



## **CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL**

*Be the best you can be through:*

*challenge, nurture, inspiration, respect, happiness, inclusion, in a safe, secure Christian family.*

### **SAFEGUARDING POLICY FOR CHILD PROTECTION**

The following guidelines should also be read when working with this policy:

- Equality policy
- Anti-bullying policy
- Positive Behaviour Management Policy
- E-Safety Policy
- Prevent Strategy, HM Government
- Keeping Children Safe in Education, DFE 2018
- Working together to safeguard children, HM Government 2015

#### **Rationale**

Chollerton C.E Aided First School believes that pupils have a fundamental right to be protected from harm and that they cannot learn unless they feel secure. We also believe that all staff working in school have a right to personal support and guidance concerning the protection of pupils.

#### **Aims of Child Protection Policy**

Our school aims to provide an environment in which

- children feel secure and happy
- their views and opinions are valued
- children are encouraged to talk and know they will be listened to

Our school manages this by all staff being fully involved in the lives of all pupils, celebrating their successes, giving support when children feel upset or vulnerable, and giving a consistent approach to discipline.

Staff also provide positive role models and, through opportunities in assemblies, class discussions and more informal conversations, foster an open dialogue with pupils.

#### **Objectives**

We provide support and guidance to pupils so that they have a range of appropriate adults whom they feel confident to approach if they are experiencing difficulties. Pupils have opportunities during lunch breaks, morning breaks and before school starts, to seek out appropriate adults if they need to discuss areas of concern privately.

The atmosphere and ethos of the school engenders a feeling of individual worth and easy access to adults who will give support.

We develop partnership/working relationships with parents/carers so that they can have an understanding of the school's statutory responsibility to ensure the welfare and safety of all

children which might include referrals to Social Services in suspected child abuse cases. This is not done in a general way but is addressed as and when the need arises.

We develop positive inter-agency links with Social and Health Services to ensure effective and appropriate referrals. These include the Health Visitor and the School Nurse.

We ensure that our curriculum provides opportunities to children to help them express feelings, be assertive, raise self-esteem, be safe, develop an awareness of potential risks to health and well-being and understand that they have an entitlement to say "no" on occasions which make them feel uncomfortable. This is done through Health Education during topics on Ourselves and Healthy Living using the "Health for Life" materials, E-Safety training and R.E. topics.

All staff, teaching and non-teaching, and where appropriate other helpers and volunteers, receive guidance and training in child protection issues in order to ensure their vigilance in recognising abuse and appropriate procedures for dealing with it. To date, all members of teaching and non-teaching staff have been briefed on these procedures and have access to the Northumberland Council brochure entitled 'The Role for Schools in Implementing the Northumberland Child Protection Guidelines'.

The notes on responding to disclosure and important points to remember listed below will be followed in every instance of suspected child abuse.

### **Responding to Disclosure**

- Listen carefully to what the child is saying.
- Take seriously what the child is saying.
- Write down as soon as possible exactly what the child said.
- Tell your Designated Person as soon as possible.
- Make sure the child is safe, i.e. supported in school.
- Do tell the child it is not their fault.
- Do not panic.
- Do not immediately rush off to find someone else to listen.
- Do not promise to keep secrets.
- Keep the child informed of any action you are preparing to take where appropriate.
- Do not make judgements or say anything about the alleged abuser.
- Do not ask detailed questions or press the child for more information.

### **Designated Person**

Our designated member of staff with responsibility for Child Protection issues with working knowledge of Northumberland Child Protection Committee procedures for reporting and handling child abuse cases is Mrs H. Davey. Our second named person is Mrs M. Broadbent. All staff and governors can name the designated personnel.

The designated person is enabled to participate fully in child protection conferences and understands procedures for reporting after conferences. The designated teacher's role is to ensure that locally established procedures are followed, and to act as a channel of communicating to the Social Services Department relevant concerns expressed by any member of the school staff, teaching and non-teaching, about individual children.

## **Guidance**

All staff will be trained and aware of the procedures for the management of cases of child abuse.

All staff are distributed with the Whistle Blowing Procedure and Code of Conduct. Headteachers and designated staff will be familiar with DFEE circulars "Protecting Children from Abuse".

## **Records and Reports for Child Protection**

The designated teacher will maintain records relating to Child Protection issues in school. This will include working notes of discussions and concerns raised by both staff and children/pupils, as well as records of child protection conferences and other meetings.

All records are held confidentially in a secure location and shared only on a need to know basis. The designated person will determine what information is required by relevant staff. The name of pupil and details will only be known by staff who work with that pupil.

## **Support and Guidance for Staff**

The school recognises that involvement in such situations may be particularly difficult and stressful for staff, and will take steps to ensure that appropriate support and guidance is made available to all staff including the designated teacher.

## **Role of Local Authority Designated Officer**

The Local Authority Designated Officer is

Adam Hall 01670 623979,

[Adam.hall01@northumberland.gcsx.gov.uk](mailto:Adam.hall01@northumberland.gcsx.gov.uk)

Adam Hall is responsible for co-ordinating child protection policy and practice and is a representative on the Northumberland Child Protection Committee.

In exceptional circumstances if a headteacher or designated teacher feels that there are issues which they have not been able to resolve with other agencies, these could be referred to the LEA Officer. Other members of staff who have reported concerns to the designated teacher which have not been acted upon may discuss this with the LEA Officer.

## **Categories of Abuse**

The following categories of abuse are recognised for the purposes of the child protection register:

- **neglect:** persistent or severe failure to provide for a child an adequate standard of physical and/or emotional care, or failure to protect a child from any kind of danger, resulting in the significant impairment of the child's health or development, including failure to thrive;
- **physical injury:** physical injury which has been inflicted or knowingly not prevented, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy;
- **sexual abuse, child sexual exploitation:** The involvement of dependent, developmentally immature children and adolescents in sexual activities which they do not fully comprehend, to which they are unable to give informed consent, or which violate the sexual taboos of family roles;

- **emotional abuse:** The severe adverse effect on the emotional, physical or behavioural development of the child, or on the child's health, including failure to thrive, as a result of persistent or severe emotional ill-treatment or rejection.

The designated teacher will ensure that all staff, through training and discussion, are familiar with the above categories including signs and symptoms for recognising possible abuse, and understand and can carry out the detailed procedures outlined in the white booklet for reporting concerns.

Easy to follow steps:

- report any suspicious injury or suspect dialogue **no matter how small** to the **designated teacher**
- **never** mention to parents what a pupil has disclosed before reporting to the designated person and social services
- **never** investigate further or take action beyond that agreed in the procedures established by the NSPCC.
- contact the appropriate area office/district office of the Social Services Department as soon as possible after the concerns are reported
- inform, in writing, the Senior Education Officer (Services Division)
- if a parent or guardian volunteers information it should be recorded but it is not staff's responsibility to make enquiries of parents or guardians
- staff should note carefully what they have observed and when they have observed it and record only factual information. Signs of physical injury should be described in detail or sketched.

### **Bullying**

Although bullying is a form of abuse, bullying behaviour is not usually reportable through Child Protection procedures in the same way as Child Abuse. Our school has a separate policy on bullying.

### **Other Procedures**

If the designated person is offsite, staff should report any concerns to Mrs Maureen Broadbent.

If allegations or suspicions are made against a member of staff, these **must** be reported to the headteacher who **must** consult with the relevant Education Officer in the Education Support Division at County Hall.

In the case where the headteacher or designated person is suspected, the staff member should report to the second designated person or the deputy headteacher, or the most senior teacher present who **must** consult with the relevant Education Officer.

### **Handling Information**

Child protection work necessarily involves the handling of confidential information and all staff will receive training in dealing with such information.

How to deal with disclosure and subsequent confidentiality will be included in staff training. Staff who receive information about children/pupils and their families in the course of their work will share that information only within professional contexts.

**Important Points to Remember**

- Try not to display any sign of shock or disapproval when the child is making a disclosure.
- The child may not regard the experience as either bad or painful, they may not feel guilty or angry.
- Be aware of your own feelings which may be different from those of the child.
- Take care of yourself by making sure that you have an opportunity to discuss your feelings with someone at a later stage.
- Do not destroy any evidence as it may be useful in a court of law.
- Initial disclosure, even if retracted, still must be referred.

All people who work or volunteer in schools, even without direct contact with children, will be subject to criminal records bureau disclosure. This includes casual employees and volunteers.

No new employee will be allowed to begin their employment until the appropriate clearances have been received and the relevant verification checks carried out.

Volunteers in schools, who are not in regulated activities are supervised by a member of teaching staff, will be DBS checked at the Headteachers discretion.

Date approved by the Governing Body:

Signed by the Chair of Governors – James Ellison

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**This policy was reviewed:            September 2018**  
**Date of next review:                 September 2019**