

CHILD PROTECTION POLICY

Agreed by governors: 2010

Background

This policy is based on the following document ‘Safeguarding Children in Education Settings’ – Procedures for Education Staff in Harrow. (Draft 2004) It will be reviewed to take account of any amendments to the final document.

1.0 Aims of this policy.

- 1.1 To raise the awareness of both teaching and non – teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible causes of abuse.
- 1.2 To provide a systematic means of monitoring children known or thought to be at risk of harm.
- 1.3 To emphasise the need for good levels of communication between all members of staff.
- 1.4 To continue to develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.

2.0 Procedures

- 2.1 The school procedures for safeguarding children will be in line with LA and Safeguarding Children Board procedures. This includes the following;
 - 2.1.1 There is a designated member of staff who undertakes regular training. (Colette O’Dwyer)
 - 2.1.2 There is a member of staff who will act in the designated teacher’s absence.
 - 2.1.3 All staff will be aware and develop their understanding of the signs and indicators of abuse.
 - 2.1.4 Procedures for staff to be able to respond to a student who discloses abuse.
 - 2.1.5 Parents/carers will be made aware of the responsibilities of staff members with regard to child protection procedures.
- 2.2 The procedures will be regularly reviewed and updated
- 2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into school.

3.0 Responsibilities

- 3.1 The designated teacher is responsible for;
 - 3.1.1 Adhering to the Safeguarding Children Board, LA and school procedures with regard to referring a child if there are concerns about possible abuse.
 - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - 3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from student records.

- 3.1.4 Ensuring that an indication of further record-keeping is marked on student records
- 3.1.5 Ensuring that any student currently on the child protection register who is absent without explanation for two days is referred to Social Services.

3.2 All staff have;

- 3.2.1 A statutory obligation to report without delay any disclosure made by a student to the designated member of staff
- 3.2.2 A duty to seek advice from the designated member of staff on any student they suspect of being abused
- 3.2.3 A responsibility to follow school procedures concerning all matters of child protection
- 3.2.4 A responsibility to cooperate with all reasonable requests connected with a child protection case.

4.0 Supporting Children

4.1 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 recognize that a child in these circumstances may feel helpless and humiliated and may blame themselves. We are aware that children in these circumstances may display behaviour which may be aggressive or withdrawn.

4.2 The school will seek to support all students by;

- 4.2.1 Encouraging self – esteem and self-assertiveness whilst not condoning aggression or bullying
- 4.2.2 Promoting a caring, safe and positive environment within the school
- 4.2.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- 4.2.4 Notifying Social Services as soon as there is a significant concern
- 4.2.5 Where possible contributing to continuing support of a student who leaves the school by forwarding under confidential cover any relevant information to the receiving school.

5.0 Confidentiality

- 5.1 The school recognizes that all matters relating to Child Protection are confidential
- 5.2 The Headteacher or designated member of staff will disclose any information about a student to other members of staff on a need to know basis only
- 5.3 All staff have a professional responsibility to share information with other agencies in order to safeguard children
- 5.4: All staff must be aware that they cannot promise a child to keep secrets. Staff must follow school procedures set out in the staff handbook and with regard to the ‘Guidance for Safe Working Practice for the Protection of Children and Staff’ document which accompanies this policy.

6.0 Supporting Staff

- 6.1 The school acknowledges that staff 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
- 6.2 Staff will be supported by having an opportunity to talk through their anxieties with the designated member of staff and be supported in seeking further support as appropriate.

7.0 Allegations against staff

- 7.1 The school understands that a student may make an allegation against a member of staff.
- 7.2 If such an allegation is made, the member of staff receiving the allegation must immediately inform the Headteacher.
- 7.3 The Headteacher on all such occasions will discuss the content of the allegations with the LA Lead Officer for Child protection.
- 7.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LA's Lead Officer for Child Protection
- 7.5 The school will follow the LA procedure for managing allegations against staff, a copy of which will be made available.

8.0 Whistle blowing

- 8.1 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues and through this help to provide an environment where students can raise concerns.

9.0 Prevention

- 9.1 The school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school will;
 - 9.1.1 Continue to maintain an ethos where students feel secure and are encouraged to talk and are always listened to.
 - 9.1.2 Continue to ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
 - 9.1.3 Include in the PSHCE curriculum opportunities for students to gain the skills and knowledge they need to stay safe from harm and know to whom they should turn for help.

PARK HIGH SCHOOL

CHILD PROTECTION REFERRAL FLOWCHART FOR SCHOOL STAFF

If you have a child protection concern which may have come from:

- Something a child has said or done
- An injury that is clearly noticeable
- The appearance of the child
- Behaviour that is observed
- Concerns that have accumulated over time
- The attitude or behaviour of parents or carers
- Comments made by other people about the child or parents



Write it down as soon as possible preferably straight away. Sign and date the record. Please do not ask the child to write a statement or question them about what they are telling you.



Please contact the designated member of staff **ON THE SAME DAY** to discuss the concern.
(Colette O'Dwyer or in her absence Gaye Kassir)



Parents will be contacted but only **AFTER** discussion with the designated teacher. Parents will not be contacted initially by the school:

- if the concern is about suspected sexual abuse;
- or it would put the child at risk of harm;
- or it would hinder a possible criminal investigation.



The designated teacher will contact the Referral and Assessment Team on **020 8863 5544** giving the information requested on the school referral form.

If a referral needs to be made about stranger abuse it is to the Police Child Protection Team on **020 8733 3557**



The designated teacher will follow up the telephone referral with a written referral containing a copy of your written record.



A social worker will carry out an assessment and may begin enquires under S47 of the Children's Act.

The designated member of staff will feed back to the person who made the referral, head of year and tutor. Information to other staff will be as and when necessary.

*Adapted from Appendix 11 "Safeguarding Children in Education Settings"
Procedures for Education Staff in Harrow – Draft 2004*

PARK HIGH SCHOOL

CHILD PROTECTION REFERRAL FORM (INTERNAL)

Please forward to Colette O'Dwyer under confidential cover.

1) Name:	2) Date of birth:	3) Address:
4) Your name: (please print)	5) Date: Time:	6) Concerns already raised: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes with whom?

7) Details of cause for concern (describe as fully as possible include any actions already taken.)

8) Are parents aware of concerns? Yes <input type="checkbox"/> No <input type="checkbox"/> Signed:
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