



*St. Saviour's Church, Coalpit Heath.*

## **The Manor C of E Primary School**

### **Policy: Child Protection**

**Author:** Based on SG Model

**Date:** April 2009

**Approved:** \_\_\_\_\_  
\_\_\_\_\_ Headteacher  
Chair of Governors

**CHILD PROTECTION POLICY**

## **1 RATIONALE**

The Manor CE Primary School takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. “The welfare of the child is paramount” Children Act 1989.

## **2 AIMS**

**2.1** We recognise that for children high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults helps prevent the chances of their being abused. As part of the ethos of the school, the staff and governors are committed to:

- Encouraging and supporting parents/carers and working in partnership with them;
- Listening to and valuing the pupils;
- Ensuring all staff are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements;
- Maintaining a safe school environment for all pupils;
- Exercising their duty to work in partnership with other agencies and to share information with them.

**2.2** We recognise that staff, because of their contact with and knowledge of the children or young people in their care, are well placed to identify abuse and offer support to children in need.

**2.3** The school recognises it is an agent of referral and not of investigation.

## **3 PROCEDURES FOR REFERRAL**

**3.1** All action is taken in line with the following guidance:

South Gloucestershire Children Protection Procedural Manual

DfES Circular 10/95 “Protecting Children from Abuse: The Role of the Education Service”

Department of Health guidance: Working Together to Safeguard Children

Department of Health: What to do if you’re worried a child is being abused 2003.

**3.2** Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for Child Protection (Mrs Hilary Eade) or if unavailable to the deputy designated person (Mrs Claire Hill). In the absence of either of the above the matter should be brought to the attention of the most senior member of staff.

**3.3.1** The designated person will inform Social Services by telephone on 01454 868700 or outside office hours the Emergency Duty Team on 01454 615165.

The telephone referral to Social Services will be confirmed in writing within 24 hours on the Single Service Request Form. Address:  
Yate Locality Social Work Team,  
Council Offices  
Bowling Hill,  
Chipping Sodbury,  
BS37 6JX  
Fax Number: 01454 866915  
Email: [yatedutyteam@southglos.gov.uk](mailto:yatedutyteam@southglos.gov.uk)

- 3.4** Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

#### **4 ALLEGED ABUSE BY STAFF**

- 4.1** Schools should contact Shirley Stephen, Head of Central Personnel, Administration and Training on 01454 863213 or Ron Bull, Education Personnel Manager on 01454 863212 for consultation. The officer contacted will record a note of the consultation and will advise of the appropriate action that needs to be taken, which could include a referral to Social Services.
- 4.2** Where the allegation is against the Designated Person or the Head Teacher then the Chair of Governors needs to take on the responsible role. The Locality Team Manager should be contacted for advice on how to proceed.

#### **5 RECORD KEEPING**

- 5.1** Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed and discussed with the Designated Teacher regarding possible action. These records will be filed in the Confidential Child Protection File kept in the Head's Office.
- 5.2** All hand writing records must be retained, even if they are subsequently typed in a more formal report.
- 5.3** All records relating to Child Protection concerns must be kept in a secure place and remain confidential. They do not form part of the pupil's education records and are not required to be disclosed to parents/carers except by agreement.

#### **6 PARENTAL INVOLVEMENT**

- 6.1** The school is committed to helping parents/carers understand its responsibility for the welfare of all pupils.
- 6.2** Parents/carers will be made aware of the school's Child Protection Policy via the school prospectus and initial meetings with parents of new pupils.

See appendix 1 for suggested statement for inclusion in prospectus

- 6.3 Where possible, concerns should be discussed with parents/carers and the designated person should seek agreement to making referrals, unless to do so would place the pupil at increased risk of significant harm.

## 7 TRAINING

- 7.1 The designated person and his/her deputy will be encouraged to attend training events organised by the Area Child protection Committee or the LEA, and to update their training every 2 years.
- 7.2 All staff shall have access to appropriate training on signs and symptoms, school procedures and responding to CP concerns on a regular basis.
- 7.3 CP training must be included in induction training for all staff.

## 8 THE ROLE OF THE GOVERNING BODY

- 8.1 The Governors will receive an annual report on changes to Child Protection Policy or procedures; training undertaken by the designated person, other staff and governors; the number of child protection incidents/cases (without detail or name); and the place of child protection issues in the curriculum.
- 8.2 The Chair of Governors (or designated governor for child protection, if they are not the chair), in liaison with the designated person, will ensure that the school has a Child Protection Policy and procedures in place, and that these are known to all members of staff.

## 9 SAFE SCHOOL – SAFE STAFF

- 9.1 This school takes Child Protection seriously and will endeavour to keep Child Protection issues in mind throughout the recruitment process. All adults who work in school undergo a Criminal Record Bureau check.

## 10 MONITORING AND REVIEW

- 10.1 This policy will be reviewed and updated (if appropriate) on an annual basis.
- 10.2 The school fully recognises the contribution it can make to protecting and safeguarding children. This will take place through 3 main elements:
- **prevention**, by creating a positive school atmosphere, teaching and pastoral support to pupils;
  - **protection**, by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
  - offering **support** to pupils and to staff who may have been abused.

## **APPENDIX 1**

Suggested statement of inclusion in school prospectus

All staff have a responsibility to care for children and to take appropriate action in cases of suspected or reported child abuse.

“Our first priority is your child’s welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the “South Gloucestershire Area Child Protection Procedural Manual”