

SKIPPERS HILL MANOR SCHOOL

CHILD PROTECTION POLICY

CONTENTS

	Page No.
Child Protection Policy Statement	2
Introduction and aims	2
Roles and Responsibilities	2
<ul style="list-style-type: none">• School• Designated Child Protection Co-ordinator• EYFS Specific Requirements	
General Strategies	4
Appendix 1- Working with outside Agencies	4
Appendix 2 - The role of the DCPC	5
Appendix 3 - Categories and Indicators of Abuse	5
Appendix 4 - Action to be taken	6
Appendix 5 - Confidentiality	6
Appendix 6 - Record Keeping and Data Protection	7
Appendix 7 - Allegations against Staff	8
Appendix 8 - Guidelines for Staff	8
Useful Contacts	8

SKIPPERS HILL MANOR

OUR CHILD PROTECTION POLICY

Skippers Hill Manor fully recognises its responsibilities for child protection.

We strive to be a place where pupils, staff, helpers, families and other visitors will be made welcome and comfortable and where we treat each other with due respect. We want our pupils to learn and develop in a safe and caring/sharing environment and this policy has been created to help assure this goal.

Our policy applies to all staff and volunteers working in the school.

There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children; they are screened prior to appointment.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them 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.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse.

ROLES AND RESPONSIBILITIES

The school will:

- 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 PRHSE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

DESIGNATED CHILD PROTECTION CO-ORDINATOR

The designated Child Protection Co-ordinator , the Headmaster, is responsible for following the procedures set out by the Area Child Protection Committee and takes account of guidance issued by the DCFS to:

- be responsible for co-ordinating child protection matters in the school. *See Appendix “Working with outside agencies” and Appendix “Role of the Designated Member of Staff for Child Protection”.*
- Ensure every member of staff and volunteers knows the name of the designated senior person responsible for child protection and their role. This person will have regular training and will cascade information so that all staff and volunteers know how to recognise and report any concerns or indications that a child is or has been neglected or abused.
- 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 teacher responsible for child protection. *See Appendix “Categories and indicators of Abuse”*
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection, by setting out their obligations in the school’s joining instructions.
- 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. *See Appendix “Action To Be Taken”; also Appendix “Confidentiality”*
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations. *See Appendix “Record Keeping and Data Protection”*
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer. *See Appendix “Allegations against staff”*
- Ensure safe recruitment practices are always followed.
- Organise training for all school staff

ADDITIONAL EYFS-SPECIFIC REQUIREMENTS

- The Headmaster is the Designated Practitioner who takes lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children’s agencies as appropriate.
- The school will inform OFSTED of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of these allegations.
- The school will inform OFSTED of the above, as soon as is practicable but at the latest within 14 days.

GENERAL STRATEGIES

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. The Behaviour Policy is used in conjunction with many other strategies to safeguard and promote the welfare and safety of the pupils.
- 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.

APPENDIX 1

Working With Outside Agencies:

The school will work in partnership with outside agencies including Social Services, the Police and ACPC Member agencies, to share appropriate information to assist the investigative process and contribute to any subsequent care plan.

Local Agency Contact Numbers:

LEA Lead Officer: Fiona Johnson - 01323 466606/FAX:01323466659

Email: Fiona.Johnson@eastsussexcc.gov.uk

Lado: Richard Munro 01323 466606 (07825782793)

Email: richard.munro@eastsussex.gov.uk

Social Services: 0845 601 0664

Police: 0845 601 0664 Out Of Office Hours Contact Number: 01323 847331

NSPCC Helpline: 0808 800 5000

Helpful Website: www.dfes.teachernet.gov.uk

Further reading:

- ACPC Child Protection Procedures
- Working Together To Safeguard Children(DCSF 2006)
- The Children Act 1989, 2004
- The Assessment Framework(DOH,DFES,HO2000)
- What to do if you are worried that a child is being abused (DCSF 2006)
- DFES Circular 10/95 Child Protection: The Role Of The Education Service
- NEOST Employers' Bulletin 2002

APPENDIX 2

The Role of the Designated Member of Staff Responsible for Child Protection

- To be the point of contact for staff with any issues regarding abuse
- To make any necessary referrals to Social Services and the Police
- To liaise with LEA Lead Officer for Child Protection, in the event of an allegation against a member of staff
- To provide information to the SMT regarding the number and nature of referrals
- To take part in and monitor and record all child protection training.

APPENDIX 3:

Categories and Indicators of Abuse:

Physical:

(non accidental injuries, bruising, wounding, burns, fractures)

Indicators Include:

- Obvious signs of injury
- Injuries which are unusual or unexplained
- Injuries, which while explained, are frequent

Neglect:

(the chronic inattention to basic needs)

Indicators include:

- Dirty, unkempt appearance
- Developmental delay
- Low self esteem
- Hunger

Sexual Abuse:

(the involvement of children or young people in a sexual activity)

Indicators Include:

- Physical difficulties such as wetting or soiling.
- Extreme variations in behaviour.
- Sexualised language, behaviour or play.
- Indirect disclosure through play, drawing or written work.

Emotional Abuse: (persistent emotional ill treatment such as the extreme denial of love, affection or approval)

Indicators include:

- Low self esteem, unhappiness, fear, distress or anxiety.
- Attention seeking behaviour
- Emotional developmental delay.

APPENDIX 4

Action to be Taken

All concerns should be recorded and reported to designated person, who, if appropriate will make a referral to social services and, if necessary, the police.

If a child discloses abuse in school, the person hearing the disclosure should:

- Listen, allowing the child to recall freely.
- Reassure the child that they are believed.
- Make notes as soon as possible, recording accurately the words used by the child.
- Be clear to the child that the information will have to be passed on and that there are people who will be able to help
- Refer to the designated person

Do not ask the child leading questions – leave it to the trained professionals and do not contaminate evidence!

APPENDIX 5

Confidentiality

The Common Law Duty of Confidence upholds that:

- personal information about children and families held by agencies should not normally be disclosed without the consent of the subject

- The law permits however the disclosure of confidential information necessary to safeguard a child or children. Where a child is considered to be suffering or likely to suffer significant harm, consent is not required. Staff cannot keep a disclosure of abuse by a child or other confidential and must refer the matter on to the designated person.

APPENDIX 6

Record Keeping and Data Protection

Recording child protection concerns shall be made on the pro-forma below:

<u>WELFARE CONCERN RECORD FORM</u>		
Name of Pupil:		YEAR
Date and Reason for Concern	Action Taken/Agreed	Signed

The records must be kept secure, confidential and in accordance with the Data Protection Act. Records made by staff could be used in evidence if a referral leads to subsequent investigation or proceedings.

APPENDIX 7

Allegations against Staff

This is the Policy for managing allegations:

- In the event that an allegation of abuse is made against a member of staff or other adult in school, the designated person will refer this to the Head Teacher who will seek advice from the LEA Lead Officer for Child Protection and agree the procedure to be followed
- Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported
- Parents of a child allegedly abused by a member of staff or other adult in school will be kept informed of the progress and outcome of any investigation
- Any member of staff facing investigation into an allegation of abuse will be subject to procedures laid down by the joint DCFS – NEOST guidance and will be offered appropriate access to professional and personal support networks, and, will be kept informed of the progress and outcome of any investigation.

APPENDIX 8

Guidelines for Staff:

- Ensure that your behaviour and actions do not place you or the pupil at risk of harm or any allegation of harm.
- Be aware that one to one tuition and individual sports coaching etc. can place you at risk.

Reviewed January 2009

TWL

SCHOOL	SKIPPERS HILL MANOR
HEADMASTER	Tim Lewis
DCPC	Tim Lewis
LEA	Fiona Johnson
Most recent CP Training	April 2009 – Whole Staff
DCCP Training	20/10/09October 2009 -TWL
LADO	Richard Munro 01323 466606 07825782793 richard.munro@eastsussex.gov.uk