

## **Child Protection Policy Micklefield School**



**The policy is to be reviewed during September 2009.**

### **1.0 Introduction**

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2006, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003. The guidance reflects "Safeguarding Children in Education DfES Sept 2004, "Safer Recruitment and Selection in Education Settings" DfES June 2005, "Dealing With Allegations of Abuse Against Teachers and Other Staff" DfES Nov 2005, and Surrey Safeguarding Children Board SSCB (formerly the Surrey Area Child Protection Committee), Child Protection local inter-agency Procedures.
- 1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.
- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

This policy is available to parents on request.

### **1.5 The aims of this policy are:**

- 1.5.I To support the child's development in ways that will foster security, confidence and independence.
- 1.5.II To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults

if they are in difficulties, believing they will be effectively listened to.

- 1.5.III To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 1.5.IV To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- 1.5.V To emphasise the need for good levels of communication between all members of staff.
- 1.5.VI To develop a structured procedure within the school that will be followed by all members of Micklefield in cases of suspected abuse.
- 1.5.VII To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- 1.5.VIII To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory List 99 or CRB check (according to guidance), and a central record is kept for audit.

### **Safe School, Safe Staff.**

- 2.1 We will ensure that:
  - 2.1.1 All members of the governing body understand and fulfil their responsibilities and will undertake an annual review of the school's child protection policy and procedures and of the efficiency with which related duties have been discharged.
  - 2.1.2 We have 3 designated senior members of staff as our Child Protection Liaison Officers, Mrs Lyn Rose, Mr Gary Baguley and Mrs. Sarah Warren (Designated Practitioner for safeguarding children in EYFS).
  - 2.1.3 All members of staff are provided with child protection awareness so that they know with whom they may discuss a concern.
  - 2.1.4 Members of staff know how to respond to a pupil who discloses abuse.
  - 2.1.5 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through availability of the schools' Child Protection Policy.
  - 2.1.6 We do not let any part of our school when children are on site.

2.1.7 We will ensure that any member of staff found not suitable to work with children will be notified to the appropriate bodies including the DfES for consideration for inclusion on List 99 for education staff (The same DfES team can access POCA, the Protection of Children Act list, where necessary).

2.2 Our procedures will be regularly reviewed and up-dated.

2.3 The name of the Designated members who are the Child Protection Liaison Officers, or CPLOs will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the CPLO's name clearly displayed, as part of their induction into the school.

### **3.0 Responsibilities**

The designated teachers, CPLOs are responsible for:

3.1 Referring a child if there are concerns about possible abuse, to the Contact Centre Children's Team, and act as a focal point for staff to discuss concerns. Referrals should be made in writing, using the Inter agency Referral and Assessment Form

3.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

3.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.

3.4 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.5 Liaising with other agencies and professionals.

3.6 Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.

3.7 Ensuring that any pupil currently on the child protection register who is absent without explanation for two days is referred to their key worker's Social Care Team.

3.8 Organising child protection induction, and update training every 3 years, for all school staff. (NQTs must attend CP training during their first year.)

3.9 Providing, with the Headmistress, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the CPLOs, and by all staff; number and type of incidents/cases, and number of children on the child protection register (anonymised)

3.10 Updating their own training every two years, in both child

protection and inter agency working.

- 3.11 Ensuring that all part time staff and volunteer who work with children are made aware of the school's child protection arrangements.
- 3.12 Ensuring that any deficiencies or weaknesses in child protection are remedied without delay.
- 3.13 Reporting via the Headmistress to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children;

#### **4.0 Supporting Children**

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.
- 4.2. We recognise that Micklefield may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept 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.
- 4.4. Our school will support all pupils by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the pupil's new school and ensuring any medical records are forwarded as a matter of priority.

#### **5.0 Confidentiality**

- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Headmistress, as CPLO, will disclose any information about a pupil to other members of staff on a need to know basis only.

- 5.3 All staff must be aware that they 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 which might compromise the child's safety or wellbeing.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

## **6.0 Supporting Staff**

- 6.1 We recognise that staff working in the school 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 We will support such staff by providing an opportunity to talk through their anxieties with a CPLO and to seek further support as appropriate.

## **7.0 Allegations against staff/ Headmistress or volunteers.**

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice will be given to staff.
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headmistress.
- 7.6 If the allegation made to a member of staff concerns the Headmistress, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.5 above, without notifying the Headmistress first.
- 7.7 The school will follow the Micklefield procedures for managing allegations against staff. Under no circumstances will we send a

child home, pending such an investigation, unless this advice is given exceptionally, as a result of a Strategy Meeting.

- 7.8 Suspension of the member of staff, excluding the Headmistress, against whom an allegation has been made, needs careful consideration, and the Headmistress will seek the advice of the governing body.
- 7.9 In the event of an allegation against the Headmistress, the decision to suspend will be made by the Chair of Governors with advice as in 7.8 above.

## **8.0 Whistle-blowing**

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues.

## **9.0 Physical Intervention**

- 9.1 Our policy on physical intervention by staff is set out separately, and acknowledges that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness.
- 9.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Anti Bullying**

- 10.1 Our policy on anti bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes homophobic / gender and racist related bullying.

## **11.0 Prevention**

- 11.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 11.2 The school community will therefore:

- 11.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- 11.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- 11.2.3 Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **12 Health & Safety**

12.2 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school when undertaking school trips and visits. This policy will be reviewed annually.

Signed: Lyn Rose            A B de M Hunter  
          Headmistress        Chairman of Governors

Date: 19 September 2008