

4 September 2017

Whole School Child Protection Policy



BALLADEN CPS

LINDEN LEA, RAWTENSTALL, ROSSENDALE, LANCASHIRE, BB4 6DX

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Child Protection Policy

Senior Designated Lead:	-Miss D Hudson
Designated Governor:	-Mr Phil Clay
Deputy Designated Lead:	-Mrs L Johnson/ Mrs J Winstanley

Contact Numbers:-	
Andrea Glynn (School Safeguarding officer)	-01772 531196
Police (Public Protection Unit)	-101
LCC Referrals	-0300 123 6720/0300 123 6721
Legal Services - Lynn Brewer	-01772 530569
Tim Booth (LADO)	-01772 536694
LCC Social Care (Social Services)	-0300 123 6720
Safeguarding Unit Business Support	-01772 531196
Safeguarding Inspection and Audit Team (DSL Training)	-01772 532723

Statement of Purpose

'Through their day to day contact with pupils and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect, and in referring concerns to the appropriate agency, normally the social services department'.

(WORKING TOGETHER TO SAFEGUARD CHILDREN: DEPARTMENT OF HEALTH, HOME OFFICE, DEPARTMENT FOR EDUCATION AND EMPLOYMENT, 1999)

We are a caring and supportive school that places the development of every individual pupil as a priority. As such, our Child Protection Policy is an essential part of providing a safe environment, which recognises that pupils have a fundamental right to be protected from harm. Children cannot learn effectively unless they feel confident and secure.

Consequently, the school is committed to the development of good practice and sound communication procedures which ensure that child protection concerns and referrals are handled sensitively, professionally and in ways which prioritise the needs of children at risk of abuse.

This policy applies to all staff and volunteers in the school.

Introduction

There are three main elements to our Child Protection Policy:

1. **Prevention:** e.g. a positive school atmosphere, providing high quality teaching and pastoral support to pupils. This includes the delivery of a curriculum which equips children with the knowledge to keep themselves safe.
2. **Protection:** by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
3. **Support:** to pupils and school staff who may have been abused.

NB This policy applies to **all** staff and volunteers in the school.

Roles and Responsibilities

All adults working in or on behalf of the school have a responsibility to protect children. However, there are key people within the school who have specific responsibilities under Child Protection procedures.

The Designated Senior Lead with responsibility for Child Protection at Balladen Primary is the Acting Headteacher, Diane Hudson. In her absence, concerns should be directed to the Acting Assistant Headteacher, Lynsey Johnson. The Governor responsible for Child Protection is Mr Phil Clay.

The schools Designated Senior Lead must be guided by two important principles. First, following the Children Act 1989,

The principle that the welfare of the child shall be paramount, and second, the principle that confidentiality should be respected as far as possible. (Staff should be aware that their records of a discussion may need to be used in any subsequent investigation or legal proceedings)

The Designated Senior Lead will also ensure that Child Protection issues, including all aspects of appropriate training, are raised regularly at staff meetings.

The Designated Senior Lead or SENDCO will make every effort to attend case conferences. Written reports from the Senior Designated Lead/SENDCO will also be submitted to case conferences.

Governors

It is the responsibility of the governors to ensure that robust child protection and safeguarding procedures take place.

Phil Clay is the Child Protection link governor who works very closely with the SLT to ensure child protection and safeguarding procedures are effective and relevant. Information is provided for the governors and discussed regularly at governors' meetings.

Information is given to governors during governor visits to the school including an annual report entitled 'Annual Report to Governing Body/Board on Safeguarding & child protection arrangements'.

The governors recognise child protection and safeguarding as the top priority of Balladen Primary School.

Working Together

Schools do not operate in isolation. Working with the support of LCC Social Care, school staff must follow the procedures and information on Child Protection developed by the Lancashire Team.

All adults involved with children at the school have a responsibility to immediately report any concerns to the Designated Senior Lead.

Children whose names are included on the Area Child Protection Register will also be monitored by staff and reports made to the Designated Senior Lead. These reports will be held in a secure location by the Designated Senior Lead.

It is not the responsibility of teachers and other staff in the school to investigate suspected cases of abuse. Any concerns and/or information will be passed on to the relevant agencies in accordance with the local child protection procedures.

Confidentiality

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

Consequently, staff cannot give any promises of absolute confidentiality and should be aware that their notes of discussions with a child may need to be used in any subsequent investigation or legal proceedings.

Records and Monitoring

Well-kept and secure records are essential to good child protection practice. All records are situated in the DSL's office and locked away. These records include 'Pink Sheets', Chronology of Action Sheets and Children at Risk who have involvement with Social Services.

All our staff are clear about the need to record their concerns on a 'pink sheet', on any child attending our school. The DSL and Deputy DSL are aware when these records should be made available to parents and when they should be transferred over to other relevant agencies.

When staff/volunteers have concerns about the welfare of a child or young person in the school, they should pass any such information on to the school's Designated Senior Lead/Deputy DSL within 24 hours. The Designated Senior Lead will then decide upon the appropriate action. If the DSL/DDSL are not on site then the School Business Manager/SENDCO will contact them. If unsuccessful the SBM/SENDCO will contact Mary Aurens.

Pink Sheets/Chronology of Action sheets will be filed in either the Welfare Concerns File or the Child Protection File, depending on the circumstances.

Schools have no investigative role in child protection and so staff must never attempt to investigate or resolve these matters themselves – and this includes not confronting any other adult or child who is allegedly involved.

We will maintain records detailing the work that has been undertaken by the school to support each child and, where necessary, identify why we believe that a more corporate and/or co-ordinated response may be needed to protect them from harm (Chronology of Action Sheets)

Training and support:

Name	Date of Training
Diane Hudson - DSL	09.06.17
Lynsey Johnson - DDSL	09.06.17
Judith Winstanley	04.05.17
Phil Clay	17.06.17

Our school will ensure that the Designated Senior Lead, DDSL, SENDCO, SBM and the nominated governor for Child Protection will attend training relevant to their role at intervals of no longer than 2 years.

Every other member of staff in school will be trained in child protection, which will be delivered by the DSL annually. On Induction all staff will be given a copy of the child protection policy and the Safeguarding & Child Protection Induction Pack for School Staff **(Appendix 1)** and be given part 1 of 'Keeping Children Safe in Education' **(Appendix 2)**

If a child leaves school then all relevant child protection issues are passed on to the new schools DSL. Photocopies of the Pink Sheets/concerns and also had delivered to the DSL in the receiving school. The originals are retained in school. If a child has been referred to CSC documentation is retained until the child's 25th birthday. If the child is a LAC then they are retained for 45 years and if a child has a statement they are retained indefinitely. If it is not known where the child has moved to, school will contact admissions and if they are unsuccessful locating the child's new school then Mary Aurens will be contacted.

Induction training will be given to all new and temporary staff in child protection. The training will be as concise and clear as possible to make procedures easy to follow. Staff are also issued with a copy of 'Safer Working Practices for Adults who work with Children and Young People in Education Settings'. **(Appendix 3)**

This policy should be considered alongside other related policies in school, some examples are:

- Behaviour Management Policy
- Anti-bullying Policy
- Special Educational Needs Policy
- Health and Safety Policy
- E Safety Policy

We recognise that statistically, children with behavioural difficulties and disabilities are particularly vulnerable to abuse. School staff who work, in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It must also be recognised that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be particularly vulnerable and in need of support and protection.

The school will endeavour to support pupils through:

- The curriculum, to encourage self-esteem and self-motivation.
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of school behaviour management policies (required under the code of practice, 1993 Education Act)
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting.
- Regular Liaison with other professionals and agencies who support the pupils and their families, in line with appropriate confidentiality parameters.
- A commitment to develop productive, supportive relationships with parents whenever possible and so long as it is in the child's best interest to do so.

If a person who works in the school is implicated in an allegation of abuse against a child, an immediate referral (in accordance with the Area Child Protection Procedures) should be made to Children's Social Care. If there is any uncertainty about whether it is appropriate to make a referral, then advice should be sought from the Local Education Authority's Senior Child Protection Officer in accordance with the LEA's policy and 'Procedures for Dealing with Allegations of Abuse Against Teachers and Other Staff' (**Appendix 4**) Following these practices will help to minimise the potentially damaging effects of any false allegations without compromising a child's safety.

Safer Schools – Safer Staff

Refer to Guidance for 'Safer Working Practice for Adults who Work with Children and Young People'.

Child Protection Guidance and Procedures for Staff

Types of abuse:

- Physical abuse
- Neglect
- Sexual Abuse
- Emotional Abuse

If you think that a child may be subject to any of the abuse above follow this procedure.

1. If a child has not made a disclosure but you believe the child to be at risk (no matter how small the issue may be) or being abused, record your concerns on a pink sheet and pass to the DSL as soon as possible.
- 2) If a child makes a disclosure, follow the agreed good practice (outlined in this policy) and submit the pink sheet to the DSL as soon as possible.
- 3) If you believe the child to be at immediate risk, speak to the DSL (Diane Hudson) immediately. If the DSL or Deputy DSL (Lynsey Johnson/Judith Winstanley) is not available (e.g. both on a course) inform SBM (Carol Peat) immediately and she will make immediate contact with DSL or Deputy DSL. (It is policy that DSL and Deputy DSL have mobile phone on silent at all times in case of emergency.)
- 4) If you have any doubts about whether to pass any information on, then **always** pass it on.
- 5) Feedback may not be given to members of staff who complete a 'pink sheet' due to confidentiality.

If staff have any serious concerns with regard to a member of staff's conduct the whistleblowing number is displayed on the staff room notice board. The school's Whistleblowing Policy is also available. **(Appendix 5)**

Safer Schools – Safer Staff

All photographs must be taken with a school camera which must not be taken off site unless there is an event i.e. sports/Educational Visit. These photographs are then either put on twitter or on the computer and then deleted. NB Computers where the photographs are stored should be password protected at all times. Cameras and mobile phones are prohibited in all toilet areas/Sensory Room/Swimming Baths and Changing Rooms.

A child must not travel in a vehicle alone with a member of staff unless this has been agreed with the DSL/DDSL/SENCO/SBM and the child's parent/carer.

Additional Appendices: Child Protection Procedures - **Appendix 6**

Taking Action on Child Welfare/Protection Flow Chart DSL – **Appendix 7**

Best Practice Safeguarding Children Guidance for Educational Establishments -
July 2014 - **Appendix 8**

What to do if a Child starts to make a Disclosure – **Appendix 9**