



Child Protection Policy

For St. James' School

Date: July 2006
Annual Review
Next Review: July 2012

Links to other school policies and procedures:
This policy is intended to be used in conjunction with the school's policies on:

Drug Abuse
Anti-bullying
Sex and Relationships
Behaviour
Confidentiality

1. Introduction

St. James' School recognises its role for Child Protection. The aim of our policy is to safeguard and promote our pupils' welfare, safety, health and guidance by fostering an honest, open, caring and supportive culture. The pupils' welfare is of paramount importance. This policy has been developed to enable us to follow North East Lincolnshire Area Local Safeguarding Children's Board procedures effectively.

Our School recognises the contribution it can make to protect and support pupils in school.

Our policy applies to all staff, governors and volunteers working in the school. The main elements to our Child Protection policy are:

- 1.1 Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- 1.2 Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- 1.3 Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- 1.4 Establishing a safe environment in which children can learn and develop.
- 1.5 Ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns.

2. School Commitment

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult, help all children, and especially those at risk of, or suffering from, abuse and neglect.

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

Our school will, therefore:

- 2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- 2.3 Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty.
- 2.4 Include in the curriculum activities and opportunities for Personal and Social Development (PSD) / Personal, Social and Health Education (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.
- 2.5 Ensure that, wherever possible, every effort will be made to establish effective working relationships with parents and colleagues from other agencies.
- 2.6 Ensure training (updated every two years) in child protection and inter-agency working for the designated person(s).
- 2.7 Ensure that the Governing Body will undertake an annual review of the School's Child Protections policies and procedures and of the efficiency with which the related duties have been discharged.
- 2.8 Early Years Child Protection at St. James'

- a. St. James' will ensure that the designated practitioner will take lead responsibility for safe guarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate.
- b. St. James' 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.
- c. St. James' will inform OFSTED of the above, as soon as reasonably practicable, but at the latest within 14 days.

3. Key Principles

This guidance is intended to outline the principles of child protection and advise what to do if child abuse or neglect is suspected. The key principles are set out below:

Key principles

All staff need to be:

- alert to the possibility of child abuse or neglect.
- able to recognise and act upon indications that a child's welfare or safety may be at risk.
- familiar with and follow Local Safeguarding Children's Board (LSCB) procedures and protocols.
- able to access the designated person for Child Protection within the School.
- familiar with the child's right to confidentiality (refer to section 7).

If child abuse or neglect is suspected:

Do seek advice from the designated Child Protection Co-ordinator. The Child Protection Co-ordinator for St. James' School is Mrs Jinny Sopp, who has received the training appropriate to her responsibilities.

Do follow local child protection procedures and report concerns immediately. Do keep records of concerns or any action taken or any concerns.

Do not do 5nothing

Do not attempt to investigate suspicions/allegations of abuse yourself

Do not discuss concerns with the suspected/alleged perpetrator of abuse

4. Roles and Responsibilities

We will follow the procedures set out by the LSCB and

take into account guidance issued by the Department for Children, Schools and Families (DCSF) to:

- 4.1 Ensure we have a designated person for child protection who has received appropriate training and support for this role (as above).
- 4.2 Ensure we have a nominated governor responsible for child protection.
- 4.3 Ensure every member of staff, volunteer and governor knows the name of the designated person responsible for child protection and their role.
- 4.4 Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated person for child protection, and have undergone basic awareness training for child protection.
- 4.5 Ensure parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- 4.6 Notify Social Services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

- 4.7 Develop effective links with relevant agencies and co-operate as required with their enquires regarding child protection matters, including attendance at case conferences.
- 4.8 Keep written records of concerns about children, even when there is no need to refer the matter immediately.
- 4.9 Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- 4.10 Ensure records are kept confidential, and that information is only shared with the staff directly responsible for the pupils' safety and welfare.
- 4.11 Develop and follow procedures where an allegation is made against a member of staff or volunteer.
- 4.12 Ensure safe staff recruitment practices are always followed in line with DCSF guidelines.

5. Supporting Pupils at Risk

Our school recognizes that those 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. This school may be the only stable, secure and predictable environment 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:

- 5.1 The content of the curriculum.
- 5.2 The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- 5.3 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.
- 5.4 Liaison with other agencies that support the pupil such as social services, child and adult mental health services, educational welfare service and educational psychology.
- 5.5 Ensure that, where a child on the child protection register leaves, their information is transferred to the new school and the child's social worker is informed. If a destination address is not known, local social services must be informed of the child's departure.

6. Role of the Child Protection Co-ordinator

The designated Child Protection Co-ordinator is: Mrs Jinny Sopp – Designated First Aid Officer

The nominated Child Protection Governor is: Mr. Roger Douglas.

The role of the Child Protection Co-ordinator is to:

- 6.1 keep the suffering of the child to a minimum.
- 6.2 ensure that all staff, including non-teaching members, know who the designated co-ordinator is and about his role.
- 6.3 raise awareness of all staff in school about:
 - Child Protection.
 - The action to be taken in cases of suspected abuse or neglect.
 - The School Policy and N.E. Lincolnshire LSCB procedures.
- 6.4 facilitate and support the development of a whole school policy, involving all staff.
- 6.5 co-ordinate action when child abuse or neglect is suspected.
- 6.6 maintain records within secure, confidential files.
- 6.7 encourage staff to consider a curricular response to prevention.
- 6.8 ensure that procedures for involving parents are known and followed.

- 6.9 liaise with LEA and Social Services and other agencies on matters relating to child protection.
6.10 offer training and support to staff.

7. Safer Recruitment

The School recognizes its responsibility to recruit staff who will uphold the total safe environment for the children. All staff, whether teaching or non-teaching or voluntary helpers, guardians and the Governing Body will be subject to a rigorous checking process to ensure that he/she does not have a history which might pose a threat to the safety of the children in its care. Both the Headteacher and the Chairman of the Governing body have attended a two-day Safer Recruitment Course, organized by North East Lincolnshire Child Protection Services.

This process includes:

- A detailed application form (where any gaps in employment history are scrutinized and checked)
- The completion of a medical form
- Sight, and then copies taken, of passport and/or birth certificate and qualifications.
- At least two written references (one of which must be from the last employer) with a phone call to verify identity and validity. Referees must confirm that they know of no reason why the applicant cannot have contact with children.
- An enhanced CRB check, and employment with Contract only initiated after the completion of a satisfactory CRB check.
- A written record of the comments made during the selection interview.
- All staff must attend Child Protection training which is updated every three year

8. Confidentiality

All staff must respect the individual child's right to confidentiality. However, it must be made clear, that in cases of suspected child abuse or neglect, information sharing is essential to protect and safeguard the children at risk of abuse or neglect. Confidentiality cannot be promised to children who are at risk from abuse or neglect. Information relevant to the concerns about the child should only be disclosed to other professionals or agencies involved in the child's care on a 'need to know' basis.

Any members of staff who are unsure whether confidential information should be disclosed are advised to discuss the matter with the named Child Protection Co-ordinator. Appropriate records should be kept of any information that is disclosed.

9. Health and Safety

- 9.1 Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school undertaking trips and visits.

Approved for use:

Sue Isaac
Headteacher
Date: July 2012



Barry Hannington
Chairman of the School Council
Date: July 2012

