

**MODEL : CHILD PROTECTION POLICY AND PROCEDURES
October 2008**

NAME OF SCHOOL :

The Governors recognize their statutory responsibility to make sure that appropriate arrangements are in place to safeguard and promote the welfare of children : Section 175 of the Education Act 2002.

This policy applies to all staff, governors and volunteers working in the school and will be reviewed annually.

Principles :

- This school recognizes its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe environment in which children can learn and develop. The policy applies to all children between the ages of 0-18 whose care and education comes within the remit of this school.
- The staff and governors of this school are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to.
- We will try and ensure that children know that there are adults in the school whom they can approach if they are worried.
- We recognize that because of the day to day contact with children, school staff are well placed to observe the signs of possible abuse.
- This school recognizes its responsibility to discuss with Education and Children's Services' Duty, Assessment and Referral Team : DART : **0121.788.4300** any significant concerns about a child which may indicate physical abuse, emotional abuse, sexual abuse or neglect in accordance with the Local Safeguarding Children Board child protection procedures and to attend any child protection conferences, initial and review, and core group meetings and child in need conferences that may be called.
- This school recognizes its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse. Agencies such as Children's Services (ECS), Police Child Abuse Investigation Unit, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service and other agencies/services coming into school to support individual pupils/groups of pupils
- The school wishes to promote a positive, supportive and secure environment, giving pupils a sense of being valued.

- The school will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the school prospectus.

The Designated Member of Staff for Child Protection :

- The Designated Member of Staff for Child Protection is a member of the Senior Management Team and in this school is :
- Early Years provision run by the school may need to allocate a separate person to this role in view of operating before and after standard school times.
- The DMS will co-ordinate action on child abuse within the school, ensuring that all staff (including supply staff) know who the Designated Member of Staff is and that they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to discuss any concerns with the Designated Member of Staff.
- The governors support the Designated Member of Staff for Child Protection in carrying out his/her responsibilities as outlined in Safeguarding Children and Safer Recruitment in Education (January 2007) .

Responding :

- Any member of staff who has concerns about a child must report their concerns to the Designated Member of Staff for Child Protection
- In accordance with the Local Safeguarding Children Board Procedures, the agreement of the family for a referral to Children's Services Duty Team should be sought where possible (Ref.Chapter 3.1.1 Section 7.1) However, if it is felt that any such agreement seeking would increase the level of significant risk to the child, the matter should be discussed with the Duty Assessment and Referral Team and their advice sought and in any case should not contribute to a delay in making a referral.
- **Children's Services Duty, Assessment and Referral Team :**
0121 788 4300
0121 605 6060 (Out of Hours)

All referrals need to be confirmed in writing within 48 hours using the Children and Families inter agency Referral form.

- If the suspicions in any way involve another member of staff, the matter needs to be brought to the attention of the Headteacher who will act in accordance with procedures by discussing the allegation with the Local Authority Designated Officer (LADO) as soon as possible. Steve Martin is the LADO for Solihull and can be contacted on 0121 788 1505. (The

Management of Allegations and Concerns Regarding the Professional Conduct of Staff : September 2004 and also the LSCB Procedures Chapter 4)

- If the suspicion in any way involves the Headteacher, advice needs to be sought from LADO. The chair of governors is to be informed immediately.
- Steve Martin (Chief Education Welfare Office) and Sheila Wyatt (Senior Education Welfare Officer) have made a commitment to respond within 60 minutes to any contact from a school wishing to discuss /clarify a child protection concern . They can be contacted on : **0121 788 1505**.
- The appropriate member(s) of staff will attend any child protection meetings called by the Child Protection and Review Unit and/or DART in respect of a child attending the school and any strategy meetings relating to allegations against staff.

Use of physical intervention :

- Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following :
 - a. committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil) ;
 - b. causing personal injury to , or damage to the property of, any person (including the pupil himself) ; or
 - c. prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.
- Additional guidance on the use of restrictive physical interventions with children who display extreme behaviour is contained in DfES document LEA/0242/2002
- It is important to allow children to do what they can for themselves, but depending on age and circumstances (ie a child who is hurt, child who needs instruction in the use of a particular instrument/piece of equipment, safety issues such as the need to prevent a child hurting themselves, running into the road) it may be necessary for some physical contact to take place.
- In May 2008 a letter was sent to all schools by Anne Plummer in her capacity as Acting Corporate Director Education and Children's Services with respect to positive physical interventions/restraint.

Abuse of Trust

- The Sexual Offences (amendment) Act 2000 established a criminal offence of the abuse of trust affecting teachers and others who are in a relationship of trust with 16-18 year olds; a relationship of trust being one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken.
- The legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.
- The principle of equality embedded in the legislation applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

E-safety

- Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate , or possibly illegal.
- Schools therefore have a major responsibility to educate their pupils; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies (Becta)

Record keeping :

- Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (within the hour), writing down as exactly as possible using the child's own words , what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly.
- All records of a child protection nature (hand written or typed) will be given to the DMS for safekeeping. This includes case conference minutes and written records of any concerns. Access to any records will be on a 'need to know ' basis. All records must be securely held, separate from the main pupil file, and in a secure cabinet.
- When a child who has a Child Protection Plan leaves the school and/or transfers to another school, the DMS will inform the child's new school immediately and discuss with the child's social worker the transfer of any confidential information the school may hold.

- When pupils who have been the subject of some concern in school transfer from primary to secondary school and/or move school part way through an academic year, any concerns that are being monitored need to be passed on to the DMS of the receiving school in writing. Any other historic information that is not part of either an ongoing child protection case or an active monitoring situation should be shredded.

Supporting the Pupil :

- The school will support pupils in accordance with his/her agreed Child Protection Plan.
- The school will notify any concerns about a child who has a Child Protection Plan or is known to have an allocated social worker to the child's social worker or in her/his absence the manager or a duty officer in the team (Section 8.4 of Chapter 3.1.1 of the LSCB Procedures).
- We recognize that children who are abused or who witness violence may experience difficulties which impact on their 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 and the school ethos of valuing the pupil.

The curriculum :

- Through various aspects of the curriculum, staff will raise pupils' awareness and build their confidence so that they have a range of contacts and strategies to ensure their own protection and that of others, recognizing that pupils need opportunities to develop the skills they need to recognize and stay safe from abuse.
- The principles embedded in this policy link into other policies relating to : Health, PSHE, RE, Sex Education, Bullying, Equal Opportunities, Special Educational Needs

Training :

- This school is committed to supporting and training all staff in matters of child protection.
- The governors will ensure that all staff receive child protection awareness training (level 1) as part of their induction with subsequent three yearly updates as prescribed in government guidance (Section 175 of Education Act 2002) and in accordance with the standards set by the Solihull Local Safeguarding Children Board Education Sub-group.

- The governors will ensure that the Designated Member of Staff for Child Protection attends the multi agency child protection training organised through the LSCB as soon as possible after taking up their responsibilities and that the DMS subsequently receives appropriate training on a 2 yearly basis in accordance with government guidance.

Recruitment of staff and volunteers :

- Good practice guidance as outlined in Safeguarding Children and Safer Recruitment in Education (January 2007) and by Solihull's Human Resources Section should always be followed.
- The school will ensure that safe recruitment practices are in place and followed in checking the suitability of all staff and volunteers to work with children.

Useful contacts :

- Children's Services Duty, Assessment and Referral Team (DART) : 0121 788 4300
- Child Protection and Review Unit : 0121 788 4310
- Police Child Abuse Investigation Unit : 0121 712 6143
- Education Welfare Service : 0121 788 1505
- NSPCC Young Persons' Centre (Tie Out) : 0121 770 3000

Supporting Documents :

- Local Safeguarding Children Board Procedures www.solihull.gov.uk/staysafe
- Safeguarding Children and Safer Recruitment in Education (2007)
- Working Together to Safeguard Children (2006)
- What to do if you are worried a child is being abused
- The Management of Allegations and Concerns Regarding the Professional Conduct of Staff – September 2004
- E-safety. Becta 2005
- Statutory Framework for the Early Years Foundation Stage , May 2008
- The use of force to control or restrain pupils, DCSF 2007
- Guidelines for school staff on the use of physical restraint and positive physical intervention : Solihull Position (February 2008)
- Guidance on developing personal care in schools, SMBC April 2008

School :

Governor signing :

Date :

Review date :