

Designated Child Protection Teacher  
Mr Chris Jackson



# Child Protection Policy

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# Whole School Policy on Child Protection

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# Whole School Policy on Child Protection

'Through their day to day contact with pupils and direct work with families, people who work in Education have a crucial role to play in monitoring possible abuse and neglect. They must refer concerns to the appropriate agency, normally the social services department'.

('Working Together to Safeguard Children 1999', Department of Health, Home Officer, Department for Education and Employment, 1999)

In addition the school has a duty to safeguard and protect the well being of children and is committed to act in accordance with the locally agreed Child Protection Procedures in cases where there is concern of significant harm.

Significant harm can be defined as the ill treatment or impairment of health and development of a child or young person. Development includes physical, intellectual, emotional, social or behavioural development, health includes physical and mental health and ill treatment includes sexual abuse and other forms of ill treatment, which are not physical.

## 1. Purpose of a Child Protection Policy

An effective whole school child protection policy is one that provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound internal school/service procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways, which support the needs of the child.

## 2. Introduction

The aim of this policy is to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The pupil's welfare is of paramount importance to all who work here.

Crofton High School fully recognises the contribution it can make to protect children and support pupils in school.

With this aim in mind: 'There are three main elements to our Child Protection Policy'.

- a) Prevention: By creating a positive school atmosphere by providing high quality teaching and pastoral support to pupils.
- b) Protection: By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
- c) Support: By ensuring that adequate systems are in place to support pupils, school staff and children who may have been abused.

This policy applies to all members of Crofton Academy community.

## 3. School Commitment

At Crofton Academy we recognise that for children, high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult can help all children to feel safe, supported and valued. This is particularly true of those who are at risk of, or suffering from, abuse.

Our school will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to. (The development of the Group Tutor role and the continued partnership over the five year school experience will encourage a mutual respect and understanding based on trust)

- Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty. (The school will continue to develop high quality relationships between, Group Tutors, Heads of Year and key personnel within school. In addition the school will continue to work closely with external agencies some of which will be on hand at regular times throughout each week. Eg. Connexions, Police, Education Welfare).
- Include in the curriculum activities and opportunities for PSHE/Citizenship, which equip children with the skills they need to stay safe from abuse, and which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Ensure that wherever possible every effort will be made to establish and develop effective working relationships with parents and colleagues from other agencies.

#### 4. Framework

Schools do not operate in isolation. The welfare of children is a corporate responsibility of the entire Local Authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All Local Authority services have an impact on the lives of children and families, and Local Authorities have a particular responsibility towards children and families most at risk of social exclusion. (Working Together to Safeguard Children 1999)

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the local Child Protection Committee.

Crofton Academy works in partnership with the local L.S.C.B ref to section 175 of the Education Act 2005 and follows all recognised procedures and protocols. The school Child Protection Teacher consults with and attends the various training sessions as required, on behalf of Crofton Academy.

Crofton Academy subscribes to the regular training sessions provided by the LA and strives to ensure all members of its staff are adequately trained and prepared to deal with Child Protection issues.

#### 5. Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and protect children. There are, however, key people within schools and the LA who have specific responsibilities under Child Protection procedures.

The Designated Child Protection Teacher at Crofton Academy is the Assistant Headteacher (Pastoral) **Mr Christopher Jackson**. The Deputy DCPT are **Mr R Cummins / Mrs S Rowe / Mr C O'Brien**.

All aspects of Child Protection must be discussed with the designated teacher before any action is taken. This must take place so that a whole school decision, on any required action can be taken. The designated teacher will consult with the Headteacher on all matters of Child Protection. If the DCPT is not available then one of the Deputy DCPT should be consulted.

The designated teacher is responsible for informing all new school staff of the Child Protection procedures in place and providing advice on all matters of Child Protection.

The Headteacher will remain in overall charge of Child Protection within school.

The Governors, 'Pupil and Discipline committee' will monitor all aspects of Child Protection within school. The nominated Child Protection 'Governor' will monitor key aspects of Child Protection and training issues. It is not the role of the Governing body to be involved directly with individual cases of Child Protection, as they may have to be involved in the investigation of allegations against staff.

In cases of allegations against adults, advice will be sought and any investigation will be conducted by the LA Designated officer.

## **6. Training and Support**

Our school will ensure that the Headteacher, the Child Protection Designated Teacher, the Deputy DCPT and the nominated Governor for Child Protection attend training relevant to their role.

All other adults working in school will as part of their induction training be given the necessary information regarding Child Protection and how the procedures operate within Crofton Academy. Designated Child Protection Teacher will deliver this information.

It is a requirement that all staff undergo regular updating/refresher training in Child Protection issues at three yearly intervals.

The designated Child Protection Teacher & Deputy DCPT will undergo refresher training every two years.

## **7. Professional Confidentiality**

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of Child Protection. The only purpose of confidentiality in this respect is to benefit the child.

The school will operate a need to know policy, which will maintain, as far as is possible, the confidentiality of the child in question. In certain circumstances information will be given to general staff if it is thought to benefit the individual concerned.

All adults working in Crofton Academy understand that they are not able to promise confidentiality where there are CP concerns. If they feel that a child is about to disclose something, or as soon as they realise a disclosure is being made to them they must stop the individual concerned and explain that whatever they tell them, they are unable to keep any secrets and that they may need to pass the information on.

Every adult working in school has a responsibility to protect children and in so doing must pass on any information, which they receive to the designated CP teacher. The Designated Child Protection Teacher, in consultation with the Headteacher, will then decide what action should be taken.

Any information received will be used to ensure the safety and well being of the child concerned. In the spirit of the partnership developed with parents, the school will keep parents informed of any issues, which it feels they need to be aware of. If this information could bring further harm to the child concerned, the school reserves the right to withhold this information from parents and will work with external agencies such as Social Services, Education Welfare, etc. for the benefit of the child concerned.

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. Any disclosure of personal information to others, (including to social service departments), must always have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998, European Convention on Human Rights, Article 8). 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 must be sought if in doubt.

## 8. Records and Monitoring

Well-kept records are essential to good Child Protection practice. Crofton Academy is clear about the need to record any concerns held about a child or children, the status of such records and when these records should be passed over to other agencies.

- All Year Group Managers maintain detailed records of incidents on a daily basis. This information is gathered through the normal school procedures currently in place. This could be either through conversation or the more formal, 'Pupil Incident Slip' Appendix (i) route.
- If it becomes apparent there are child protection concerns then the YGM will bring these concerns to the attention of the Designated Child Protection Teacher, who will then make a decision on what action needs to be taken.
- The Designated Child Protection Teacher will maintain all records relating to child protection issues.
- The Designated Child Protection Teacher and the YGM will monitor any child whom they have any concerns, this will consist of monitoring their daily attendance as well as individual lessons. It may, on occasions, be necessary to advise individual staff about elements of concern, so that a more thorough monitoring may take place. This could often include such people as, the Group Tutor, Attendance Officer, Education Welfare, etc
- The Headteacher will be kept fully informed at all times.
- The designated Child Protection Teacher will, in consultation with the YGM decide if a referral to Social Care Direct is necessary and will either make that referral themselves or will instruct the YGM to make the referral. Referrals may initially be by phone, but must be followed in writing
- If a child transfers or leaves Crofton Academy, the receiving school will be advised of the concerns, which are held. If the child is being supported by an external agency then it is expected that the support will follow the child to their new school. In the case of Social Services the school will work fully with the Social Worker to support the child throughout this period. The school will keep any confidential files for a period of five years after the child has left the school.
- Transfer of data – School will transfer important information between the schools designated child protection teachers on a need to know basis.

## 9. Attendance at Child Protection Conferences

- It is expected that the Designated Child Protection Teacher or Deputy DCPT will attend all necessary Child Protection Conferences.
- Depending on circumstances however it may, on occasions, be more appropriate for the YGM or the EWO or both, to attend the conference.
- A written report of the current situation will outline the concerns of the school this will then be recorded on file.

## 10. Supporting Pupils at Risk

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. School may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may even be moves to consider suspension or exclusion from school.

We also recognise that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

Crofton Academy will endeavour to support pupils through:

- a) The curriculum, to encourage self-esteem and self-motivation.
- b) The school ethos, which promotes a positive, supportive and secure environment, which gives all pupils and adults a sense of being respected and valued.

- c) The implementation of school behaviour management policies (required under the Code of Practice, 1993 Education Act).
- d) A consistent approach, which recognises and separates the cause of behaviour from which the child displays. This is vital to ensure that all children are supported within the school setting.
- e) Use of the child well being model.
- f) Regular liaison with other professionals and agencies who support the pupils and their families.
- g) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- h) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

This policy should be read in conjunction with other related policies in school.

These include:

- Behaviour Policy
- Bullying Policy
- Physical Restraint
- Special Education Needs Policy
- Health and Safety
- Sex Education
- Home School Agreement
- Guidance on Safe Practice of Adults working with Children Nov 07
- Staff recruitment. LA advice circular 03\06\24 and Protection of Children: Disclosure of Criminal Background of those with access to children. Procedural Document.

We recognise that, statistically, children with behavioural difficulties and disabilities are most 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 stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

## **11. Pupil Signing Out Procedure (Appendix ii)**

All pupils leaving school must have authorisation from adult/parents and sign out at reception. If a pupil is requested to leave school during school hours, members of staff should adhere to the signing out procedure.

## **12. Safe Schools, Safe Staff**

**This section must be read with reference to: Guidance on Safe Practice for Adults working with Children Nov 2007**

It is vital that all adults who work in school are aware of the possibility of an allegation being made against them. All staff must work in a manner which minimises the risk of such an allegation being made and must be informed of the guidelines regarding such risks. The following are provided as a guide.

- Being alone in a classroom with a child.  
Although it is not always possible to avoid such an encounter you must be aware of the dangers and try to minimise the isolation. Always leave the door open. Try to enlist the support of a colleague who may be close at hand. If in any doubt remove yourself from the room and into the corridor.

- The use of reasonable force

Crofton Academy follows the Government guidelines with regard to not maintaining a no contact policy'. We believe that there are occasions when it is necessary to have physical contact with a pupil.

For example: When demonstrating how to hold a musical instrument, when guiding a pupil in a PE lesson with a particular technique, providing first aid treatment, etc.

All staff have the power to use reasonable force to prevent pupils from injuring themselves, committing an offence, damaging property and to maintain good order within the classroom. Reasonable force is described as, breaking up a fight, guiding a pupil by their arm, restraining, blocking a pupil's path. This action would only be taken in extreme cases and only when all other avenues have been exhausted. If the academy has to use reasonable force on any pupil the parents of that child will be informed by the academy.

- When interviewing in an office.

This would generally be conducted by a senior member of staff (YGM, HOD, etc) and must be conducted with caution at all times. If in any doubt about the circumstances then a second adult must be present.

- Mock careers Interview.

Mock interviews, which are conducted in school, will be allocated individual offices or the meeting room as space allows.

If an office is used then it is recommended that the door be left open throughout the duration of the meeting.

The meeting room could be used for a number of interviews to take place at the same time.

This would, therefore, require some room dividers (display boards) to be positioned to provide individual private spaces.

- Oral Exams

Teachers who are conducting Oral examinations must consider each candidate individually and decide if they feel comfortable administering the test. If not, they should consult with their line manager in the first instance and then the Designated Child Protection Teacher. As the test is taped it is felt that some degree of protection is provided.

- Possible allegation being made against Staff

The school will follow the guidance as set out in the LA/Teachers Union Guidance for staff facing allegation of abuse

- Selection and recruitment.

The procedures for the selection and recruitment of staff are carried out in line with the LA recommendation. Staff recruitment. LA advice circular 03\06\24 and the Protection of Children: Disclosure of Criminal Background of those with access to children. Procedural Document

- Transport

If you are likely to transport children in your vehicle then it is essential that you are covered on your insurance policy for business use.

If you transport children, think very carefully about the obvious dangers and consult with your line manager, or the Designated Child Protection Teacher first.

If you do take a pupil in your car, ask them to sit in the rear, make sure you ask a colleague to accompany you – Ref: Guidance on Safe Practice of Adults working with Children.



### **13. The Multi-Agency Assessment and Referral Form (Appendix iii)**

This form should be used when we consider that a child has needs, which cannot be met solely by the services or resources within the Family Services, and where, following an assessment of the situation, we believe co-ordinated intervention is required to promote, safeguard or protect the welfare of the child.

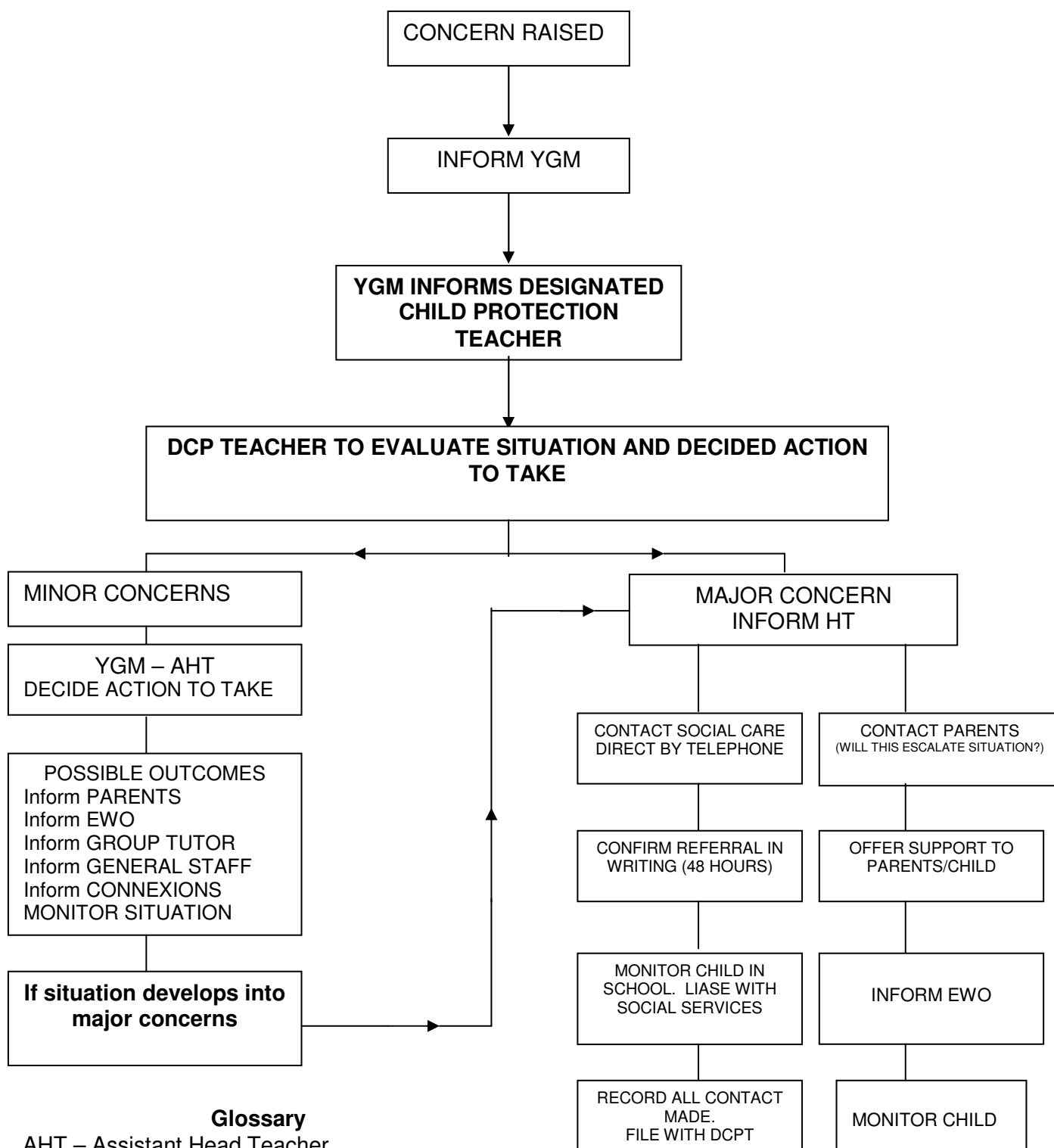
In these circumstances we will have records detailing what work has been undertaken by our school to support the child and family, and why we believe that a more corporate and co-ordinated approach is needed. The information then provides the basis for the completion of the Multi-Agency Assessment and Referral form. The request for co-ordinated support services for a family should always be discussed with parents, unless to do so would place the child or others at risk of harm.

- The Referral form will be completed by either the Designated Child Protection Teacher, or by the YGM, following consultation with the Designated Child Protection Teacher.
- A copy of the Referral form will be faxed to Social Care Direct. The Designated Child Protection Teacher will keep the original securely on file.
- The Headteacher will be kept informed at all times.
- The Education Welfare Officer will be informed of the referral.

Where, following an assessment of a situation, it is considered immediate protective action is required; a child protection referral must be made by the Child Protection Designated Teacher. This referral will be by telephone to Social Care Direct, followed by fax or letter within 48 hours, for confirmation. The multi agency form should be forwarded by the CPDT to social services.

**14. Procedures to follow if a member of staff is concerned about the welfare or safety of a child**

**REFERRAL PROCESS**



**Glossary**

AHT – Assistant Head Teacher  
 DCPT – Designated Child Protection Teacher  
 EWO – Education Welfare Officer  
 YGM – Year Group Manager

**HEAD TEACHER TO BE KEPT INFORMED THROUGHOUT SITUATION**

## **15. Visitors to School.**

All visitors will be expected to report to Reception, where their presence will be logged and an identification badge issued. All authorised visitors, i.e. LA Officers, Governors, Parents etc are required to observe the safety rules of the school. The teacher with whom they are working will make parents aware of the safety rules as appropriate.

Visitors: Safety to staff

Should staff become aware of any unwelcome visitors on the premises, senior staff should be alerted immediately. In the unlikely event of staff facing the threat of violence from a member of the public, assistance should be summoned from the nearest quarter. It may be necessary to act quickly and inform the Police. In consequence to such behaviour the Governors will, following advice from the LA take any action appropriate to their remit.

## **16. Work Experience.**

All work experience placements are arranged in line with the Wakefield LA guidelines. The employers used, are located from within the Crofton Academy database and have been Health and Safety checked and approved by the Work Experience Co-ordinator.

It is expected that all pupils will be contacted/visited whilst on work experience by a member of Crofton Academy staff to ensure that the placement is successful and appropriate.

In preparation for Work Experience all pupils are issued with guidance on aspects of child protection. This guidance provides the opportunity for pupils to discuss possible situations and what action to take.

## **17. Extended Work Experience Placements**

Extended Work Experience placements are taken from the Crofton Academy database and have been Health and Safety checked in line with LA recommendation by the Work Experience Co-ordinator.

## **18. Exam invigilation. (Special Circumstances)**

Exam invigilation will be conducted in line with the QCA recommendation as described in the training material pack.

Where pupils require special considerations and have to work individually, two invigilators will be assigned to supervise the examination.

**Appendix (i)**

PUPIL INCIDENT INFORMATION SLIP

NAME ..... FORM ..... Date ..... Period .....

HOD → FT → YGM  
(please tick)

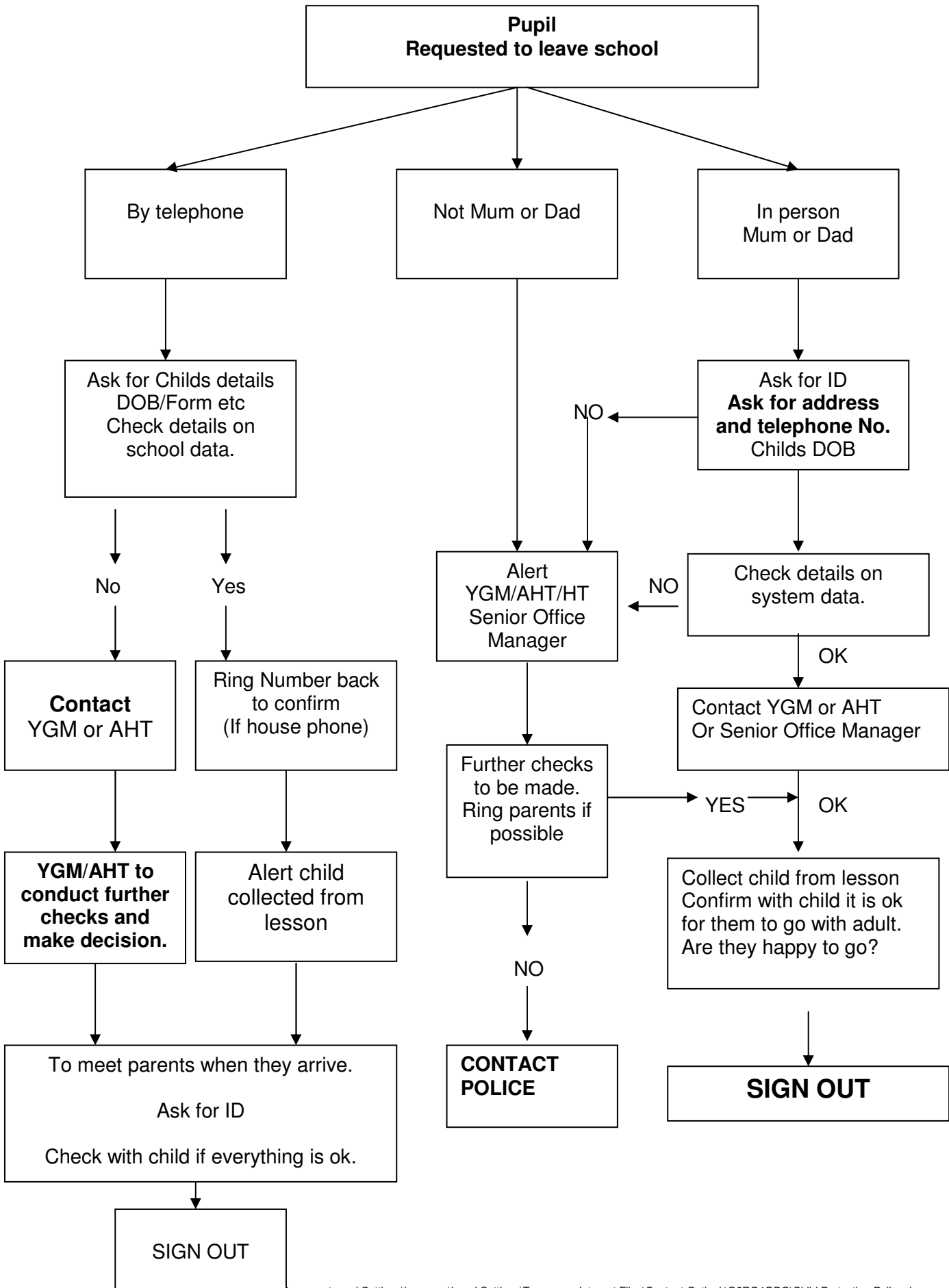
INCIDENT

ACTION TAKEN

For action/information  
(please tick)

Staff name ..... Subject .....

**ADULT/PARENTS REQUEST FOR CHILD TO LEAVE SCHOOL DURING SCHOOL HOURS**



# PUPILS LEAVING SCHOOL

Pupils requests to leave school during school time.

