



Arden Primary School Child Protection Policy for schools and services

1.0 Aim

1.1 Whilst the prime focus of Arden Primary School is to secure the best educational provision for the child, Arden Primary School recognises that the safety, welfare and care of children is paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We will ensure that arrangements are in place for:

- 1.1.1 all reasonable measures to be taken to minimise the risks of harm to children's welfare;
- 1.1.2 all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies;
- 1.1.3 all persons working at this school/service to be made aware of this policy.

1.2 We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school/service will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

1.3 In order to protect our children, we aim to:

- 1.3.1 Create an atmosphere where all our children can feel secure, valued and listened to
- 1.3.2 Recognise signs and symptoms of abuse
- 1.3.3 Respond quickly and effectively to cases of suspected abuse
- 1.3.4 Monitor and support children at risk
- 1.3.5 Use the curriculum to raise children's awareness, build confidence and skills
- 1.3.6 Work closely with parent/carers and support external agencies
- 1.3.7 Ensure that all adults within our school/service who have access to children have been checked as to their suitability (refer to personnel policy)

- 1.4 Arden Primary School will support all children by:
- 1.4.1 Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
 - 1.4.2 Promoting a caring, safe and positive environment within the school.
 - 1.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children
 - 1.4.4 Notifying Social Care Services via the approved mechanisms as soon as there is a significant concern.
 - 1.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new school.

2.0 Designated personnel

- 2.1 Designated Senior Persons for Child Protection : Gurjit Shergill, Sheila Fox and Natalie Cooper
- 2.2 Head Teacher : Tony Lacey
- 2.3 Chair of Governing Body : Zaid Ahmed
- 2.4 Nominated Governor : Amjad Mahmood

3.0 The role of all staff and other persons within the schools/service settings

- 3.1 All staff have a duty to safeguard children. They are:
- 3.1.1 Trained and aware of potential indicators of abuse
 - 3.1.2 Open to hearing concerns from children and others, without seeking to investigate these concerns.
 - 3.1.3 Informed on how to report any concerns to their Designated Senior Person(s) for Child Protection.
 - 3.1.4 Informed on how to report any concerns relating to staff to their Head Teacher/Head of Service.
 - 3.1.5 Informed on how to report any concerns relating to their Head Teacher/Head of Service.
- 3.2 Listening to children.
Arden Primary School:
- 3.2.1 Creates the opportunity and environment for children to be able to talk about their concerns
 - 3.2.2 Has systems to enable cover for the member of staff listening to a child's concerns.
 - 3.2.3 Trains staff to always:
 - Report on as soon as they have a concern.
 - Record information verbatim using the actual words of the child and noting any questions the child raises.
 - Note dates, times, who was present, positions in the room,

- anything factual about the child's appearance.
- Pass these notes to the DSP.
- Use a silent witness whenever possible.

And to never :

- Ask leading questions.
- Ask the child to write down their account.
- Investigate with, or without, others.
- Take photographs of marks.
- Attempt any medical judgement
- Arrange a medical examination
- Tape/video record an interview
- Ask a child to remove any clothing.

Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child.

- 3.3 We recognise that all matters relating to Child Protection are confidential. The Head or DSP will disclose any information about a pupil to other members of staff on a need to know basis only.

4.0 Supporting Staff

- 4.1 We recognise that staff working in the school/service who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 4.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Person and to seek further support as appropriate.

5.0 The role of the DSP

- 5.1 The Designated Senior Persons are responsible for:

- 5.1.1 Adhering to the Birmingham Birmingham Safeguarding Children Board (BSCB), Education and school/service procedures with regard to referring a child if there are concerns about possible abuse
- 5.1.2 Keeping written records of all concerns about a child even if there appears to be no need to make an immediate referral
- 5.1.3 Ensuring that all such records are kept confidentially and securely and are separate from child records
- 5.1.4 Ensuring that an indication of further record-keeping is marked on the child records
- 5.1.5 Liaison and joint working with Social Care Services, and other relevant agencies

6.0 Reporting Procedures

- 6.1 All concerns must be passed to the DSP who will seek advice/make a judgement as to whether a referral to Social Care Services or the need for any other action to be taken.
- 6.2 If a disclosure is made or a member of staff has reason to believe abuse has occurred an incident report form (available from Gurjit's Office, Pigeonholes, Staffroom) should be completed as soon as possible and passed to the DSP. Any original notes should be signed (including silent witness), dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP.
- 6.3 Upon submitting an incident form the member of staff and the DSP will catalogue the form, sign and date the incident folder in order to prove the procedure has been followed.

7.0 Staff allegations

- 7.1 All child protection allegations relating to staff must be reported directly to the Head Teacher (and not the DSP) without informing the subject of the concern/allegation.
- 7.2 The full evidence will be made available to the member of staff subject of the allegation as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- 7.3 In some cases it may be necessary for the staff member to be suspended whilst an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt. Advice should always be taken from the Employee Relations team in this respect.
- 7.4 Any complaint or concern of a child protection nature received by any person and relating to Head Teacher must be passed in confidence to the Education Services Lead Officer who will give advice and support including making contact with the Chair of Governors
- 7.5 All staff are made aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school policy/guidance in respect to safe conduct.

Staff are regularly reminded to update knowledge of:

- Risk Assessment – ensuring all risks are assessed prior to trip / activity
- Care and control policy
- Out of hours contact with children

- Use of Internet code of conduct and e-safety policy, including non use of communication, including social networking, e mailing and texting pupils
- Behaviour policy
- Ensuring parental and managerial consent where individual work with children is required and that this is never done in a vulnerable location
- Communication and confidentiality policy/guidance
- Any other specific guidance provided by school, including manual handling training

7.6 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. (Ref: Whistleblowing Policy)

8.0 Procedure

8.1 The school adheres to the Birmingham Safeguarding Children Board (BSCB) procedures and the Birmingham Education Services Child Protection Procedures. Copies of these are kept by the Head Teacher and must be the subject of training and be available to all staff and governors.

8.2 The Head Teacher will identify Designated Senior Persons (DSP) for Child Protection co-ordination in the school. The Head will identify clearly who will deputise in the absence of the DSP and ensure that any such deputy is appropriately trained. Where all DSPs are off-site the responsibility falls to the Head Teacher, who receives regular update training from BCC

8.3 The DSP will ensure the following reporting and recording procedures are maintained:

8.3.1 Incident report form (catalogued and cross references to the incident book)

8.3.2 Incident book / folder (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report.)

8.3.3 Child school record

8.4 The Governing Body will receive annually a report on developments in child protection policy and procedures, training undertaken by the DSP, other staff and the Governing Body, the number of cases referred (without details) and the place of child protection in the curriculum.

9.0 Parents and carers

- 9.1 Parents and carers will be made aware of the school policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.
- 9.2 A copy of this policy is available to all parents, carers and children upon request and on the school website www.arden.bham.sch.uk.

10.0 Teaching and Learning

- 10.1 The curriculum is used to raise children's awareness and build confidence so that they have a range of strategies to support their own protection and understanding of protecting others.
- 10.2 The school promotes child support services through assembly and display of contact information, e.g. Childline, Connexions,
- 10.3 The Every Child Matters team discuss vulnerable children regularly and aid children and families in finding strategies to support protection, improve understanding of needs of others and their protection and encouraging children to feel confident to speak out when needed.

11.0 Training

- 11.1 All members of staff will receive training on child protection procedures and will receive updates and refreshers every year. New staff will receive this as part of induction, as will new Governors and students.
- 11.2 The DSP and Head will be provided with Education Services core training in order to carry out their role and will attend refresher training updates every 2 years.
- 11.3 Child Protection training will be clearly cross referenced and supplemented by other areas of staff training including appropriate touch, care & control (including safe restraint), behaviour management and risk assessment.

11.4 The following record of training will be maintained by the DSP

| Group | Date of last training | By whom |
|--------------------------------|-----------------------|---------|
| Governors/named Governor | | |
| DSP (Core training) (by name) | | |
| DSP update/refresher (by name) | | |

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|-------------------------------------|--|--|
| HT (core training) | | |
| HTrefresher | | |
| Support staff (by individual name) | | |
| Teaching staff (by individual name) | | |

12. Visitors and Volunteers

12.1 A summary of the schools procedures and the name of the DSPs is on display and is handed to all visitors who enter the school. They are directed to read this by office staff.

13 Review

This policy will be reviewed annually by the DSP and any amendments passed to the Governing Body for review.

14. This policy was adopted by the Governing Body of Arden Primary School
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