



## CHILD PROTECTION POLICY

Date of Publication: Sept 2017

Date of Policy Review: Sept 2018

Responsibility of: The Governing Body - Redmarley CE Primary Academy

This policy was written by the Governing Body of Redmarley CE Primary Academy in conjunction with the Headteacher (HT) and staff, taking account of GCSB guidelines. It will be reviewed on an annual basis by the HT and named governors for Safeguarding and Health, Safety & Safeguarding.

Further Guidance can be found at [www.gscb.org.uk](http://www.gscb.org.uk)

The policy was approved by the Governing Body on: September 2016 following parental consultation via the website.

Governor responsible for Safeguarding:

### Introduction

All members of the Academy community fully recognise their responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the Academy. It has been written following advice and guidance from the Gloucestershire Safeguarding Children Board ([www.gscb.org.uk](http://www.gscb.org.uk))

### Aims

There are five main aims to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.

## Roles and Responsibilities

### Head teacher

- Put in place procedures for handling cases of suspected abuse (including allegations against staff and volunteers) which are consistent with those agreed by the Local Safeguarding Children Board and easily available to all staff and volunteers for reference.
- Liaise with the nominated governor(s) on child protection issues and academy policy.
- Adopt the role of the designated senior person to co-ordinate action within the school and liaise with other agencies on suspected abuse cases.
- Ensure that, as the designated senior person he/she receives appropriate training and support.
- Ensure that all staff know and are alert to signs of possible abuse and know what to do if they have any concerns or suspicions.
- Make parents aware of the academy's **child protection policy**.
- Work with local partners such as Local Authorities and Social Care Departments to create a safe environment for children in our academy.

### The Designated Safeguarding Lead (DSL)

This role is key to ensuring that proper procedures and policies are in place and are followed with regard to child protection issues and that there is a dedicated resource available for other staff, volunteers and governors to draw upon.

At Redmarley CE Primary Academy, the designated safeguarding lead will be the Head Teacher who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority (LA), and working with other agencies. The deputy DSL is Mrs Carol Evans.

In the event of the designated person being absent, the Head Teacher will liaise with Mr David Berrisford, and/or other Safeguarding Governors if possible and then be available to act in his/her place.

### **Broad areas of responsibility proposed for the Designated Safeguarding Lead for child protection Referrals:**

- refer cases of suspected abuse or allegations to the relevant investigating agencies
- act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies

### **Training:**

- to recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how the Gloucestershire Safeguarding Children Board operates, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school's child protection policy, especially new or part time staff who may work with different educational establishments;
- ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise. (This is essential in respect of staff that are perhaps part time or work with more than one school. such as trainee teachers and supply teachers.)
- be able to keep detailed accurate secure written records of referrals/concerns;

- obtain access to resources and attend any relevant or refresher training courses at least every two years

### **Raising Awareness:**

- ensure the establishments child protection policy is updated and reviewed annually and work with the governing body regarding this;
- ensure parents see copies of the child protection policy which alerts them to the fact that referrals may have to be made and the role Redmarley Academy plays in this, to avoid conflict later;
- where children leave the establishment ensure their child protection file is copied for new establishment as soon as possible but transferred separately from main pupil file. (N.B. this can be done electronically). If a child leaves and the new school is not known, the Education Welfare Service and DfE should be alerted so that these children can be included on the database for lost pupils.

The DfE has clear guidelines on what schools, governing bodies and LAs should do if they suspect that a child has been abused or assaulted. It is not, however, the responsibility of teachers and other staff in schools to investigate suspected abuse. They should not take action beyond that agreed in the procedures established by the Gloucestershire Safeguarding Children Board ([www.gscb.org.uk](http://www.gscb.org.uk))

### **Governors**

The Academy governing body should:

- Have a nominated Governor(s) for Safeguarding.
- Ensure that the academy has a child protection policy and procedures in place that are in accordance with LA guidance and locally agreed inter-agency procedures.
- Ensure the policy is made available to parents on request.
- Operate the National College for School leadership (NCSL) safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Record Bureau and List 99 checks.
- Ensure that there are safe and effective recruitment policies and disciplinary procedures in place which adhere to Government Safer Recruitment Guidance and which follow the NCSL's Safer Recruitment Practice. In addition, the Governing Body should ensure that refresher training for accredited staff is completed every 5 years
- Ensure that someone who is Safer Recruitment accredited sits on every recruitment panel as a champion for safe recruitment practice. (Mrs Sarah Smith, Mr David Berrisford, Mr Paul Baker and Mrs Frankie Defoe. Mr David Berrisford, is also Child Protection trained.)
- Ensure that the school is using the procedures they have in place for dealing with allegations of abuse against members of staff and volunteers and that they comply with guidance from the LA and locally agreed inter-agency procedures (See Allegation Management Policy)
- Ensure the Head Teacher of the Academy is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LA, and working with other agencies;
- Ensure the Head teacher, and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, and that this is kept up to date by refresher training at 3 yearly intervals. The latest refresher was in March 2015
- Ensure that temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities;
- Remedy any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention without delay;

- Ensure that a member of the governing body (usually the Chair or the nominated safeguarding governor – in Redmarley Academy's case, Mr David Berrisford) is nominated to be responsible for liaising with the LA and /or partner agencies, as appropriate in the event of allegations of abuse being made against the head teacher;
- Review the academy's policies and procedures annually and provides information to the LA about them and about how the above duties have been discharged;
- Recognise the contribution the academy can make to helping children keep safe through the teaching of self protection skills and encouragement of responsible attitudes to adult life through the Personal, Social and Health Education/Citizenship curriculum.

### **Safer Recruitment**

**Safeguarding children starts during the recruitment process. Following safer recruitment practice helps to ensure you are protecting children from adults who are unsuitable to work with them.**

The following guidance is adopted:

- Advertisements – adverts that are placed include reference to the academy's commitment to safeguarding and Criminal Records Bureau (CRB) checks.
- Interviewing – Practice Safer Recruitment techniques are used (Refer to [www.ncsl.org.uk](http://www.ncsl.org.uk))
- References are always followed up on preferred candidates prior to interview and are used as part of the interview process; photocopies or undated references are not accepted.
- DBSs– all staff who start a new job or change roles, working with children have a DBS check.
- The academy keeps a Single Central Record of staff checks including identity, qualifications and CRB/List 99/ISA checks carried out, by whom and when. The ISA will oversee an on-line checking system for people working with children. In many cases it will be illegal to work with children without being registered with the ISA. [www.isa.gov.org.uk](http://www.isa.gov.org.uk) This is updated following the county guidance – Sept 2016.

### **Staff**

- Know that the Head Teacher is the designated safeguarding lead responsible for child protection and understand his/her role.
- Understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection and attend training every 3 years on Safeguarding.
- Implement procedures for identifying and reporting cases, or suspected cases, of abuse. Within Redmarley Academy, any suspected cases of abuse should be referred immediately to the Designated Child Protection Officer (i.e. the Head teacher (Trained 04.05.17) or in her absence, Mrs Carol Evans, Senior Teacher (Training renewal 03.10.2017) who will ensure that the concern is logged and will either discuss the concern with a Social Care practitioner or, if clear, will refer the concern to the Children's Helpdesk within Social Care. Parents will be notified of the concern unless to do so would endanger the child or the concern is about sexual abuse or severe physical abuse.
- Ensure safer recruitment practices in checking the suitability of staff and volunteers to work with children are followed (see above information on Safer Recruitment).
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. The school does this by ensuring that it has a clear Whistleblowing policy to enable staff to challenge unsafe practice. (The Whistleblowing Policy can be found in the staffroom.
- Redmarley Academy has a clear set of guidance for safer working practice for staff working with children and young people and this is brought to all staff's attention

regularly. (Safer Working Practice Document in Staffroom and discussed at staff meetings)

- Ensure children know that there are adults in the school whom they can approach if they are worried
- Contribute to child protection through the curriculum by raising awareness of child protection issues through safety education as part of the non-statutory framework for Personal, Social and Health Education (PSHE).

As part of developing a healthy safer lifestyle our pupils should be taught to:

- Recognise different risks in different situations and then decide how to behave responsibly.
- Judge what kind of physical contact is acceptable or unacceptable.
- Manage risk and make safer choices, including recognising when pressure from others (including people they know) threatens their personal safety and well-being.
- Develop effective ways of resisting pressures including knowing when and where to get help.
- Use assertiveness techniques to resist unhelpful pressure.
- Develop skills to cope with emergency situations.

**In addition to the above**, we recognise that because of the day to day contact with children, teaching and support staff are well placed to observe the outward signs of abuse. Redmarley Academy will:

- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body members know the name of the designated safeguarding lead responsible for child protection and their role.
- 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 safeguarding lead responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the academy and staff for child protection by setting out its obligations in the Academy prospectus and the Academy's website [www.redmarley.gloucs.sch.uk](http://www.redmarley.gloucs.sch.uk)
- Notify social care if there is an unexplained absence of more than two days of a pupil who has a child protection plan.
- 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. Copies are available on the staff room noticeboard.
- Ensure all records are kept securely, separate from the main pupil file, and in locked location in the Head Teacher's office.

### **Pupil Support**

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 attending school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

1. The content of the curriculum.

2. Our ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
3. The academy supports any vulnerable pupils. The academy will ensure that the pupil knows that some behaviour is unacceptable but they are valued and are not to be blamed for any abuse which has occurred.
4. Liaison with other agencies that support the pupil e.g. social services, Child and Adult Mental Health Service, education welfare service and the educational psychology service.
5. Ensuring that, where a pupil with a Child Protection Plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### Key Contacts

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**[www.gscb.org.uk](http://www.gscb.org.uk) for live updates**

This policy is intended to link with all aspects of school life and as such links with other relevant school policies including, but not exclusively:-

Anti-Bullying	Positive Behaviour	Health and Safety
Risk Assessments	Policy for Use of the Internet	SEN
Travel	Risk Assessments	Medicines
Attendance	Offer of Early Help	