

*Lady Katherine Leveson
Church of England
Primary School*



Policy for :

Child Protection

Responsibility :

DMS – Headteacher

Developed:

Summer 2007

Evaluation:

*Every year, Summer
term*

CHILD PROTECTION POLICY AND PROCEDURES

Lady Katherine Leveson C Of E PRIMARY SCHOOL

The Governors of Lady Katherine Leveson C of E Primary School recognise 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 recognises 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 staff and governors of Lady Katherine Leveson C of E Primary 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 recognise that because of the day to day contact with children, school staff are well placed to observe the signs of possible abuse.
- Lady Katherine Leveson C of E Primary School recognises its responsibility to discuss with Education and Children's Services' Duty, Assessment and Referral Team (**DART**) - (0121.788.4333) 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.
- Lady Katherine Leveson C of E Primary School recognises its duty to work with other agencies such as: Children's Services, Police Child Abuse Investigation Unit, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service in protecting children from harm and in responding to concerns about possible abuse.
- At all times, we wish to promote a positive, supportive and secure environment, giving pupils a sense of being valued.

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- Lady Katherine Leveson C of E Primary School will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the 'Information For Parents' prospectus.

The Designated Member of Staff for Child Protection (DMS): Headteacher – Anne Byrne

- However, everyone has a responsibility to protect the welfare of our children, by reporting any concerns they have to the DMS, who will ensure that they log the incident.
- The DMS co-ordinates action on child abuse within the school, and is accountable for 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 Designated Member of Staff.
- The governors support the Designated Members of Staff for Child Protection in carrying out their responsibilities as outlined in 'Safeguarding Children in Education' (January 2007)

Confidentiality

- That children and adults including staff, parents, visitors, governors and external agencies understand confidentiality and work to establish a safe learning environment when confidentiality is identified.
- Children know who they can talk to in school and are made aware of what confidentiality means ie unconditional confidentiality cannot be promised. Children are made aware that certain information they share may not be able to be kept confidential, for example when a child's safety is deemed to be at risk. The child will always be consulted and asked for consent before any other person or agency is involved.
- Adults know to follow the confidentiality procedure flow chart guidelines when dealing with disclosures of personal information and seek advice from the DMS in any instances of concern, no matter how small. Staff must ensure that any visitors to school know that they need to follow the confidentiality cards kept in the entrance to school.
- Through the partnership agreement all external agencies know how to ensure a safe learning environment when confidentiality is identified. External agencies will be asked to share their own confidentiality practise with pupils.

Responding :

- Any member of staff who has concerns about a child must report their concerns to the Lead 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 seeking any such agreement would increase the level of significant risk to the child, the matter should be discussed with the Duty, Assessment and Referral Team (DART) and their advice sought.
- **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 by the DMS within 48 hours, using the appropriate 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 (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 the LA Child Protection representative on the Local Safeguarding Children Board (LSCB) as per procedures (Section 7): currently Steve Martin: Chief Education Welfare Officer. The Chair of Governors must 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.**

Child Protection Conference:

- If concerns raised with DART are substantiated, a child protection conference will be called within 15 working days of the strategy meeting. Attendance at the conference is very important, as the child protection conference will be deciding whether or not the child needs a child protection plan.
- When invited to a child protection conference, whether attending or not, a report needs to be prepared by the DMS, using the agreed report proforma. This report should ideally be shared with the parents prior to the meeting and if this does not happen the chair of the conference needs to be notified of reasons why report was not shared with parents. Sufficient copies of the report need to be prepared for distribution at the conference.

Use of physical intervention:

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- Teachers and other staff in schools have the right to use reasonable force to control or restrain pupils in certain circumstances: Section 550A of the Education Act 1996
- 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.

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.
- We have a major responsibility to educate 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 – National ICT association)
- At Lady Katherine Leveson C of E Primary School, Internet safety is a whole school responsibility (staff, pupils, parents). Internet safety management and monitoring is delegated to the ICT Subject Leader. (See ICT policy)

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 if possible), 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 must 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) must be given to the DMS Leader 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 by the lead DMS, separate from the main pupil file, and in a secure cabinet in the Head's office.
- When a child who is on the Child Protection Register/has a Child Protection Plan (from April 2007) 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 will be **shredded**.

Supporting the Pupil:

- Lady Katherine Leveson C of E Primary School will support pupils in accordance with his/her agreed Child Protection Plan.
- We will notify any concerns about a child whose name is on the Child Protection Register/who has a Child Protection Plan to the child's social worker (this includes any absences from school).
- We recognise 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. 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. Lady Katherine Leveson C of E Primary School will endeavour to support the pupil through the content of the curriculum and the school ethos of valuing the pupil.

The curriculum:

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- 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, recognising that pupils need opportunities to develop the skills they need to recognise and stay safe from abuse.
- The setting of ground rules in Circle Time, PSHE and Enquiry learning sessions will support all children in accessing the curriculum effectively, whilst, at the same time providing opportunities for appropriate communication of potentially sensitive/controversial issues beyond the scope of these lessons.
- The principles embedded in this policy link into other policies relating to : Health, PSHE, RE, Sex Education, Bullying, Equality of Opportunity, 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 as part of their induction with subsequent three yearly updates for ALL stakeholders, as prescribed in government guidance (Section 175 of Education Act 2002)
- 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 employment (including safe recruitment) practices are in place and followed in checking the suitability of all staff and volunteers to work with children.
- The Governors of Lady Katherine Leveson C of E Primary School have a stated aim to achieve enhanced clearance for ALL employed staff and Governors by July 2008.

Useful contacts:

- Children's Services Duty, Assessment and Referral Team (DART) : 0121 788 4300

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- Child Protection and Review Unit : 0121 788 4310
- Police Child Abuse Investigation Unit : 0121 712 6143
- Education Welfare Service : 0121 788 1505
- NSPCC Young Person's Centre : 0121 770 3000

Supporting Documents:

- Local Safeguarding Children Board Procedures (2007)
- 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

This policy was agreed on _____
It will be reviewed annually
Review date _____

Last review Summer 2008
Next review: Summer 2009