The purpose of the Child Protection Policy

The school recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the school’s child protection policy is underpinned by the fundamental principle of the Children Act 1989:

‘the welfare of the child is paramount’

Everyone in our school shares an objective to help keep children safe by:

- Providing a safe environment for children to learn in.
- Supporting children’s development in ways which will foster a sense of self-esteem and independence
- Identifying and responding to children in need of support and/or protection


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 adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.

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

Aims

The aims of this policy are to:
• support the child’s development in ways that will foster security, confidence & independence;
• provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties believing they will be effectively listened to;
• raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
• provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children;
• emphasises the need for good levels of communication between all members of staff;
• develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse;
• develop and promote effective working relationships with other agencies, especially the Police and Social Services;
• Wherever the word “staff” is used, it covers ALL staff on site, including ancillary and supply staff, and volunteers working with children
• ensure that all adults within our school who have substantial access to children have been checked as to their suitability.

Procedures

Our school procedures for safeguarding children will be in line with the Guidance for Safe working Practice for the protection of Children and Staff in Education Settings February 2005.

We will ensure that:

• all members of the governing body understand and fulfill their responsibilities;
• Our Child Protection Officers are Jane Sweeney and Nicky York.
• all members of staff are provided with opportunities to receive training in child protection to develop their understanding of the signs and indicators of abuse;
• all members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse – safeguarding folders;
• all parents/carers helping in school, are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools’ Child Protection Policy;
• our letstings policy will seek to ensure the suitability of adults working with children on school sites at any time;
• community users organising activities for children are aware of the school’s child protection guidelines and procedures;
• we will ensure that our selection and recruitment of staff includes checks for their suitability with the DBS;
• we will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies (List 99 for education staff);
• our procedures will be regularly reviewed and up-dated;
• the name of the Designated member of staff for Child Protection [Nicky York] , the Child Protection Liaison Officer[Tracey Noctor] will be clearly advertised in the school;
• Under no circumstances should staff initiate procedures themselves. However, should an individual feel that appropriate action has not been taken, then they must refer to the CPLO.
all new members of staff will be given a copy of our child protection policy [available on the shared server], and the booklet “What to do if You’re Worried a Child is Being Abused”, with the CPLO’s name clearly displayed, as part of their induction into the school.

Any member who has a cause for concern or a disclosure should fill in the relevant orange form [found in the safeguarding folder] and hand it in to Nicky York.

**Additional Procedures**

It will be the responsibility of the Headteacher to make decisions about referrals connected with child abuse. In the absence of the Headteacher, the Deputy Headteacher must be informed of any concern about a child. Staff must talk to the Headteacher if they have concerns about a child, but no specific evidence. Teachers will be asked to keep a monitoring record (see end of this document) of a pupil about whom there is concern. This is a confidential report and does not form part of a child’s educational record, but may be used as evidence. All comments must be dated and recorded carefully. These forms will be issued by the designated person and should be handed to them.

Any member of staff who is concerned about a child must discuss those concerns with the Headteacher. At all times, procedures must be followed.

**Referral procedures at Parlaunt Park Primary School**

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

School staff report to Headteacher/CPLO
Headteacher/CPLO telephones Social Services Duty Officer **without delay**
Headteacher/CPLO telephones School Health Service E.W.O.
Headteacher/CPLO confirms in writing Social Services
Child Protection Co-ordinator
C.E.O. other agencies

As soon as the school has reported a case of suspected abuse, and multi-disciplinary procedures are put in motion, the school has a duty to assist with the discharge of statutory functions to protect the child.

At the end of this policy are two forms. One is for recording the initial concern. The other is a record sheet for monitoring concerns.

The Headteacher may be involved in:

- initial investigations and assessments
- criminal investigations
- case conferences
- review conference

The Headteacher/CPLO will be expected to:

- provide detailed information about the child, his/her background and reasons for the referral.
- provide written reports when necessary
- attend case conferences or meetings/interviews as required
- in some circumstances, arrange for a child to be interviewed at school without parental consent, or to be removed from school (without parental consent) to be interviewed elsewhere.

Roles and Responsibilities

The designated person at Parlaunt Park Primary School is the Headteacher [Jane Sweeney].
The Child Protection Liaison Officer at Parlaunt Park Primary School is [Tracey Noctor]
In the head’s absence, the deputy-designated person is the Deputy Headteacher.
Child Protection Governor: Italo Cafolla [Chair of Governors]

_ All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.
_ All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Person.
_ The designated person for child protection and nominated governor for child protection will receive training every two years.
_ All new staff will be fully briefed regarding child protection and all staff will have refresher training every three years.
_ The school will co-operate with relevant external agencies in any enquiries regarding child protection matters, including representation at case conferences, core groups and multi-agency planning meetings.
_ Parents will be advised of the intention to refer to Social Services and their views and cooperation sought, unless we have good reason to believe that to do so would place a child at greater risk of harm.
_ All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.
_ Information concerning children at risk will be shared with all members of staff on a “need to know” basis. The Designated Person will make a judgement in each individual case about who needs and has a right to access particular information.
_ Where there are concerns about a child, a teacher may be asked to keep a log of observations. This will be kept securely, separately from generally accessible pupil and class records.
_ All records are subject to the Freedom of Information Act (2000) and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

Volunteers

All volunteers coming into school or helping on school trips need to be list 99 checked and whenever possible DBS checked.

Supporting Children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all pupils by:

- encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying;
- promoting a caring, safe and positive environment within the school;
- liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- notifying the Assessment Team as soon as there is a significant concern;
- providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil’s new school & ensuring the school medical records are forwarded as a matter of priority.

Categories of abuse

For Guidance on recognising the vulnerability of children in certain circumstances, please look at the Berkshire LSCB Child Protection Procedures website:

http://proceduresonline.com/berks/chapters/p_recog_vulner.html

Confidentiality

We recognise that all matters relating to child protection are confidential. Further information is included in the Confidentiality Policy adopted by the school.

The Headteacher will disclose any information about a pupil to other members of staff on a need to know basis only.

Guidance about sharing information, pending the outcome of the Bichard Committee, can be found in the booklet “What to do if You are Worried a Child is being Abused” DoH 2003 [see Safeguarding folder].

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.

We will always undertake to share our intention to refer a child to Children’s Services with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team on this point.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.
Allegations against staff

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

All Staff should be aware of Slough’s Guidance on Behaviour Issues, and the school’s own Behaviour Management policy.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Education Officer (LEO), or in his/her absence the Development Manager Welfare and Protection.

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Headteacher first.

The school will follow the Slough procedures for managing allegations against staff, in the CP Essential Guidance Manual a copy of which will be readily available in the school. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a Strategy Meeting.

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the Local Education Officer (LEO) and Personnel Consultant in making this decision.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. [See Whistleblowing Policy]

Physical Intervention

Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.
Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options – Team Teach technique.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

**Record Keeping**
Child Protection records and associated case paperwork are kept in a secure location. Access to this location is described on paperwork in the school safe.

Initially staff will be asked to record their concern on an alert form [Appendix 1]. Subsequent monitoring will be recorded on the monitoring form.

**Related Policies**

- Behaviour Policy
- E-Safety Policy
- Health and Safety policy
- Inclusion Policy
- Sex and Relationships Policy
- PSHE & Citizenship Policy
- Restraint of Pupils
- Confidentiality Policy
- Whistleblowing Policy

**Bullying**

Our policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic and gender related bullying.

**Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

See Race Equality Policy

**Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;
• ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty;
• include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Health & Safety

Our Health & Safety Policy, set out in a separate policy, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits.

Issue Date: October 2015

Agreed by

Headteacher

Date

Chair of Governors

Date

Review Date: October 2016
# CHILD PROTECTION ALERT FORM

<table>
<thead>
<tr>
<th>Name of Pupil</th>
<th>Class</th>
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**Reason for Concern.** Please record exactly what you heard/witnessed/observed and when, which has given you cause for concern

<table>
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<tr>
<th>Support Staff: Have you shared the concern with the classteacher?</th>
<th>Y / N</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Position:</td>
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</table>

**PLEASE PASS ON TO THE CHILD PROTECTION OFFICER:** Tracey Noctor or in her absence to the Headteacher/Deputy [who will then take responsibility]

**Next Course of action – to be completed by the designated CPO**

| Name: | Signed: | Date: |
CHILD PROTECTION CONCERNS MONITORING FORM

Name of Child: _________________________     Date of Birth:________________

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<tr>
<th>Date</th>
<th>Teacher</th>
<th>Time and Place</th>
<th>Details</th>
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