

CHILD PROTECTION AND

SAFEGUARDING POLICY

Revised April 2010

CHILD PROTECTION AND SAFEGUARDING POLICY

Rationale

We aim to ensure that in Knights Templar School there is:

- effective management of suspicions of significant harm to children and subsequent referrals;

and that we:

- prevent abuse by helping our pupils to acquire the relevant information, skills and attitudes both to resist abuse in their own lives and to prepare them for the responsibilities of their adult lives.

Aims

The School's mission statement and aims underpins our life in school. In particular, we aim:

- to develop in children self-discipline, self-motivation, independence and confidence;
- to encourage in children caring attitudes, thoughtfulness, respect and understanding for others within a safe, caring, happy and well-ordered environment;
- to develop an ethos where children are valued, respected, listened to and taken seriously;
- to support children including any who are at particular risk or have disclosed abuse.

Review and report to governors

The policy will be reviewed and updated on an annual basis and the designated

governor will provide an annual report to the governing body.

As stated in our prospectus -

'We believe that the children's general happiness and welfare at school play a crucial role in the educational development.'

To ensure effective prevention, and therefore 'safe children' as required in Every Child Matters, we aim for:

- good links with parents, carers and other professionals working within our area;
- a curriculum that offers opportunities to discuss emotions, relationships, good and bad secrets, bullying, assertiveness;
- respect for the child's colour, gender, race and creed.

Designated Roles

- Mrs Bass, the SENCo, is designated Child Protection Teacher/ Coordinator , this role is presently jointly managed with Mrs Good . The nominated governor for child protection is Mrs Malin .
- The staff and governor concerned will ensure training is kept up to date on a two yearly basis through update training provided by the LEA.
- The LEA are informed of any changes to the designated teacher or nominated governor.

Information

- All staff are made aware of the Co-ordinator .
- The Somerset Child Protection Handbook is located in the Mrs Bass's Office. In addition a copy of "What to do if you are worried a Child is Being Abused" is available alongside the handbook, together with information about child protection and the Somerset context from the County Cascade training package..
- The school prospectus will include information for parents about the school's role in child protection with reference to the Child Protection Policy. The school regularly informs parents of support available within the community through (newsletters), leaflets, the school notice board etc.

Training within School

- Dissemination of Training on Child Protection issues will be carried out by the designated Child Protection Coordinator and needs the involvement of both teaching and support staff. This will be a priority for induction procedures for all new staff. Staff should feel confident about Child Protection procedures, and these are outlined in the Handbook.
- Staff will be aware that there will be occasions when they will be required to monitor particular pupils with regard to Child Protection concerns.
- The Headteacher will ensure that members of staff attending a Child Protection case conference are fully briefed about procedures, and cover arrangements are in place.

Support

The Co-ordinator will:

- offer support to staff who have suspicions about a child, have handled a disclosure, attended a Child Protection case conference, or given evidence in court;
- co-ordinate support within the school for the child **during** and **after** a referral has been made to Social Services.

Liaison

The Co-ordinator will:

- liaise with other agencies, especially Social Services and the Police,
- ensure the Nurse/Health Visitor responsible for the School, and the Educational Attendance Officer know the identity of the Child Protection Co-ordinator and have a copy of the Child Protection Policy.
- involve other agencies, whenever appropriate, in joint training and support.

Transfer of Records

- Non specific concerns will be noted by the class teacher , to ensure a full ongoing record is maintained. These may be referred to when a more specific concern arises.

- Records of Child Protection case conferences and other sensitive information is retained in a confidential file in the Karen Bass's office and is not retained in the teacher's pupil file.
- Information about any child is disseminated only on a 'need to know' basis, bearing in mind the importance of confidentiality.
- The Headteacher will pass on records when a child, who is on the Child Protection Register, leaves for another school.
- Should a child transfer from one school to another within the County whilst the child's name is on the Child Protection Register, the records will be transferred, and direct liaison will take place between the Child Protection Co-ordinators involved, in discussion with the relevant Social Worker.
- If the child is transferred to a school out of the County, all records will be passed to the receiving authority, again in discussion with the relevant Somerset Social Worker.
- The school follows the guidance provided by the LEA regarding children who move school or disappear.
- For children who are de-registered, records will be destroyed as soon as possible after de-registration.

Evaluation

The Co-ordinator, in order to evaluate the effectiveness of the School's Child Protection Policy, will monitor particularly:

- the curriculum provision for children;
- the effectiveness of the communication between children, staff, parents and other agencies.

Curriculum

- The curriculum will enhance children's confidence and independence. The school will promote child protection and safeguarding of children through:
 - o PHSE Programmes;
 - o Social ,Emotional , Aspects of Learning curriculum and assembly materials.
 - o Behaviour and the Anti-bullying Policy;
 - o Identifying where these issues can be raised through the National Curriculum Assemblies;

- o Circle time;
- o Health promotion;

Provision of specific materials such as:

- Kidscape Primary Kit;
- Kids Can Say No.

- Staff will be given training opportunities whenever possible, in order to develop skills and expertise in this sensitive area.

Recruitment Procedures

The school will ensure that there are safe and effective recruitment and disciplinary policies and procedures. This will include ensuring appropriate Disclosure checks are carried out on new staff and volunteers who work with children.

Allegations against Members of staff and volunteers

Allegations against members of staff or volunteers should be referred to the headteacher who will liaise with relevant agencies and/or the Chair of governors and nominated governor for Child Protection as appropriate.

Allegations against the head teacher would be referred to the Chair of governors in the first instance who would then liaise with relevant agencies and follow LEA guidance.

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GUIDANCE TO STAFF IN CHILD PROTECTION PROCEDURES

A Procedures

If you have a concern that a child has been mistreated, either physically, emotionally or sexually, or by neglect, you **must**:

- report the matter to the Designated Child Protection Co-ordinator;
- keep the matter confidential to as few people as **need** to know;
- write a dated note of what has been noticed, said and done, and give this to the person responsible to put in the Child Protection file.

It is not your job to investigate this matter. It will be the duty of those responsible for Child Protection to gather enough information to decide whether or not to contact the Social Services Department.

The Social Services Department and the Police have a duty to investigate cases of suspected abuse. Those who work in the education service have a duty to co-operate with any such investigation. This might involve providing information, monitoring the child or, in some cases, attending a Child Protection Conference.

For further information consult the LEA's full Child Protection Handbook (available in the Senco office .)

B General Advice

1. Staff and adults are well placed to notice possible signs of abuse in children because of their regular contact.
2. Signs of abuse may be obvious and sudden, for example an injury; or part of a picture over a longer period, perhaps including:
 - behaviour which is unusual for the child or its age;
 - work falling off, or lack of interest;
 - isolation or introversion.
3. Alternatively you may become concerned when a child tells you about ill-treatment which has happened to him or her, or to a friend, brother or sister, or when an adult claims that a child has been mistreated.
4. In all these cases there are things you should do:
 - treat the matter seriously and re-assure the child if necessary;

- react to what the child tells you with belief;
- make clear that you will probably have to inform others;
- tell only those who need to know;
- seek advice if in doubt;
- keep a careful watch on the child;
- keep an accurate record of what you have noticed, what has happened and what you have done;
- if a child has made a disclosure to you, tell the child what action you must take.

5. There are things you should not do:

- do not promise to keep the matter secret;
- do not contact parents - this is the job of the Social Services Department;
- do not interrogate children or ask leading questions;
- do not speak with anyone about whom allegations are made, even if the allegations are about a colleague or another adult.