

Designated Teacher - Jean Gamble

Rationale

We believe that a caring school promotes the welfare, health, safety and guidance of every child through its positive safe and stimulating environment. School governors and senior management are responsible for ensuring that the school has a safeguarding children policy and procedures are in place to deal with incidents.

Aim

Our aim is to create a warm, supportive environment in which we will support all our children/young people to work towards the five outcomes of Every Child Matters and in particular Stay Safe.

We aim to provide an environment in which:

- children feel safe and secure
- the Headteacher has been designated specifically to follow the Manual of Procedures. In her absence the Deputy Headteacher is the designated teacher.
- we will promote the safeguarding of children and young people and encourage the prevention of child abuse through the curriculum.
- each member of staff is willing to voice concerns to the Headteacher if he/she suspects a case of child abuse.
- staff are knowledgeable and take part in in-service training courses which lead to a greater understanding of the signs and symptoms of child abuse.
- the prevention of child abuse is encouraged through teaching which builds awareness of the dangers of abuse.
- liaison with other agencies involved in the protection of children is encouraged.
- parents are informed of our policy in the school prospectus.
- a systematic means of monitoring children known or thought to be at risk of harm is provided.
- a structured procedure is developed within school, which will be followed by all teaching and non-teaching members of staff.
- all adults within our school who have access to children are DBS checked.

Policy

- i The Headteacher has been designated to have responsibility for co-ordinating action within the school and liaising with other agencies.
- ii All staff are familiar with child protection procedures and all cases of child abuse are reported immediately to the designated member of staff (the Headteacher) who has responsibility for referring suspected child abuse cases to Children's Services.
- iii The Child Protection Manual of Procedures is in the Headteacher's office and is accessible to all staff.
- iv A governor is nominated to have responsibility for child protection matters.

We will:

- v Promote an ethos in which children feel secure, their viewpoints valued, where they are encouraged to talk, they are listened to and self esteem is built.
- vi Provide suitable support and guidance so that children have appropriate adults who they feel confident to approach if they are in difficulties.
- vii Work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and recognising that this may occasionally require cases to be referred to other investigative agencies as a constructive helpful measure.

- viii Exercise vigilance in cases of suspected child abuse, recognising the signs and symptoms having clear procedures whereby teachers report such cases to the school's designated teacher and being aware of local procedures so that information is effectively passed on to relevant professionals such as social workers.
- ix Monitor children who have been identified at risk, keeping in a secure location clear records of children's progress maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences, as appropriate.
- x Provide child protection training regularly to school staff and in particular to the designated teacher to ensure their skills and expertise are up to date.
- xi Contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies.
- xii Use the curriculum to raise children's awareness and build confidence so that children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

The Children's Act – Legal Responsibilities

- i All staff who have access to children are checked in line with government guidelines. A member of staff has undertaken training in safer recruitment in line with the Bichard Recommendations.
- ii The Headteacher will look into a child's family history to establish who has parental responsibility for them and be aware of all those with parental responsibility.
- iii School records will accurately reflect the home situation.
- iv Consent must be obtained for school visits, medical attention etc. from those with parental responsibility.
- v Those with parental responsibility have the right to see a child's school report.
- vi If a child is hurt in an accident, contact must be made to those with parental responsibility.
- vii School staff have the right to 'do what is reasonable in all circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. (section 3 (5) of the Children's Act).

Procedures for ensuring our children stay safe

- We have a trained designated member of staff, who undertakes refresher training every two years.
- All staff are trained and understand the child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to the designated teacher who has responsibility for referring suspected child abuse cases to child Care Duty Desk, Social Care. In the absence of the designated member of staff all staff members will know the reporting procedures.
- All staff undertake refresher training every three years. (In line with Safeguarding Children 2004).
- Parents and carers are informed of the existence of our policy and of the responsibilities of staff members with regard to child protection procedures.
- Effective working relationships with other agencies are developed and promoted, especially the police and social services.
- Good record keeping systems are in place and a systematic means of monitoring children known or thought to be at risk of harm is provided.
- Through our links to other policies, for example sex and relationships/anti-bullying we will help to develop self-esteem and self-assertiveness in our pupils.
- Our procedures will be reviewed and updated yearly.

Responsibilities

The designated member of staff is responsible for:

- Carrying out child protection procedures in accordance with the Local Safeguarding Children Board Manual of procedures and Safeguarding Children in Education.
- Keeping written records of concerns about a child even if there is no need to make immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.

- Monitoring the attendance of any pupil currently on the child protection register and referring concerns when appropriate to the Education Welfare Service in the first instance. Where concerns remain the social worker for the family will be informed.
- Passing on any child protection records/concerns to the receiving school when a child leaves.
- Ensuring that the Child Protection Manual of Procedures is accessible to all staff.

The Governing Body is responsible for:

- Nominating a governor to have responsibility for child protection who receives training.
- Reviewing the policies and procedures annually.
- Remedying any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention.
- Ensuring that the Chair liaises with the LA/partner agencies in the event of allegations of abuse being made against the headteacher.

Monitoring and record keeping

We can play a vital role in helping abused children and those who are suspected of being abused, by monitoring and recording certain aspects of the child's progress and behaviour in school.

Evidence from reports and reviews into the deaths of children indicate the vital importance of record keeping.

The Child Protection Recording Form will be used by the school to make a written record of child protection activities and concerns.

The school will maintain cumulative summary sheets on all files. The school will also maintain the chronology form, to record all relevant occurrences. These summaries will be shared as part of the normal interchange of information at all formal and less formal interagency meetings, including child protection conferences.

The school will record occurrences in the following circumstances:

- i** **When there is concern in school over:**
marks on a child's body.
unusual/different behaviour.
mood changes.
puzzling statements or stories from the child.
information from others.
- ii** **If requested by another agency,** for example following a case conference.

The following members of staff will record concerns and pass these to the Headteacher who will ensure the information is kept in the child's confidential file:

- iii** Teachers who are responsible for the children in their care.
- iv** Non-teaching staff involved with the child.

The following concerns will be recorded:

- v** Patterns of attendance.
- vi** Changes in mood.
- vii** Changes in classroom functioning.
- viii** Relationships (with peers and adults).
- ix** Behaviour.
- x** Statements made by the child, comments, stories, 'news' drawings.
- xi** General demeanour and appearance.
- xii** Parental interest and comments.
- xiii** Home/Family changes.
- xiv** School Medical dates.

- xv Response to PE/Sport.
- xvi Injuries/marks past and present.

Recording information

- xvii When a referral is being made to the duty desk of Social and Community Care, information will be recorded in the Child Protection File by the designated teacher using the appropriate Report form for onward referral to Social and Community Care and the Education Welfare Service. A verbatim report on the child's response or an account will be written by the reporting teacher or adult. The Headteacher will inform the legal guardians/parents that a referral is to be made to Social Services if this does not put the child at risk of significant harm. All referrals to Social Services must be put in writing by the referrer within 24 hours.
- xviii Information will be recorded in factual, non-emotive, non-judgmental terms, with notes of the time, date and context of the events in question. Copies of all Social Services referrals must be sent to the EWO.
- xix The file will be kept centrally and confidentiality will be respected. Child Protection records will be kept securely locked. A "RED STAR" will be stuck on a child's school file to indicate that a child protection file exists. When the child transfers to a new school, the child protection file will be forwarded to the receiving school.
- xx Each case will be closely monitored. If no previous action has been taken after 3 concerns have been logged the school will seek advice from Social Services as to appropriate action.
- xxi The designated teacher (in our case the Headteacher) will decide in consultation, when to start and finish monitoring and decide on further action e.g. contact with parents/social workers etc.

General Principles of Confidentiality

- i All staff are aware that personal information about a child and his/her family is confidential and should only be given to an appropriate person.
- ii If abuse is suspected accurate information will be given only to the designated teacher **immediately**. The school accepts that other staff need know only enough to prepare them to act with sensitivity to a distressed child.
- iii If staff hear worrying information about children from other parents, neighbours or even other children, this will be passed on to the designated teacher.
- iv If there is a threat to a child's safety and welfare, all staff may have to be alerted to watch for signs of abuse.
- v All staff must be aware that they cannot promise a child confidentiality.
- vi All staff must be aware that they have a professional responsibility to pass information to the designated member of staff who will inform other agencies as appropriate.

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 designated teacher and to seek further support.

Allegations against staff

- There may be times when a pupil makes an allegation against a member of staff in such cases procedures will be carried out in accordance with the Local Safeguarding Children Board Manual of Child Protection Procedures.
- 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 Principal Education Welfare Officer.

- If the allegation made to the member of staff concerns the headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Principle Education Welfare Officer.
- We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff.

Implementation and review

- i** This policy will be made known to **all** staff, parents and governors. Including part time staff, newly appointed staff, supply staff, students on teaching placement and volunteers.
- ii** This policy will be reviewed annually.
- iii** The policy will be taken into consideration when updating school development plans.
- iv** Reference to the policy will assist in the identification of in-service requirements.

Links to other school policies

We work in accordance with the LA policy and guidance documents on:

Health and Safety
 Physical Intervention
 PSHE
 Behaviour and Attendance
 Drug and Alcohol Education
 Sex and Relationship Education
 Physical Mutilation
 Equal Opportunities and Safer Recruitment
 SEND
 Anti-bullying
 Forced Marriages
 Children Missing Education

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