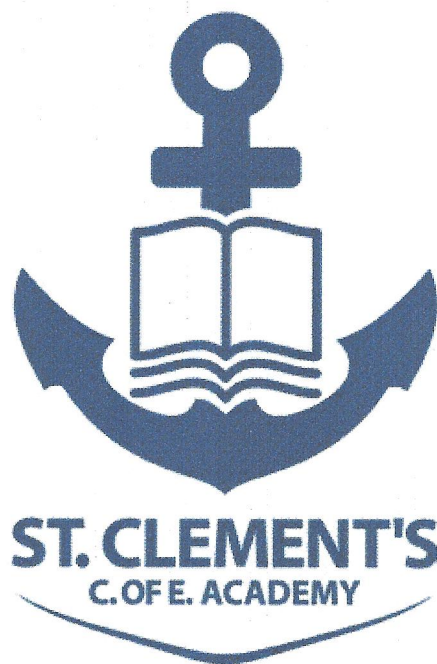


# St. Clement's C. of E. Academy



Child Protection Policy

Approved by the Governing Body  
22<sup>nd</sup> September 2016

## St. Clement's C. of E. Academy Child Protection Policy

### Aim

Whilst the prime focus of St. Clement's C. of E. Academy is to secure the best educational provision for the child, we recognise 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:

- all reasonable measures to be taken to minimise the risks of harm to children's welfare;
- 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;
- all persons working at this school to be made aware of this policy.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school 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.

In order to protect our children, we aim to:

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

St. Clement's C. of E. Academy will support all children by:

- Encouraging self-esteem and appropriate self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying MASH via the approved mechanisms as soon as there is a significant concern.
- 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.

### Designated personnel:

Designated Senior Person (DSL)  
Deputy Designated Senior Person:  
Head Teacher:  
Chair of Governing Body:  
Nominated Governor for Safeguarding and  
Child protection:

Des Ricketts  
Michelle Dowling  
Des Ricketts  
Greg Moss

### The role of all staff and other persons within the schools settings

This policy should be read alongside the Safeguarding Policy.

All staff have a duty to safeguard children. This policy outlines how staff can meet this duty and their need to be:-

- Trained and aware of potential indicators of abuse
- Open to hearing concerns from children and others, without seeking to investigate these concerns
- Informed on how to report any concerns to their Designated Senior Lead for Child Protection.
- Informed on how to report any concerns relating to staff to their Head Teacher.

Listening to children.

We will:

- Create the opportunity and environment for children to be able to talk about their concerns
- Establish systems to enable cover for the member of staff listening to a child's concerns.

We will always:

- Report on as soon as you 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.
- Inform the DSL and record on CPOMS
- If possible use a silent witness.

We will 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 them whilst supporting the child.

We recognise that all matters relating to Child Protection are confidential. Information will only be disclosed any information about a pupil to other members of staff on a need to know basis only.

### **Supporting Staff**

We recognise that staff working in the school 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.

We will support such staff by providing an opportunity to talk through their anxieties with the Designated Senior Lead and to seek further support as appropriate.

All staff are able to access confidential support and counselling through for example BCC Staff Careline, Teacher Support network

### **The role of the DSL**

The Designated Senior Lead is responsible for:

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

### **Reporting Procedures**

All concerns must be passed to the DSL or Deputy DSL who will seek advice/make a judgement as to whether a referral to MASH or the need for any other action to be taken.

If a disclosure is made or a member of staff has reason to believe abuse has occurred the DSL should be notified straight away and the incident recorded on CPOMS. Any original notes should be scanned onto CPOMS and then destroyed.

The DSL will then record on CPOMS action taken.

## Staff allegations

All child protection allegations relating to staff must be reported directly to the Head Teacher without informing the subject of the concern/allegation.

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, MASH, or by any disciplinary process.

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.

Any complaint or concern of a child protection nature received by any person and relating to the Head Teacher must be passed in confidence to the LADO (Local Authority Designated Officer) who will give advice and support including making contact with the Chair of Governors.

All staff need to be aware of their vulnerability to allegations and must address their practice accordingly. All staff must adhere to the school's policy/guidance in respect to safe conduct.

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.

## Procedure

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 Deputy DSL and must be the subject of training and be available to all staff and governors.

The Head Teacher is the Designated Senior Lead (DSL) but delegates the responsibility for Child Protection co-ordination in the school to the Deputy DSL. The Head Teacher will identify clearly who will deputise in the absence of the Deputy DSL and ensure that any such deputy is appropriately trained.

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

- CPOMS updated and relevant parties informed.
- Relevant action taken to the reported incident.

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

## **Parents and carers**

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. It will be made clear that this is a legal obligation and not a personal decision.

A copy of this policy is available to all on the school website.

## **Teaching and Learning**

The curriculum will be 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.

The school will promote child support services through assembly and display of contact information, e.g. ChildLine, NSPCC, Women's Aid, BAFGM and any other relevant organisation.

## **Training**

All members of staff will receive training on child protection procedures and will receive updates and refreshers every year. It is also strongly recommended that the Governing Body also receives this training annually.

The Head Teacher as DSL and the Deputy DSL will be provided with Education Services core training in order to carry out their role and will attend refresher training updates every 2 years.

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.

A record of the Child Protection and Safeguarding training is kept by the DSL and detailed in the Safeguarding policy.

## **Visitors and Volunteers**


A summary of the schools procedures and the name of the DSL is provided on their badge upon entering the school.



## Review

This policy will be reviewed annually.

This policy was adopted by Governing Body of St Clement's C. of E. Academy  
On 22<sup>nd</sup> September 2016.

Signed:	
Position:	Chair
Date:	22.9.16