

Child Protection Policy

The Children Act 2004 (Sections 10,11 and 12) sets out very clearly that a wide range of agencies are required to work together to promote the well being and safeguard children and young people. The “Every Child Matters: Change for Children” programme sets out in some detail what is expected of agencies in local areas. This act puts a duty on all Education Staff to report any concerns that they may have that a child may be suffering significant harm, particularly as a consequence of possible abuse.

We follow guidelines and policy information from the Children and Young People’s Directorate’ which is in conjunction with:
South Yorkshire Child Protection Procedures
Safe Guarding Children in Education 2004

All services now come under the creation of the ‘Children and Young People’s Directorate’ which replaces the separate children’s Social Services and the LEA.

Prevention

We provide a positive school atmosphere with well planned Personal Health & Social Education (PHSE) lessons, which supports all pupils. From September 2006 we will be following the Social Emotional Aspects of Learning (SEAL) programme. Through weekly planned PHSE the children learn the skills needed in order to stay safe from abuse and also the confidence to discuss any problems or concerns.

Protection

Children are protected in line with the most recent Child Protection legislation. All adults working with children have been police checked through the Criminal Records Bureau (CRB). Staffs respond appropriately and sensitively to all Child Protection concerns. This involves completing the Cause for Concern Incident Form, which is passed on to the Child Protection Teacher. This may result in a Common Assessment Form (CAF) application and a check on Safety Net depending on the nature of the concern.

Support

The school supports any child who may have been abused both within school and outside the school environment, informing and working with all the relevant support agencies and the family.

Norfolk Community Primary School recognises that for children, high esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.

School maintains an ethos where children feel secure and are encouraged to talk and are listened to. Children know that they can talk with any adult whom they can approach. Staff are aware they have to let the pupil know that sometimes they have to pass the information on. Staff cannot keep secrets.

School recognises the concerns around pupils being photographed and videoed. We will ensure that parental consent is granted before any children are videoed or photographed; this may lead to some children being unable to participate in some activities. We believe milestones such as school nativities and performances are part of childhood. Opportunities to record these are normal and should be allowed.

Confidentiality is an important issue, which is fully understood by all (see related Confidentiality Policy.) Child Protection is the responsibility of all adults working with children. All concerns are recorded and given to the Child Protection Liaison Teacher (CPLT) who acts accordingly and also informs the head teacher.

If unsure please ask. It is safer to make a phone call and check rather than ignore the problem.

Guidelines for staff reporting concerns

- ◆ Listen to what the child has to say.
- ◆ Record all the information which must be dated and signed (not just initialled
- ◆ All persons mentioned in the record, including the author, must have their full name recorded at least once as well as their position/ relationship with the child.
- ◆ When responding to a disclosure make sure that you don't ask any leading questions.
- ◆ Inform parents of any action to be taken (this is done by the CPLT or the Head Teacher
- ◆ All recording must be factual
- ◆ Never make a promise to a child

Please ensure you follow these guidelines. They are for everyone's protection.

PLEASE DO NOT TAKE IT UPON YOURSELF TO INVOLVE OUTSIDE AGENCIES PLEASE SPEAK TO THE CPLT.

Never give information over the phone about a child, always check with the CPLT. Remember confidentiality at all times.

The child protection staff attend relevant courses and updates on new issues. All staff are regularly updated on Child Protection Issues through Staff Meetings and Training Days.

Governors have received training regarding The Children Act and Safe Guarding Children in Education (2004). This will always be reviewed with any new governors.

The Child Protection Governor has also received training.

This policy is always under review due to any local or national updates.

All information on children is securely stored in the inclusion team office.

CHILD PROTECTION- CAUSE FOR CONCERN/INCIDENT FORM

If you have any concerns about a child, complete this form/discuss your concerns with the CPLT as soon as possible.

If you are concerned about an injury e.g. a bruise, a burn etc draw a sketch and be specific about the size, colour and position on the body.

If a child has made a disclosure, do not promise to keep it a secret. Listen and talk with the child but do not ask any leading questions. Write down everything that the child has told you and inform the CPLT straight away.

At all stages confidentiality is crucial.

Child's Name:	Date of Birth:
Address:	
Post code	
<u>Telephone Number:</u>	
Person with Parental Responsibility:	
<u>Concern/Incident</u>	
Date concern noted:	
Teacher/Adult signature:	

Date passed to CPLT		
Action Taken:		
Date:	Time:	Signature

Child Protection staff:

Head Teacher – Mrs. Mary Binns
C.P.L.T. – Mrs. Angela Allsopp
Deputy C.P.L.T – Mrs Jackie Sykes
C. P. Governor - Mrs. Liz Hoyle

MB AA JS have Safety Net Training

MB AA JS have CAF training

Safety Net – Allows us to check if any other professionals are working with the child

CAF – Common Assessment Framework

This is an assessment form to assess a child's needs and can be used for referral if further intervention is required.

Guidance Notes on Recording Child Protection Concerns/Incidents

Background

Clear and accurate factual recording of all Child Protection concerns/incidents is vital to the effective protection of children, and in some cases, the apprehension and prosecution of perpetrators. All records are kept until a child has reached their 25th birthday, as many children do not feel safe enough to disclose until they become independent adults. Records must be meaningful.

Basic Principles

- All records must include the child's full name, address, date of birth, and names and addresses of anyone with parental responsibility. The record should also contain the names and contact details of any professionals involved (e.g. Health Visitor, Education Welfare Officer (EWO) etc)
- All records must be accurately dated (day, month and year) and timed including the date and time of writing the record as well as the date and time you obtained the information. If possible date and time of the alleged incident or when your concerns were alerted.
- All records must include the nature of your concerns, what gave rise to them and any action you take. Also the extent and nature of any involvement by others. If a disclosure is made you must thoroughly record the content of the disclosure and any responses you made.
- All persons mentioned in the record (including the author) must have their full name recorded at least once as well as their position/relationship to that child.
- All recording must be factual.

Bullying

Bullying needs to be reported in exactly the same way. See separate Bullying Policy

Every Child Matters Outcomes

Be healthy

- ◆ Physically healthy
- ◆ Mentally and emotionally healthy
- ◆ Healthy Lifestyles
- ◆ Choose not to take drugs

Stay Safe

- ◆ Safe from maltreatment, neglect, violence and sexual exploitation
- ◆ Safe from accidental injury
- ◆ Safe from bullying and discrimination
- ◆ Safe from crime and antisocial behaviour in and out of school
- ◆ Have security, stability and be cared for
- ◆

Enjoy and Achieve

- ◆ Be ready for school
- ◆ Attend and enjoy school
- ◆ Achieve stretching national standards at primary and secondary school
- ◆ Achieve personal and social development and enjoy recreation

Make a Positive Contribution

- ◆ Engage in decision making and support the community and environment
- ◆ Engage in law abiding and positive behaviour in and out of school
- ◆ Develop positive relationships and choose not to bully and discriminate
- ◆ Develop self confidence and successfully deal with significant life changes and challenges

Achieve Economic Well-Being

- ◆ ***Engage in further education, employment or training on leaving school***
- ◆ **Ready for employment**
- ◆ **Live in decent homes and sustainable communities**
- ◆ **Access to transport and material good**
- ◆ **Live in households free from low income**