

# Child Protection Policy, Procedure and Safeguarding Guidance



Schools and Education

To Be Reviewed  
Summer 2016



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## CHILD PROTECTION POLICY

**Reviewed: Summer 2015**  
**Next review: Summer 2016**

**Signed on behalf of the Governing Body**

.....  
**Date:** .....

### **Purpose**

This School fully recognises its responsibility to safeguard and promote the welfare of children at our school. The purpose of this policy is to provide staff, volunteers and governors with the guidance they need in order to keep children safe and secure in our school and to inform parents and guardians how we will safeguard their children whilst they are in our care.

### **Context**

We recognise that children have a right to feel secure. Therefore, we have the responsibility to :

- Raise awareness of child protection and safeguarding roles and responsibilities with staff, governors and volunteers.
- Develop, implement and review procedures in our school that enable all staff and volunteers to identify and report cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with their agreed child protection plan.
- Support children with additional needs, e.g. through the CAF.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children.
- Establish a safe environment in which children can learn and develop.
- Ensure that allegations or concerns against staff are dealt with in accordance with Department for Education (DfE), Local Safeguarding Children's Board (LSCB) and Hampshire County Council (HCC).

### **Whole Staff Responsibilities**

This school recognises that because of their day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:-

- Establish and maintain an environment where children feel secure, are encouraged to talk and are heard.
- Ensure children know that there are adults in the school whom they can approach if they are worried about any problems.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Follow the procedures set out by the LSCB and HCC and take account of guidance issued by the DfE.

- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the school and its staff for child protection by setting out its obligations in the school prospectus and that parents are offered a copy of the policy on request.
- Notify parents of our concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Notify the allocated social worker if there is an unexplained absence of more than two days of a pupil with a child protection plan.
- Develop effective links with Children's Social Care and co-operate as required with their enquiries regarding child protection matters including attendance at Child Protection Case Conferences.
- Liaise with other agencies that support pupils such as Child and Adolescent Mental Health Service, Locality Team and the Educational Psychology Service through normal referral routes and the CAF process.
- Ensure that there is a senior designated person/Child Protection Liaison Officer (CPLO).

### **CPLO responsibilities**

**In this school, the CPLO is Mike Warren and Andrea Hodgson.**

#### **They will:**

- Ensure that the Governing Body understand their responsibilities under s.175 of the Education Act 2002.
- Ensure they have received appropriate training and attend training every 2 years.
- Ensure every member of staff, governors and volunteers knows the name of the designated person CPLO, their role and their contact details
- 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 person CPLO.
- Ensure that whole school training occurs every three years so that every member of staff, governors and volunteers can fulfil their child protection responsibilities effectively and to comply with the requirements set out in 'Safeguarding Children and Safer Recruitment in Education' guidance (DCSF, 2007).
- Keep written records of child protection concerns that are kept securely and separately from the main pupil file and use these records to assess the likelihood of risk.
- Ensure that copies of child protection records and/or records of concern are transferred accordingly (separate from pupil files) when a child leaves the school.
- Ensure that where a pupil on a child protection plan or is a child looked after, leaves the school, their information is transferred to the new school immediately and that the child's social worker is informed.

#### **Responsibilities of adults within the school community:**

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the CPLO as soon as practical.
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the allegations procedures attached to this policy.

#### **As a school we will educate and encourage pupils to Keep Safe through :**

- The content of the curriculum

- A school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The “Rights, Respect and Responsibility” agenda
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

#### **Annual review form**

As a school, we review this policy annually in line with DfE, LSCB and HCC guidance.

#### **Working Together to Safeguard Children (2010)**

<http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00305-2010>

#### **4LSCB Safeguarding Procedures**

<http://www.4lscb.org.uk/documents/4lscbproceduresupdated220708.pdf>

#### **Hampshire County Council - Safeguarding Children Policy (2011)**

<http://www3.hants.gov.uk/update-safeguarding-final-24june11.doc>

#### **Safeguarding Children & Safer Recruitment in Education ( DCSF 2007)**

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04217-2006>

#### **What to do if you are Worried a Child is Being Abused ( HM Govt. 2006)**

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04320-2006>

#### **INTERAGENCY REFERRAL FORM**

[https://eforms-ext.hants.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=Md\\_9dIaRLwN](https://eforms-ext.hants.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=Md_9dIaRLwN)

**Date of Whole School Training:** Sept 2014

## Child Protection Procedures

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interests between the child and parent, the interests of the child must be paramount.

These procedures should be read in conjunction with the flow chart (Annex 2).

### **If a member of staff suspects abuse e.g. through physical injury etc. they must:**

1. Record their concerns
2. Report it to the CPLO / Head teacher immediately
3. Consider if there is a requirement for immediate medical intervention and if so assistance must be called for
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions they were involved in
  - Any injuries
  - Explanations given by the child / adult
  - what action was taken.

The records must be signed and dated by the author.

### **Following a report of concerns from a member of staff, the CPLO must:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children's Social Care.
2. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm they must contact Children's Social Care via the Central Reception Team (CRT) on 01329 225379 and make a clear statement of:
  - the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family

If the CPLO feels unsure about whether a referral is necessary they can phone Children's Social Care (CRT) to discuss concerns. To do so will not constitute a child abuse referral and may well help to clarify a situation.

3. If there is not a risk of significant harm, then the CPLO will either actively monitor the situation or instigate the Common Assessment Framework (CAF) process.
4. The CPLO must confirm any referrals in writing to Children's Social Care, within 24 hours, including the actions that have been taken. The written referral should be made using the inter-agency referral form at , [https://eforms-ext.hants.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=Md\\_9d1aRLwN](https://eforms-ext.hants.gov.uk/AF3/an/default.aspx/RenderForm/?F.Name=Md_9d1aRLwN)
5. which will provide Children's Social Care with the supplementary information required about the child and family's circumstances.

6. If a child is in immediate danger and urgent protective action is required, the police should be called. The CPLO should also notify Children's Social Care of the occurrence and what action has been taken. The CPLO should seek advice from the police / Children's Social Care about informing the parents.
7. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to Children's Social Care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk. The child's views should also be taken into account.
8. Where there are doubts or reservations about involving the child's family, the CPLO should clarify with Children's Social Care or the police whether, the parents should be told about the referral and, if so, when and by whom This is important in cases where the police may need to conduct a criminal investigation. Where appropriate, the CPLO should help the parents understand that a referral is in the interests of the child and that the school will be involved in the S 47 enquiry as per the Children Act 1989 or a police investigation.
9. When a pupil is in need of *urgent* medical attention and there is suspicion of abuse the CPLO or head teacher should take the child to the Accident and Emergency Unit at the nearest hospital, having first notified Children's Social Care. The CPLO should seek advice about what action Children's Social Care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention. If the suspected abuse is sexual then the medical examination should be delayed until Children's Social Care and/or the police can liaise with the hospital, unless the needs of the child are such that medical attention is the priority. If a decision is made not to inform the parents there must be a responsible adult with the child at all times, whether from the school, Children's Social Care or the police.

**When dealing with allegations against staff, governors and volunteers:**

- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher as soon as possible and within 24 hours
- If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governors, or the nominated Governor for dealing with allegations against the Headteacher, as soon as possible and within 24 hours.
  - In either event the Headteacher or Chair of Governors should contact the Local Authority Designated Officer on 01962 876364

**Safeguarding Issues**  
**(in line with Ofsted Briefing for section 5 Inspectors on Safeguarding)**  
**Children, pg 5 (January 2012)**

| Issue   | Links to Useful Resources   |
|---|---|
| Health and Safety   | <a href="http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm">http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm</a>   |
| Anti – Bullying   | <a href="http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/bullying.htm">http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/bullying.htm</a>   |
| Anti-Racism   | <a href="http://www3.hants.gov.uk/education/ema/ema-schools/ema-policyandpractice.htm">http://www3.hants.gov.uk/education/ema/ema-schools/ema-policyandpractice.htm</a>   |
| Physical Intervention   | <a href="http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/educational-psychology/heps/heps-policies.htm">http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/educational-psychology/heps/heps-policies.htm</a> |
| Harassment and Discrimination                                 | As anti - bullying  |
| Policy on meeting the needs of pupils with medical conditions | <a href="http://intranet.hants.gov.uk/healthguidanceforschools_spring2007_.pdf">http://intranet.hants.gov.uk/healthguidanceforschools_spring2007_.pdf</a>   |
| First Aid   | <a href="http://intranet.hants.gov.uk/firstaidpolicytemplate_csh_steam_-14.doc">http://intranet.hants.gov.uk/firstaidpolicytemplate_csh_steam_-14.doc</a>   |
| Drug and Substance Misuse                                     | <a href="http://www3.hants.gov.uk/education/hias/drug-and-alcohol/supporting-young-people.htm">http://www3.hants.gov.uk/education/hias/drug-and-alcohol/supporting-young-people.htm</a>   |
| Educational Visits  | <a href="http://www3.hants.gov.uk/education/outdoor-education.htm">http://www3.hants.gov.uk/education/outdoor-education.htm</a>   |
| Intimate Care   | <a href="http://www3.hants.gov.uk/childrens-services/schoolsandcolleges/esafety">http://www3.hants.gov.uk/childrens-services/schoolsandcolleges/esafety</a>   |
| Internet Safety   | <a href="http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-healthandsafetyschools.htm">http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-healthandsafetyschools.htm</a>                                 |
| School Site Security  | <a href="http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-healthandsafetyschools.htm">http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety/cs-healthandsafetyschools.htm</a>                                 |
| Safer Recruitment   | <b>Safer Recruitment Toolkit and Allegations Guidance</b> (both obtained from <a href="http://www3.hants.gov.uk/education/eps/child-protection-">http://www3.hants.gov.uk/education/eps/child-protection-</a>                                   |

|   |   |
|---|---|
| Policy <sup>1</sup>   | <a href="#">introduction.htm</a><br><b>CRB Guidance</b> ( <a href="http://intranet.hants.gov.uk/eps/eps-crb-guidance.htm">http://intranet.hants.gov.uk/eps/eps-crb-guidance.htm</a> )<br><b>ISA Guidance</b> <a href="http://intranet.hants.gov.uk/hr-school/crblist99_isa_vbs.htm">http://intranet.hants.gov.uk/hr-school/crblist99_isa_vbs.htm</a><br>- soon to be incorporated into CRB Guidance)<br><br><b>Single Central Record Guidance</b> <a href="http://intranet.hants.gov.uk/eps/single-central-record.htm">http://intranet.hants.gov.uk/eps/single-central-record.htm</a> |
| Issues which may be specific to a local area or population, for example gang activities | <a href="http://www.education.gov.uk/publications/standard/publicationdetail/page1/D/CSF-00064-2010">http://www.education.gov.uk/publications/standard/publicationdetail/page1/D/CSF-00064-2010</a>   |

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<sup>1</sup> Safer recruitment is not listed on pg 5 of the Ofsted briefing document, but has been included for ease of reference

**Annex 2**

CPLO - Child Protection Liaison Officer  
 R&A – Referral & Assessment  
 CRT – Children’s Reception Team  
 CP – Child Protection  
 CAF – Common Assessment framework

