



**All Saints CE (Aided) Primary School
Safeguarding Policy
(Including Child Protection)**





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1. Introduction

- 1.1 In adopting this policy, the Governors of All Saints CE (Aided) Primary School recognise their responsibility for ensuring that all children in the care of the school are protected whenever and wherever possible, but also their duty of pastoral care of the school's staff.

Implementation of the policy will impose significant demands on all staff. From time to time these demands may be particularly onerous, for example where several pupils or families are involved, or when the nature of the abuse is particularly distressing.

The Governors pledge themselves, not only to give their full support for this work, but to encourage the Headteacher in such circumstances to feel free to inform the Chair in confidence. The Chair will have discretion to give or arrange whatever support he or she deems necessary and appropriate.

- 1.2 This document sets out the All Saints position in relation to all aspects of the child protection process and affirms a child protection policy which meets DfES requirements and the Every Child Matters agenda and supports our desire that all children lead lives safe from harm. The school is committed to playing a full and active part in the multi-agency response to child protection concerns.

1.3 Principles of Partnership

Working Together to Safeguard Children (1999) places a general duty on all schools to co-operate with other agencies in the protection of children. It also requires that schools have in place policies and procedures which should be shared with parents, to address concerns about the safety and protection of children. These requirements echo the guidance for schools contained in Circular 10/95 which states 'all schools should have in place adequate child protection policies and procedures'.

- The Governing Body and staff at All Saints Primary School believe that the best outcomes for children generally, are achieved when professionals can work effectively in partnership with parents/carers. This belief holds equally in relation to child protection concerns.
- Children have a right to be safe: We will refer all allegations or concerns that a child has been or is likely to be abused or neglected to the Social Care Team
- Parents have a right to be informed: the school will discuss with parents/carers any concerns they have about children at the earliest opportunity. The only exception to this would be where it was felt that such communication might compromise the child's safety. We will consult with parents and professionals when there are concerns that a child may have been abused or neglected.
- Children are best protected when parents and the school can work together: Parents will be kept informed of what has happened.

2. Prevention of abuse

2.1 Our children have the right to protection, regardless of age, gender, race, culture or disability. Staff at All Saints School will actively seek to prevent children suffering abuse and neglect through the development of an open culture which informs children of their rights and encourages them to speak about any concerns. We provide opportunities that enable our children to take and make decisions for themselves.

The health, safety and well-being of all our children are of paramount importance; they have a right to be safe in our school. By informing children of their rights to be free from harm and encouraging them to talk to School staff if they have any concerns, we create an atmosphere within our school that encourages respect and care for all children.

The school will also address the issue of children's safety through the curriculum. Learning through personal, social and health education and citizenship, (as part of the National Curriculum), helps children to develop appropriate attitudes and makes them aware of the impact of their decisions on others. They are also helped to recognise different risks in different situations, and how to behave in response to them, they learn about being safe. Through PSHE and an ongoing programme of support, at an age appropriate level, we can promote self-esteem and social inclusion and address the issue of child protection in the wider context of child safety in general.

2.2 Child/Child Abuse

Physical and emotional abuse of children by other children in school will be dealt with through the school's anti-bullying policy. Parents will be kept informed. If it emerges that a child is being bullied by a sibling who may not be a pupil then school in the first instance will inform the children's parents of its concerns. If the problem persists and the pupil continues to be the victim of abuse then school will refer its concerns to the 'Neighbourhood Team' or Social Care Team depending on the level and type of concern. All concerns about possible sexual abuse either victimisation or perpetration, will be referred to parents and the Social Care Team.

3. Aims and Principles

3.1 This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- to raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures for those who encounter an issue of child protection.

3.2 Informing Principles

- All children have an absolute right to a childhood free from abuse, neglect or exploitation.
- The school will be proactive and take positive steps to inform children of their rights to safety and protection and the options available to express their fears or concerns.
- All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.
- When children make allegations about abuse or neglect they should always be listened to, have their comments taken seriously and, where appropriate, thoroughly investigated.

- Where there are possible concerns about a child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is on the Child Protection Register information about the child and his/her circumstances will be shared on a 'need to know' basis.
- Parents have a right to be informed about any concerns relating to a child's welfare or any action taken to safeguard and promote a child's welfare, providing this does not compromise the child's safety.
- If a child is felt to be in need of protection and becomes the subject of a child protection plan, parents/carers should regard the school as a source of help and support.
- There is not necessarily a conflict between a school's need to discharge its child protection responsibilities and its wish to work in partnership with parents.
- Children are best protected when professionals work effectively together and share responsibility for protective action.

4. Duty of pastoral care

All Saints School takes seriously its duty of pastoral care and will be proactive in seeking to prevent children becoming the victims of abuse or neglect. It will do this in a number of ways:

4.1 By identifying a member of staff, currently the Headteacher, who has overall responsibility for child protection matters. She has received specialist training in this field and acts as a source of advice and support to other school staff. In some circumstances this responsibility may be passed to the Deputy Head Teacher who has also received training.

4.2 If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform the named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect. Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the LA Child Protection guidelines [Handbook kept in the Headteacher's office].

4.3 If the school has general concerns about a child's welfare these will be raised with parents/carers at an early stage in an attempt to work together to remedy the situation. If concerns persist over a period of time, school may consult with the 'neighbourhood team' or directly with the Social Care Team to discuss a way forward. In all of the above circumstances school will keep a confidential record of its concerns and actions. To avoid any misunderstandings parents of children who sustain accidental injuries which result in cuts/bruises/fractures should inform school on the next working day.

5. Responding to Concerns

If the school receives information about a child which suggests that he/she has been abused or neglected or that this is likely, it has a duty to refer these concerns to the Social Care Team or Police. The school has no discretion in this matter. In these circumstances the Social Care Team's child abuse investigation procedures apply.

NB: It is important to remember that a referral or consultation with the Social Care Team is an expression of concern about a child's welfare. It is not an accusation or a presumption of responsibility about a parent/carer.

In the course of an investigation the Social Care Team or Police might wish to speak to a child, without parental knowledge or consent. The Headteacher, acting 'in loco parentis' has discretion to agree this to allow the authorities to explore concerns and determine whether there are grounds for further action. In these cases the Headteacher will ensure that the child's welfare is secured and he/she has access to a trusted adult.

The Headteacher will not allow a child to be removed from school premises without either Parental consent or alternatively an order of the Court or a Police Protection Order. In either case parents will be informed of what has happened at the earliest opportunity consistent with the child's best interests.

6. Child Protection Conferences

If pupils become the subject of child protection conferences then school will be represented by the school's nominated person [the Headteacher] or another person who has attended training [the Deputy Headteacher] and will provide information about the child and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting. Where the school provides a verbal report, again, parents/carers will be informed what is to be said prior to the conference.

Occasionally the school may have information which is confidential and which will be shared in a closed section of the conference. If this is necessary the Chair of the conference will discuss the matter with parents/carers.

When any child becomes the subject of a conference, local procedures require all the other children of the family to be considered. It may well be therefore that the school will be required to provide information on children about whom there appear to be no direct concerns. In these situations the same procedure on prior disclosure of information will apply.

The school will contribute to the process of risk assessment and the decision about registration of children.

7. Child Protection Registration

7.1 The school will be actively involved in supporting and monitoring the progress of children whose names appear on the Child Protection Register.

When a pupil's name is added to the Child Protection Register the school will be represented on the core group and will play an active part in the creation and implementation of the child protection plan.

For as long as a child's name appears on the Register he/she will be supported by the school and his/her progress will be monitored. The school will keep a confidential record of the child's progress and any further concerns (should they arise) and share this information with other members of the core group in order to evaluate the progress of the child protection plan.

If the school receives information that a child whose name appears on the Register already has suffered further abuse or neglect, this will be referred immediately to the child's key worker.

7.2 Confidentiality

If the school receives information from any source that a child has suffered abuse or neglect or may suffer in this way, whether the child is a pupil or otherwise, it has a duty to pass this information to the Social Services Department.

If parents/carers wish to share such information with the school they must be aware that it will not be possible to guarantee confidentiality. The school can reassure parents/carers however that if they wish, the source of the information can remain anonymous.

When a pupil's name is added to the Child Protection Register this information will be shared on a 'need to know' basis with the minimum number of staff necessary to ensure the child's

safety and welfare. These people will receive the minimum amount of information they need to enable them to implement the child protection plan. They will not have access to all the information shared at the initial child protection conference.

The school will ensure that the confidentiality of information is maintained by keeping records in a safe and secure place with access strictly limited. All records of a child's progress while the subject of registration will be kept similarly secure.

7.3 Transfer of Records

If a child whose name appears on the Child Protection Register transfers to another school then the key worker will be notified of this change and the school will arrange for the transfer of the child's records including information about registration. The key worker will then notify the new school of the next core group meeting so that the responsibility for monitoring the child's progress can be officially transferred.

If a child whose name has appeared on the Register in the past, but is no longer the subject of registration, transfers to another school then information about past registration will not be transferred. The information relating to this child will be retained in line with the policy on retaining records, kept securely in the Headteacher's office for 7 (seven) years.

7.4 De-Registration

A child's name can only be removed from the Child Protection Register by a child protection review conference. The school will be represented at these meetings and will play an active part in the process of risk re-evaluation and the decision regarding de-registration.

In line with the policy above, The school will share with parents prior to any review the information they intend to present.

8. Adults employed in the school

It is made clear to applicants during the appointment process that All Saints School is committed to safeguarding. All staff and volunteers are expected to have a fully enhanced CRB disclosure to work in our school. References are always requested prior to employment commencing and a condition of employment is the receipt of such satisfactory references.

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The Headteacher requires the adult involved in any such incident to report this to her immediately, and to record it on an Alert Form.

All adults in the school receive ongoing and appropriate training commensurate with their role and responsibilities, together with information to raise their awareness of abuse and procedures required in school. Training has been delivered by John Terry, Head of Safeguarding, Wokingham Borough Council, during Autumn 2007.

Any concerns are discussed with the Headteacher and an alert form may be raised.

- If there is an allegation or complaint of a child being abused and/or exploited by school staff the allegation will be taken seriously and the Headteacher will carry out a full investigation.
- In the event of an allegation against the Headteacher the Governing Body will investigate fully.
- Members of the public who have concerns should speak to the Head Teacher, the Chair of Governors or the LA Designated Officer, John Terry, if it is the Head Teacher who is the cause for concern.
- The Governing Body will establish a system that will deter possible abusers and manage effectively any allegations or concerns about abuse when they arise this will be through Disciplinary procedures.
- The Governor with specific Child Protection responsibilities is Peter Whittaker.

9. Monitoring and Review

Responsibility for Child Protection Procedures lies with the Governing Body and they will ensure staff members are appropriately trained. The Headteacher will provide a report to the governing body on Safeguarding practice on an annual basis, usually in the Spring Term. This will allow the governing body to monitor compliance with the requirements of 'Safeguarding children in education' DfES/0027/2004 and identify any areas for improvement. When possible a named governor participates in the school's training with regard to the child protection procedures. Reports will be made to the LA as requested. This policy is reviewed annually by the governing body.

The Policy and Procedures at All Saints School pay due regard to the following documents :

'Safeguarding Children' DfES 9/04

'Guidance for Safe Working Practice for the protection of children and staff in education settings' 1/05

'Recording and Reporting Pastoral Information : policy and good practice guidance for Wokingham Schools 2004'

'Every Child Matters : Change for Children'. DfES 2004

Berkshire local Procedures for Child Protection 2009