

# Commonweal School - Child Protection Policy - January 2010

## Principles

Commonweal 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

All action is taken in line with the following legislation/guidance:

- South West Child Protection Procedures (SWCPP), [www.swccp.org.uk](http://www.swccp.org.uk)
- Section 175 Children Act 2002
- Safeguarding Children in Education, September 2004
- Working Together to safeguard Children 2006
- What to do if you're worried a child is being abused 2006
- Safeguarding Children and safer Recruitment in Education 2007

We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DCSF, and the Local Authority (LA).

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

We recognise that staff, because of 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.

As part of the ethos of the school, the staff and governors are committed to:

- ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children:
- ensuring that all staff and volunteers understand, and adhere to, the school's code of conduct.
- establishing and maintaining a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and listened to.
- include opportunities in the curriculum for the children to develop the skills they need to recognise, and stay safe from abuse. *This will be through curriculum areas, pastoral curriculum, assemblies, visiting speakers and drama groups, outside agencies e.g. school nurse, education welfare, social services, police, etc.*
- ensuring all teaching and support staff are aware of the signs and symptoms of abuse, know the correct procedures for referring concerns, of reporting allegations against staff, and receive appropriate training to carry out these requirements.
- ensuring all volunteers understand their responsibilities in being alert to the sign of abuse and their responsibility for referring any concerns to the designated person responsible for child protection.

- exercising their duty to work in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences.
- encouraging and supporting parents/carers, working in partnership with them.
- supporting pupils who have been abused, and carrying out specific actions in accordance with the agreed child protection support plan.

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

The child protection policy should be read in conjunction with other relevant policies:

- Positive Handling and the Use of Reasonable Force
- Anti-bullying
- Anti-Racism
- Health and Safety
- Behaviour
- Exclusions
- Equal Opportunities
- PSHE
- Internet Safety
- School Security
- Educational Visits
- Medical Needs
- First Aid
- Recruitment

### **Procedures for Referral**

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 – Keith Williams or if unavailable to the deputy designated person – Marion James. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

The designated person will immediately inform Children Services Referral Team by telephone. Telephone number 01793 466903. Out of hours telephone number 01793 436903

The telephone referral to the Children Services Team will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours, with a copy sent to the Schools' Safeguarding Adviser at Swindon Borough Council, Sandford House, Sandford Street, Swindon SN1 1QH (telephone 01793 465763), or via the School to School file transfer system using 'school number' 9550. Essential information will include pupil's name, address,

date of birth, family composition, reason for referral and any advice given. The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless advised by the referral team that to do so would place the child at increased risk of significant harm. The referral must be signed and dated by the referrer.

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

### **Alleged Abuse by Staff**

Commonweal will follow the SWCCP for managing allegations against staff, contacting one of the LA designated officers for consultation as soon as an allegation has been made:

- Schools' safeguarding Adviser, on 01793 465763
- Local Authority Designated Officer, on 01793 468849
- Head of Safeguarding on 01793 464366

The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.

Staff/volunteers must report an allegation about a member of staff immediately to the Headteacher, unless the Headteacher is the subject of the allegation. The Headteacher will then proceed as above. Where the allegation is against the Headteacher, the member of staff/volunteer must either contact the Chair of Governors or one of the LA designated officers, above. If contacted with regard an allegation against the Headteacher, the Chair of Governors will follow the LA 'Guidance for Chairs of Governors Dealing with Child Protection Allegations Against the Headteacher', and contact one of the designated officers above for consultation. An allegation must not be discussed with the alleged perpetrator or other members of staff/governors, unless advised to so by a LA designated officer.

### **Record Keeping**

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 person for child protection.

All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

Written records of concerns about children must be kept, even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral to Social Care, consideration should be given to the appropriateness of completing a CAF and making a referral to the Locality Team for a Team Around a Child Meeting.

All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.

A chronology will be kept at the front of the individual pupils' files, which is reviewed and updated whenever a new concern is raised, noting any action taken.

The quality of child protection records will be monitored by the Headteacher.

Where a child moves school, copies of the child protection documentation must be passed immediately and confidentially to the receiving school, separate from the general records, with the original records retained by the school. The Headteacher or designated person for child protection will also telephone the Headteacher or designated person for child development at the new school/college to raise awareness of child protection concerns, and that records are being transferred.

Child Protection records must be kept for a minimum of 6 years after the pupil has reached the end of compulsory education.

### **Training**

The designated person and his/her deputy will receive multi-agency child protection training every 2 years. Training is available from the Local safeguarding Board. The Schools' safeguarding Adviser acts as the school's Link Person and is available for advice.

All staff, both teaching and support, must be provided with child protection training on a regular basis, at least every 3 years.

Temporary and supply staff will be made aware of basic information in respect of the school's child protection procedures, including the name of the designated person and his deputy.

All new staff will receive child protection training as part of their induction. Volunteers will also receive some basic training.

Where appropriate, staff will receive additional training in order to effectively carry out their role. e.g. safe recruitment

The designated person and the deputy should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.

Training records will be kept up to date, focus and level of training received by individuals.

## **The Role of the Governing Body**

The Governing body will ensure that all statutory duties with regard to child protection fulfilled, as detailed in Safeguarding Children and Safer Recruitment in Education 2007.

The school will provide an annual report for governors, in line with the most recent LA guidance. A copy of the report must be sent to the Manager of Governor Support in Sandford House.

The governing body will ensure that weaknesses identified; within the annual child protection report; through on-going monitoring of child protection procedures; other sources are addressed within the School Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions.

The Chair of Governors in liaison with the designated person, will ensure that the school has a child protection policy and procedures in place, which are known to all members of staff, and up-dated at least annually.

The Governing Body controls the use of the school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will seek assurances that the body concerned has appropriate policies and procedures in place in regard to safeguarding and child protection, in line with LA guidance.

### **Review**

This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in school procedures, the policy will be revised immediately.