2**.

Allegations made against a member of staff

Where an allegation is made against a member of staff, procedures for this eventuality can be found in the Child Protection file in the Headteacher's office.

In the first instance it would be appropriate for the designated person, or, if the allegation is made against the designated person, the deputy designated person, to notify both the Chair of the Governing Board and the governor responsible for safeguarding of the allegation.

All information related to the allegation should be recorded according to procedures

Recording, storing and sharing information

All confidential child protection information relating to pupils, is stored in a locked filing cabinet in the headteacher's office. Only the headteacher and deputy designated person have keys to this cabinet and access to any information is through them.

The key holders of the cabinet undertake to reserve the right to confidentiality of any child. Relevant information will only be shared on a "need to know" basis, with appropriate staff who have regular contact with the pupil concerned.

Once any information has, of necessity, been shared with a member of staff, that member of staff must undertake not to discuss the information with anyone who is not in possession of the same information.

An incident/concerns log is held by the designated teacher, in which daily concerns may be noted, and to which every member of the staff may contribute. The designated teacher will check this information weekly to aim to identify any emerging patterns of concern, and to track recurring anxieties relating to individual children to see if any further action needs to be taken. Any further action taken will then be recorded in an incident / concerns file. This file will be confidential and will be stored as stated above.

When a pupil transfers to another school, the following action will be taken:

- If a child is considered to be "at risk", a meeting will be held with the designated teacher from the receiving school during the process of transition, at which all relevant information will be transferred. If possible and if deemed necessary, both designated teachers will attend the next case review.
- If a child is not considered to be "at risk" but either has been in the past, or if grave concerns exist, discussions will be carried out with relevant members of staff e.g. learning mentor, Head of Year or Head teacher, during the process of transition. Confidential information on children in this position will be stored by this school for a period of five years. Unless the child is registered "at risk" at the new school, these records will be destroyed after that time.

If a child about whom the school has concerns, or who is considered to be “at risk” disappears / goes ‘missing’, the school will follow the LA’s procedures related to ‘missing pupils’, after initial enquiries have proved unsuccessful.

Induction and Staff Training

All new members of staff (teachers / support staff / volunteers) will undergo induction that includes making them aware of the guidance, ‘Keeping Children Safe in Education’ in relation to safeguarding children. They will be asked to familiarise themselves with the staff handbook that includes key policies (child protection / behaviour / learning and teaching / curriculum etc).

Staff will be given / or will be asked to read Section 1 of ‘Keeping Children Safe in Education’ copies of which can be found in the Safeguarding & Child Protection Handbook (file).

All members of staff will be regularly updated by the designated teacher on any changes in Local Authority procedure and a review and discussion of the school’s response, as outlined in this document, will take place every school year. This will be reported to the Governing Board.

The designated and deputy persons, will have further in-depth training in the procedures.

The school undertakes to ensure that the designated teacher will be allowed to attend relevant training on behalf of all the school staff. The designated teacher will then ensure that whole staff training time is included in termly staff meeting schedules, in order to pass the information on to other staff members.

Information for parents

The following statement will appear in the school prospectus, to inform parents of the school’s duty in this respect:

PROTECTING CHILDREN FROM ABUSE

Parents should be aware that the school will take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill- treatment, neglect or other forms of abuse, staff will follow LSCB procedures and may report their concerns to Oldham Social Services Department.

The LSCB procedures instruct the school to contact the Social Services department first where sexual abuse is either suspected or alleged. In all other cases, in any discussion of concerns with parents, the referral procedures on child protection will be shared.

Preventative work in School

Within PSHC Education and Sex and Relationships curriculum, aspects are identified where direct teaching might be appropriate to support children in protecting themselves and in recognising the need to protect others.

In these ways and through the implementation of other related policies (Behaviour, Use of Force, Equalities, Anti-bullying & Positive Behaviour, Curriculum Health and Safety, Safety and Security) and teaching strategies school is developing as an effective listening school.

Monitoring

The procedures as recorded in this policy will be monitored by all staff termly during a designated staff meeting. This meeting may be combined with the half-termly staff meeting which monitors provision for pupils with SEND.

During this meeting individual concerns may be raised and information shared with staff in order to assist decision making in terms of next steps. Confidentiality will be observed at all times.

Current concerns will also be shared with the governor responsible for safeguarding during meetings with the designated and deputy designated persons.

Evaluation

As previously stated, the effectiveness of this policy and procedures recorded within it will be evaluated at a timely meeting of the Pastoral Focus Group. The minutes from this meeting will then be shared at the following Governing Board meeting.

APPENDIX 1

Oldham LSCB Child Protection Procedures with Educational Establishments for cases of suspected Physical, Emotional, Sexual Abuse or Neglect

STAGE 1

If this suspicion or allegation concerns sexual abuse the matter should be reported immediately to the CAT North East (Child Assessment Team North East).

STAGE 2

Discuss allegation/suspicion with appropriate person (e.g. designated person, headteacher, head of service) if available.

STAGE 3

Consider if emergency medical action is necessary and/or checking of the Child Protection Register. If emergency action is necessary:

- a) inform parents if contactable;
- b) take child to hospital;
- c) inform headteacher or line manager, and
- d) refer to Social Services.

STAGE 4

Encourage the child to discuss the situation.

STAGE 5

Share this information with appropriate person mentioned above, and take one of the following courses of action:

STAGE 6

- a) if there are some grounds for concern about the child's general welfare, meet with parents to discuss, and other agencies if parents agree
- b) if grounds for concern of physical abuse, neglect or emotional abuse, refer to CAT where the child is resident.

Social services or school must inform parents of action taken and reasons why, as soon as possible.

- c) if there are no grounds for concern, log the incident and discuss with parents as appropriate.

What to do if you have an allegation, suspicion or disclosure of sexual abuse

If a child begins to disclose sexual abuse you should be prepared to listen, believe and act upon the information.

Do

- facilitate the disclosure by finding a suitable place to talk and actively listen;
- tell the child what you will have to do to follow the procedure and
- record the details at the same time as they are being told.

Don't

- inform the suspected perpetrator;
- inform parents or carer to explain that a referral for investigation has been made, unless sharing this information could put the child at greater risk;
- stop the child from disclosing;
- ask leading questions;
- promise not to tell anyone else and
- judge the child to be lying.

All staff computers / laptops have shortcuts to the LCSB and GM Safeguarding websites. Contact the [Multi-Agency Safeguarding Hub \(MASH\)](#) to report your concern by:

- Phone : 0161 770 7777
- Email: child.mash@oldham.gov.uk
- Post: MASH, Level 9, Civic Centre, West Street, Oldham, OL1 1UT.

Or you can report abuse online at the [CEOP website](#)

Appendix 2:

School Procedures for Recording CP Concerns

- Any concern raised by any member of staff should be recorded in the log designed for this purpose. This is kept locked in the Headteacher's office.
- The above action will be additional to a conversation with the Head (Designated Person) or with the Deputy Designated person, who will then record information according to procedures, ask for advice or will action according to Appendix 1.
- The information in this log will be monitored by the Headteacher/designated person daily, so that decisions about referral etc can be made in a timely way.
- If deemed appropriate, cases may be transferred to the child protection file. This file is confidential and is located in a locked filing cabinet (see policy). In this way responses to information and actions are graduated if this is appropriate.
- In the first instance, a 'Cause for Concern' form should be completed in which subsequent actions are listed.
- Responses to actions then need to be logged and decisions made about future actions.
- Where appropriate staff should be aware of any issues.
- The Governor responsible for safeguarding and / or chair of governors should also be made aware of ongoing cases and should also be involved in discussions re next steps, if this is possible.