

(NAME OF SCHOOL/COLLEGE\*\* delete as appropriate)

## CHILD PROTECTION & SAFEGUARDING IN SCHOOLS POLICIES

### CONTEXT

“Section 11 of the Children Act and section 175 of the Education Act 2002 places duties on organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children” taken from HM Government “[Working Together to Safeguard Children](#)” Chapter 2 2006.

### INTRODUCTION

- The protection of children is the responsibility of everyone. Primary responsibility for the care and protection of children rests with parents, but a range of services is available to help them in this task. Many referrals to agencies are made by parents seeking help for themselves. Relatives, friends and neighbours may also directly, or encourage families to, seek help or alert statutory authorities to children about whom they are concerned. All agencies with staff who are in direct contact with children and families must be involved.
- The safety and protection of all children is of paramount importance to all those involved in Education. For avoidance of doubt the role of governing bodies of maintained schools and non maintained special schools is set out in paragraph 2.18 page 14, “Safeguarding Children and Safer Recruitment in Education”, effective from January 1 2007. This guidance coupled with “Working Together to Safeguard Children” 2006 Chapter 2, 2.12 page 66 is the blueprint for all inter agency working and should be available and accessible to all those responsible for children’s welfare. This policy reflects this guidance with the DCSF Status “Statutory/strongly recommended” these can be viewed at;

[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)

- Children can develop a special and close relationship with the school/college community and view them as significant and trustworthy adults. For the purpose of these policies and for avoidance of doubt, the school/college community shall include all those that work at the setting. Those being teachers, whole school staff, governors, children, parents that play an active role regularly at the setting and volunteers.
- All of the school/college community believe that our school/college should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- It is not surprising therefore that a child, if they have been abused, may confide or disclose to a teacher or another member of staff.
- School staff are also in a unique position to notice any change in demeanour or circumstances, or notice injuries, marks or bruises when children are doing PE, games or swimming which might indicate a child has been abused.

*(In line with Telford & Wrekin Safeguarding Children Board (SCB)-Child Protection Procedures, 2009 which are reviewed and updated on an ongoing basis)*

## **STATEMENT ON CHILD PROTECTION**

At ([NAME OF SCHOOL/COLLEGE](#)) we agree that the safety, welfare and protection of all children is paramount and any delay in reporting concerns unacceptable. All staff will adhere to this principle and the child protection procedures established by the Telford & Wrekin Safeguarding Children Board (SCB) and the underlying principles of the Telford & Wrekin Children's Trust and its work.

- We will work appropriately with each child, their family and other agencies to protect in all cases the welfare of the child.
- The school/colleges role is to refer with the information received and **under no circumstances** become the investigator.
- The school/college also works to the Safeguarding Children Board procedures for all staff who work with children, where allegations may be made by a child/adult of abuse in any form. All staff will adhere to the procedures drawn up by the Board in line with national guidelines and supported by the SCB managing allegations against those working with children, where this is managed by the SCB through the Local Authority Designated Officer (LADO). The process for managing allegations can be viewed at [www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk)
- This school/college believes that those who work within the school community are in positions of trust and as such codes of conduct are based on the underlying principle that the highest standards are expected from all.
- The document "[Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings](#)" produced by the Government Office for the West Midlands March 2009, provides guidance on the expected standards of all those that work with children. This is attached for reference and all those in the school community will be made aware of its existence.

## **KEY RESPONSIBILITIES**

### **1. Headteacher and Governors**

The Head teacher and Governors are committed to working together to create and maintain a safe learning environment for the children and young people attending the school.

The Head teacher and Governors will follow the specific guidance as set out in paragraph 2.12 of 'Working Together to Safeguard Children 2006' and will ensure that:

- clear arrangements are in place to encourage, facilitate and support the reporting of child welfare concerns, including instances where pupils are missing from school
- that a Designated Person is available at all times whilst students are under direct supervision of school staff
- provision is made for appropriate training, induction, support and supervision for Designated Persons and other members of the school's community and workforce
- the school works with the Local Authority Designated Officer (LADO) and appropriate partner agencies proactively to safeguard pupils
- records relating to safeguarding are kept safely and shared appropriately

- appropriate safeguarding policies are adopted, monitored and evaluated which will include areas such as:
  - ❖ child protection
  - ❖ bullying, harassment and discrimination
  - ❖ use of force and restraint and behaviour management
  - ❖ health and safety including use of equipment and provision of first aid
  - ❖ use of the internet and social networking sites
  - ❖ school trips, placements, outdoor activities
  - ❖ drugs and substance misuse
  - ❖ meeting the needs of pupils with special medical conditions
  - ❖ Extended School provision
- the school premises are safe and that the school grounds are not open to unwanted intruders
- appointments to staff positions and other roles within the school community are made following the safer recruitment guidance issued by the DCSF and all appropriate vetting checks have been completed (see safer recruitment section)
- safer recruitment training, as designated by the NCSL, has been completed by appropriate members of selection panels (see safer recruitment section)
- the school's single central record of recruitment and vetting checks covering all staff and others identified by the school as having regular contact with children is kept up-to-date in line with OFSTED requirements
- the identity of visitors to the school is checked, a record made in the visitors book and that visitors are not left unsupervised within the school

## 2. **The Designated Person(s)**

The Designated Person(s) for child protection are: **\*\* Insert NAME OF DP(s)**

*Guidance already referred to suggests this should be the Headteacher or another senior member of staff and best practice would be to have at least 2 nominated Designated Persons for Child Protection and at least 1 Governor. Designated Persons form part of a Borough wide network of school Designated Persons, where information is shared, in a 2 way process, with the Telford & Wrekin Council Principal Officer & LADO for Child Protection for Schools & Early Years.*

### Responsibilities

- They have received Designated Person child protection training and will liaise in accordance with the SCB procedures and Telford & Wrekin Children's Services Human Resources procedures or other Human Resources procedures in the case of opt out. It is the professional responsibility of the Designated Person(s) to update their own training gaps/needs with Level 2 updates which are held throughout the year and regularly offered by the SCB and other mainstream providers. If in doubt, "[Safeguarding Children and Safer Recruitment in Education](#)" page 71 should be referred to for clarification.
- The Designated Person(s) will ensure that whole school child protection training is made available to all staff, the content of which will meet the requirements identified in 'Training Resource for Working Together to Safeguard Children' - 'Suggested

Outcomes for Targeted Groups' at:

<http://www.everychildmatters.gov.uk/socialcare/safeguarding/workingtogether>

- The Designated Person(s) will make known to the whole school community the location of the SCB website address **[www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk)** where the policies & procedures are on view; these are regularly reviewed and updated by the SCB.
- The Designated Person(s) has direct referral links with the Social Care Safeguarding Team Helpdesk at The Mount in Wellington 01952 385700. For avoidance of doubt the Designated Person(s) should be the point of contact with regard to referring a child if there are concerns about possible abuse. A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours.
- The Designated Person(s) must make it clear to all staff that if the Designated Person or someone from the Senior Management Team is not available, then this should not delay in sharing any concerns about a child to the Social Care Safeguarding Team at The Mount.
- The Designated Person(s) keeps all written records of concerns about a child even if there is no need to make an immediate referral for action; this will include any e technology use issues that may cause indirect abuse to a child. E safety will be treated as any other form of abuse.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupils records.
- Ensuring that they or a senior colleague are available to attend any Strategy/Resolution/Conference/Professionals or Planning Meetings as deemed necessary in the remit of child protection.
- Ensuring information regarding any pupil currently on a Child Protection Plan and deemed "at risk", who is absent without explanation for two days, is shared with Children's Services Social Care Team.

### **3. The Staff**

- All those in the school community, including supply teachers, visiting professionals working with students in the school/college (e.g. counsellor), those who support sex education (e.g. school nurse) and those supporting school/college visits, are informed of the name of the Designated Person(s) and the school/college's procedures for protecting children, for example, how to report their concerns, suspicions and how to receive, record and report disclosures:
  - ❖ during their first induction to the school
  - ❖ through a copy of this policy
  - ❖ through the staff handbook
  - ❖ through induction/supply teachers' booklet

- All staff need to be alert to signs of abuse. They should report any concerns or suspicions if not immediately, as soon as possible, that day to the Designated Person(s). If in doubt they should talk with the Designated Person(s), **delay is unacceptable**.
- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All of the school community should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Unacceptable standards, conduct or behaviour should be challenged appropriately at the outset, and will not be tolerated
- Provision to view the SCB website should be made accessible to all staff. In the first instance if computer access is needed this should be requested through :

Designated Person(s) - (NAMED DP)

#### 4. **Response in School/College**

##### **Reporting to the Designated Person(s)**

- Any concern must be discussed with (NAME OF DP), or another designated member of the Senior Management Team, as soon as is possible, no later than the end of the morning or afternoon session of that day. In Primary settings this must be the Deputy Headteacher.

##### **Immediate response to the Child**

- It is vital that our actions do not abuse the child further or prejudice an investigation, for example:
  - ❖ listen to the child, if you are shocked by what is being said, try not to show it
  - ❖ it is OK to observe bruises but not to ask a child to remove their clothing to observe them
  - ❖ if a disclosure is made, the pace should be dictated by the child, without the child being pressed for detail or by asking leading questions such as “what did he/she do next?” or “where did he/she touch you?” **It is our role to listen not to investigate.** Use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”
  - ❖ accept what the child says. Be careful not to burden them with guilt by asking “why didn’t you tell me before?”
  - ❖ do acknowledge how hard it was for them to tell you this and reassure them that they have done absolutely the right thing by telling you
  - ❖ don’t criticise the alleged perpetrator, the child may have warm feelings for them, but merely wish any abuse to stop
  - ❖ **don’t promise confidentiality**, reassure the child that they have done the right thing, explain whom you will have to tell (the Designated Person) and why; and, depending on their age, what the next stage will be. It is important that you don’t make promises that you cannot keep such as “I’ll stay with you all the time” or “It will be all right now”.

## **Recording information**

- Make some brief handwritten notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern, recording facts and not assumption, supposition and interpretation.
- Also record where you spoke with them and personal safety details such as “I discussed the incident with the child in the Head’s office with the door open” or justify if it were closed, but naming those who you told this to be the case. If alone, reason that rationale stating “the child stated they would only confide in me if I was alone”.
- If it is observation of bruising or an injury try to record detail, e.g. “right arm above elbow”, “bruise noticed on fleshy part leg”
- Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into ‘proper terms’ ensuring that you use the child’s own words). Body language should be noted and support any disclosure.
- It is important to retain on file signed original handwritten notes and pass them on to the Designated Person(s) who may ask you to complete a Social Care Safeguarding Team referral form.

## **Support for Children & Staff**

### Children.

- The child would be made aware of the school/college Pastoral/Counsellor’s work and offered access to that or any other appropriate service if needed.
- Recognition that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child may feel self blame and we will ensure that all children know there is an adult in the school/college whom they can approach if they are worried or in difficulty.
- Recognition that the school/college may provide the only stability in the lives of children who have or who are at risk from harm. The school/college community will therefore establish an ethos where children feel secure and are encouraged to talk and are always listened to.
- Acceptance 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. We will ensure PSHE curriculum opportunities which equip children with the skills they need to stay safe from harm.
- Our policy on bullying and racist incidents is set out in separate documents and acknowledges that to allow or condone bullying or racism may lead to consideration under child protection procedures. These will be documented like all other incidents. Any bullying whether racist, emotional, physical, sexist, homophobic, cyber or in any other forms will not be tolerated under any circumstances.

## Staff.

- Staff (to whom the disclosure was made, who will be supporting the child and who might be attending, strategy and case conferences) would be able to liaise with the Designated Person, with the minimum number of people involved who have “a need to know basis” of detail.
- Of the staff not directly involved they will be informed on a “need to know basis”.
- Staff may also need support either as a person who has received a disclosure or if an allegation has been made against them and subsequently needs investigation to conclusion. In both cases support should be offered and Human Resources consulted appropriately.
- Staff should be advised to seek support from their Professional Association or Trade Union.
- The process of managing allegations against those who work with children can be viewed within this web site, accessible from the [procedure index](#) page or directly from section 6 of these procedures

## Confidentiality

- If abuse is suspected, information should be given directly to the Designated Person(s) for child protection or, in their absence, to another member of the Senior Management Team.
- The personal information about all families is regarded by those who work in this school/college as confidential. All staff need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality in all areas of the college.
- Staff should understand they need know only enough to prepare them to act with sensitivity to a child and to refer concerns appropriately. It is inappropriate to provide all staff with detailed information about the child, the incident, the family and the consequent actions.
- Staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies.
- If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the welfare of that child.

Within that context, the child should however be reassured that this will be shared on a “need to know” basis. If conversations need to take place and confidentiality is paramount to welfare, then these conversations will be held in appropriate settings and away from any general areas, where that confidentiality may be compromised. Further details on information sharing can be viewed at <http://www.dcsf.gov.uk/everychildmatters>

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## **Parents**

- Parents play an important role in protecting their children from abuse. The school/college is required to consider the safety of the child and should a concern arise, professional advice will be sought prior to contacting parents. If deemed appropriate parents will be contacted, and the school/college will continue to work with the parents to support the needs of their child.
- The school/college aims to help parents understand that the school/college, like all others, has a responsibility for the welfare of all children and has a duty to refer cases to Social Care in the interests of the child. The Governors will include a child protection statement in the school/college prospectus.

## **Record Keeping**

- The present policy for record keeping is to chronologically record concerns on a confidential file, including details of dates, times, staff involved and action taken. These should be handwritten but can be typed up to sit alongside handwritten notes. [Never discard handwritten notes.](#)
- Copies of e mail streams are also useful additions which can clearly document sequential action. Again, these should be used alongside handwritten notes and by no means be regarded as a substitute action. It is preferable not to name children in an e mail, but if they are then this should be password protected. If you are alerting a colleague to a concern then it is preferable to state you have made a reference under "D" in the concerns book for example. The "D" pertaining to the child's surname.
- If as a school/college we prefer to note down these concerns in a specific file/book, we will ensure that it is not loose-leaf or ring binder style. The book shall be bound and alphabetically indexed to prevent any potential material being discarded, and to question removal if this has gone missing. By using an alphabetical book, the concerns can be noted to match the child's surname, with each page noted for that child alone.
- The records are reviewed annually in the Summer Term by the Designated Person(s) and checked to be chronological, tidy, legible and factual in content. This should be undertaken each year, as records may sometimes be immediately required by Professionals. Where reports are needed for Child Protection Conferences these should include attendance figures where the child is of compulsory school age.
- Access to these records should be clearly stated as to whom—i.e. Designated Person(s), Headteacher, Head of Year, Senior Management Team or as the school feels appropriate.
- All child protection records are clearly marked as such and are kept securely locked on the premises. Withdrawal from the school/college by staff will be noted and signed for, as will files released to Professionals, such as the Group Solicitor, Safeguarding/Child Protection, NSPCC or Police Teams
- Upon releasing records the school/college will request ID Badges for release.

## **5. When a student transfers to another school/college**

- If a student is subject to a Child Protection Plan deemed at risk, the student's key worker within Social Care will be contacted by the Designated Person(s).
- When a child changes school/college within the authority, all child protection records will be passed on to the Designated Person(s) of the next educational setting by the Designated Person or Head teacher, or to Social Care within the authority if the student is transferring to another authority. If the child is transferring/leaving to another school within term time, best practice would be for a signed record/or hard copy acknowledgement that the transfer of files has taken place.

## **6. Health & Safety and Physical Intervention**

- Policies on Health & Safety and Physical Intervention are set out in separate documentation. It reflects the consideration we give to the protection of our children both within the school/college environment and when away from the school when undertaking school trips and visits. There is separate documentation "[Guidelines for Educational Visits and Journeys](#)" relating to this.

## **7. Training**

- The School/College will set aside a sum of money per annum to be agreed within its budget as contingency for training, updates and for attendance at inter-agency meetings for [\(NAMED DP\(s\)\)](#).
- All new staff receives knowledge of how to access the SCB policies & procedures on induction and access whole school training when held.

## **8. Safer Recruitment and E Safety**

- The Government is currently consulting on making safer recruitment training mandatory from 1 January 2010. The proposal is that from this date, at least 1 person involved in interviewing an applicant for a post of Headteacher, Deputy Headteacher, Teacher or member of the support staff must have completed the safer recruitment training developed by the DCSF. This will be part of our policy on child protection.
- All staff working in the school/college community will be subject to enhanced CRB checks and registered with the Independent Safeguarding Authority (ISA) upon its inception of registration requirements. Reference to this process can be viewed at; [www.isa.gov.uk](http://www.isa.gov.uk)

- All within the school/college community must adhere to an Information Communication Technology (ICT) Acceptable Use Policy (AUP); the school/college will make all aware of its existence and importance. Where appropriate, intervention will take place when anyone uses e-technology in an unacceptable fashion. Any monitoring software that is used within the school/college will be reviewed and checked regularly. On occasions unacceptable websites might be accessed inadvertently; if this occurs then this should be logged and reported to Senior Management and to the ICT Team. It is recognised at this school/college that all Information Technology, whether personal or work based, is a whole school issue and all staff has a duty to be vigilant. The Telford & Wrekin Safeguarding Children Board issued guidance “[Raising Awareness in the Safe Use of ICT Systems](#)” and “[Use of Restraint in Schools](#)” these are attached to assist staff to keep themselves safe.
- All children’s parents will have access to the Cyber Sentinel home monitoring software package, which will be offered and promoted by our school/college. This will be in line with our safeguarding agenda to protect children as much as is possible from harm when using e technology, even when they are away from the school community.

**9. Taking photographs in Schools/Colleges**

- **Recent good practice guidance from the Information Commissioners Office, on taking photographs in educational institutions will be followed. This is attached for information. In the interests of safeguarding a common sense approach on a case by case basis will be taken in this area. A full copy of the guidance can be viewed at [www.ico.gov.uk](http://www.ico.gov.uk)**

**\*\*All staff and the wider school/college community will be given a copy of these policies**

**COMMITMENT TO REVIEW**

**These Policies will be flexible to change and will be reviewed on an ongoing basis to reflect where there are any changes in Government Legislation or any changes in the duty of statutory agencies in Child Protection and the wider Safeguarding agenda. If it is not appropriate to refine the policy during the year, then this will be done as a matter of course on yearly basis by a named person responsible below, who shall be accountable for that action.**

<b>Child Protection Policy and Safeguarding in School Policies- Document Status</b>			
<b>Date of Policy Creation</b>	October 1 2009	<b>Named Responsibility</b>	
<b>Date of review completion</b>	September 31 2010	<b>Named Responsibility</b>	
<b>Inception of new Policy</b>	<b>October 1 2010</b>	<b>Named Responsibility</b>	
<b>Date of Policy Adoption by Governing Body</b>			