

Victoria Primary School

Child Protection Policy (All Wales Procedures)

Revised 2008 - 2009

**Our learning goal is to ignite our curiosity, motivate,
challenge and inspire us so that:**

Together we aim for the stars.

CHILD PROTECTION POLICY

VICTORIA PRIMARY SCHOOL

INTRODUCTION

1. Victoria Primary School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- a. prevention through the teaching and pastoral support offered to pupils;
- b. procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse; and
- c. support to pupils who may have been abused.

1.2 Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

PREVENTION

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:-

- a. establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- b. ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- c. include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- d. include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

PROCEDURES

- 3.1 We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board.
- 3.2 The school will:-
- a. ensure it has a designated senior member of staff, who has undertaken the appropriate training;
 - b. recognise the role of the designated person and arrange support and training. Mrs. Tina Taylor and Mrs. Judith Jones are the designated Child Protection Officers and have undertaken training.
 - c. ensure every member of staff and every governor knows:-
 - the names of the designated people and their roles;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board; and
 - how to take forward those concerns where a designated person is unavailable.
 - d. ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse;
 - e. ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure;
 - f. provide training for all staff so that they know:-
 - i. their personal responsibility;
 - ii. the agreed local procedures;
 - iii. the need to be vigilant in identifying cases of abuse; and
 - iv. how to support a child who discloses abuse.
 - g. notify the Children and Young People Services team if:-
 - a pupil on the child protection register is excluded either for a fixed term or permanently; and
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend);

- h. work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences.
- i. keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children and Young People Services immediately;
- j. ensure all records are kept secure and in locked locations;
- k. adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools ;
- l. ensure that recruitment and selection procedures are made in accordance with Welsh Assembly Government guidance circular 34/2002 and
- m. designate a governor for child protection who will oversee the school's child protection policy and practice.
Mrs. Rebecca Sharpe

SUPPORTING THE PUPIL AT RISK OF SIGNIFICANT HARM

- 4.1 We recognise that children who are at risk of significant harm(which could include suffering direct abuse, witnessing violence or being exploited) may be deeply affected by this.(Refer to All Wales Child Protection for full definitions).
- 4.2 This school may be the only stable, secure and predictable element in the lives of children at risk of significant harm. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. There may be a change in the usual patterns of behaviour.
- 4.3 The school will endeavour to support the pupil through:-
 - a. the content of the curriculum to encourage self esteem and self motivation (see section 2 on Prevention);
 - b. the school ethos which:-
 - i. promotes a positive, supportive and secure environment; and
 - ii. gives pupils a sense of being valued (see section 2 on Prevention);
 - c. the school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some

behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;

- d. liaison with other agencies who support the student such as Children and Young People Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service; and
- e. keeping records and notifying Children and Young People Services as soon as there is a recurrence of a concern;

4.4 When a pupil whose name is on the child protection register leaves, we will transfer information to the new school immediately and inform Children and Young People Services.

Bullying

4.5 Our policies on Anti-bullying and Behaviour are reviewed annually by the staff and governing body.

Children with Statements of Special Educational Needs

4.7 We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

NOTE FOR STAFF

What to do if a child tells you they have been abused by someone other than a member of staff.

Where the allegation is against a member of staff you should refer to Welsh Assembly Government guidance *circular 45/2004*.

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:-

- yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;
- you must report orally to the school's **designated person for child protection** immediately;
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date; place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings; **this written record must be written in the child Protection hard covered book which is kept in the security cabinet in the head teacher's office.**
- do not give undertakings of absolute confidentiality;
- that a child may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings; and
- your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment, implementing child protection plans and attending child protection conferences and core groups where necessary.

Confidentiality

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

The designated child protection officers for this school are Mrs. Tina Taylor, Head Teacher and Mrs. Judith Jones Special Educational Needs Coordinator. Victoria Primary School.

The local authority designated lead officer for child protection is Mr. Bob Grover 01446 709184.

NOTE FOR PARENTS OR CARERS

Parents/carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:-

- will have a child protection policy and procedures;
- should make parents or carers aware of its child protection policy possibly through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred;
- should help parents or carers understand that if a referral is made to Children and Young People Services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and
- keep the parents or carers informed of the welfare and educational progress of the child.

On 1 September 2006, section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools, and the governing bodies of further education institutions, to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Independent schools are required to meet equivalent requirements under standards introduced under the terms of section 157 of the Education Act 2002.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to Children and Young People Services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local Children and Young People Services department in consultation, where appropriate, with the police.

The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

You may find the following helpful:-

- make time to talk and listen to your child ;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything they feel is wrong;
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

NOTE FOR PUPILS

If someone is hurting you or your friends, there are people who can help you and stop people from making you feel scared or hurt.

You should tell someone you trust:-

- you can tell a teacher, your parents, carers, grandparents or other members of your family who may be able to help, or can tell a friend; and
- let people help to make things better by stopping the person from hurting you or your friends.

The person in this school who has special responsibility for helping you if someone's hurting you or your friends is Mrs. Taylor or Mrs. Jones or any teacher or adult that you feel happy to talk to.

If you can't talk to any of these, you can talk to one of the following organisations that will have someone who will listen to you:-

Childline

A free 24-hour advice line offering counselling and support to young people suffering from abuse. The call won't show up on your phone bill.

0800 11 11

www.childline.org.uk

NSPCC

A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won't show up on your phone bill.

0808 800 5000

www.nspcc.org.uk

Funky Dragon

Funky Dragon is a peer-led organisation that aims to make sure the views of 0 – 25 year olds are heard, particularly by the Welsh Assembly Government.

www.funkydragon.org.uk

Children's Commissioner for Wales

Children's Champion – Independent human rights institution for children.

0808 801 1000. The lines are open from 9am to 5pm (Monday to Friday).

www.childcom.org.uk

Clic

The National Information and Advice Service for young people in Wales 11 to 25.

www.cliconline.co.uk

Samaritans

Free and confidential advice and support
08457 90 90 90
www.samaritans.org.uk

Barnardo's

Barnardo's works with vulnerable children and young people, helping them and their families to overcome problems like abuse, homelessness and poverty.
020 8550 8822 (national rate, 8am–6pm Mon – Fri)
www.barnardos.org.uk

BBC One Life

This website provides advice on children and young people's rights, what to do if they are being abused and how to get help.
www.bbc.co.uk/surgery

Kidscape

Kidscape works with children and young people under the age of 16, their parents/carers and those who work with them to prevent bullying and child sexual abuse.
08451 205 204
www.kidscape.org.uk

Get Connected

Get Connected provides a free, confidential helpline that gives young people in difficult situations support and information.
0808 808 4994
www.getconnected.org

Bullying Online

Bullying Online is a website that provides information and support for a wide range of parents, pupils, teachers and youth organisations.
www.bullying.co.uk

Wise Kids

Wise Kids is a website that provides information and support on internet literacy, proficiency and knowledge of the intranet and related technologies.
www.wisekids.org.uk

Monitoring and Review

This policy should be reviewed annually and will be updated as necessary.

Date: _____

Signed: _____ Head Teacher

_____ Governor