

Child Protection Policy

Holy Trinity Pewley Down School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Establishing a safe environment in which children can learn and develop.
- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

We recognise that because of the day to day contact with children, school employees are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Children, Schools and Families to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role. (See appendix 1)
- Ensure we have a nominated governor responsible for child protection. The Governing Body has the responsibility to ensure that safeguarding arrangements are in place and to review these annually.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.

- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. (Record of concern appendix 2)
- Ensure all records are kept secure, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The 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. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Date: December 2011
 Reviewed annually.
 Review due: December 2012

APPENDIX 1

SAFEGUARDING CHILDREN AT HTPD – 08.01.12

Everyone at HTPD works together to ensure that children and young people are kept safe by contributing to:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the School

Guidelines for Staff

If you think a child or young person at HTPD is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following:

- 1 Make a note of what you have seen or been told on the Child Protection Concerns form.
- 2 Don't make assumptions – keep an open mind.
- 3 Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When?
- 4 Don't physically examine the child.
- 5 NEVER promise to keep "secrets". Explain that you can listen to them, but make it clear that if you perceive that they are in danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
- 6 Maintain confidentiality for the child or young person. It is vital that you never ring home or contact Children's Social Care Services yourself – that is the role of the Designated Officers.
- 7 Be discreet – do or say nothing that may place the child or yourself at risk.
- 8 Act quickly and share the information with your Designated and/or Deputy Designated Officers for Safeguarding at HTPD.

DESIGNATED OFFICER

Richard Rowe

DEPUTY DESIGNATED OFFICERS

Mary Booth and Nicola Bridal

Please inform Richard in the first instance.

- 9 If neither the Designated Officer nor the Deputy Designated Officers are available and you are concerned about the safety of a child, then see Henry Vincent.
- 10 If the disclosure or your concern relates to a member of staff, this must be shared with the Headteacher as soon as possible. If the Headteacher is not available then see a Deputy Designated Officer. Nothing should be said to the colleague involved. If the concern relates to the Headteacher then contact the Chair of Governors immediately.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see Richard straight away.

KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES

**THEY ARE THERE TO PROTECT YOU
AS MUCH AS TO PROTECT CHILDREN**

All staff and volunteers should protect themselves by following the School's Code of Conduct for Staff. Safe professional practice is vital for ensuring that you do not place yourself at risk.

APPENDIX 2

Child's name:	
Child's DOB:	
Class/Year Group	
Male/Female	
Date and time of concern:	
Your account of the concern: (what was said, observed, reported and by whom)	
Additional information: (your opinion, context of concern/disclosure)	
Your response: (what did you say/do following the concern)	
Your name:	
Your signature:	
Your position in school:	
Date and time of this recording:	Date given to CPLO:

Action and response of CPLO:	
CPLO signature:	Date: