



Birch Hill Primary School



CHILD PROTECTION POLICY Autumn 2009

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The purpose of the Child Protection Policy

The school recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind the school's child protection policy is underpinned by the fundamental principle of the Children Act 1989:

'the welfare of the child is paramount'

Everyone in our school shares an objective to help keep children safe by:

- Providing a safe environment for children to learn in.
- Supporting children's development in ways which will foster a sense of self esteem and independence
- Identifying and responding to children in need of support and/or protection

The aim of the policy

The aim of this policy is that all staff should be aware of the procedures that must be followed if they suspect that a child is being abused.

Each teacher and member of staff has a duty to be alert for signs of child abuse and if they have any suspicions that a child is at risk of abuse or has been abused, then they must immediately inform the Headteacher, or in his absence, the deputy head or a senior member of staff.

Impact On Children

The school will endeavour to support all children through

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting all pupils throughout the school. The school will ensure that all pupils know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support pupils, such as Social Services, CAMHS, Education Welfare service, education psychology service.

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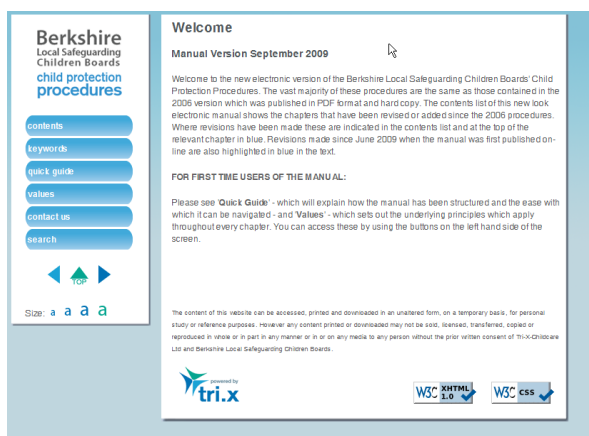
Child Protection Procedures

The Child Protection Procedures are available online at: <http://proceduresonline.com/berks>

Documentation and guidance material is kept on the school intranet, in the shared area in a folder called “Child Protection”.

It is the duty of the Headteacher to pass on information in accordance with the procedures, and from the initial contact onwards is responsible for liaison with other agencies.

It is essential that staff should share their concerns with the Headteacher. Under no circumstances should staff initiate procedures themselves. However, should an individual feel that appropriate action has not been taken, then they must refer to the LADO.



Roles and Responsibilities

The designated person at Birch Hill Primary School is the Headteacher. In their absence, the deputy-designated person is the Deputy Headteacher.

The Local Authority Designated Officer is Mairead Panetta (351530)

Child Protection Governor: Alastair Lidster

- All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.
- All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Person.
- The designated person for child protection and nominated governor for child protection will receive training every two years.
- All new staff will be fully briefed regarding child protection and all staff will have refresher training every three years.
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- The school will co-operate with relevant external agencies in any enquiries regarding child protection matters, including representation at case conferences, core groups and multi-agency planning meetings.
- Parents will be advised of the intention to refer to Social Services and their views and co-operation sought, unless we have good reason to believe that to do so would place a child at greater risk of harm.
- All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.
- Information concerning children at risk will be shared with all members of staff on a “need to know” basis. The Designated Person will make a judgement in each individual case about who needs and has a right to access particular information.

- Where there are concerns about a child, a teacher may be asked to keep a log of observations. This will be kept securely, separately from generally accessible pupil and class records.
- All records are subject to the Freedom of Information Act (2000) and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

Volunteers

All volunteers coming into school or helping on school trips need to be CRB checked.

Allegations against staff

- All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.
- If a child makes an allegation against a member of staff the Headteacher should be immediately informed.
- The Headteacher/senior teacher will discuss the allegation with the Lead Officers for Child Protection for the Local Authority.
- If the allegation concerns the behaviour of the Headteacher the chair of governors should be immediately informed.

Referral procedures at Birch Hill Primary School

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

School staff	report to	Headteacher
Headteacher	telephones	Social Services Duty Officer
		without delay
Headteacher	telephones	School Health Service E.W.O.
Headteacher	confirms in writing	Social Services Child Protection Co-ordinator C.E.O. other agencies

As soon as the school has reported a case of suspected abuse, and multi-disciplinary procedures are put in motion, the school has a duty to assist with the discharge of statutory functions to protect the child.

At the end of this policy are two forms. One is for recording the initial concern. The other is a record sheet for monitoring concerns.

The Headteacher may be involved in:

- initial investigations and assessments
- criminal investigations
- case conferences
- review conference

The Headteacher will be expected to:

- provide detailed information about the child, his/her background and reasons for the referral.
- provide written reports when necessary
- attend case conferences or meetings/interviews as required
- in some circumstance, arrange for a child to be interviewed at school without parental consent, or to be removed from school (without parental consent) to be interviewed elsewhere.

Additional Procedures

It will be the responsibility of the Headteacher to make decisions about referrals connected with child abuse. In the absence of the Headteacher, the Deputy Headteacher or a senior teacher must be informed of any concern about a child.

Staff must talk to the Headteacher if they have concerns about a child, but no specific evidence. Teachers will be asked to keep a monitoring record (see end of this document) of a pupil about whom there is concern. This is a confidential report and does not form part of a child's educational record, but may be used as evidence. All comments must be dated and recorded carefully. These forms will be issued by the designated person.

Any member of staff who is concerned about a child **must** discuss those concerns with the Headteacher. At all times, procedures must be followed

Record Keeping

Child Protection records and associated case paperwork are kept on the school intranet in a secure location. Access to this location is described on paperwork in the school safe.

Initially staff will be asked to record their concern on an alert form. Subsequent monitoring will be recorded on the monitoring form.

Categories of abuse

For Guidance on recognising the vulnerability of children in certain circumstances, please look at the Berkshire LSCB Child Protection Procedures website:

http://proceduresonline.com/berks/chapters/p_recog_vulner.html

Related Policies

- Behaviour Policy
- E-Safety Policy
- Health and Safety policy
- Inclusion Policy
- Sex and Relationships Policy
- PSHE & Citizenship Policy
- Restraint of Pupils



CHILD PROTECTION ALERT FORM

Name of Pupil		Class	
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Reason for concern. Please record exactly what you heard/witnessed/observed and when, which has given you cause for concern

Support Staff: Have you shared the concern with the classteacher? Y/N

Name:	Position		Date	
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PLEASE PASS ON TO THE CHILD PROTECTION DESIGNATED TEACHER (*Headteacher*) OR IN HIS ABSENCE TO THE DEPUTY HEADTEACHER (who will then take responsibility)

Next course of action – to be completed by the Designated Teacher

Name:

Signed:

Dated:



CP Concerns Monitoring Sheet

Name of Child:

Date of birth:

Date	Details